THREE RIVERS DISTRICT COUNCIL

Three Rivers House
Northway
Rickmansworth
Herts WD3 1RL

# FULL COUNCIL MEETING

## NOTICE AND AGENDA

You are hereby summoned to a meeting of the Council to be held in the Penn Chamber, Three Rivers House, Northway, Rickmansworth on Tuesday, 9 December 2025 at 7.30 pm

Councillors:

Stephen King (Chair)
Christopher Alley
Oliver Cooper
Stephen Cox
Harry Davies
Steve Drury
Vicky Edwards
Andrea Fraser
Elinor Gazzard
Stephen Giles-Medhurst OBE
Rue Grewal
Philip Hearn
Lisa Hudson
Khalid Hussain
Raj Khiroya
Joan King
Chris Lloyd
David Major
Keith Martin
Abbas Merali
Tony Humphreys (Vice-Chair)
Chris Mitchell
Debbie Morris
Ian Morris
Sarah Nelmes
Louise Price
Kevin Raeburn
Paul Rainbow
Reena Ranger
Ciaran Reed
Andrew Scarth
Narinder Sian
Mike Sims
Tom Smith
Cheryl Stungo
Jon Tankard
Chris Whately-Smith
Anne Winter
Ian Campbell

**1. Apologies for Absence**

**2. MINUTES OF PREVIOUS MEETING** (Pages 7 - 8)

To confirm as being a correct record the minutes of the meeting of Full Council held on 21 October 2025 and for them to be signed by the Chair.

**3. Declarations of Interest**

**4. CHAIR'S ANNOUNCEMENTS**

To receive an update on the Chair’s activities since the last meeting.

**5. PETITIONS**

To consider any petitions received by the Council under Procedure Rule 18.

**6. QUESTIONS FROM PUBLIC** (Pages 9 - 14)

To receive any questions from the public submitted under Procedure Rule 15 and to note the answers provided.

Members of the public will have one minute to ask a supplementary question and Lead Members may have up to 3 minutes to answer.

**7. Land in Mill End - Development Agreement** (Pages 15 - 76)

**8. REVIEW OF HACKNEY CARRIAGE AND PRIVATE HIRE POLICY 2022** (Pages 77 - 324)

That:

- Members Agree the revised Policy found at Appendix 3 and recommend that Full Council adopt the revised Policy (Option 1); or,
- Members Agree to make minor revisions to the revised Policy and recommend that Full Council adopt the revised Policy (Option 2)
- That public access to the report be immediate.

**9. TREASURY MANAGEMENT - END OF YEAR REPORT 2025-26** (Pages 325 - 340)

That:

- The committee is invited to note the Treasury Management Mid-Year Report 2025-26

**10. COUNCIL TAX BASE REPORT** (Pages 341 - 358)

That the calculation of the Council's tax base for the year 2026/27 be approved.

- That in accordance with the Local Authorities (Calculation of Tax Base) (England) Regulations 2012, the amount calculated by the Three Rivers District Council as its council tax base for the year 2026/27 shall be:-

| Parish | Band D Equivalents 2026/27 |
|---|---|
| Abbots Langley | 8,968.7 |
| Batchworth | 6,632.5 |
| Chorleywood | 6,354.8 |
| Croxley | 5,748.5 |
| Sarratt | 1,108.9 |
| Watford Rural | 7,625.2 |
| Unparished | 3,686.2 |
| Total | 40,124.8 |

**11. Barton Way - Redevelopment Project** (Pages 359 - 406)

**12. REVIEW OF PROPORTIONALITY** (Pages 407 - 414)

That:

- Council notes the political proportionality of committees set out at Appendix A.

- Council appoints the Member nominated by the Conservative Group to the vacant seat on the Climate Change and Leisure Committee.

- Council appoints Councillor Mike Sims to the Audit Committee as an independent councillor.

**13. SARRATT NEIGHBOURHOOD PLAN** (Pages 415 - 546)

That:

- Full Council acknowledges the results of the referendum where 96.7% voted YES to the question 'Do you want Three Rivers District Council to use the Neighbourhood Plan for Sarratt to help it decide planning applications in the neighbourhood area?'

- Full Council make the Sarratt Neighbourhood Development Plan in accordance with Section 38A(4)(a) of the Planning and Compulsory Purchase Act 2004

**14. POLICY AND RESOURCES COMMITTEE RECOMMENDATIONS**

To consider any recommedations arising from the meeting of the Policy and Respources Committee held on:

- 17 November 2025

**14.1 BUDGET MONITORING REPORT TO 30 SEPTEMBER 2025** (Pages 547 - 600)

That:

- The revenue budget virements as set out in Appendices 1 to 3 and noted in paragraph 2.1.4 be approved and incorporated into the three-year medium-term financial plan.

- The revenue budget supplementary estimates of £0.067m as set out in appendices 1 to 3 and noted in paragraph 2.1.5 be approved and incorporated into the three-year medium-term financial plan.

- The revenue variances to be managed of £0.001m as set out in appendices 1 to 3 and noted in paragraph 2.1.6 be noted.

- That the capital budgets of £11.429m as set out in appendices 1 to 3 and noted in paragraph 2.4.2 be approved and incorporated into the three-year medium-term financial plan.

**14.2 CIL SPENDING APPLICATIONS – JUNE 2025** (Pages

That: (601 - 674)

- Members approve CIL funding for the following schemes detailed in Table 1 of this report and summarised in the table below for 2025/2026:

| **Applicant & Project Name** | **Infrastructure** | **CIL Amount** |
|---|---|---|
| Beryl Bikes Smidsy LTD T/A Beryl | To provide 36 ebikes and 13 parking locations across Rickmansworth/ South Oxhey & Leavesden/ Abbots Langley Watford border. | £138,000 |
| Rickmansworth Sports Club & Rickmansworth Cricket Club Park Road Rickmansworth WD3 1HU | Infrastructure Improvements. | £167,200 |

- The final funding and implementation of the 2 agreed projects is delegated to the Director of Finance, in consultation with the Lead Members for Resources and Planning Policy and Infrastructure, to determine to enable the agreed projects to be progressed and implemented.

**14.3 FEES AND CHARGES 2026/27** (Pages 675 - 710)

1.1 That:

- Council is recommended to approve the Fees and Charges set out in the schedule at Appendix 1 to be effective from 12 January 2026
- Council is recommended to approve the Fees and Charges set out in the schedule at Appendix 2 to be effective from 1 April 2026
- Council is recommended to approve the Fees and Charges set out in the schedule at Appendix 3 to be effective from 1 April 2026
- Council is recommended to approve the Fees and Charges set out in the schedule at Appendix 4 to be effective from 1 April 2026
- Council is recommended to approve the Fees and Charges set out in the schedule at Appendix 5 to be effective from 1 April 2026

**15. APPEAL UNDER 6.4 OF PART 4 ACCESS TO INFORMATION PROCEDURE RULES COUNCIL CONSTITUTION**

Report to follow.

**16. LEAD MEMBER REPORTS** (Pages 711 - 736)

To receive written reports from the Lead Members on activities falling within their remit since the last meeting of Full Council.

**17. QUESTIONS TO THE LEADER AND LEAD MEMBERS** (Pages 737 - 748)

To receive the answers to questions submitted to the Leader and Lead Members.

**18. MOTIONS** (Pages 749 - 756)

To consider any Motions submitted under Council Procedure 11.

**Note: Exclusion of Public and Press**

If Council wishes to consider any items in private, it will be necessary for the following resolution to be passed:

"that under Section 100A of the Local Government Act 1972 the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined under paragraph 3 of Part I of Schedule 12A to the Act. It has been decided by the Council that in all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information."

**General Enquiries: Please contact the Committee Team at**
committeeteam@threerivers.gov.uk

*Joanne Wagstaffe, Chief Executive*
*Friday, 28 November 2025*

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**THREE RIVERS DISTRICT COUNCIL**

**At a meeting of the CommitteeName held in the MeetingLocation, on MeetingDate from MeetingActualTimeRange**

**Or**

**At a meeting of the CommitteeName held virtually remotely on MeetingDate from MeetingActualTimeRange**

**Present:** Councillors ChairPresentList, ViceChPresentList,

MembersPresentShortSubsRolesList

**Also in Attendance:**

MembersInAttendanceShortList

**Officers in Attendance:**

OfficerInAttendanceRows

**External in Attendance:**

GuestInattendanceRepresentingList

**CHAIRMAN**

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# Questions from the Public
09/12/2025



THREE RIVERS DISTRICT COUNCIL

## Questions from the public

| | |
|---|---|
| **George Bleakley to the Lead Member for Resources, Regeneration and Economic Development, Councillor Louise Price** | |
| 1 | "Why has the council took it upon itself to potentially discriminate against people with disabilities who are transitioning over from old style benefits to Universal Credit?<br>DWP promised these people when they transitioned over they won't be worse off. The DWP has given what is called a "transitional element" to make up the shortfall and to comply with their PSED.<br>However Three Rivers Council has decided to treat this transitional element as an extra income for council tax reduction purposes and removed all of those people's council tax reduction and sending them bills of nearly £2k making them substantially worse off, despite the transitional element not even being mentioned in the CTR policy.<br>Other councils have rightly not treated this transitional element of UC as income and kept council tax reduction in place. Three Rivers has not.<br>This is potentially illegal and discriminatory, and most definitely immoral and not in the spirit of why the transitional element exists in the first place.<br>When did Three Rivers become the "nasty" council when other councils are doing the right thing?" |
| | All Council's had to create a Local Council Tax Reduction scheme under Section 13 (1) (a), of the Local Government Finance Act 1992. Three Rivers District Council, changed to a banded income scheme from 1 April 2024 and Universal Credit Transitional Protection Payments were included as income in our scheme. This scheme was approved by Full Council and included a full Equality Impact Assessment. Our scheme disregards Carers Allowance in full and there is a further £60 disability disregard for those in receipt of Disability Living Allowance, PIP or Attendance Allowance. There is certainly no intention to discriminate against people with disabilities.<br><br>The full list of disregards in assessing income for Council Tax Support purposes is.<br>• Carers Allowance<br>• Child Benefit<br>• Disability Living Allowance<br>• Employment and Support Allowance support components<br>• Personal Independence Payments<br>• Universal Credit Carer Element<br>• Universal Credit Disabled Child Element<br>• Universal Credit Housing Element<br>• Universal Credit Limited Capacity to Work Element<br>• Universal Credit Limited Capacity to Work Restricted Access Element |
| **David Parry to the Lead Member for General Public Services, Councillor Sarah Nelmes** | |

| | |
|---|---|
| 2 | I would be grateful if at the upcoming council meeting or post the meeting in writing reply to the following question / concern.<br>The property on Moor Lane, known as Offa House (WD3 1LR), which may or may not be on agricultural land but is certainly near a flood plain appears to have changed use. It has changed from a residential property, with no agricultural activity, to an intensive chicken farm, potentially involving on-site animal slaughter, resulting in a persistent, widespread foul [no pun intended] smell and concern for environmental runoff into nearby water systems and land.<br><br>1. What immediate steps will the Council take through its Environmental Health, planning or other departments to investigate and ensure all permits and permissions are in place to cover activities at the site and the statutory nuisance being caused by the odour and the risk of water pollution?<br><br>I hope to attend the meeting but if unable to and I understand a written response will be provided. |
| | The Council is aware of the matter referenced by the questioner and is working closely with other public agencies including Trading Standards who are the lead agency for this investigation. As this is a live investigation, no further comment can be provided at this time. |
| **Vishal Patel to the Lead Member for Leisure, Councillor Lloyd** | |
| 3 | At the Policy and Resources Committee on 17th November 2025, the Lead Member for Leisure, Chris Lloyd, said the council is committed to encouraging physical activities such as tennis, bowls, or cricket across the district.<br><br>South Oxhey Playing Fields is now a registered ‘Village Green’ and is home to several football pitches and other sport facilities.<br><br>For over 70 years, local people from South Oxhey, Carpenders Park, and Oxhey Hall have played cricket there, from Oxhey Cricket Club's organised matches on the grass in the 1950s, to informal recreational games by residents of all ages. However, there is now just one community-accessible cricket pitch in Watford Rural Parish: far below estimated needs.<br><br>Will Cllr Lloyd and the Council now ensure their action matches their words and designate a suitable grass area at South Oxhey Playing Fields (or an alternative site in Watford Rural Parish) so that this longstanding recreational cricket can continue? |
| | As has been previously advised on several occasions both publicly and privately the Council currently has no plans to create or designate a formal cricket pitch at this location. If a group would like to request a formal arrangement for cricket provision at this or indeed any other council owned site, then this can be done through the Council’s hire of grounds application process. |
| **Jo Colledge-Miller to the Lead Member for Sustainability and Climate Change, Councillor Tankard** | |

| | |
|---|---|
| | As a member of the public, I submit the following question to the Full Council meeting on Tuesday 9 December 2025.<br><br>On 31 October a tree situated in Three Rivers' Gade View Gardens Play Park fell onto Gallows Hill, writing off a resident's car and causing significant disruption.<br><br>Luckily, there were no children in the park when the tree toppled over as they, or their carers, could have been seriously injured or worse.<br><br>Considering that the council was operating the land as a public play park, why wasn't the council ensuring that the tree was being maintained and safe? |
| | Due to an historical error connected to the land transfer of the playground from the original developer to the council, this tree was not listed on the council's tree management database. This error has now been corrected, and as a precautionary measure all the council's other play areas have been rechecked for tree safety and to ensure records are accurate. The council has an ongoing project, working with the Land Registry, to update the accuracy of land ownership records, this is a national issue and not unique to TRDC. With regards to this specific tree the council has undertaken works to fell the remaining part of the tree to ensure the safety of its playground. It is fully acknowledged, without wishing to downplay the impact on the resident whose car was damaged, that this incident could have been much more severe. |

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# Full Council

## Shepherds Lane, Mill End Development Agreement

9 December 2025



THREE RIVERS DISTRICT COUNCIL

**FULL COUNCIL**

PART II

**SHEPHERDS LANE, MILL END - DEVELOPMENT AGREEMENT**

**(DoF)**

**This report is NOT FOR PUBLICATION because it comprises EXEMPT INFORMATION which is not for publication by virtue of Paragraphs 3 of Part I of Schedule 12A of the Local Government Act 1972 (as amended).**

## 1 Summary

1.1 This report seeks the approval of Full Council to enter into a Collaboration Agreement and all necessary legal & funding agreements to promote and dispose of approximately 8.5 acres (3.439Ha) of land owned by Three Rivers District Council located off Shepherds Lane, Mill End.

1.2 The Council owns approximately 18% of the total land area of the site at Shepherds Land and the Collaboration Agreement will enable TRDC to work with the adjoining landowners and their representatives to promote and secure planning permission to develop the site for new homes.

1.3 The land at Shepherds Lane is identified within the emerging Local Plan (Site Ref. EOS7.0) as a site suitable for residential development. The Council has been working alongside the other landowners in a non-contractual capacity, but at this stage, the parties need to begin to prepare the site for planning purposes, which will include the requirement of financial investment and legal commitment, to protect all parties to the agreement.

## 2 Recommendation

2.1 It is recommended that Full Council:

2.1.1 Agree to TRDC entering into a Collaboration Agreement and any additional legal agreement, funding or contract which is required for the purpose of promoting the site, obtaining planning permission and subsequently disposing of the site on the best possible terms;

2.1.2 Approve the commitment to external borrowing and the allocation of up to £850,000 of capital funding to be used to promote the site and acquiring the necessary reports and expertise required to secure planning consent;

2.1.3 Delegate approval to the Director of Finance to adjust the capital programme budget accordingly to ensure that the required funding is made available for this project;

2.1.4 Approve the subsequent disposal of the site following the award of planning consent, ensuring that such disposal satisfies the Council's best value obligations;

2.1.5 Delegates any variations or amendments in connection with recommendations 2.1.1 to 2.1.4 (inclusive) as may be necessary to the Chief Executive and Director of Finance, in consultation with the Leader of the Council and Lead Member for Resources, Infrastructure and Economic Development.

2.1.6 Notes that regular project updates including a summary of expenditure and progress will be reported to the Shareholder & Commercial Ventures Panel;

2.1.7 That public access to the report be denied until the land is disposed of or the Council decides to discontinue its association with the Collaboration Agreement.

2.1.8 That public access to the decision be denied until the Council minutes are published. Such minutes to be suitably anonymised to ensure non-disclosure of any confidential or commercially sensitive information.

Committee Decision on Public Access:-

| | | |
|---|---|---|
| 1. | Public access to report - | denied until issue resolved (see future agenda)<br>denied until the land is disposed of or the Council decides to discontinue its association with the Collaboration Agreement. |
| 2. | Public access to decision - | denied until the Council minutes are published. |

Report prepared by: Justin Wingfield – Head of Property Services & Major Projects

## 3 Background

3.1 The Council owns 8.5acres (3.439Ha) of land adjacent to Shepherds Lane in Mill End. Ownership of the site dates back decades and the site has, for the last 75 years, been farmed as part of the larger overall site.

3.2 A plan of the site, showing TRDC's ownership (shaded yellow) is attached at **Appendix 1**. The plan illustrates the overall site and identifies the other land partners, namely: Ptarmigan Rickmansworth Ltd and Barwood Development Securities Ltd, who have legal agreements in place with the landowners of the site.

3.3 Over the past four years, the parties have been working together, without formal legal commitment to commission technical surveys covering aspects such as: transport; ecology; drainage; ground conditions; arboriculture; landscape, and heritage. Following this initial stage of work, the parties have been able to conclude that there are no legal or technical barriers to development, and the site could realistically be brought forward through the planning.

3.4 Work between the parties has included joint promotion of the site through the emerging Local Plan 'call for sites' process. A copy of the proposed site Masterplan which was submitted to a Local Plan Sub-Committee meeting is attached at **Appendix 2**. This provides Members with a far deeper understanding and appreciation of the site proposals.

3.5 Having reached this stage, the next logical step is to formalise the relationship with the other landowners and promoters through the creation of a Collaboration Agreement, so that the parties can commit, with confidence, the necessary funding and expertise to prepare a planning application for the site.

## 4 Proposal

4.1 In very simple terms, all three parties are wiling to work together to promote the site and the work undertaken so far indicates that the site has no major barriers to development. Under the emerging Local Plan, it is anticipated that this site will provide in the region of 500-550 new dwellings together with community infrastructure, which could include a much-needed medical centre, community space or educational facilities.

4.2 Both Ptarmigan & Barwood have an extensive track record in the promotion, adoption and development of residential sites across the UK. The proposal to enter into a Collaboration Agreement will enable TRDC to benefit from their expertise, but at the same time commit its own funds, to ensure that the Council only pays for the direct costs it incurs and not any share of promotional fees, usually charged by site promoters.

4.3 The proposed Collaboration Agreement sets out the framework under which the parties intend to work collaboratively, with Barwood Land Securities Ltd and Ptarmigan Rickmansworth Ltd acting as promoters on behalf of their landowner groups, while TRDC participates as a landowner but retains its obligations as a public body. The agreement remains in force until the project is completed, all obligations are fulfilled, or the parties terminate in accordance with the defined procedures, a suitable longstop date will also ensure that the promotion has a target end date.

4.4 A central part of the agreement is the governance and financial structure. The parties have agreed percentages - 68% to Ptarmigan Rickmansworth Ltd, 14% to Barwood Land Securities Ltd and 18% to TRDC - for sharing project expenditure, which is based upon their overall ownership of the site. The sales proceeds will be split pro-rata, based upon the gross acreages of the individual landholdings that comprise the site, this is to protect the parties in the event of a phased sale of parts of the overall site.

4.5 The project will be managed according to an approved planning strategy and annual budget, with the parties required to act in the project's best interests and ensure appropriate oversight. A project board will meet regularly, with each party holding one equal vote, and decision-making is divided between normal decisions (simple majority) and major decisions (unanimous approval), with some major matters eligible for expert determination.

4.6 The agreement includes detailed mechanisms for planning, expenditure, disposal of the land, and resolving disputes. The intention is to dispose of the site in a single sale, with the preferred bidder chosen based upon price and qualitative factors (noting the comments in. para.4.4 above). The parties must ensure that vacant possession of the site can be delivered within three months of securing a satisfactory planning permission. Clear processes are provided for addressing default, including notice requirements, cure periods, and rights of termination, supported by a specialist dispute resolution procedure if disagreements arise.

4.7 Other important provisions include restrictions on assignment, obligations of good faith, reasonable efforts to ensure clean title, and the priority of each party's existing promotion agreements. Confidentiality is required among all parties, although TRDC must comply with statutory information requests under FOI and related regulations. Each party is responsible for its own tax, liabilities and professional advice, and the agreement explicitly confirms that the arrangement does not create a legal partnership.

## 5 Options and Reasons for Recommendations

5.1 Officers have considered other potential options to achieve the same result, namely the allocation, award of planning permission and disposal of the site for best consideration. The follow section of the report summarises those options.

5.2 Option 1 – Disposal with Clawback – This option would allow TRDC to sell its land immediately at its current unallocated value while relying on a future uplift

payment once planning permission is secured. Although this approach distances the Council from the complexities of the development process, it presents significant risks relating to the achievement of best value, the enforceability of clawback provisions, and the overall level of financial return.

5.3 The lack of control over the planning strategy and the uncertainty of securing an effective clawback mean that the Council could be left with a suboptimal outcome. In summary, this option offers short-term simplicity but poses material financial and governance disadvantages, making it neither robust nor commercially recommendable.

5.4 Option 2 - Promotion Agreement – this option would see an external promoter take responsibility for advancing the site, covering all promotion costs without any initial expenditure by TRDC. While this removes the need for upfront investment and limits immediate financial exposure, it comes at the cost of surrendering a substantial proportion of the eventual land receipts - likely between 10-12%, equating to potentially more than £1.4 million. This fee considerably exceeds the level of contribution required under a Collaboration Agreement and does not reflect the actual costs of promoting the site, as it will include the risk premium/fee payable for the promoters' services.

5.5 Officers have explored whether it is possible to secure greater transparency or a 'cost-plus' arrangement with potential promoters, but such an approach was unsuccessful. This ultimately leaves the structure misaligned with public-sector standards of accountability, value for money, and open-book governance. In summary, despite reducing short-term cost, this option significantly diminishes the Council's longer-term financial return and offers limited transparency, making it an inefficient and unacceptable option.

5.6 Option 3 - Collaboration Agreement – this option enables TRDC to work directly with the other site promoters & landowners, sharing promotion costs proportionally and retaining meaningful influence over the progression of the site. This model provides a high degree of control, transparency, and oversight while creating a clear pathway to maximise the site's long-term value. Although it requires upfront capital investment and carries some exposure to financial risk, the scale of this commitment is modest when compared with the potential fee costs under a Promotion Agreement.

5.7 The structure also ensures that the Council's governance expectations—particularly around accountability, open-book management, best value and prudent stewardship of public assets - are fully met. In summary, Option 3 balances cost, control, and long-term financial benefit, positioning TRDC to ensure it is able to secure best value.

5.8 Taking these factors into consideration, the Collaboration Agreement emerges as the preferred and most rational option. It offers the strongest combination of financial return, governance, and strategic influence, while avoiding the significant risks associated with both the clawback disposal route and the costly fee structure of a Promotion Agreement. By adopting the Collaboration Agreement, TRDC can participate actively in shaping the site's future, protect public value, and ensure its decision-making responsibilities are discharged transparently and effectively.

## 6 Policy/Budget Reference and Implications

6.1 The recommendations in this report will be within the Council's agreed policy and budgets.

## 7 Financial Implications

7.1 The Collaboration Agreement requires TRDC to assume speculative promotional risk. The financial contribution required by TRDC to support the promotion of the site is estimated at around £550,000. In the event of the parties needing to submit a planning appeal, the costs could rise to around £850,000, which is the sum being sought for approval from Full Council.

7.2 At this stage, and with the site earmarked as a potentially suitable site in the emerging Local Plan, the likelihood of the scheme needing to go to planning appeal is considered low.

7.3 It should also be noted that in the event Members approve entering into the Collaboration Agreement, it will be necessary for the Council to borrow funds to participate in the promotion of the site and the work involved in preparing and submitting a planning application. The Council would therefore need to factor in the costs of borrowing in connection with direct investment, albeit the investment to support the case for adoption and planning does not need to be funded from day one, so a borrowing facility, may be the best option to pursue.

7.4 It is too early to be entirely clear on the likely land value to be achieved from the sale of this site. There are still many variables to overcome, from determining the net developable area, after deducting any required community, medical centre or educational space, to matters like the development density and housing mix. Officers have obtained initial advice from an independent property expert, and it is understood that TRDC's land share of 18% could be worth in the region of £6m-£11m once the site receives planning permission.

7.5 Members should be aware that if the site is not sold following the borrowing and expenditure required to secure planning consent, the associated costs will need to be met from revenue budgets.

## 8 Legal Implications

8.1 The Localism Act 2011 gives the Council a general power of competence to do anything an individual may do although this is expressly subject to any statutory limitations that predate the commencement of that Act.

8.2 The relevant provision where a Council proposes to dispose of land is Section 123(2) of the Local Government Act 1972 ("LGA") which allows a Council to do so provided a disposal (other than by way of short lease) is for the best consideration reasonably obtainable, otherwise the consent of the Secretary of State is required.

8.3 The transfer for which this report seeks authority will satisfy the requirements, and at the point of disposal will be supported by an independent valuation and a robust marketing process, which will ensure that the Council has satisfied its best value duties.

8.4 In deciding whether to approve this disposal Members should be aware of their fiduciary and best value duties in terms of the prudent and responsible stewardship of the Council's assets and resources.

## 9 Equal Opportunities Implications

9.1 Relevance Test

| | |
|---|---|
| Has a relevance test been completed for Equality Impact? | Yes |

| | |
|---|---|
| Did the relevance test conclude a full impact assessment was required? | No |

9.2 Impact Assessment - The Equality Impact Assessment reviews the proposal for a joint Collaboration Agreement to promote and dispose of land at Shepherds Lane, Mill End for a residential-led scheme of around 500–550 homes. No significant discriminatory impacts are identified at this stage, but potential issues relate to ensuring an inclusive housing mix, accessible design, safe public spaces, and adequate community facilities—particularly for older people, disabled residents, pregnant people, carers, homeless people and other vulnerable groups.

9.3 Planned actions include embedding accessibility and safety in the masterplan; maximising adaptable and accessible homes; ensuring safe, well-lit walking and cycling routes; designing flexible community spaces; managing construction impacts; and undertaking targeted engagement with affected groups. A more detailed assessment will be completed at planning application stage, supported by inclusive consultation and ongoing monitoring.

## 10 Staffing Implications

10.1 The proposed Collaboration Agreement and subsequent promotion and disposal activities will be managed by the Council's Property Team, as part of its business-as-usual functions. Where specialist advice or support is required, this will be obtained from the funding that has been requested.

10.2 There will be no employment or other staffing implications in connection with this matter.

## 11 Environmental Implications

11.1 All environmental implications arising from this matter will be dealt with as part of the preparation of the planning application. Compliance with planning policy and statutory requirements will be discharged accordingly and within the identified budget.

## 12 Community Safety Implications

12.1 There are no community safety implications in connection with this matter.

## 13 Public Health implications

13.1 There are no public health implications in connection with this matter.

## 14 Customer Services Centre Implications

14.1 There are no customer service centre implications in connection with this matter.

## 15 Communications and Website Implications

15.1 It is likely that some community engagement and consultation may be required as part of the preparation of the planning application. This will be dealt with by the promotional parties and in conjunction with TRDC's Communications and Community Teams.

## 16 Risk and Health & Safety Implications

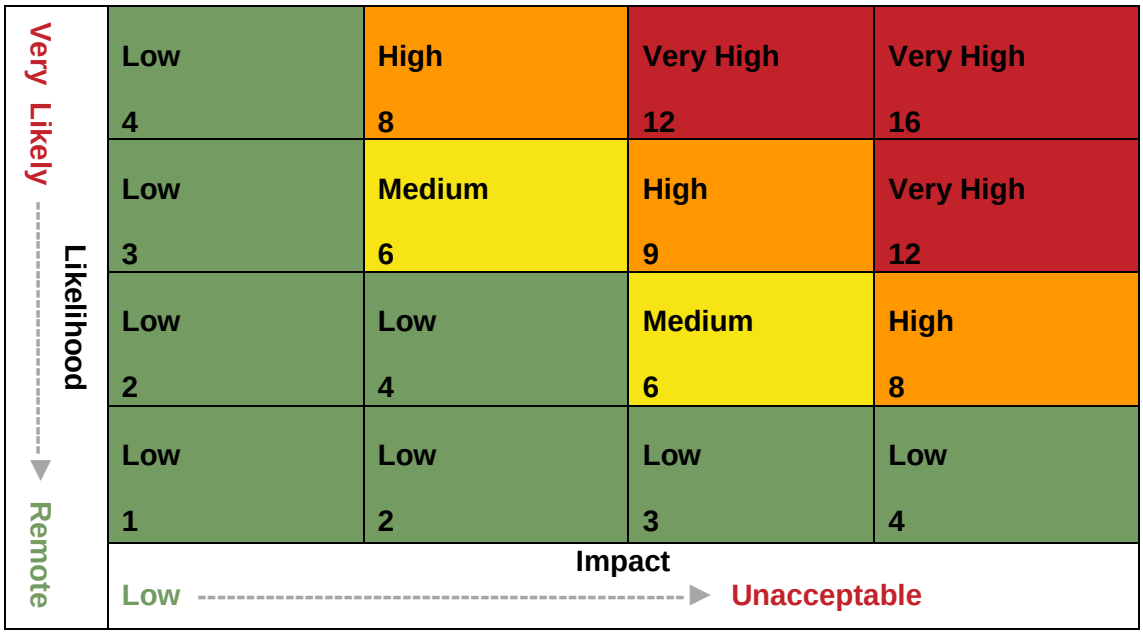
16.1 The Council has agreed its risk management strategy which can be found on the website at http://www.threerivers.gov.uk. In addition, the risks of the proposals in the report have also been assessed against the Council's duties under Health and Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.

16.2 The subject of this report is covered by the Property Services & Major Projects service plan. Any risks resulting from this report will be included in the risk register and, if necessary, managed within this plan.

| **Nature of Risk** | **Consequence** | **Suggested Control Measures** | **Response** *(tolerate, treat terminate, transfer)* | **Risk Rating** *(combination of likelihood and impact)* |
|---|---|---|---|---|
| Cost Overruns in Promotion and Planning Work | Exceeding budget allocation; unplanned borrowing; reduction in overall financial return to TRDC. | Set capped budgets and approvals for spend; regular monitoring and reporting to Shareholder & Commercial Ventures Panel | Treat | Medium–High |
| Borrowing Cost Increases | Higher long-term liabilities; reduced land value net benefit. | Fix borrowing arrangements early; use phased drawdown facilities. | Treat | Medium |
| Planning Permission Risk / Planning Refusal | Delays, additional appeal costs, planning uncertainty; reduced market interest. | Commission robust technical reports; pre-application engagement; allocate contingency. | Treat | High |
| Market Fluctuation Impacting Final Land Value | Reduced financial return (current estimate £6m–£11m); viability challenges. | Commission updated valuation assessments; build flexibility into disposal timing; monitor market conditions. | Tolerate / Treat | Medium–High |
| Disputes Between Collaboration Parties | Delays, legal costs, breakdown in collaboration, potential termination. | Clear dispute resolution procedures; regular Project Board meetings; define major vs minor decisions; maintain robust documentation. | Treat | Medium |

| | | | | |
|---|---|---|---|---|
| FOI / Confidentiality Breaches | Legal non-compliance; reputational harm; increased scrutiny. | Clear confidentiality clauses; prepare FOI handling protocol; issue redacted documents as needed. | Treat | Medium |
| Longstop Date Reached Without Completion | Forced renegotiation or termination; sunk costs unrecoverable. | Monitor programme; escalate issues at Project Board; consider extension only with mitigation. | Treat | Medium |
| Reputational Risk from Public Objections / Transparency Restrictions | Public distrust; political pressure; accusations of lack of transparency due to restricted access provisions. | Prepare communication plan; publish information as soon as legally permissible; support community engagement. | Treat | Medium |
| Termination of Agreement by Another Party | Project delays; renegotiation; stranded costs for TRDC. | Strong termination clauses; early warning triggers; seek compensation provisions. | Treat / Transfer | Medium |
| Insufficient Internal Capacity to Manage Agreement | Errors, delays, increased reliance on external consultants. | Allocate dedicated project manager; use funding to procure expertise; provide training. | Treat | Low–Medium |

16.3 The above risks are scored using the matrix below. The Council has determined its aversion to risk and is prepared to tolerate risks where the combination of impact and likelihood scores 6 or less.




| Impact Score | Likelihood Score |
|---|---|
| 4 (Catastrophic) | 4 (Very Likely (≥80%)) |
| 3 (Critical) | 3 (Likely (21-79%)) |
| 2 (Significant) | 2 (Unlikely (6-20%)) |
| 1 (Marginal) | 1 (Remote (≤5%)) |

16.4 In the Officers' opinion none of the new risks above, were they to come about, would seriously prejudice the achievement of the Strategic Plan and are therefore operational risks. The effectiveness of the management of operational risks is reviewed by the Audit Committee annually.

The remainder are therefore operational risks. Progress against the treatment plans for strategic risks is reported to the Policy and Resources Committee quarterly. The effectiveness of all treatment plans are reviewed by the Audit Committee annually.

**Data Quality**

Data sources: Not applicable

Data checked by: Jon Boyle - Principal Lawyer (Property) & Deputy Monitoring Officer

Data rating:

| | | |
|---|---|---|
| **1** | **Poor** | |
| **2** | **Sufficient** | |
| **3** | **High** | ✔ |

**Background Papers** - None

**APPENDICES / ATTACHMENTS**

Appendix 1 – Site Plan
Appendix 2 - Masterplan Document - TRDC Local Plan Sub-Committee

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**PRELIMINARY REPORT TEMPLATE**

| Report Originator | Head of Service sponsor | Date Originated |
|---|---|---|
| | | |
| Lead Member Name: | Area of Responsibility: | |
| | | |
| CMT Date: | | |
| JLT Date: | | |

| **PRELIMINARY PURPOSE** | | |
|---|---|---|
| Reason | JLT/CMT Feedback for Officer and further instructions | Decision required from CMT |
| | | |

| **IF APPLICABLE, PROPOSED ROUTE FOR FURTHER APPROVAL** | |
|---|---|
| | Date |
| Committee | |
| Council (if required) | |

**(All green text to be deleted prior to completion)**

**TITLE HERE**

**(DoF/ADCC/ADSPH/ADLD) Delete as appropriate**

**Purpose of the Preliminary report is to provide CMT with basic information on what work is to come in the future and what involvement from CMT will be required. Preliminary reports will not be required for items that did not have a lead in time, for example, a response to Government consultation.**

**Identify if report needed and when going to Council/Committee or Sub-Committee, whether should be Part I or Part II**

**If report Part II to insert the appropriate Paragraph from the NOT FOR PUBLICATION PARAGRAPHS to be found on the Intranet using the weblink below:**

https://www.watford.gov.uk/intranettrdc/downloads/file/329/not-for-publication-parasdoc

**The wording to read as follows:**

**This report is NOT FOR PUBLICATION because it deals with (insert the appropriate NOT FOR PUBLICATION paragraph).**

**1. Description**

1.1 Why CMT/JLT are considering the synopsis.

**2 Summary of Main Points**

2.1 Summary of the main points.

2.2 If synopsis is presenting strategy, plan or policy please append, even if at draft stage.

**3 Support required from Services**

3.1 In order to complete the full report, additional support will be required from:

| | | |
|---|---|---|
| 3.2 | Legal | ☐ |
| 3.3 | Finance | ☐ |
| 3.4 | Procurement | ☐ |
| 3.5 | Climate Change | ☐ |
| 3.6 | Strategy & Partnerships (equalities) | ☐ |
| 3.7 | Customer Services / Communications | ☐ |

3.8 Other service: please detail

**4 Recommendations**

4.1 Provide recommendations for CMT/JLT to agree to include:

4.1.1 Any recommendations to be presented to Members

4.1.2 The next steps and action to be taken.

Preliminary report prepared by: (Full name, Job Title)

Appendices to the preliminary report: Delete as appropriate

Background Papers: Delete as appropriate

# TRDC Climate and Sustainability Impact Assesment

| Score / Colour Code | Impact and Recommendation |
|---|---|
| Dark green (4) | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. |
| Light green (3) | Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed. |
| Yellow (2) | Some possible negative impacts for sustainability. Recommendation to review these aspects and find mitigations where possible. |
| Red (1) | **Considerable inconsistency with the council's sustainability objectives. Strong recommendation to review these aspects and find mitigations.** |
| Grey (0) | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. |

**Guidance for use**
Please answer all questions from the drop-down options in the 'impact' column (C), including 'not applicable' as needed.

Please email your completed copy of the form to Joanna.Hewitson@threerivers.gov.uk.

Key to the colour coding of answers is given at the top of the page.

| | | |
|---|---|---|
| **Name of project/policy/procurement and date** | | Shepherds Lane, Mill End - Development Agreement |
| **Brief description (1-2 sentences):** | | Proposal to enter into a Collaboration Agreement with adjoining landowners to prepare, promote, and ultimately dispose of land, including approximately 8.5 acres of TRDC-owned land in Shepherds Lane, Mill End, for a residential-led development.<br>The proposal enables joint working to prepare a planning application, share costs proportionally, secure planning consent, and then dispose of the land on best value terms.<br>The wider site, identified in the emerging Local Plan as suitable for residential development, is expected to deliver approximately 500–550 homes, alongside potential community infrastructure such as a medical centre, community space, or educational facilities. |

## Homes, buildings, infrastructure, equipment and energy

| | Question | Impact (select from list) | Score (1 to 4) | Justification or mitigation | Impact (select from list) | Revised Score (1-4) |
|---|---|---|---|---|---|---|
| 1 | **What effect will this project have on overall energy use (electricity or other fuels) e.g. in buildings, appliances or machinery?** | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 |
| 2 | **What effect will this project have on the direct use of fossil fuels such as gas, petrol, diesel, oil?** | **Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.** | 4 | Heating of the homes will be via more sustainable methods - at the development stage. | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. | 4 |
| 3 | **Does this project further maximise the use of existing building space? *E.g. co-locating services; bringing under-used space into use; using buildings out-of-hours*** | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this | 0 |
| 4 | **Will any new building constructed or refurbished be highly energy efficient in use? *(e.g. high levels of insulation, low energy demand per sq. m., no servicing with fossil fuels such as gas heating, EPC "A" or BREAM "excellent").*** | **Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.** | 3 | Yes, it is antipcated that the homes will be built to, or if possible, exceed Building Regulation standards - TRDC will not have a major influence over this decision. | Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed. | 3 |
| 5 | **Does this make use of sustainable materials / inputs in your project? *E.g. re-used or recycled construction materials; timber in place of concrete*** | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 |
| 6 | **Does this use more sustainable processes in the creation of the project? *E.g. modular and off-site construction; use of electrical plant instead of petrol/diesel,*** | **Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.** | 0 | TBC | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 |
| 7 | **Will this increase the supply of renewable energy? *e.g. installing solar panels; switching to a renewable energy tariff*** | **Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.** | 0 | TBC | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this | 0 |
| 8 | **Do any appliances or electrical equipment to be used have high energy efficiency ratings?** | **Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.** | 0 | | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this | 0 |
| | **Average Score** | | **3.50** | | | **3.50** |

**Ways to optimise sustainability and work towards net zero carbon:**
- Insulate buildings to a high standard.
- Include energy efficiency measures when carrying
- Replace gas boilers with renewable heating, such as heat pumps. Consider District Heat Networks where appropriate.
- Construct new buildings to Passivhaus standard.
- Design and deliver buildings and infrastructure with lower-carbon materials, such as recycled material, wool- or hemp-based insulation, and timber frames.
- Use construction methods that reduce overall energy use, such as modular, factory-built components, or use of electrical plant on-site.
- Install solar panels or other renewable energy generation, and consider including battery storage.
- Switch to a certified renewable energy provider e.g. utilise power purchase agreements (PPA)
- Use energy-efficient appliances.
- Install low-energy LED lighting.
- Install measures to help manage building energy demand, such as smart meters, timers on lighting, or building management systems.

# TRDC Climate and Sustainability Impact Assesment

| Score / Colour Code | Impact and Recommendation |
|---|---|
| Dark green (4) | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. |
| Light green (3) | Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed. |
| Yellow (2) | Some possible negative impacts for sustainability. Recommendation to review these aspects and find mitigations where possible. |
| Red (1) | **Considerable inconsistency with the council's sustainability objectives. Strong recommendation to review these aspects and find mitigations.** |
| Grey (0) | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. |

## Travel

| | Question | Impact | Score (0-4) | Justification or mitigation | Impact (select from list) | Revised Score (0-4) |
|---|---|---|---|---|---|---|
| 9 | Reducing travel: what effect will this project have on overall vehicle use? | Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed. | 3 | The site will focus on the principles of 15 minute travel time. Utilising existing and to be created, sustainable transport options. | Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed. | 3 |
| 10 | Will this project use petrol or diesel vehicles or EV, hybrid? | **Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.** | 0 | | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 |
| 11 | Will this support people to use active or low-carbon transport? *E.g. cycling, walking, switching to electric transport* | Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed. | 3 | Yes, a key principle to the design of the scheme. | sustainability. Recommendation to further enhance this aspect where possible and proceed. | 3 |
| 12 | Will it be easily accessible for all by foot, bike, or public transport, including for disabled people? | Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed. | 3 | Yes, a key principle to the design of the scheme. | Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed. | 3 |
| 13 | Has the project taken steps to reduce traffic? *Using e-cargo bikes; timing activities or deliveries to be outside peak congestion times* | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | TBC | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 |
| | **Average Score** | | **3.00** | | | **3.00** |

**Ways to optimise sustainability and work towards net zero carbon:**

- Reduce the need to travel e.g. through remote meetings, or rationalising routes and rounds.
- Share vehicles or substitute different modes of travel, rather than procuring new fleet.
- Specify electric, hybrid, or most fuel efficient vehicles for new fleet or for services involving transport.
- Support users and staff to walk, cycle, or use public transport e.g. with cycle parking, training, incentives.
- Use zero-emission deliveries
- Model and mitigate the project's effect on traffic and congestion e.g. retiming the service or deliveries

## Goods and Consumption

| | Question | Impact | Score (0-4) | Justification or mitigation | Impact (select from list) | Revised Score (0-4) |
|---|---|---|---|---|---|---|
| 14 | Has this project considered ways to reuse existing goods and materials to the greatest extent possible, before acquiring newly manufactured ones? | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | N/A | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this | 0 |
| 15 | Does it reduce reliance on buying newly manufactured goods? *E.g. repair and re-use; sharing and lending goods between services or people; leasing or product-as-a-service rather than ownership* | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | N/A | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 |
| 16 | Does it use products and resources that are re-used, recycled, or renewable? | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | N/A | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this | 0 |
| 17 | Does it enable others to make sustainable choices within their lifestyles, or engage people about this? | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | N/A | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this | 0 |
| 18 | Is there a plan to reduce waste sent to landfill in manufacture? | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | N/A | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this | 0 |
| 19 | Is the material used able to be re-used, re-purposed, or recyled at end of its life? | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | N/A | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this | 0 |
| 20 | Has it taken steps to ensure any food it offers is more sustainable? *E.g. less and high-quality (high welfare) meat and dairy; minimises food waste; seasonal produce; locally sourced.* | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | N/A | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this | 0 |
| | **Average Score** | | **#DIV/0!** | | | **#DIV/0!** |

**Ways to optimise sustainability and work towards net zero carbon:**

- Procure goods through sharing, leasing, or product-as-a-service models rather than ownership.
- Use pre-owned and reconditioned goods, and reduce reliance on procuring new goods.
- Use recycled materials, and procure items that can be reconditioned or recycled at end-of-life.
- Use lifecycle costing in business cases to capture the full cost of operation, repair and disposal of an item.
- Ensure meat and dairy is high-quality, high-welfare.
- Design waste, including food waste, out of business models e.g. separating (and composting) food waste; replacing single-use items with reusable items.
- Use contact points with residents, community groups and businesses to engage and enable them to adopt low-waste, low-carbon behaviours.

# TRDC Climate and Sustainability Impact Assesment

| Score / Colour Code | Impact and Recommendation |
|---|---|
| Dark green (4) | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. |
| Light green (3) | Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed. |
| Yellow (2) | Some possible negative impacts for sustainability. Recommendation to review these aspects and find mitigations where possible. |
| Red (1) | **Considerable inconsistency with the council's sustainability objectives. Strong recommendation to review these aspects and find mitigations.** |
| Grey (0) | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. |

## Ecology

| | Question | Impact | Score (0-4) | Justification or mitigation | Impact (select from list) | Revised Score (0-4) |
|---|---|---|---|---|---|---|
| 21 | What effect does this project have on total area of non-amenity green/blue space? (Amenity green space = playing fields, play areas, sporting lakes etc. Non-amenity= e.g. woodland, grassland, wetland, | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. | 4 | Will strive to provide required BNG areas on site. | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. | 4 |
| 22 | Does the project create more habitat for nature? E.g. native plants, trees, and flowers | Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed. | 3 | Will strive to provide required BNG areas on site. | Some positive impact for sustainability. Recommendation to further enhance this aspect where | 3 |
| 23 | Does it make changes to existing habitats and have a negative impact on nature? *E.g. use of pesticides, reduced extent and variety of plants, planting non-native species* | Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed. | 3 | Will strive to provide required BNG areas on site. | Some positive impact for sustainability. Recommendation to further enhance this aspect where | 3 |
| 24 | Does it help people understand the value of biodiversity, and encourage residents to support it in their private and community spaces? | Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed. | 3 | Yes, they will live amongst some existing and to be created habitats. | Some positive impact for sustainability. Recommendation to further enhance this aspect where | 3 |
| | **Average Score** | | **3** | | | **3.25** |

**Ways to optimise sustainability and work towards net zero carbon:**
**(Seek advice from Landscapes Team if required)**

- Avoid converting green space to hard surfacing.
- Use underutilised space for planting, such as green roofs and walls.
- Plant native plants and perennials, rather than non-native ornamental species, to encourage biodiversity.
- Reduce trimming of grass and hedges, and avoid use of synthetic pesticides.
- Provide space for animals e.g. long grass areas, bird boxes, bat boxes, 'insect hotels', ponds, hedgehog hides and passages, log piles
- Consider the ecological impacts from manufacture

## Adaptation

| | Question | Impact | Score (0-4) | Justification or mitigation | Impact (select from list) | Revised Score (0-4) |
|---|---|---|---|---|---|---|
| 25 | Does any planned project, construction or building use include measures to conserve water? | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | TBC at design stage | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this | 0 |
| 26 | Does anythe project , consider how to sustainably protect people from extreme weather? | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | TBC at design stage | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this | 0 |
| 27 | Has any planned building work or infrastructure considered how to mitigate flood risk? *E.g. Sustainable Drainage Systems (SuDS); de-paving areas; green roofs* | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | TBC at design stage | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this | 0 |
| 28 | Does any planned infrastructure or building work increase the overall footprint of hard surfacing? (as opposed to green or permeable surfacing) | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | TBC at design stage | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this | 0 |
| 29 | Has the project considered its own resilience to future extreme heat, flood risk, or water shortage? | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | TBC at design stage | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this | 0 |
| | **Average Score** | | **#DIV/0!** | | | **#DIV/0!** |

**Ways to optimise sustainability and work towards net zero carbon:**

- Install water-saving devices in taps, showers and toilets
- Re-use grey water in new developments
-Capture and re-use rainwater where possible e.g. water butts for use in car washing, watering garden, toilets
- Ensure all new building or refurbishment (especially of homes) models and mitigates future overheating risk, with adequate ventilation and shading
- Avoid increasing areas of hard surfacing.
- Convert hard surfacing to green and permeable surfacing where possible, and install Sustainable Drainage systems (SUDS).
- Plant drought-tolerant plants and mulch landscapes to avoid water loss through evaporation.

## Engagement and Influence

| | Question | Impact | Score (0-4) | Justification or mitigation | Impact (select from list) | Revised Score (0-4) |
|---|---|---|---|---|---|---|
| 30 | Does this project raise awareness and understanding of the climate and ecological emergency, and the steps that people can take? | Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed. | 3 | Yes, public consultation at design and planning stages, will raise awareness of design ambitions. | Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed. | 3 |
| | **Average Score** | | **3** | | | **3** |
| | | | | | | |
| | **Total Overall Average Score** | | **3.19** | | | **3.2** |

**Ways to optimise sustainability and work towards net zero carbon:**

- 'Make every contact count', by using contact points with residents, businesses and community groups to promote understanding of the climate emergency.

*Now assesment is compelete copy and paste box into your business case, committee report. (under environmental implications 6).Whole assesment can be an appendix. Procurement tenders are expected to submit complete report with application.*

| Climate and Sustainability Impact Assessment Summary | |
|---|---|
| Homes, buildings, infrastructure, equipment and energy | 3.50 |
| Travel | 3.00 |
| Goods and Consumption | #DIV/0! |
| Ecology | #DIV/0! |
| Adaptation | #DIV/0! |
| Engagement and Influence | 3 |
| **Total Overall Average Score** | **3.2** |

# TRDC Climate and Sustainability Impact Assesment

| Score / Colour Code | Impact and Recommendation |
|---|---|
| Dark green (4) | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. |
| Light green (3) | Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed. |
| Yellow (2) | Some possible negative impacts for sustainability. Recommendation to review these aspects and find mitigations where possible. |
| Red (1) | **Considerable inconsistency with the council's sustainability objectives. Strong recommendation to review these aspects and find mitigations.** |
| Grey (0) | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. |

# Equality Impact and Outcome Assessment (EIA)

## EIAs make services better for everyone and support value for money by getting services right first time.

EIAs enable us to consider all the information about a service, policy or strategy from an equalities perspective and then action plan to get the best outcomes for staff and service-users[1].

They analyse how all our work as a council might impact differently on different groups[2].

They help us make good decisions and evidence how we have reached these decisions[3].

*See end notes for full guidance.*

**For further support or advice please contact Community Partnerships**



## 1. Equality Impact and Outcomes Assessment (EIA) Template

First, consider whether you need to complete an EIA, or if there is another way to evidence assessment of impacts, or that an EIA is not needed[4].

| | | | |
|---|---|---|---|
| **Title of EIA[5]** | | **ID No.[6]** | |
| **Team/Service [7]** | | | |
| **Focus of EIA[8]** | | | |

## 2. Update on previous EIA and outcomes of previous actions [9]

| **What actions did you plan last time?** (List them from the previous EIA) | **What improved as a result?** What outcomes have these actions achieved? | **What <u>further</u> actions do you need to take?** (add these to the Action plan below) |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

## 3. Review of information, equality analysis and potential actions

| **Protected characteristics groups from the Equality Act 2010** | **What do you know[10]?** Summary of data about your service-users and/or staff | **What do people tell you[11]?** Summary of service-user and/or staff feedback | **What does this mean[12]?** Impacts identified from data and feedback (actual and potential) | **What can you do[13]?** All potential actions to:<br>• advance equality of opportunity,<br>• eliminate discrimination, and<br>• foster good relations |
|---|---|---|---|---|
| **Age[14]** | | | | |
| **Disability[15]** | | | | |
| **Gender reassignment[16]** | | | | |
| **Pregnancy and maternity[17]** | | | | |
| **Race/ethnicity[18]** Including migrants, refugees and asylum seekers | | | | |
| **Religion or belief[19]** | | | | |
| **Sex/Gender[20]** | | | | |

| **Protected characteristics groups from the Equality Act 2010** | **What do you know[10]?** Summary of data about your service-users and/or staff | **What do people tell you[11]?** Summary of service-user and/or staff feedback | **What does this mean[12]?** Impacts identified from data and feedback (actual and potential) | **What can you do[13]?** All potential actions to:<br>• advance equality of opportunity,<br>• eliminate discrimination, and<br>• foster good relations |
|---|---|---|---|---|
| **Sexual orientation[21]** | | | | |
| **Marriage and civil partnership[22]** | | | | |
| **Community Cohesion[23]** | | | | |
| **Other relevant groups[24]** | | | | |
| **Cumulative impact[25]** | | | | |
| **Assessment of overall impacts and any further recommendations[26]** | | | | |
| | | | | |

## 4. List detailed data and/or community feedback that informed your EIA

| **Title** (of data, research or engagement) | **Date** | **Gaps in data** | **Actions to fill these gaps: who else do you need to engage with?** (add these to the Action Plan below, with a timeframe) |
|---|---|---|---|
| | | | |
| | | | |
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| | | | |

## 5. Prioritised Action Plan[27]

| Impact identified and group(s) affected | Action planned (Action Owner) | Expected outcome | Measure of success | Timeframe |
|---|---|---|---|---|
| NB: These actions must now be transferred to service plans and/or PDRs and monitored to ensure they achieve the outcomes identified. | | | | |
| | | | | |
| | | | | |
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| | | | | |
| | | | | |



## EIA sign-off:

**Staff member competing Equality Impact Assessment:** **Date:**

**Head of Service** **Date:**

**TRDC Equality lead:** **Date:**

## Guidance end-notes

[1] The following principles, drawn from case law, explain what we must do to fulfil our duties under the Equality Act:

- **Knowledge:** everyone working for the council must be aware of our equality duties and apply them appropriately in their work.
- **Timeliness:** the duty applies at the time of considering policy options and/or before a final decision is taken – not afterwards.
- **Real Consideration:** the duty must be an integral and rigorous part of your decision-making and influence the process.
- **Sufficient Information:** you must assess what information you have and what is needed to give proper consideration.
- **No delegation:** the council is responsible for ensuring that any contracted services which provide services on our behalf can comply with the duty, are required in contracts to comply with it, and do comply in practice. It is a duty that cannot be delegated.
- **Review:** the equality duty is a continuing duty. It applies when a policy is developed/agreed, and when it is implemented/reviewed.
- **Proper Record Keeping:** to show that we have fulfilled our duties we must keep records of the process and the impacts identified.

NB: Filling out this EIA in itself does not meet the requirements of the equality duty. All the requirements above must be fulfilled or the EIA (and any decision based on it) may be open to challenge. Properly used, an EIA can be a tool to help us comply with our equality duty and as a record that to demonstrate that we have done so.

**[2] Our duties in the Equality Act 2010**

As a public sector organisation, we have a legal duty (under the Equality Act 2010) to show that we have identified and considered the impact and potential impact of our activities on all people with 'protected characteristics' (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, and marriage and civil partnership).

This applies to policies, services (including commissioned services), and our employees. The level of detail of this consideration will depend on what you are assessing, who it might affect, those groups' vulnerability, and how serious any potential impacts might be. We use this EIA template to complete this process and evidence our consideration.

**The following are the duties in the Act. You must give 'due regard' (pay conscious attention) to the need to:**

- **avoid, reduce or minimise negative impact** (if you identify unlawful discrimination, including victimisation and harassment, you must stop the action and take advice immediately).
- **promote equality of opportunity**. This means the need to:
  - Remove or minimise disadvantages suffered by equality groups
  - Take steps to meet the needs of equality groups
  - Encourage equality groups to participate in public life or any other activity where participation is disproportionately low
  - Consider if there is a need to treat disabled people differently, including more favourable treatment where necessary
- **foster good relations between people who share a protected characteristic and those who do not**. This means:
  - Tackle prejudice
  - Promote understanding

[3] EIAs are always proportionate to:

- The size of the service or scope of the policy/strategy
- The resources involved
- The numbers of people affected
- The size of the likely impact
- The vulnerability of the people affected

The greater the potential adverse impact of the proposed policy on a protected group (e.g. disabled people), the more vulnerable the group in the context being considered, the more thorough and demanding the process required by the Act will be.

[4] **When to complete an EIA**:

- When planning or developing a new service, policy or strategy
- When reviewing an existing service, policy or strategy
- When ending or substantially changing a service, policy or strategy
- When there is an important change in the service, policy or strategy, or in the city (eg: a change in population), or at a national level (eg: a change of legislation)



Assessment of equality impact can be evidenced as part of the process of reviewing or needs assessment or strategy development or consultation or planning. It does not have to be on this template, but must be documented. Wherever possible, build the EIA into your usual planning/review processes.

**Do you need to complete an EIA?** Consider:

- Is the policy, decision or service likely to be relevant to any people because of their protected characteristics?
- How many people is it likely to affect?
- How significant are its impacts?
- Does it relate to an area where there are known inequalities?
- How vulnerable are the people (potentially) affected?

If there are potential impacts on people but you decide not to complete an EIA it is usually sensible to document why.

[5] **Title of EIA:** This should clearly explain what service / policy / strategy / change you are assessing

[6] **ID no:** The unique reference for this EIA.

[7] **Team/Department:** Main team responsible for the policy, practice, service or function being assessed

[8] **Focus of EIA:** A member of the public should have a good understanding of the policy or service and any proposals after reading this section. Please use plain English and write any acronyms in full first time - eg: 'Equality Impact Assessment (EIA)'

This section should explain what you are assessing:

- What are the main aims or purpose of the policy, practice, service or function?
- Who implements, carries out or delivers the policy, practice, service or function? Please state where this is more than one person/team/body and where other organisations deliver under procurement or partnership arrangements.
- How does it fit with other services?
- Who is affected by the policy, practice, service or function, or by how it is delivered? Who are the external and internal service-users, groups, or communities?
- What outcomes do you want to achieve, why and for whom? Eg: what do you want to provide, what changes or improvements, and what should the benefits be?
- What do existing or previous inspections of the policy, practice, service or function tell you?
- What is the reason for the proposal or change (financial, service, legal etc)? The Act requires us to make these clear.

[9] **Previous actions:** If there is no previous EIA or this assessment is of a new service, then simply write 'not applicable'.

[10] **Data:** Make sure you have enough data to inform your EIA.

- What data relevant to the impact on protected groups of the policy/decision/service is available?[10]
- What further evidence is needed and how can you get it? (Eg: further research or engagement with the affected groups).
- What do you already know about needs, access and outcomes? Focus on each of the protected characteristics in turn. Eg: who uses the service? Who doesn't and why? Are there differences in outcomes? Why?
- Have there been any important demographic changes or trends locally? What might they mean for the service or function?
- Does data/monitoring show that any policies or practices create particular problems or difficulties for any groups?
- Do any equality objectives already exist? What is current performance like against them?
- Is the service having a positive or negative effect on particular people in the community, or particular groups or communities?
- Use local sources of data (eg: JSNA: and Herts Insight https://www.hertfordshire.gov.uk/microsites/herts-insight/home.aspx ) and national ones where they are relevant.

[11] **Engagement:** You must engage appropriately with those likely to be affected to fulfil the equality duty.

- What do people tell you about the services?
- Are there patterns or differences in what people from different groups tell you?
- What information or data will you need from communities?
- How should people be consulted? Consider:
    (a) consult when proposals are still at a formative stage;
    (b) explain what is proposed and why, to allow intelligent consideration and response;
    (c) allow enough time for consultation;
    (d) make sure what people tell you is properly considered in the final decision.

- Try to consult in ways that ensure all perspectives can be considered.
- Identify any gaps in who has been consulted and identify ways to address this.

[12] Your EIA must get to grips fully and properly with actual and potential impacts.

- The equality duty does not stop decisions or changes, but means we must conscientiously and deliberately confront the anticipated impacts on people.
- Be realistic: don't exaggerate speculative risks and negative impacts.
- Be detailed and specific so decision-makers have a concrete sense of potential effects. Instead of "the policy is likely to disadvantage older women", say how many or what percentage are likely to be affected, how, and to what extent.
- Questions to ask when assessing impacts depend on the context. Examples:
    - Are one or more protected groups affected differently and/or disadvantaged? How, and to what extent?
    - Is there evidence of higher/lower uptake among different groups? Which, and to what extent?
    - If there are likely to be different impacts on different groups, is that consistent with the overall objective?
    - If there is negative differential impact, how can you minimise that while taking into account your overall aims
    - Do the effects amount to unlawful discrimination? If so the plan must be modified.
    - Does the proposal advance equality of opportunity and/or foster good relations? If not, could it?



[13] Consider all three aims of the Act: removing barriers, and also identifying positive actions we can take.

- Where you have identified impacts you must state what actions will be taken to remove, reduce or avoid any negative impacts and maximise any positive impacts or advance equality of opportunity.
- Be specific and detailed and explain how far these actions are expected to improve the negative impacts.
- If mitigating measures are contemplated, explain clearly what the measures are, and the extent to which they can be expected to reduce / remove the adverse effects identified.
- An EIA which has attempted to airbrush the facts is an EIA that is vulnerable to challenge.

[14] **Age**: People of all ages

[15] **Disability**: A person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. The definition includes: sensory impairments, impairments with fluctuating or recurring effects, progressive, organ specific, developmental, learning difficulties, mental health conditions and mental illnesses, produced by injury to the body or brain. Persons with cancer, multiple sclerosis or HIV infection are all now deemed to be disabled persons from the point of diagnosis.

[16] **Gender Reassignment:** In the Act a transgender person is someone who proposes to, starts or has completed a process to change his or her gender. A person does not need to be under medical supervision to be protected

[17] **Pregnancy and Maternity:** Protection is during pregnancy and any statutory maternity leave to which the woman is entitled.

[18] **Race/Ethnicity:** This includes ethnic or national origins, colour or nationality, and includes refugees and migrants, and Gypsies and Travellers. Refugees and migrants means people whose intention is to stay in the UK for at least twelve months (excluding visitors, short term students or tourists). This definition includes asylum seekers; voluntary and involuntary migrants; people who are undocumented; and the children of migrants, even if they were born in the UK.

[19] **Religion and Belief:** Religion includes any religion with a clear structure and belief system. Belief means any religious or philosophical belief. The Act also covers lack of religion or belief.

[20] **Sex/Gender:** Males and Females are covered under the Act. The Equality Act has some exceptions that allow employers or organisations to discriminate because of your sex

[21] **Sexual Orientation:** Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes. There are a small number of circumstances when being treated differently due to sexual orientation is lawful.

[22] **Marriage and Civil Partnership:** Only in relation to due regard to the need to eliminate discrimination.

[23] **Community Cohesion:** What must happen in all communities to enable different groups of people to get on well together.

[24] **Other relevant groups:** eg: Carers, people experiencing domestic and/or sexual violence, substance misusers, homeless people, looked after children, ex-armed forces personnel, people on the Autistic spectrum etc

[25] **Cumulative Impact:** This is an impact that appears when you consider services or activities together. A change or activity in one area may create an impact somewhere else

[26] **Assessment of overall impacts and any further recommendations**

- Make a frank and realistic assessment of the overall extent to which the negative impacts can be reduced or avoided by the mitigating measures. Explain what positive impacts will result from the actions and how you can make the most of these.
- Countervailing considerations: These may include the reasons behind the formulation of the policy, the benefits it is expected to deliver, budget reductions, the need to avert a graver crisis by introducing a policy now and not later, and so on. The weight of these factors in favour of implementing the policy must then be measured against the weight of any evidence as to the potential negative equality impacts of the policy.
- Are there any further recommendations? Is further engagement needed? Is more research or monitoring needed? Does there need to be a change in the proposal itself?

[27] **Action Planning:** The Equality Duty is an ongoing duty: policies must be kept under review, continuing to give ‘due regard’ to the duty. If an assessment of a broad proposal leads to more specific proposals, then further equality assessment and consultation are needed.

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# Equality impact Assessment

## Shepherds Lane, Mill End Development Agreement

**CONFIDENTIAL**



THREE RIVERS DISTRICT COUNCIL

| Project Information | |
|---|---|
| **Project Name**<br>*This should clearly explain what service / policy / strategy / change you are assessing* | Shepherds Lane, Mill End – Collaboration Agreement, Promotion of Land and Subsequent Disposal for Residential Development |
| **Service Area**<br>*Main team responsible for the policy, practice, service or function being assessed* | Property Services & Major Projects |
| **EIA Author**<br>*Name and Job Title* | Justin Wingfield, Head of Property Services & Major Projects |
| **Date EIA drafted** | 26 November 2025 |
| **ID number**<br>*This will be added by the Strategy and Partnerships Team* | PS005 |

| Executive summary | |
|---|---|
| **Focus of EIA**<br>*A member of the public should have a good understanding of the policy or service and any proposals after reading this section.*<br><br>*Please use plain English and write any acronyms in full first time - eg: 'Equality Impact Assessment (EIA)'*<br><br>*This section should explain what you are assessing:*<br>• *If the EIA is attached to a report, summarise the report.*<br>• *Provide information on whether any of the following communities could be affected by the policy, practice, service or function, or by how it is delivered?*<br>• *(age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, and marriage and civil partnership) in addition, TRDC recognises other communities may be vulnerable to disadvantage, this includes carers, people experiencing domestic abuse, substance misusers, homeless people, looked after children, (ex) armed forces personnel.* | This Equality Impact Assessment (EIA) relates to Three Rivers District Council's proposal to enter into a Collaboration Agreement with adjoining landowners to prepare, promote, and ultimately dispose of land, including approximately 8.5 acres of TRDC-owned land in Shepherds Lane, Mill End, for a residential-led development.<br><br>The proposal enables joint working to prepare a planning application, share costs proportionally, secure planning consent, and then dispose of the land on best value terms.<br><br>The wider site, identified in the emerging Local Plan as suitable for residential development, is expected to deliver approximately 500–550 homes, alongside potential community infrastructure such as a medical centre, community space, or educational facilities.<br><br>This EIA aims to evaluate whether entering the Collaboration Agreement and preparing the site for development creates any discriminatory impact on protected groups or other vulnerable communities, and whether any mitigation is required. |

| Mitigations | | |
|---|---|---|
| **Protected Characteristic** | **Potential Issue**<br>*Against each protected characteristics, make a frank and realistic assessment of what issues may or do occur* | **Mitigating Actions**<br>*How can the negative impacts be reduced or avoided by the mitigating measures? Is further engagement with specific communities needed? Is more research or monitoring needed? Does there need to be a change in the proposal itself?* |
| Age | Future housing mix could disadvantage younger or older people if not diverse.<br>Lack of accessible community facilities may impact older residents.<br>Construction phases may temporarily affect mobility for older people. | Planning stage to include an age-inclusive housing mix, including family homes and accessible homes.<br>Design to ensure walkability, accessible routes and proximity to community facilities.<br>Targeted engagement with older residents' groups during consultation. |
| Disability | Risk of inadequate accessible housing or infrastructure.<br>Poor public realm or transport connections could disproportionately impact personal safety of disabled people. | Ensure accessible and adaptable dwellings (Building Regulations M4(2) & M4(3)) proportion is maximised.<br>Accessibility (paths, crossings, lighting) incorporated into master-planning. |
| Gender reassignment (or affirmation) | Any unsafe routes may disproportionately impact personal safety of such groups. | Use of appropriate lighting and Secure by Design principles.<br>Any community venues will be inclusive with their facilities. |
| Pregnancy or maternity | Lack of safe pedestrian routes or community facilities may impact pregnant people and parents with young children.<br>Construction traffic could pose safety risks. | Safe walking/cycling routes and buggy-friendly public realm incorporated into planning.<br>Work with promoters to manage construction logistics through planning conditions. |
| Race | Lack of community space or flexible facilities may limit cultural activities. | Ensure community infrastructure is flexible and multi-functional |
| Religion or belief | Lack of community space or flexible facilities may limit religious activities. | Ensure community infrastructure is flexible and multi-functional. |
| Sex | Poor lighting or unsafe routes may disproportionately affect women in terms of personal safety. | Integrate Secure by Design principles.<br>Ensure safe walking/cycling routes and well-lit public spaces. |
| Sexual Orientation | Any unsafe routes may disproportionately impact personal | Use of appropriate lighting and Secure by Design principles. |

| | | |
|---|---|---|
| | safety of such groups identified. | |
| Marriage and Civil Partnership | No identifiable impact at this stage. | |
| The council recognises other communities may be vulnerable to disadvantage, this includes carers, people experiencing domestic abuse, substance misusers, homeless people, looked after children and care leavers, (ex) armed forces personnel. | Homeless people / care leavers – future housing mix could affect their access to affordable or supported housing.<br>Carers – poor accessibility or lack of future GP/medical facilities may impact them.<br>Domestic abuse survivors – community safety or housing design may affect perceived/actual safety. | Liaise with Housing and Community Partnerships to incorporate needs assessments into planning.<br>Ensure community safety principles are embedded.<br>Consider opportunities to include affordable and/or specialist housing as planning evolves (subject to policy & viability). |

## Actions Planned

*In this section you can add information on additional or proactive steps you are taking that enhance equity, engagement or equality of access to services, as well as those mitigating actions identified in the section above that will be undertaken.*
*The Equality Duty is an ongoing duty: policies must be kept under review, continuing to give 'due regard' to the duty. If an assessment of a broad proposal leads to more specific proposals, then further equality assessment and consultation are needed.*

- Conduct a full and detailed EIA at planning application stage, when housing mix, design parameters, and infrastructure are confirmed.
- Implement an inclusive engagement strategy, ensuring protected and vulnerable groups can participate meaningfully.
- Ensure master planning incorporates accessibility, safety, and inclusive design principles.
- Work with promoters and TRDC Communications to ensure community consultation is accessible, multi-format, and culturally sensitive.
- Maintain ongoing monitoring through the planning and disposal stages.

## Additional Information

*Space to provide any additional information in relation to protected characteristics or equity, diversity, equality and inclusion.*

At this stage there are no identified or significant equalities issues that may justify a full assessment at this stage, future stages of the development (planning, design, community consultation) will have far greater implications and may require detailed equality assessment.

**Sign off:**

| Equalities Lead Officer | Date |
|---|---|
| Shivani Davé | 27/11/2025 |

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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# Full Council

# Review of Hackney Carriage and Private Hire Policy 2022



THREE RIVERS DISTRICT COUNCIL

**Full Council**

PART I

**Review of Hackney Carriage and Private Hire Policy 2022**
***(Following updated guidance / changes to vehicle emissions and age)***
(DoF)

## 1 Summary

1.1 The Hackney Carriage and Private Hire Policy 2022 ("the Policy") has been reviewed by officers as scheduled (non-statutory requirement).

1.2 In June 2025 officers presented the draft changes of the Policy to the Regulatory Service Committee ("the Committee") and requested their support to commence a public consultation which was agreed.

1.3 A public consultation on the draft policy was undertaken from 1 August until 26 September. Officers also organised an event at Three Rivers House for all licenced operators on 12 September whereby views on the draft policy were discussed.

1.4 The public consultation received 9 representations in total.

1.5 In summarising the responses, the majority agreed to the draft changes to the emission and age standards of licenced vehicles, although concerns were raised regarding the cost implications of tightening standards further. Other responses received agreed about the use of saloon vehicles as Hackney Carriages and the introduction of an initial cap of three vehicles. A more detailed summary of the responses received can be found at **Appendix 4**.

1.6 Following the consultation, officers are seeking a change to the renewal age of vehicles which can be licenced by the authority, from no more than 12 years to no more than 15 years for vehicles which are purpose-built or fully wheelchair accessible vehicles (whether Hackney Carriage or private hire). Additionally, officers consider it reasonable to push back the date the Euro 6 emission standard is applied to new vehicle licences to September 2026, rather than April 2026.

1.7 Officers are now seeking agreement to the changes to the Policy, found at **Appendix 3**.

## 2 Recommendation

2.1 That members of the Committee:

2.1.1 Agree the revised Policy found at Appendix 3 and recommend that Full Council adopt the revised Policy (Option 1); or,

2.1.2 Agree to make minor revisions to the revised Policy and recommend that Full Council adopt the revised Policy (Option 2)

2.1.3 That public access to the report be immediate.

## 3 Proposed Changes:

3.1 The Policy in its current form (**Appendix 1**) has been a vital tool for officers to ensure that the trade and public are safeguarded from harm and to assist decisions when seeking to suspend, refuse or revoke licenced drivers.

3.2 The proposed changes to the Policy are set out below:

***Updated guidance from DfT:***

3.3 The Policy in its current form already incorporates the majority of the updated guidance. The key changes to the Policy include:

- **Section 20** - The DfT guidance is clear on the necessity of enforcement to maintain high standards of public safety. All enforcement schemes need to be proportionate and transparent.

- **Appendix 3 - Standard conditions and Byelaws relating to Hackney Carriage Driver Licences –** Removed the requirement to have a working fire extinguisher as licensees are encouraged not to tackle a fire and to call the fire service.

- **Appendix 4 - Requirements relating to Hackney Carriage and private hire vehicles** - Cap on mileage of vehicle of 150,000 miles maximum

- **Appendix 9 - Conditions relating to a private hire operator** – part **22.1** - The Operator must view a basic DBS certificate (dated within one month of the check) of any staff that have access to booking records or dispatch vehicles.

- **Part 12.1** Operators must ensure that the operator base is smoke-free and that if they allow staff, drivers or members of public smoke inside the premises the licence private hire operator would be liable for further action.

- **Part 13 Basic disclosure check**
  An annual basic disclosure certificate will be required from any person named on the Operator licence. This certificate will be due on or before expiry of the previous year's certificate. Failure to submit a new basic disclosure certificate before the check date will result in a suspension being issued on the licence.

***Updated statutory guidance from Gov.uk:***

3.4 The statutory taxi and private hire vehicle standards were updated in November 2022 and highlighted that there is evidence to support the view that taxis and private hire vehicles are a high-risk environment and links between the taxi trade and child sexual abuse and exploitation have been established in many areas and other investigations continue.

3.5 The guidance emphasises that each licensing authority makes publicly available a policy document that brings together all their procedures on taxi and private hire vehicle licensing; including policies on convictions, a fit and proper person test, licence conditions and vehicle standards.

3.6 The guidance also emphasises the importance of the subscription to the DBS update service. It should be noted that the Licensing Authority already adopts the update service.

3.7 The guidance also states that licence holders should be required to 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.

3.8 The Licensing Authority has through regular updates met the statutory guidance and has for many years made the Policy publicly available and will continue to do so.

***Change to vehicle emissions and age criteria:***

3.9 Hertfordshire Climate Change and Sustainability Partnership (HCCSP) recognised the need for ambition and consistency in licensed vehicle emissions as part of the county's commitment to protecting the environment, and as part of a contribution towards a phasing out of petrol and diesel car sales. It is therefore sought that all Hertfordshire licensing authorities adopt a consistent standard for both first application and renewal applications for vehicle licences.

3.10 HCCSP initially proposed a 'Boilerplate Policy' (**Appendix 5**) which provided suggestions as to what changes could be made to greater align authorities across Hertfordshire. These suggestions and shown side by side with our current policy below.

| | Current TRDC Policy | | Proposed Boilerplate Policy by HCCSP | |
|---|---|---|---|---|
| | Age | Emissions | Age | Emissions |
| **New applications** | Less than 7 years old<br>If older than 10 years, subject to 3 compliance tests each year. | Euro 5 | **Less than 5 years old** | **Euro 6** |
| **Renewals** | Less than 7 years old<br>If older than 10 years, subject to 3 compliance tests each year. | Euro 5 | **Less than 10 years old** | **Euro 6** |

3.11 Through past discussions and prior to officers' review of the Policy, it was agreed that the drivers of licenced vehicles would need greater time to meet Euro 6 standards when **renewing private hire vehicles**, with at least a 12-18 month notice period to cover the required consultation and appropriate transitional periods for drivers. There were also concerns that drivers of Hackney Carriage vehicles would need even greater time to meet Euro 6 standards and be no older than 10 years old when renewing their vehicles. It was considered that all **new vehicle applications**, both Hackey Carriage and private hire, could however be applied far sooner.

3.12 As such, following a review by officers, public consultation and benchmarking exercise (**Appendix 6**), it is proposed that the following measures could be applied for all Hackey Carriage and private hire vehicles:

**Emissions:** Must meet or exceed Euro 6 emission standards

| | Date effective: |
|---|---|
| New Applications | 1 September 2026 |
| Renewals | 1 April 2028 |

*Note: New application date effective changed from 1 April to 1 September following consultation.*

**Age:** Must meet the following:

| | Date effective: From the date of policy comes into force. |
|---|---|
| New Applications | Vehicle licences will not be granted in respect of vehicles that were first registered (or, in the case of imported vehicles, manufactured) more than **5 years prior** to the date that the application is made. |
| Renewals | Vehicle licences will not be renewed in respect of any licensed vehicle that was first registered (or, in the case of imported vehicles, manufactured) mor**e than 10 years prior to the date of renewal** (**or 15 years** in the case of purpose-built or fully wheelchair accessible vehicles). |

*Note: 15 years applied for purpose-built or fully wheelchair accessible vehicles following consultation.*

3.13 The above age criteria will also be subject to an 'exceptional condition criteria' to enable a degree of flexibility, subject to individual circumstances. This would include the following requirements:

1) The vehicle must not have failed the council's vehicle inspection (where applicable) or standard MOT on any significant item within the previous five years.
2) In the previous 5 years any MOT advisory in relation to tyres or brakes has been rectified before the vehicle was retested.
3) The vehicle meets or exceeds the vehicle standards contained within the local authority's policy in relation to vehicle condition.
4) The interior trim, panels, seating and carpets and upholstery are in excellent condition, clean and free from damage and discolouration.
5) The boot or luggage compartment is in good condition, clean and undamaged.
6) Passenger areas are free from damp and any unpleasant odours.

3.14 Items 1 & 2 above will only apply for the period the vehicle has been owned by the applicant. Vehicle proprietors should have regard to the MOT history of a vehicle they wish to purchase as it is an indication of how well a vehicle has been maintained by the previous owner and whether there is likely to be significant issues going forward.

***Other changes:***

3.15 Other changes proposed to the Policy include:

- Within the table of offences summary, moving ‘abduction’ to within the ‘serious category’.

- Increasing the contravention points given to drivers from 6 to 12 for overcharging and carrying too many passengers.

**4 Consultation:**

4.1.1 The public consultation received 9 formal responses.

4.1.2 As part of the consultation members of the public were invited to provide their comments on the draft Policy as well as being provided with an opportunity to comment specifically on a number of tailored and open-ended questions. The questions and responses are summarised below with the full version found at **Appendix 4**:

- **Do you agree with the suggested changes to the emission / age standards?**

4.1.3 Out of the 9 responses, 6 agreed and 3 disagreed citing rising vehicles and insurance costs, deepening financial hardship during a cost of living crisis and that the changes were coming in too soon. That said, there was some recognition about maintaining the current standards but balancing safety with economic viability for drivers.

- **Do you believe that zero-emission vehicles should be exempted from the age criteria for wheelchair accessible vehicles or is 12 years reasonable?**

4.1.4 Out of the 9 responses, 4 agreed and 5 disagreed.

- **Do you believe that greater consideration should be given to extending the age criteria for wheelchair accessible vehicles or is 12 years**

4.1.5 Out of the 9 responses, 8 agreed that 12 years is reasonable with one stating that greater consideration is required, for example, if a vehicle passes its compliance, MOT and is clean and tidy, let it be used to provide a service, or that any vehicle older than 10 years should be required to compete 2 compliance tests, rather than the three currently required by the Policy.

- **Do you agree with the use of saloon vehicles as Hackney Carriages?**

4.1.6 Out of the 9 responses, 8 agreed and 1 disagreed, citing the lack of space for wheelchairs, buggies, shopping or a combination of these.

- **What other suggestions do you believe could be considered to assist the black taxi trade?**

4.1.7 Suggestions put forward were limited but consideration into use of buses, such as vitos (mid sized commercial vehicle), transporters and similar vehicles.

<u>Possible implications / considerations?</u>

4.1.8 It is recognised that for the renewal of vehicle licences, drivers will, in some cases, have to purchase new vehicles in the future which will have significant cost implications. As such, for renewals it is proposed that Euro 6 compliant vehicles will not come into effect until April 2028, therefore allowing a sufficient transitional period.

4.1.9 As it stands Three Rivers licences **184 private hire vehicles**. Out of this total, **169** vehicles already meet Euro 6 standards, **30** are below Euro 6 meaning these vehicles would fail to meet the Euro 6 standard if the changes were adopted now.

4.1.10 For Hackney Carriages, out of the **6 licenced vehicles**, **5** are Euro 6 compliant while the remaining **1** is Euro 5 (which is now at the time of reporting nearly 13 years old).

4.1.11 Officers agree that new vehicles for Hackney Carriage and private hire should be required to comply with Euro 6 from September 2026 and it is likely that the majority of vehicles entering the trade for the first time are likely to already meet this standard.

4.1.12 When considering the national drop in taxi drivers and licenced vehicles, it is recognised that imposing new emission/age standards on vehicles may further decrease the local trade further, and this has been highlighted during the consultation. In respect of Hackney Carriages drivers, officers are already aware that there is local concern that there is a shortage of drivers or willingness to become a driver and a lack of ranks. As a result, a proposed measure put forward by officers is to relax the current vehicle requirements for Hackney Carriages to allow for **saloon vehicles**, whereas currently Hackney Carriage vehicles in Three Rivers must be a purpose-built Hackney Carriage (i.e. black cab) and are all fully wheelchair accessible. The proposed measure means that it would be possible that Hackney Carriage drivers would be able to purchase a less expensive vehicle which is also not wheelchair compliant. Given the concerns over wheelchair accessibility, the limited number of ranks and to not flood the black cab trade, **a cap will be applied, on a first come first serve basis for up to 3 saloon vehicles**.

4.1.13 In addition to the above measure, if agreed, officers will look for additional taxi ranks across the district in consultation with Hertfordshire County Council and parking services at TRDC.

4.1.14 The importance of wheelchair compliant vehicles is fully acknowledged and officers have agreed to increase the age in which a vehicle would be renewed to 15 years, thus ensuring new standards do not remove these types of vehicles from the trade whilst at the same time maintaining vehicle standards.

4.1.15 As no funding for electric vehicles currently exists, no changes to the Policy are proposed at the current time to promote electric vehicles or introduce a lower vehicle fee to encourage more electric vehicles.

4.1.16 Officers have considered whether any exemptions should apply for low emission vehicles or zero emission vehicles, however, at the current time it is felt that no exemptions should be applied but this would be reviewed.

4.1.17 The changes to the Policy are set out within **Appendix 2** (track changed version) and **Appendix 3** (Clean version).

## 5 Policy/Budget Reference and Implications

5.1 The recommendations in this report are within the Council's agreed policy and budgets.

## 6 Financial Implications

6.1 It is anticipated that there may be some financial implications from imposing further emission and age restrictions on vehicles, such as a drop in the number of annual renewals and new vehicle licences being submitted.

6.2 Transitional arrangements are proposed to prevent licenced drivers from having to pay out for new vehicles which meet the emission and age requirements when renewing. In addition, the relaxation regarding the use of saloon vehicles as Hackney Carriage purposes is an attempt to boost numbers in order to assist officers with finding new taxi ranks across the district, in consultation with the taxi trade.

6.3 Whilst the continuing controls may impact driver licence applications, vehicle numbers since 2021/2022 have been set out below and show that volumes have been steadily decreasing, especially in respect of new licences.

| Financial year | Income* | Approx. Volume of vehicle renewals licences / Fee | Approx. Volume of new vehicle licences / Fee |
|---|---|---|---|
| 21/22 | £44,589 | 213 (£153.50) | 26 (£184) |
| 22/23 | £42,346 | 184 (£159) | 42 (£190) |
| 23/24 | £46,498 | 201 (£170.13) | 40 (£203.30) |
| 24/25 | £43,837 | 181 (£185) | 32 (£221) |
| 25/26 (to date) | £27,551<br><br>(predicted approx. £40-44k by end of year) | 112 (£190) | 16 (£227) |

*includes other fees associated with holding a vehicle licence, such as change of address, replacement plate / licence, change of vehicle etc.

6.4 Whilst there has been a drop in vehicle licences being submitted, the inflationary increases to fees throughout the past 4 years has from a financial perspective prevented any significant financial reductions to the budget, with it remaining above £40k. It is recognised that the changes being proposed could impact the budget further but the financial implications are not considered to be significant as the majority of licenced vehicles currently meet the proposed standards.

## 7 Legal Implications

7.1 No legal implications.

7.2 Whilst there is no express statutory requirement for a Licensing Authority to produce a local policy regulating Hackney Carriage and Private Hire, the need to have one arises from public administrative law to enable the Licensing Authority to establish the rationality of its decision-making. Over recent years this Licensing Authority has recognised national best practice to establish and enforce measures to primarily ensure public safety. There is no set statutory timescale to review the Policy, however, local authorities have been strongly advised by the Department of Transport (DfT) to review its policy at least every three years.

## 8 Risk and Health & Safety Implications

8.1 The subject of this report is covered by the Regulatory Services Plan. Any risks resulting from this report will be included in the risk register and, if necessary, managed within this/these plan(s).

| Nature of Risk | Consequence | Suggested Control Measures | Response *(tolerate, treat terminate, transfer)* | Risk Rating *(combination of likelihood and impact)* |
|---|---|---|---|---|
| **Reduction in income** – lower volume of taxi licence applications as a result of new vehicle standards. | Income reduced which may affect licensing budget | Officers seek to introduce transitional arrangement to avoid changes taking effect immediately and to avoid a significant immediate loss of income. | Tolerate | 2 |
| **Decide not to adopt the amended Policy** | Updated statutory guidance and best practice not incorporated into Policy. Attempts to improve vehicle standards delayed. | Officers would recommend against this option but there is no statutory requirement to have a taxi policy. | Tolerate | 2 |

8.2 The above risks are scored using the matrix below. The Council has determined its aversion to risk and is prepared to tolerate risks where the combination of impact and likelihood scores 6 or less.

| Likelihood ↓ | | | | |
|---|---|---|---|---|
| Very Likely | **Low** 4 | **High** 8 | **Very High** 12 | **Very High** 16 |
| | **Low** 3 | **Medium** 6 | **High** 9 | **Very High** 12 |

| | | | | |
|---|---|---|---|---|
| | **Low**<br>**2** | **Low**<br>**4** | **Medium**<br>**6** | **High**<br>**8** |
| | **Low**<br>**1** | **Low**<br>**2** | **Low**<br>**3** | **Low**<br>**4** |
| | **Impact**<br>**Low** ----------► **Unacceptable** | | | |

| **Impact Score** | **Likelihood Score** |
|---|---|
| 4 (Catastrophic) | 4 (Very Likely (≥80%)) |
| 3 (Critical) | 3 (Likely (21-79%)) |
| 2 (Significant) | 2 (Unlikely (6-20%)) |
| 1 (Marginal) | 1 (Remote (≤5%)) |

8.3 In the officers' opinion none of the new risks above, were they to come about, would seriously prejudice the achievement of the Strategic Plan and are therefore operational risks. The effectiveness of the management of operational risks is reviewed by the Audit Committee annually.

## 9 Equal Opportunities Implications

9.1 A Short Equality Impact Assessment (EIA) is attached at **Appendix 4**.

9.2 The assessment accepted that the changes could have an impact on the trade, in terms of availability of wheelchair compliant vehicles; however, mitigation would be built into the Policy to ensure that any impacts are suitably reduced, such as capping the use of saloon vehicles and ensuring transitional arrangements are in place for changes to age and emission standards.

## 10 Staffing Implications

10.1 There are no staffing implications which would arise from this report.

## 11 Environmental Implications

11.1 The changes to the emission and age of licenced vehicles seek to tie in with the HCCSP Boilerplate Policy. The Boilerplate Policy seeks greater alignment across Hertfordshire.

11.2 The changes align with the Corporate Framework 2023-2026 which seeks to "take action to mitigate and adopt to the climate emergency" and by reducing emissions this would be a positive step. In addition, the Council's Climate Emergency & Sustainability Strategy sets out that the council will 'develop a county wide programme that supports a transition to low-carbon private hire vehicles and taxis.'

11.3 Consequently, the changes would align with the council's strategic aims to 'achieve net carbon zero and be climate resilient.

## 12 Community Safety Implications

12.1 There are no community safety impacts which would arise from this report.

12.2 The Policy continues to safeguard the public through the assessment of whether licenced drivers are 'fit and proper' to hold a licence with the council.

## 13 Public Health implications

13.1 There are no public health implications which would arise from this report.

## 14 Customer Services Centre Implications

14.1 The Customer Service Centre will be advised if the Policy has been adopted.

## 15 Communications and Website Implications

15.1 The Council's Digital Team will be made aware of any Policy adoption and the necessary arrangements for updating the website will be made.

## 16 Options and Reasons for Recommendations

16.1 **Option 1:** Agree the revised Policy found at Appendix 3 and recommend that Full Council adopt the revised Policy.

16.1.1 Preferred option to enable officers to have regard to the updated Policy and for certain changes to come into effect.

16.2 **Option 2:** Agree to make minor revisions to the revised Policy and recommend that Full Council adopt the revised Policy.

16.2.1 Alternative preferred option to enable officers to have regard to the updated Policy and for certain changes to come into effect.

16.3 **Option 3:** Authorise officers to make further changes on the Policy and return to a future Regulatory Services Committee for future consideration.

16.3.1 Whilst there are no risks attached to this option, further delays would mean that changes would be unable to come into effect.

16.4 **Option 4:** Decide not to adopt the revised Policy.

16.4.1 As above, whilst there are limited risks attached with this approach, officers would advise against this option (see section 8)

## 17 Recommendation

17.1 That Members:

**i) Agree Option 1 to agree the revised Policy found at Appendix 3 and recommend that Full Council adopt the revised Policy.**

**Appendices:**

**Appendix 1:** Existing Hackney Carriage and Private Hire Policy 2022

**Appendix 2:** Proposed Hackney Carriage and Private Hire Policy 2025 (Track change version)

**Appendix 3:** Proposed Hackney Carriage and Private Hire Policy 2025 (clean version)

**Appendix 4:** Public consultation responses

**Appendix 5:** Boilerplate policy from HCCSP

**Appendix 6:** Benchmarking Age & Emission Requirements

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# Hackney Carriage and Private Hire Policy 2022

## Local Government (Miscellaneous Provisions) Act 1976

**V1: Adopted on 24 May 2022 (Annual Council)**

**V2: Amended by Head of Regulatory Services on 13 June 2023 – minor change to medical fitness process**

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## 1 Definitions

For the purpose of this policy –

**Authorised officer** shall mean any officer within the Council authorised by the Council's scheme of delegations as set out in the Council's Constitution.

**The Council** shall mean Three Rivers District Council.

**Hirer** shall mean any person or persons who from time-to-time hires or books the vehicle.

**Licensee(s)** shall mean the person(s) named in the licence.

**Operator** shall mean a person holding a licence to operate private hire vehicles issued pursuant to Section 55 of the Local Government (Miscellaneous Provisions) Act 1976. A private hire operator's licence is required to enable a person to accept or invite bookings for private hire vehicles.

**Working day** is any day other than a Saturday, a Sunday, Christmas Day, Good Friday or a day which is a bank holiday under the Banking and Financial Dealings Act 1971 in any part of the United Kingdom.

**Additional Periods** This is an amount of time after the length of a criminal sentence that needs to expire before we would consider making a licensing decision about an applicant. For example, someone's length of sentence for robbery may be two years, but they only serve six months' imprisonment. We would not consider that person fit and proper for those two years and for an additional period of three years (that is, five years in total from the date of conviction). **The additional periods are set out in Sc24 of the policy below**.

**Free of conviction** shall mean from the date the applicant was convicted. If the incident did not amount to a criminal offence or is not to be prosecuted, then the relevant date will be the date of the incident.

**Offence** shall mean any criminal offence and/or any other behaviour including a civil penalty which brings into question whether the applicant is a fit and proper person.

**Conviction** shall mean a criminal conviction or a civil penalty. However if the applicant is on trial, is not to be convicted or the incident did not amount to a criminal offence, the suggested periods free from convictions shall be considered by the Council when making their decision, taking all the evidence before them into account.

**Caution** an admission of guilt is required before a caution can be issued. Accordingly cautions will be assessed in the same way as a conviction by the court.

## 2 Introduction

This policy has been produced pursuant to the powers conferred by the Local Government (Miscellaneous Provisions) Act 1976 and Town and Police Clauses Act 147 which places the duty on the Council to carry out licensing functions in respect of hackney carriage and private hire vehicle, drivers and operators.

In carrying out its said regulatory licensing functions, the Council will have regard to this policy document. Where it is necessary for the Council to depart from this policy, clear reasons will be given for doing so.

Following consultation and adoption by the Council, this policy shall be kept under review and revised as necessary. The Head of Regulatory Services is authorised to make minor amendments to the policy without consultation by the Council.

The policy refers to guidance that is available to applicants, drivers and operators and proprietors to assist them with the application processes and the running of the service. This guidance, application forms and current fees are available on the Council's Website. Before granting or renewing a licence we must be satisfied that the applicant is a "fit and proper person" to hold a licence, as set out in sections 51, 55 and 59 of the 1976 Act. This policy sets out how we decide not only whether an applicant is fit and proper when applying for a licence, but to assess whether they remain so once a licence has been issued.

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

- Applicants for a driver's licence
- Existing licensed drivers whose licences are being reviewed / renewed
- Licensing officers

- Members of the Regulatory Services/Licensing committee/sub-committee
- Magistrates and Judges hearing appeals against local authority decisions

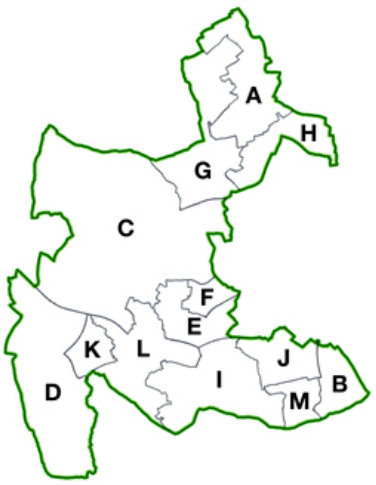
This policy provides guidance to all parties on the criteria that will be taken into account when determining whether or not an applicant or an existing licence-holder is a fit and proper person to hold a hackney carriage and/or private hire driver or operator licence. Whilst criminal convictions play a significant part in the Licensing Authority's determination on whether an individual is fit and proper or not, the Council will also take into account other factors such as demeanour, general character, non-criminal behaviour, driving abilities, and police information etc.

The term "Fit and Proper" for the purposes of taxi and private hire licensing is not legally defined but it has also been described as "safe and suitable" in a number of court cases.

## 3 Background

**3.1** Hackney carriage and private hire vehicles have a distinct role to play in an integrated transport system. They are able to provide services in situations where public transport is either not available (for example in rural areas, or outside "normal" hours of operation such as in the evenings or on Sundays), and/or for those with mobility difficulties.

### 3.2 Three Rivers District Council Boundary




A = Abbots Langley and Bedmond
B = Carpenders Park
C = Chorleywood North and Sarratt
D = Chorleywood South and Maple Cross
E = Dickinsons
F = Durrants
G = Gade Valley
H = Leavesden
I = Moor Park and Eastbury
J = Oxhey Hall and Hayling
K = Penn and Mill End
L = Rickmansworth Town
M = South Oxhey

### 3.3 Practice, guidance & legislation

The Department for Transport (DfT) has national responsibility for hackney carriage and private hire legislation in England and Wales. As a result of the Office of Fair Trading producing a report on the UK hackney carriage and private hire trade, the DfT was asked to produce best practice guidance for local licensing authorities. The latest guidance was issued in March 2010 entitled 'Taxi and Private Hire Vehicle Licensing: Best Practice Guidance'[1] and represents examples of good or best practice from within England and Wales. However, the document recognises that licensing authorities may reach their own decisions both on overall policies and on individual licensing matters in the light of their own circumstances.

The Council has therefore taken account of the DfT guidance to develop this policy.

This policy also takes account of the legislative basis of the Council's taxi licensing powers, including those contained in the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976, the Immigration Act 2016 as amended.

### 3.4 Equality Act 2010

In addition, the Equality Act 2010 has implications for both hackney carriage and private hire operators and drivers in respect of disabled access to vehicles.

#### 3.4.1 Duties to assist passengers in wheelchairs

**General**

Section 165 places a duty on a driver of designated wheelchair accessible hackney carriages and private hire vehicles. The duties are:

- To convey 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 take such steps as are necessary to ensure that the passenger is conveyed in safety and reasonable comfort; and
- To give the passenger such mobility assistance as is reasonably required to enable the passenger to get in or out of the vehicle and to secure/convey the wheelchair as appropriate.

Section 167 of the Equality Act[2] allows licensing authorities to maintain a list of "designated vehicles", that is, a list of wheelchair-accessible hackney carriages and private hire vehicles licensed in their area. The consequence of being on this list is that the driver must undertake the duties in section 165.

Following the full commencement of sections 165 and 167 of the Equality Act 2010 on 6th April 2017, the Council will maintain a statutory list of wheelchair-accessible vehicles (i.e., designated vehicles).

Accordingly, drivers of these vehicles are required to carry passengers in wheelchairs, provide assistance to those passengers, and prohibits them from charging extra to do so.

#### 3.4.2 Policy on exempting drivers on medical and physical condition grounds

The requirements of Section 165 of the Equality Act 2010 do not apply to drivers who are issued with a medical exemption certificate who display the prescribed notice in their vehicle.

Generally, the Council will seek to consider the contents of a driver's medical questionnaire when a driver requests to be granted the required exemption. However, where there is doubt as to the ability of the driver to assist passengers in wheelchairs, the Council may require the driver to obtain a more detailed report from their registered GP or a Medical Practitioner who will need to be a qualified GP, confirming that the driver is not able to provide this service and should be granted an exemption certificate. Any charges associated with additional medical reports must be met by the driver and will not be reimbursed by the Council.

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[1] https://www.gov.uk/search?q=taxi+and+Private+hire+Licensing&show_organisations_filter=true

[2] http://www.opsi.gov.uk/acts/acts2010/ukpga_20100015_en_1

### 3.4.3 Guide dogs and assistance dogs (sections 168 to 171 of Equality Act 2010)

Councils are able to issue certificates to drivers who are exempt by their doctors under strict medical grounds from the duty to carry guide and assistance dogs. Exemption certificates will only be issued when written requirement for this exemption is provided by the driver's registered GP practice or a medical practitioner who is a qualified GP.

There is comprehensive guidance issued by the DfT in 2010 about the duties to carry guide and assistance dogs and the procedure for granting medical exemptions etc.

### 3.5 Immigration Act 2016 - https://www.gov.uk/government/collections/immigration-bill-2015-16

The Immigration Act 2016 requires 'right to work' checks to be carried out on any applicant applying for a new or renewal of a hackney carriage driver's licence, private hire driver's licence or operator's licence. Where a right to work is indefinite, this check is only required once; where it is time limited, licences may only be granted for that period and a further check is required when the existing right to work expires.

## 4 Policy aims & objectives

### 4.1 Objectives

- the protection of the public
- the maintenance of a professional and respected hackney carriage and private hire trade
- access to an efficient and effective local transport service
- the protection of our local environment
- to support small businesses by ensuring a consistent and fair approach.

### 4.2 Aims

The Council will aim to achieve these objectives in the following ways:

- by ensuring that licensed vehicles do not give rise to a risk to passenger safety
- by ensuring that licensed drivers are fit and proper persons and achieve as high a standard of good practice as is possible
- by ensuring that licensed vehicles meet emissions standards and encouraging the use of low polluting vehicles
- by encouraging the use of vehicles that are more accessible to persons who have disabilities
- by ensuring that licensed vehicles are comfortable and properly insured
- by liaising with the County Council highways department to encourage that taxis and private hire vehicles form part of the wider strategic transport and local transport plans
- by working in partnership with a variety of other agencies to support the Council's objective in relation to both the public and the trade
- by reducing the frequency with which licence-holders are required to attend the Council offices
- by ensuring online accessibility to allow remote application by new and existing licence-holders
- by utilising electronic and mobile communication methods including the use of SMS messaging and extranet sites.

### 4.3 Methods

The methods to be employed will include:

- work with the taxi and hackney carriage trade to deliver ongoing improvements, innovate, and deal with emerging issues
- setting the standards for the licensing of vehicles, drivers and operators
- annual licensing and routine inspection of vehicles, with appropriate follow-up action
- routine inspection of documents, with appropriate follow-up action
- routine checks of a driver's medical fitness and criminal record history during the time the licence is in force and knowledge of the district, highway code and licensing policy as well as driving ability (at the time of application)
- investigation of complaints with appropriate follow-up action
- liaison with Hertfordshire Constabulary, neighbouring local authorities and other agencies concerning issues of mutual concern
- prosecution, monitoring of contraventions, suspension or revocation of licences for breach of conditions or legislation
- proper training and development of Council officers
- continue to meet ongoing performance and efficiency targets for the service

- provision of information to licensees about good practice and what to expect of any inspecting officer
- promote the use of training/courses for licensees,
- provide mandatory training when it is considered appropriate to do so
- promotional activities to inform and encourage and maintain high standards.

In seeking to meet these aims the Council will actively cooperate, assist and seek advice from agencies including:

- Hertfordshire Constabulary
- Driver and Vehicle Standards Agency
- Herts County Council
- Other local authorities
- Town and Parish Councils
- Three Rivers Railways and London underground
- Disclosure and Barring Service
- Department for Transport
- Driving and Vehicle Licensing Agency
- Home Office
- Department for Work and Pensions
- Other relevant agencies and departments.

## 5 Uniformity

The authority acknowledges the need to act in a consistent and uniform manner and advocates a common-sense approach to the selection of enforcement action and activities.

The following areas are all considered important in achieving uniformity:

- the awareness of and adherence to this policy
- training, qualifications and supervision of staff and training for Members
- regular practical training and update sessions to ensure uniformity
- use of joint training initiatives with other authorities will also be undertaken
- the ongoing monitoring and auditing of licence-holders, testing stations, and activities
- liaising with other enforcement agencies, adjoining authorities and trade bodies
- compliance with relevant codes of practice/circulars (where not inconsistent with this policy)

## 6 Administration of licences

Applications for licences will only be validated and then determined when all documents and fee (as applicable) are received, as stated within this policy.

The Council will always aim to produce licences as promptly as possible. Applications will normally be considered within 28 days of validation and, depending on circumstances, an application can then be granted, refused or deferred.

## 7 General fees guidance

**7.1** In the event of an application not leading to the issue of a licence, a refund will be provided. Other costs incurred by an applicant such as the cost of any medical and DSA test and criminal record check (paid directly to the provider) or knowledge test will not be reimbursed.

**7.2** In the event of a licence holder (driver or vehicle) or an operator surrendering their licence before its expiry, no refund will be provided.

**7.3** Where the surrender is as a result of illness certified to the Council by a registered medical practitioner, a pro rata refund shall be payable for the remaining full months of the licence.

**7.4** All licence fees must be paid by credit/debit card.

**7.5** Any agreement to refund fees by the Council will be subject to an administration fee.

**7.6** Refunds will only be granted within the licence period. Any request for refunds outside of the licence period timescale will be refused.

## 8 Service standards

**8.1** Subject to amendment from time to time by the Head of Regulatory Services it is the intention of the Council to offer the following service levels:

**8.2** You are able to contact the customer service team by email, through the website, or by phone who will take your enquiry and details of which will be passed to the appropriate member of the licensing team. This process is to reduce the need for licence-holders to travel to the council offices and to allow the team to deal with enquiries as effectively as possible.

**8.3** The Customer Services Team can be contacted by phone on 01923 776611 in line with the published opening hours.

**8.4** The Visitor Centre is open for visitors from 9am to 4pm, Monday to Friday (excluding Bank Holidays) at Three Rivers House, Northway, Rickmansworth, WD3 1RL (this is subject to change at the Council's discretion). Drivers are encouraged to e-mail general enquiries to: enquiries@threerivers.gov.uk or licensing.team@threerivers.gov.uk

**8.5** Although the Council has 28 days to issue a licence upon receipt of a valid application, the Licensing section will strive to:-

- Issue a private hire driver/hackney carriage driver licence as promptly as possible and usually within 7 working days of the application being validated
- Issue a private hire/hackney carriage vehicle licence as promptly as possible and usually within 7 working days of the date of receipt of a complete and valid application
- Issue change of vehicle licences as promptly as possible and usually within 2 working days of the application being validated.

## 9 Notification of decisions

Any notice required to be served by the Council under this licence or under any of the provisions of the Local Government (Miscellaneous Provisions) Act 1976 shall be deemed to have been properly served if sent by pre-paid post to, or left at the last known address of, the holder of the licence. Notices may also be served by email and will be deemed served on the individual once sent.

## 10 Monitoring

**10.1** All documents will be checked for authenticity when submitted. Routine random checks will also occur throughout the year. In addition, visits will be made both to the ranks and to regular trade pick up points to check compliance. Checks of proprietor and operator documents and records will also be made and taxi ranks/stands and other frequented locations will also be conducted.

**10.2** The Council will also work in partnership with other agencies and neighbouring authorities to undertake compliance and enforcement activities.

**10.3** All complaints against licence-holders will be monitored and investigated and action taken in line with this policy as appropriate

## 11 Records

An up to date electronic record will be kept and maintained of all application details, fees paid, deposits and licences issued, together with the public registers as required by law.

## 12 Data Protection

**12.1** All information held on files and databases about an applicant is confidential, under the Data Protection Act 1998. However, the Council is under a duty to protect the public and to protect the public funds it administers, and to this end may use any information provided by an applicant within this authority. The Council is under a duty to maintain Public Registers in accordance with the legislative requirements and all registers will be maintained online through the Council's Licensing Public Register.

**12.2** For the purposes of crime prevention, and with the purpose of protecting the public and/or protecting public funds, we may also share any information held with other bodies responsible for public functions, where there is a legal basis or a legal obligation to do so. For the most recent Council policy please visit our website.

## 13 Safeguarding

### 13.1 General

The Council is committed to ensuring the safety and welfare of all vulnerable persons including children and young people, to whom we provide services directly or indirectly and with whom we come into contact.

Drivers are on the frontline, often coming into contact with people who may be vulnerable, for example because they are young, have learning difficulties, be suffering ill health, or be elderly or who have drunk to excess on a night out, or who may have taken an illegal substance. Such persons may be travelling alone or accompanied by another person.

Sadly there are persons who prey on precisely these people and drivers are often best placed to raise concerns over what they hear or see occurring whilst in their vehicles.

Drivers may also have concerns over the vulnerability of passengers who are being dropped off at locations in or out of the district. For example drivers in other authorities have reported concerns that young persons are being dropped off at a particular guest house, hotel or house and are either distressed before being dropped off or after they have been picked up as a fare-paying passenger.

Information is provided on the Council's website in relation to safeguarding and applicants and licensees have a duty to report matters if they suspect harm.

### 13.2 When you have concerns regarding a child

If you are worried about a young person, you must do something.

There are specialists who can advise you on what to do next. They can also talk to any young person themselves.

If you are concerned about a young person you can contact the Hertfordshire Safeguarding Children Board on **0300 123 4043** or email:
www.hertfordshire.gov.uk/services/childrens-social-care/child-protection/report-child-protection-concern.aspx

If you think a child or young person is in immediate danger call 999.

### 13.3 When you have concerns regarding an adult

If you need to speak to someone urgently about a vulnerable adult:

- Report abuse to Hertfordshire Safeguarding Adults Board: 0300 123 4042 or dial: 999
- Speak to the adult social care team: 01438 84455
- Outside office hours: Complete the online form using the link below.

For up to date information you should visit the safeguarding section of the Hertfordshire County Council website:https://www.hertfordshire.gov.uk/services/adult-social-services/report-a-concern-about-an-adult/report-a-concern-about-an-adult.aspx

## 14 Abuse of Drivers by members of the public

The Council strongly disapproves of any form of abuse, discriminatory or otherwise, directed at drivers by members of the public. However, the Council is not the appropriate authority to investigate such incidents unless these form part of a counter-allegation following a complaint about a driver, in which case information will be obtained from all parties prior to a decision being made on the appropriate action for the Council to take. Incidents of this nature should be reported to the Police via 101 so that they can be investigated. The Council will assist the Police with regards to such investigations as far as possible.

## 15 Powers

We have powers in sections 61 and 62 of the Local Government (Miscellaneous Provisions) Act 1976 (as amended) (the 1976 Act) to:

- suspend
- revoke
- refuse to renew

licences of applicants who have:

- lost their right to work in the UK
- been convicted of an offence involving dishonesty, indecency or violence
- failed to comply with the provisions of part II of the 1976 Act
- failed to comply with the provisions of the Town Police Clauses Act 1847 or
- given the Council any other reasonable cause to act.

## 16 Hackney Carriage and Private Hire Drivers

Only applicants who comply with the requirements and conditions relating to the licensing of private hire drivers or hackney carriage drivers will be licensed.

Existing drivers must comply with the conditions of their licence, this policy, and any relevant legislation during the period of their licence. Failure to do so will result in the consideration of the various sanctions outlined in this policy.

All new applicants are required to pass a specialist driving test as part of their application. Existing drivers who have not passed a driving test as prescribed by the Council will only be permitted to carry up to 4 passengers. This will be stipulated on their licence.

Existing drivers are entitled to take the specialist driving test at any time and once passed will be issued a badge permitting 8 passengers, at no additional cost on production of their certificate.

Further, sections 51 and 59 of the Local Government (Miscellaneous Provisions) Act 1976 require that "a district council shall not grant a driver's licence to drive a private hire vehicle or hackney carriage unless they are satisfied that an applicant is a fit and proper person".

### 16.1 Fit and proper person – information required for an assessment to be made

To prove that a person is a fit and proper person to hold a hackney carriage or a private hire driver's licence or dual licence they must provide evidence of:

- Driving standard – through a specialised test-driving test supplied by a Council-approved provider (details available on request)
- Medical fitness – on the Council's prescribed form, signed by the applicant's GP or by a medical practitioner who will need to be a qualified GP (or similar)
- Criminal history and behaviour – through an enhanced DBS check
- Knowledge of the local area, Highway Code, legislation and requirements relating to a hackney carriage and private hire and the Council's policy in the form of a 'knowledge test' designed by the Council
- Two references as to their character and reliability.

Details of the above will be obtained and considered at the time of application, together with any other relevant information. Drivers will be required to maintain their ability to be fit and proper persons whilst licensed and must report any driving offences, changes to medical condition, civil or criminal offences for which they have been interviewed or charged.

If the Council suspects that a driver may have fallen short of the standards required, the Council may need to conduct further enquiries to verify any information provided or the fitness of a person to hold a licence. By submitting an application for a licence or holding a licence applicant gives their consent to the release of data where necessary.

Any applicant subsequently found to have provided false information will be dealt with in accordance with the provisions of this policy.

### 16.2 Driving standard and knowledge

The following requirements must both be demonstrated to establish whether a person's driving standards are acceptable:

- A valid full EU (UK) driver's licence driver's licence has been held for three years prior to application, and

- Drivers pass a specialised driving test supplied by a Council-approved provider (details available on request) prior to application to ensure they are aware of the hazards of driving. The requirement to take a driving course helps ensure an acceptable standard of driving. Before an application can be

validated the applicant must provide a signed copy of the assessment pass certificate which must be current at the time it is submitted.

Through the knowledge test assessment, drivers will be tested on their knowledge of the local area. In addition, drivers will be tested on policy, related law, customer awareness, and elements of the Highway Code. An application cannot be validated unless the applicant has passed the appropriate knowledge test. Applicants taking the test may not receive assistance from a third party.

Drivers must present themselves in a professional manner and have good personal hygiene. Drivers will be expected to wear collared shirt, collared polo shirts or collared blouses which have a full body and short or long sleeves as well as smart long-legged trousers (no denim), knee length tailored shorts, knee length skirts or dresses.

Unacceptable examples of clothing or footwear include items which are unclean or damaged, clothing printed with words, logos or graphics which might offend, clothing intended to support any political party, pressure group or other organisation designed to provoke discrimination or objection, sports replica shirts e.g. football, rugby or cricket tops or track suits, beach-type footwear (e.g. flip-flops or mules), high heels, the wearing of hoods or other clothing that obscures the driver's vision or their identity, sports shorts or swimming trunks, and showing a bare chest.

Drivers must conduct themselves in a professional manner and collections should be punctual, drivers polite and knowledgeable of local routes, and vehicles kept clean and operated in accordance with conditions, byelaws and legislative requirements. Hackney drivers should only charge the meter rate or below.

Drivers must not initiate any dialogue of a "sexual" nature with a passenger including by telephone contact, social media, email or any other form of communication. Licensed drivers are not permitted to become involved "sexually", or have sexual contact with a passenger, whether consent is given or not and whether or not the vehicle is carrying a fare-paying passenger at the time.

### 16.3 Medical fitness

Drivers are not required to hold a Group 2, EU (UK) full driving licence, but they will have to demonstrate compliance with the medical standards for a Group 2 licence and will have to provide a medical certificate, or the Council's prescribed form to this effect; this should be no older than 3 months at the time of the application being completed.

All drivers are required to provide a medical report signed by their registered GP or by a Medical Practitioner who will need to be a qualified GP (or similar), to declare whether or not they are physically fit to be the driver of a hackney carriage or private hire vehicle. A medical certificate must be submitted at first application, then every 3 years up to 65 years of age, and annually thereafter.

Where an existing licensed hackney carriage driver applies to obtain a private hire licence, or vice versa, an additional medical will not be required unless due.

The Council will have regard to the published Department of Transport "best practice" guidance (as updated from time to time) when considering the medical fitness of new applicants with insulin-dependent diabetes or existing licence-holders diagnosed with insulin-dependent diabetes during the duration of their licence. Where an applicant is insulin-dependent the Council will require annual medical certificates.

Where there is reasonable doubt over a driver's fitness, the Council will require the driver to undertake a medical examination by a registered medical practitioner or similar at any time as specified by the Council or in accordance with DVLA guidelines.

The applicant is responsible for the payment of all fees required for any medical examination.

Drivers must not drive a licensed vehicle if they are suffering from any disease or disability which would cause the licensed vehicle being driven by them to be a danger to the public. Drivers must ensure that they can, at all times, meet the eyesight requirements specified by the Department of Transport driving test.

Drivers must immediately notify the Council and their operator of any illness, injury or other impairment affecting their ability to drive.

### 16.4 Offender history and behaviour

When submitting an application for a licence to drive a hackney carriage and/or private hire vehicle, applicants must declare **all** criminal or civil cautions or convictions they may have, whether they are foreign or domestic.

Even those regarded as 'spent' under the Rehabilitation of Offenders Act 1974 must be declared.

In addition to this, applicants must notify us if they have been charged with an offence or have any pending prosecutions and if they have ever had a licence suspended, revoked or refused by another authority. Applicants must also advise the Council if they have withdrawn a hackney carriage or private hire application made to another authority, at any stage of the process.

Failure to declare convictions and/or cautions or giving false information to obtain a licence is an offence and will be treated very seriously. Likewise, giving false information or withholding information to keep a licence will be treated very seriously.

If an applicant has not been a resident in the UK for a period of five years, they will need to obtain a "certificate of good conduct" or similar document from the relevant embassy.

Applicants will also need to register with the Disclosure and Barring Update Service and providing consent to the Council carrying out a check with the Disclosure and Barring Update Service, which will disclose any cautions or convictions that they may have. Information received from the DBS will be treated in the strictest confidence and will be retained on manual and computer records for no longer than is deemed necessary.

Proof of identity is required in order to obtain the Disclosure and Barring Service enhanced disclosure. Applicants will be required to provide three forms of identification documents for the verification of the application. A full list of acceptable documents can be found here:

https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-1-july-2021

Applicants must provide a valid DBS enhanced disclosure certificate (that was issued within the last 3 months) and provide details of all convictions/cautions as part of the application

Section 111 of the Local Government Act 1972 allows district councils to send the driver's application form to the Police, (or other authorised body) and request the chief officer's observations as to the applicant.

Where an existing driver has been interviewed, charged or convicted of an offence, or other relevant information comes to the attention of the Council (such as a caution or fixed penalty notice being issued) which brings into question whether the driver is still a fit and proper person to hold a driver's licence, action may be taken, as outlined in this policy (Section 20).

The existence of a criminal record or disclosure of other information will not necessarily stop any person from gaining or keeping a licence. The decision will be based on the policy on criminal convictions and behaviour in sections 19 and 20 of this policy.

### 16.5 Suspension, refusal, revocation by another Council.

If a new applicant has been suspended, refused or revoked by another Council, the licensing officer may refuse to issue a licence depending on the reason for the action already taken.

The Council shall also have a right to make enquiries of that other authority.

### 16.6 Dual driver's licences

As some individuals may wish to be able to carry out a combination of hackney and private hire work, the Council will provide a dual driver's licence to reduce the burden on the applicant. Dual licence-holders are required to comply with any conditions or byelaws that are relevant to the work they are carrying out at any time, which will be dependent on the licensed vehicle being used.

New applicants for dual licences will be required to obtain an additional qualification as part of the application process such as a relevant BTEC or NVQ.

### 16.7 Training

All drivers will be required to attend all mandatory training sessions organised by the Council. Failure to attend mandatory training sessions will constitute a breach of the Council's hackney carriage and private hire policy. At the first instance, contravention points will be issued; any subsequent failure to attend will result in further action being taken again the driver's licence.

### 16.8 National Register of Taxi Licence Refusals and Revocations

There is a new initiative which is to help strengthen hackney carriage and private hire licensing for the benefit of both passengers and responsible hackney carriage and PHV drivers.

The Local Government Association (LGA), the representative body for local councils, has commissioned a new National Register of Taxi Licence Refusals and Revocations (NR3). The register will be hosted by the National Anti-Fraud Network (NAFN).

The intention of this is to prevent drivers who have had a hackney carriage or private hire licence revoked, or an application for one refused, going to another authority to dishonestly secure a licence by failing to disclose their previous licensing history.

Instances of drivers doing this in the past have undermined public confidence in the hackney carriage and private hire trade and licensing authorities. The purpose of the NR3 initiative is therefore to provide a mechanism for licensing authorities to share details of individuals who have had a hackney carriage or private hire licence revoked or an application for one refused.

The development of NR3 has been welcomed by all sections of the taxi trade, safety groups and charities, the Department for Transport and by licensing authorities.

From 1 March 2019, the Council will begin using the NR3. This means that from that point:

- Applications for new hackney carriage/private hire driver licences and renewals will be checked on the NR3
- Where an existing driver licence is revoked or an application for renewal or a new driver licence is refused, this will be recorded on NR3
- When an existing driver licence is suspended

This Council, and other licensing authorities will also be adding historic information on refusals and revocations of licences to the register. Historic data will not go back beyond the retention period of 25 years.

Any relevant data entered onto NR3 which relates to existing licence-holders may be considered as part of future renewal processes.

The information recorded on NR3 will be limited to your:

- name
- date of birth
- address and contact details
- national insurance number
- driving licence number
- decision taken
- the date of the decision
- the date decision was effective

Information will be retained on NR3 for 25 years.

Where an applicant's details are flagged on NR3 during a search, this will be followed up separately between the authorities. Any such request in relation to your record will be responded to in accordance with the authority's published policy at the Council.

Licensing authorities will still be required to consider each application on its own merits, but the introduction of NR3 will help ensure that they are able to do so on the basis of all the information that is relevant to an application.

All data processing and sharing undertaken by this authority on the NR3, and with individual authorities in regard to entries on the NR3 will be undertaken in accordance with the Data Protection Act (DPA) and the

General Data Protection Regulations (GDPR). The legal basis for processing this information is that it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the licensing authority – that is, assessing whether an individual is a fit and proper person to hold a hackney carriage or PHV licence. It is not intended that any NR3 data will be transferred out of the United Kingdom.

If you wish to raise any issue related to the data protection legislation, including by relying on any of the rights afforded to data subjects under the GDPR, you can do so to the authority's Data Protection Officer at Three Rivers District Council.

## 17 Tax Check

From 4 April 2022 all individuals and companies that are;

- applying to renew their driver or operator licence, or
- applying for the same type of licence they previously held, that ceased to be valid less than a year ago, or
- applying for the same type of licence they already hold with another licensing authority

must complete a HMRC Tax Check and provide the Tax Check number on their application. No application will be considered unless the Tax Check code has been provided.

Applicants must first register for a personal tax account before April 2022 via the Government gateway https://www.gov.uk/log-in-register-hmrc-online-services/register

Once registered they will be required to generate their own 9-character tax check code by answering 5 simple questions which will generate a tax code which must be entered onto their application. This code can be used for numerous applications as it is not a 'one time only code'.

Applicants may not need to complete a tax check but they must check the following gov.uk website addresses for HMRC guidance about tax registration obligations:

- PAYE information: www.gov.uk/income-tax/how-you-pay-income-tax
- registering for Self-Assessment: www.gov.uk/register-for-self-assessment
- Corporation Tax information: www.gov.uk/corporation-tax

Applicants will be required to sign a declaration to confirm that they are aware of the guidance in relation to their tax registration obligations

*NB – The Local Authority will not be provided with any information in relation the applicants Tax status or. financial affairs

## 18 Private Hire Operator licences

### 18.1 Fit and proper person

Applicants for private hire operator licences are required to pass the private hire knowledge test.

With regard to criminal convictions/cautions, an operator is not an exempted profession under the Rehabilitation of Offenders Act 1974; therefore only unspent convictions will be taken into consideration when determining whether an applicant is a fit and proper person. In assessing an application for an operator's licence, the policy on criminal convictions and behaviour in sections 19 and 20 of this policy will be referred to.

The decision whether to grant or refuse a licence will be based on whether the convictions/cautions were declared, the type of offences and the total number of convictions/cautions recorded against each individual applicant.

The overriding consideration in reaching a decision will be based on whether the operator (the individuals listed as licensees on the application) can fulfil their roles and run the company without posing any likely threat to the general safety of the public.

If a situation arises where an operator licence application from a registered company is likely to be refused solely on the declared convictions of one individual within the organisation, the application may still proceed if the applicant decides to withdraw the name of that individual from the licence application.

Accordingly, when applying to be a registered private hire operator, you must declare any unspent cautions

or convictions you may have, whether they are foreign or domestic. Failure to declare convictions and/or cautions or giving false information to obtain a licence is an offence and will be treated very seriously. Likewise giving false information or withholding information to keep a licence will be treated very seriously. If you have not been a resident in the UK for a period of five years, you will need to obtain a dated 'certificate of good conduct' or similar document from your relevant embassy.

Applicants will need to obtain a basic disclosure certificate which will reveal any unspent convictions or cautions. The Disclosure certificate, issued within the last 3 months, must be submitted with the application in order to validate it.

Where an existing operator has been charged or convicted of an offence, or other relevant information comes to the attention of the Council which brings into question whether the driver is still a fit and proper person to hold an operator's licence, action may be taken, as outlined in this policy.

The existence of a criminal record or disclosure of other information will not necessarily stop a person from gaining or keeping a licence. The decision will be based on the policy on criminal convictions and behaviour at sections 21 and 22 of this policy, and in accordance with this section.

We will not accept disclosures obtained on behalf of another authority unless the applicant has signed up to the DBS Update Service and that the original DBS is for the appropriate workforce as defined by DBS guidelines.

### 18.2 Previous applications

If anyone named on an application has previously been refused an operator's licence or held an operator's licence which was suspended or revoked elsewhere, they will be expected to provide details of the refusal, suspension or revocation on their application.

### 18.3 Planning permission

All premises to be used as a private hire operator base or operations running from a residential address will require the appropriate planning consent or permitted development rights for that use class. All applicants must provide a certificate of lawfulness or planning consent in relation to the premises they intend to use.

### 18.4 Use of mobile applications

The use of mobile applications (apps) is becoming increasingly common for a wide range of uses, including many taxi companies and private hire operators. The Council supports the use of such innovation, which has many potential public safety benefits.

Apps must be approved by the Council prior to their use and must not have a negative impact on public safety.

### 18.5 Training

All operators will be required to attend all mandatory training sessions organised by the Council. Failure to attend mandatory training sessions will constitute a breach of the Council's hackney carriage and private hire policy. At the first instance, contravention points will be issued; any subsequent failure to attend will result in further action being taken again the operator's licence.

## 19 Hackney Carriage and Private Hire Vehicle Licences

### 19.1 Type of vehicle

The Transport Act 1985 allows licensing authorities to regulate vehicle standards. Circular 8/86 accompanying the Transport Act, states that authorities will wish to ensure that vehicles are mechanically sound, roadworthy and safe. The following will be applied:

- All newly licensed hackney carriage and private hire vehicles must, as a minimum, be categorised as M1 and meet Euro 5 standards for emissions.
- Any converted vehicles will be required to hold the appropriate low volume type approval certificate in the M classification or the enhanced single vehicle certificate together with the original M type approval.

### 19.2 Vehicle standards

All vehicles must have full vehicle type approval. The authorised testing stations listed are all permitted to undertake vehicle checks on behalf of the Council. In addition, an officer of the Council may require an additional test to be undertaken or the applicant to be directed to a specific testing garage in all cases at the expense of the applicant/licence-holder. The officer also retains the option to check any vehicle for standard of condition of appearance.

Only vehicles that comply with the requirements and conditions relating to private hire vehicles/hackney carriage vehicles or non-standard private hire vehicles will be licensed. The vehicle must remain in the condition as determined by those conditions throughout the licensed period. The Council shall refer to its enforcement policy when dealing with licensees who fail to comply with these conditions or relevant legislation.

### 19.3 Vehicle age policy

At the time a vehicle is first licensed (including changes of vehicles if not to a currently licensed vehicle), the vehicle must normally be less than 7 years of age. The vehicle's age will be determined by the vehicle registration document. The age limit may be exceeded if the vehicle complies with all applicable standards. Once a vehicle reaches 10 years of age, the licence will only be renewed if the vehicle passes 3 compliance tests each year, at approximately 4-monthly intervals.

### 19.4 Tyres

The vehicle shall be equipped with a minimum of 4 road wheels and 1 full-sized spare wheel. The tyres shall be of an approved rating as specified by the manufacturer and not more than 10 years old.

Tyres must not be purchased as part-worn or used.

Tyres must have a minimum tyre tread depth of 3 mm over the central 3/4 of the tread pattern (including spare tyre).

The vehicle must be fitted with either all radial or all cross-ply tyres and the spare tyre must be the same size as those fitted to the vehicle, except for a vehicle with a manufacturers 'space saving' wheel.

Vehicles with a 'space-saving' wheel are to comply with the manufacturer's specifications as to use. When so used, the vehicle must **not** be used for plying for hire, or private hire. Any change in the type or size of the tyres fitted to the vehicle must be reported to the licensing officer at once.

### 19.5 Accessibility

The Council recognises the need to promote the use of wheelchair accessible vehicles to ensure that all members of the community are able to benefit from the service that they provide.

*Requirements relating only to hackney carriage vehicles*. Whilst all newly issued hackney plates must be wheelchair-accessible, private hire vehicle applications for these types of vehicles are also welcomed by the Council.

Where a vehicle is wheelchair-accessible:

a) All lifts / ramps must be maintained and in fully working order to comply with the Lifting Operations and Lifting Equipment Regulations 1998
b) All equipment used to strap /or tie a wheelchair in place should be fully maintained and in full working order
c) All tie / strap locations shall be kept clear of any obstruction.

### 19.6 Reducing air pollution

The Council is committed to encouraging applications for more fuel-efficient vehicles. Vehicle pollution has a significant impact on air quality in the district, and there is widespread agreement that more must be done to reduce the number of higher-polluting vehicles.

Drivers are also advised that vehicles should not be left to idle as this causes unnecessary pollution and increases their fuel costs.

From 1 May 2019 The Air Quality (Taxis and Private Hire Vehicles Database) (England and Wales) Regulations 2019 will require the Council to provide details to the secretary of state of all hackney carriage and private hire vehicles. Therefore the following details will be provided as requested;

a) the date from which the licence has effect;
b) the date on which the licence is due to expire;
c) a statement as to whether the vehicle is a taxi or a private hire vehicle
d) such other information the licensing authority holds in relation to the vehicle that may be relevant for the purposes of ensuring the accurate identification of vehicles, having had regard to any guidance issued by the Secretary of State.[3]

### 19.7 Advertising

No signs, notices, advertisements, marks, numbers, letters, figures, symbols, emblems or devices whatsoever shall be displayed on, in or from any licensed vehicle except as required by any statutory provision or with prior written approval of the Council. In relation to other advertising materials, any false, misleading or inaccurate material contrary to this policy and/or its conditions will result in the taking of enforcement action.

All advertising material must be approved in writing by the Council prior to use or display and an administration fee will be payable per batch of advertising.

Not more than two external advertisements (excluding the roof signs) may be carried on any vehicle, confined to the side panels and must comply with the Advertising Standards Authority code of advertising.

Any advertising material must not use the Council's logo.

### 19.8 Taximeter calibration

All hackney carriage vehicles must be fitted with a taximeter. Private hire vehicles that are fitted with a taximeter must adhere to the following conditions.

The taximeter shall be calibrated following a change to the table of fares or when requested by the Council. A certificate of calibration provided by the taximeter installer must be produced on first issue, transfer or when the seal is damaged or missing.

The operation of the taximeter must be in accordance with the provisions of the Byelaws in force at the time within the Three Rivers District with respect to hackney carriage vehicles.

### 19.9 Roof Boxes and Roof Racks

The use of roof boxes and roof racks is strictly prohibited unless there is roof space or storage already integrated into the vehicle.

## 20 Guidelines for CCTV systems in hackney carriage & private hire vehicles

### 20.1 Introduction

These guidelines set out to ensure that CCTV systems installed in hackney carriages and private hire vehicles licensed by the Council are properly managed whilst being used to prevent and detect crime; and enhance the health, safety and security of both drivers and passengers.

The decision whether to install CCTV in a licensed vehicle is at the discretion of the vehicle licence-holder and vehicle owner (if these are different), all costs would need to be met by these individuals as the Council will not provide funding or assist in finding funding.

Vehicle owners, who may also be the driver and/or operator, installing CCTV systems must fully comply with the requirements set out in these guidelines.

For the purposes of these guidelines the term "CCTV system" will include any electronic recording device attached to the inside of vehicle having the technical capability of capturing and retaining visual images and

[3] http://www.legislation.gov.uk/ukdsi/2019/9780111177969

audio recording from inside or external to the vehicle. In addition to the standard CCTV camera system these may include for example, such devices as events/incident/accident data recording devices.

### 20.2 The purpose of CCTV

The purpose of the CCTV system shall be to provide a safer environment for the benefit of the driver and passengers by:

- Deterring and preventing the occurrence of crime
- Reducing the fear of crime
- Assisting the Police in investigating incidents of crime
- Assisting insurance companies in investigating motor vehicle accidents

### 20.3 General requirements

Any CCTV system to be fitted must, as a minimum, meet the requirements set out in this document. Only CCTV systems meeting these requirements and approved by the Council can be installed into licensed vehicles.

CCTV systems installed will be inspected as part of the annual licensing inspection to ensure they do not pose a risk to the safety of the passengers or the driver and are fitted safely and securely.

The installation and operation of CCTV must comply with the requirements of the Information Commissioner's CCTV Code of Practice.

All equipment must comply with any legislative requirements in respect of Motor Vehicle Construction and Use Regulations 1986. CCTV installed must also meet any other relevant legislation, including any new legislation which may be introduced following the installation of such systems.

All equipment must meet all requirements as regards safety, technical acceptability and operational/data integrity.

All equipment must be designed, constructed and installed in such a way and in such materials as to present no danger to passengers or driver, including impact with the equipment in the event of a collision or danger from the electrical integrity being breached through vandalism, misuse, or wear and tear.

### 20.4 Automotive Electromagnetic Compatibility Requirements (EMC)

CCTV equipment must not interfere with any other safety, control, electrical, computer, navigation, satellite, or radio system in the vehicle.

Any electrical equipment such as an in-vehicle CCTV system fitted after the vehicle has been manufactured and registered, is deemed to be an Electronic Sub Assembly (ESA) under the European Community Automotive Electromagnetic Compatibility Directive and therefore must meet with requirements specified in that Directive.

CCTV equipment should be e-marked or CE-marked. If CE marked confirmation by the equipment manufacturer as being non-immunity related and suitable for use in motor vehicles is required.

### 20.5 Camera design requirements

The camera(s) must be fitted safely and securely, should not adversely encroach into the passenger area and must not impact on the safety of the driver, passenger or other road users.

### 20.6 Installation

All equipment must be installed as prescribed by the equipment and/or vehicle manufacturer installation instructions.

The installed CCTV system must not weaken the structure or any component part of the vehicle or interfere with the integrity of the manufacturer's original equipment.

All equipment must be installed in such a manner so as not to increase the risk of injury and/or discomfort to the driver and/or passengers. For example, temporary fixing methods such as suction cups will not be permitted, or lighting, such as infra-red, which emits at such a level that may cause distraction or nuisance to the driver and/or passengers.

All equipment must be protected from the elements, secure from tampering and located such as to have the minimum intrusion into any passenger or driver area or impact on the luggage carrying capacity of the vehicle.

It is contrary to the Motor Vehicle (Construction and Use) Regulations 1986 for equipment to obscure the view of the road through the windscreen.

Equipment must not obscure or interfere with the operation of any of the vehicle's standard and/or mandatory equipment, i.e. not mounted on or adjacent to air bags/air curtains or within proximity of other supplementary safety systems which may cause degradation in performance or functionality of such safety systems.

Viewing screens within the vehicle for the purposes of viewing captured images are not permitted.

All wiring must be fused as set out in the manufacturer's technical specification and be appropriately routed.

If more than one camera is being installed their location within the vehicle must be specific for purpose i.e. to provide a safer environment for the benefit of the Taxi/ PHV driver and passengers.

All equipment must be checked regularly and maintained to operational standards, including any repairs after damage.

All system components requiring calibration in situ should be easily accessible.

### 20.7 Camera Activation Methods

Activation of the equipment may be via a number and combination of options, including:

- door switches
- time delay
- driver's panic button

or,

- in the case of an incident/event recorder, predetermined G-Force parameters set on one or more axis (i.e. braking, acceleration, lateral forces)

The CCTV system may be configured to record images for a short period of time before the trigger event, during the related incident and a short period following the related incident.

A direct wired link to the vehicle's taximeter, in the case of a Taxi, will not be acceptable.

### 20.8 Audio Recording

CCTV systems must not be used to record conversations between members of the public as this is highly intrusive and unlikely to be justified except in very exceptional circumstances. You must choose a system without this facility wherever possible; however, if the system comes equipped with sound recording facility then this functionality should be disabled.

There are limited circumstances in which audio recording may be justified due to a specific threat to an individual's personal safety, e.g. when a 'panic button' is utilised in response to a threat of physical violence.

Where this audio recording facility is utilised a reset function must be installed which automatically disables audio recording and returns the system to normal default operation after a specified time period has elapsed. The time period that audio recording may be active should be the minimum possible and should be declared at the time of submission for approval of the equipment.

In the limited circumstance where audio recording is justified, signs must make it very clear that audio recording is being or may be carried out.

### 20.9 Image Security

Images captured must remain secure at all times.

The captured images must be protected using approved encryption software which is designed to guard against the compromise of the stored data, for example, in the event of the vehicle or equipment being stolen.

The Information Commissioner's Office has published guidance on how to keep personal data (including personal data contained in CCTV images) secure, on their website.

**20.10 Retention of CCTV images**

The CCTV equipment selected for installation must have the capability of retaining images either:

- within its own secure, encrypted hard drive;
- using a fully secured and appropriately encrypted detachable mass storage device, for example, a compact flash solid state card;

or

- where a service provider is providing storage facilities, transferred in real time using fully secured and appropriately encrypted GPRS (GSM telephone) signalling to a secure server within the service provider's monitoring centre.

Images must not be downloaded onto any kind of portable media device (e.g. CDs or memory sticks) for the purpose of general storage outside the vehicle.

CCTV equipment selected for installation must include an automatic overwriting function, so that images are only retained within the installed system storage device for a maximum period of 28 days from the date of capture. Where a service provider is used to store images on a secure server, the specified retention period must also only be for a maximum period of 28 days from the date of capture.

Where applicable, these provisions shall also apply to audio recordings.

**20.11 Notification to the Information Commissioner's Office**

The Information Commissioner's Office (ICO) is the official regulatory body responsible for enforcing compliance with privacy and data protection legislation

The law defines a "data controller" as the individual or organisation which has ultimate responsibility for how personal data is collected and processed. For the purpose of the installation and operation of in-vehicle CCTV, the "data controller" is the company, organisation or individual which has decided to have a CCTV system installed and operating within the vehicle. The data controller is ultimately responsible for how the images are stored and used and determines in what circumstances the images should be disclosed.

'Notification' is the process by which a data controller informs the ICO of certain details about their processing of personal information. These details are used to make an entry in the public register of data controllers.

This means that any company, organisation or individual vehicle owner who has a CCTV system installed within a licensed vehicle must register with the ICO and obtain documented evidence of that registration. This documentary evidence may have to be presented to the Council at any time during the term of the vehicle licence.

The notification requires renewal on an annual basis, and payment of the appropriate fee specified on the ICO's website.

**20.12 Using a third-party service provider (data processor)**

Where a service provider is used for the remote storage and/or management of CCTV data they will act as a 'data processor'.

A data processor, in relation to personal data, means any person (other than an employee of the data controller) who processes data on behalf of the data controller, in response to specific instructions. The data controller retains full responsibility for the actions of the data processor.

There must be a formal written contract between the data controller and data processor (service provider). The contract must contain provisions covering security arrangements, retention/deletion instructions, access requests and termination arrangements.

Documentary evidence of the contractual arrangements may be required to be presented to a Council official at any time during the term of the vehicle licence.

**20.13 Using recorded CCTV images**

The data controller is responsible for complying with all relevant data protection legislation, as well as being legally responsible for the use of all images including any breaches of privacy and data protection legislation.

Any images and/or audio recordings should only be used for the purposes described earlier in these guidelines.

Requests to view captured images may be submitted to the data controller by the Police or other statutory law enforcement agencies; the Council; insurance companies/brokers/loss adjusters; or in exceptional circumstances, other appropriate bodies. The data controller is responsible for responding to these requests in accordance with the law. Police or other law enforcement agencies should produce a standard template request form, setting out the reasons why the disclosure is required. Alternatively, a signed statement may be accepted.

All requests should only be accepted where they are in writing and specify the reasons why disclosure is required.

Under the DPA, members of the public may also make a request for the disclosure of images, but only where they have been the subject of a recording. This is known as a 'Subject Access request'. Such requests must only be accepted where they are in writing and include sufficient proof of identity (which may include a photograph to confirm they are in fact the person in the recording).

Data Controllers are also entitled to charge a fee for a subject access request (currently a maximum of £10). More guidance on handling subject access requests can be found in the ICO's Subject Access Request Code of Practice, which is available on their website.

**20.14 Signage**

All vehicles fitted with a CCTV system must display the sign shown below in a prominent position. The driver may also verbally bring to the attention of the passengers that CCTV equipment is in operation within the vehicle, if it is felt necessary or appropriate.

The signage must be displayed in such positions so as to minimise obstruction of vision and to make it as visible as possible to passengers, before and after entering the vehicle.

The name and contact details of the Data Controller must be provided in the blank space included on the sign template. The contact details can be in the form of either a telephone number, email address or website URL.

**20.15 Signage for external-facing CCTV systems**

Where a CCTV system is installed in order to record incidents outside the vehicle, it will not be practical to display a sign. Instead, when the CCTV is activated in response to an incident, the driver of the vehicle must inform the person(s) recorded that their personal data was captured as soon as practicable after the incident.

They should also be informed of the purpose for which the device has been installed, for example to facilitate their insurance company's investigation of insurance claims.

**20.16 Annual Certification from installer**

Any CCTV system should be checked annually by the installer and evidence of this must be provided to the Council. Where an installation company ceases to exist, a similar installation company should be used.

### 20.17 CCTV Checklist

To assist individual drivers, owners and operators who are considering the installation of a CCTV system, the Council has produced the summary checklist below to help ensure that all of the relevant approval requirements/standards are complied with.

Please tick

- ☐ Notification submitted to the Information Commissioner's Office (ICO). www.ico.org.uk
- ☐ Has the ICO provided you with documentation to evidence your notification as the "data controller" associated with your system?
- ☐ Do you have documentary evidence regarding contractual arrangements with any data processor or service provider associated with the operation or management of the CCTV system? (where applicable)
- ☐ Have you displayed the required signage, including the relevant contact details?
- ☐ Does the CCTV system meet the installation standards as set out in this policy?

## 21 Communication, Audio and Visual Devices

Mobile devices can only be used if they are held in a cradle and are used completely hands-free.

All communications devices must be securely fitted within the vehicle and appropriately located so as to not interfere with the operation of the vehicle.

The use of headphones is not permitted to be used in a licensed vehicle.

In order to protect passenger confidentiality, a licensed driver must neither retain nor publish any image, sound or information of any passenger(s) captured on a hand-held recording device or any other form of recording device, except where this is to an authorised officer of the Council or Police.

## 22 Policy on Convictions and Conduct for New Applicants

Each case is to be taken on its own merit.

Some discretion may be appropriate if the offence and/or behaviour is isolated and there are mitigating circumstances. Equally, the history of offending (including multiple offences/combinations of offences /types of offences) and/or behaviour may warrant a longer period free from convictions.

Accordingly, whilst it is possible that an applicant may have a number of convictions that, individually, meet the guidelines below, the overall offending history must be considered when assessing the applicant's suitability to be licensed.

A series of civil or criminal offences over a period of time is more likely to give cause for concern than an isolated minor conviction. Obviously some discretion can be afforded if an offence is isolated and there are mitigating circumstances, but the overriding consideration is the protection of the public.

Simply remaining free of convictions will not necessarily be sufficient to show that a person is fit and proper where other circumstances/evidence bring this into question. Furthermore it should always be remembered that the periods free of conviction in this section are suggested minimums.

Whilst the time period detailed in this section provides guidance to potential applicants as to how long they should wait before applying for a licence following described offences/convictions, any application made following these guidelines is still subject to the same considerations as to whether the applicant is fit and proper, and therefore simply following the guided timescales in no way guarantees the granting of a licence.

Notwithstanding and without prejudice to any other provision within this document, ordinarily the Council would as a minimum expect the standard rehabilitation periods identified in the Rehabilitation of Offenders Act 1974 to have expired.

Criminal convictions or civil penalties will be considered by officers or, in cases of doubt, by the Licensing sub-committee.

An application from any person awaiting trial for an offence which brings into question whether they are a fit and proper person (including but not limited to death by dangerous driving, drugs, violence, sexual offences, dishonesty, driving under the influence of alcohol or drugs, or offences of a habitual nature) will not normally be considered until the outcome of the trial.

In order for the Council to fully consider the case on its merits, the applicant should provide a written statement of the offences (including any that they are awaiting trial for), with evidence, covering the nine points in the paragraph below, which would be available for examination by the Council.

Where the Council becomes aware of issues including previous criminal history/convictions, any arrest, any charges, inappropriate behaviour for a hackney carriage/private hire driver and/or significant comments on any DBS check, consideration will be given to each applicant's suitability for licensing against the following criteria (in no particular order):

- nature of the offence/conduct/charge etc.
- circumstances in which the offence/conduct/charge etc. was committed
- circumstances of the individual concerned
- subsequent periods of good behaviour
- overall conviction/behaviour history
- sentence imposed by the Court
- seriousness of the offence/conduct/charge etc.
- any other character check considered reasonable (e.g. personal references)
- taking all the above issues into account, together with any other relevant issues, whether the protection of the public may be at risk.

These guidelines do not deal with every type of offence, and do not prevent the Council from taking into account offences not specifically addressed in the guidelines, or other conduct which may be relevant as to whether an individual is a fit and proper person to hold a hackney carriage or a private hire driver's licence.

### 22.1 Minor motoring offences

Convictions for minor traffic offences such as speed limit offences, or non-endorsable traffic offences such as obstruction or waiting in a restricted street should not prevent a person from applying to be a hackney carriage or private hire driver.

If sufficient points have been accrued to require a period of disqualification of the applicant's driving licence then a hackney carriage or private hire licence may be granted 12 months after its restoration but a warning should be issued as to future conduct. New applicants with 6 or more points on their DVLA driver's licence will be refused until endorsement(s) expire and the number of penalty points drops below this threshold.

Further disqualification from driving as a result of penalty points being accrued may result in refusal to issue a licence.

### 22.2 Traffic offences involving the loss of life

A very serious view will be taken of any applicant who has been convicted of a driving offence that resulted in the loss of life or serious injury. A licence will not be granted if an applicant has a conviction for any of the following:-

- Causing death by dangerous driving
- Causing death by careless driving whilst under the influence of drink or drugs
- Causing death by careless driving
- Causing death by driving for any other reason
- Or any similar offences (including aiding abetting, attempting or conspiring to commit) offences which replace the above.

### 22.3 Major traffic offences not involving the loss of life

A very serious view should also be taken of any applicant who has been convicted of a major traffic offence even if it has not involved the loss of life, as it raises questions as to the applicant's ability to protect the public.

Before an application is considered, an applicant should be free of conviction for 10 years and since the completion of the sentence, whichever is longer, for offences such as:

- Dangerous driving
- Reckless driving
- Similar or replacement offences to those listed above (including attempted or conspiracy to commit).

### 22.4 Other serious traffic offences

Other serious traffic offences include:

- Accident offences
- Driving without due care and attention
- Driving whilst using a mobile phone or mobile device
- Careless driving
- Construction and use offences (This is in relation to tinted windows)
- Licence offences
- Traffic direction and sign offences
- Driving whilst disqualified
- Similar or replacement offences to those listed above (including attempted or conspiracy to ` commit)

Insurance offences and alcohol/drug offences are dealt with under their own separate subsections below

Theft or unauthorised taking of a vehicle are dealt with under the 'dishonesty' subsection below.

Any conviction for a serious traffic offence under 'other serious traffic offences' in this policy should normally merit refusal to issue a licence and no further application should be considered until a period of 7 years either free of conviction or since completion of the sentence, whichever is longer, has elapsed.

More than one conviction for a traffic offence within two years should merit refusal to issue a licence and no further application should be considered until a period of 5 years either free of convictions or since completion of the sentence, whichever is longer, has elapsed.

### 22.5 Drink driving/driving under the influence of drugs (including medication) or legal highs

A serious view is taken of driving or being in charge of a vehicle whilst under the influence of drink or drugs or legal highs, as licensees are professional vocational drivers and drink/drug driving convictions raise serious concerns for the safety of the public. An isolated incident of drink driving or driving under the influence of legal drugs should not necessarily debar an application but strict warnings will be given as to future behaviour. However an exception to this is the use of novel psychoactive substances (NPS – commonly referred to as legal highs) which will be treated in the same regards as illegal drugs below.

At least 5 years should elapse, after the restoration of the EU (UK) full driving licence, before an applicant may be considered for a private hire or hackney carriage driver's licence.

More than one conviction for these offences or any conviction for driving under the influence of illegal drugs should raise grave doubts as to the applicant's fitness to drive the public and therefore hold a licence.

If there is reason to suspect persistent alcohol and/or drugs use, misuse or dependency (e.g. two or more offences relating to alcohol or drugs, with or without a vehicle) a specialist medical examination and report should be required before an application is entertained to ensure that the applicant meets the DVLA Group 2 medical standards in relation to alcohol/drug misuse and dependency. If the applicant is found to be (or to previously have been) alcohol- or drug-dependent, a period of 5 years should elapse after treatment is complete before a further licence application is considered.

### 22.6 Drunkenness without a motor vehicle

An isolated conviction for drunkenness need not debar a driver from obtaining a licence but a number of convictions could indicate a medical problem necessitating a medical examination. In some cases, a warning would be sufficient. If there is reason to suspect persistent alcohol use, misuse or dependency (e.g., two or more offences for drunkenness with or without a motor vehicle) a specialist medical examination and report may be required to ensure that the applicant meets the DVLA Group 2 medical standards in relation to alcohol misuse and dependency.

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

### 22.7 Illegal drugs without a motor vehicle

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

An applicant would normally be expected to be free of convictions relating to the possession of illegal drugs for 5 years requiring at least 5 years to have passed since the completion of the sentence.

An application will normally be refused where the applicant has more than one conviction for offences related to the possession of illegal drugs and has not been free of conviction for 7 years with at least 7 years to have passed since the completion of the sentence.

An application will normally be refused where the applicant has a conviction for an offence related to the supply, importing or production of illegal drugs and has not been free of conviction for 10 years with at least 10 years to have passed since the completion of the sentence.

If there is reason to suspect persistent drugs use, misuse or dependency (e.g. two or more convictions relating to any drugs, with or without a vehicle) a specialist medical examination and report will normally be required before an application is entertained to ensure that the applicant meets the DVLA Group 2 medical standards in relation to drug misuse and dependency. If the applicant is found to be (or to previously have been) drug dependent, a period of 5 years should elapse after treatment is complete before a further licence application is considered.

**22.8 Sex and indecency offences**

As hackney carriage and private hire drivers often carry unaccompanied and vulnerable passengers. Applicants who have been convicted of sexual or indecency offences (or where there is other behaviour and/or evidence to suggest a disposition to commit such offences) must be closely scrutinised. Applicants with convictions for sexual offences will usually be refused.

In particular, an application will normally be refused where the applicant has a conviction for an offence such as:

- Rape
- Assault by penetration
- Offences involving children or vulnerable adults
- Sexual assault
- Indecent assault
- Possession of indecent photographs, child pornography etc.
- Exploitation of prostitution
- Trafficking for sexual exploitation
- Indecent exposure
- Similar or replacement offences to those listed above (including attempted or conspiracy to commit)
- Any sex or indecency offence that was committed in the course of employment as a taxi or PHV driver
- Soliciting (e.g. kerb crawling)
- Importuning
- Similar or replacement offences to those listed above (including attempted or conspiracy to commit).

If a licence is granted a strict warning as to future conduct should be issued.

A person on the sex offenders register would not be considered a fit and proper person to hold a licence.

**22.9 Violence**

As hackney carriage and private hire drivers maintain close contact with the public, a firm line should be taken with drivers with offences involving violence. An application will normally be refused if the applicant has a conviction for an offence that involved loss of life or serious injury.

At least 5 years free of conviction with at least 5 years to have passed since the completion of the sentence before an application is considered from anyone whose offending history and/or other behaviour/evidence suggests an aggressive or violent disposition, and even then a strict warning should be administered as to future conduct.

However given the range of offences that involve violence, consideration must be given to the nature of the offences. In particular:

(i) An application will normally be refused where the applicant has a conviction for an offence such as:

- Murder
- Manslaughter
- Manslaughter or culpable homicide while driving
- Terrorism offences
- Kidnapping
- Threats to kill
- Wounding with intent to cause grievous bodily harm
- Grievous bodily harm
- Robbery
- Burglary
- Possession of a weapon
- Any 'hate' crime or offence ordinarily falling within paragraph (iii) below aggravated by a 'hate' crime
- Similar or replacement offences to those listed above (including attempted or conspiracy to commit).

(ii) Before an application is granted, an applicant should be free of conviction for at least 7 years with at least 7 years to have passed since the completion of the sentence, whichever is longer, for offences including:

- Assault occasioning Actual Bodily Harm
- Assault with intent to resist arrest
- Assault on Police
- Domestic Violence related offences (unless these are covered by (i) above)
- Harassment
- Similar or replacement offences to those listed above (including attempted or conspiracy to commit).

(iii) Before an application is granted, an applicant should be free of conviction for at least 5 years with at least 5 years to have passed since the completion of the sentence, for offences including:

- Arson
- Common assault
- Criminal Damage
- Similar or replacement offences to those listed above (including attempted or conspiracy to commit)

An application will normally be refused if an applicant has more than one conviction in the last 10 years for an offence of a violent nature.

**22.10 Dishonesty**

Taxi and PHV drivers are expected to be persons of trust. They deal with cash transactions and valuable property may be left in their vehicle in error. Drivers are required to deposit lost property with the police within 48 hours.

The widespread practice of delivering unaccompanied property is indicative of the trust that people place in drivers. Moreover, it is relatively easy for a dishonest driver to defraud the public by demanding more than their legal fare etc.

This for example would include misuse of MPV additional occupancy rates. Licence-holders also have access to the names and addresses of their customers and their daily movements. Overseas visitors may not be familiar with the currency or costs of journeys and may be vulnerable to an unscrupulous driver. Accordingly a serious view should be taken of any conviction involving dishonesty.

Nationally it has been known for drivers to pass information on vulnerable persons to others for later abuse or to abuse vulnerable persons, including taking money from such persons.

Offences involving dishonesty for the purposes of this policy include:

- theft
- fraud
- benefit fraud
- handling or receiving stolen goods
- forgery
- conspiracy to defraud

- obtaining money or property by deception
- other deception
- taking a vehicle without consent
- driving whilst disqualified
- any similar offences (including attempted or conspiracy to commit).

An application will normally be refused if an applicant has been convicted of burglary or more than one conviction for other dishonesty offences in the last 10 years.

**22.11 Insurance offences**

A serious view will be taken of convictions of driving or being in charge of a vehicle without insurance. An isolated incident would normally prevent a licence being granted until a period of five years from the date of the offence has expired. More than one conviction for these offences within the past ten years would normally prevent a licence from being granted or renewed.

**22.12 Licensing offences**

This subsection applies to licensing offences not covered elsewhere within this convictions and behaviour section of the policy such as plying for hire, using an unlicensed vehicle/driver.

At least 12 months free of conviction should elapse before an application will be considered. Unless there is significant mitigation, an applicant will normally be refused until a period of at least five years free of conviction has expired where the applicant has committed more than one licensing offence within the last five years.

An applicant with an isolated conviction that is more than one year old may be licensed subject to a written warning.

Individuals previously licensed by the Council and revoked for offences connected to their licence will not normally be granted a further licence in the future. Cases such as this will be considered by the Lead Licensing Officer under their delegated authority.

**22.13 Cautions**

An admission of guilt is required before a caution can be issued. Accordingly cautions will be assessed in the same way as a conviction by the Court.

**22.14 Non-conviction information**

If an applicant has, on more than one occasion, been arrested or charged but not convicted for an offence, or is subject to an antisocial behaviour injunction/order or similar order, which suggests he/she may not be a fit and proper person, or if there is other evidence to suggest the applicant may not be a fit and proper person, consideration should be given to refusing the application.

Failing to declare convictions on the application form should normally result in refusal and at least twelve months elapsing from the date of receipt of the application form before an application will be considered and a new application will be required.

As with the rest of this part of the policy, in assessing the action to take, the safety and security of the travelling public must be the paramount concern.

**22.15 Suspension/refusal/revocation by another Council**

An applicant who has been suspended/refused/revoked by another Council may not be considered “fit and proper” for a period of at least 3 years from the date of the suspension/refusal/revocation. This period may be extended depending on the circumstances of the revocation.

The Council shall also have a right to make enquiries of that other authority.

**23 Policy on Convictions and Conduct for existing licensees**

**23.1 Time of action**

Existing holders of driver's licences are required to notify the Council in writing within 72 hours of receiving a driving licence endorsement, fixed penalty notice, warning, reprimand, police caution, criminal conviction or other criminal proceedings (including their acquittal as part of a criminal case).

In addition, licence-holders must inform the Council in writing or by email within 3 working days of their arrest for any matter (whether subsequently charged or not). To fail to do so, will raise serious questions for the Council as to the honesty of the licence-holder and will be taken into account as part of any subsequent renewal applications.

### 23.2 Policy details

Each case is to be taken on its own merit.

Any person awaiting trial for or suspected of committing an offence which brings into question whether they are a fit and proper person (including but not limited to death by dangerous driving, drugs, violence, sexual offences, dishonesty, driving under the influence of alcohol or drugs, or offences of a habitual nature) will normally be revoked pending the outcome of an investigation or trial.

Although each case will be assessed on its own merits in line with this policy, licence-holders should expect the revocation of their licence for these types of offences to be immediate in nature. The initial consideration regarding revocation will be undertaken by officers. However, if a driver does not agree with the officer's decision to revoke his/her licence he/she may apply to the local Magistrates' Court to appeal this decision within 21 days of the revocation being received by the driver.

When considering whether a licence should be suspended or revoked, some discretion may be appropriate if the offence and/or behaviour is isolated and there are mitigating circumstances. Equally the history of offending (including multiple offences/combinations of offences/types of offences) and/or behaviour may warrant a longer period free from convictions. Accordingly, the overall offending history must be considered when assessing the applicant's suitability to be licensed.

Therefore any licence-holder awaiting trial for, or suspected of, committing an offence or demonstrating behaviour which, taken together with the licence-holder's history of offending (including multiple offences /combinations of offences /types of offences) and behaviour (including before the licence was granted and during the course of the licence), lead the Council to believe that the licence-holder is not a fit and proper person to hold a licence, may have their licence suspended or revoked.

Whilst it is possible that a licence-holder may have a number of previous convictions that, individually, meet the guidelines below, the overall offending history must be considered when assessing the licence-holder's suitability to continue to be licensed. A series of offences/behaviour over a period of time is more likely to give cause for concern than an isolated minor conviction/demonstration of unacceptable behaviour. Obviously, some discretion can be afforded if an offence is isolated and there are mitigating circumstances but the overriding consideration is the protection of the public.

In order for the Council to fully consider a case on its merits, the licence-holder should provide a written statement of the offences, with evidence, covering the nine points in the paragraph below, which would be available for examination by the Council.

Where the Council becomes aware of issues including previous criminal history/convictions, any arrest, any charges, inappropriate behaviour for a hackney carriage/PHV driver and/or significant comments on any DBS check, consideration will be given to each licence-holder's suitability for licensing against the following criteria (in no particular order):

- nature of the offence/conduct/charge etc.
- circumstances in which the offence/conduct/charge etc. was committed
- timely notification to the Council of offence/conduct/charge
- circumstances of the individual concerned
- subsequent periods of good behaviour
- overall conviction/behaviour history
- sentence imposed by the court
- seriousness of the offence/conduct/charge etc.
- any other character check considered reasonable (e.g. personal references)
- taking all the above issues into account, together with any other relevant issues, whether the protection of the public may be at risk.

These guidelines do not deal with every type of offence, and do not prevent the Council from taking into account offences not specifically addressed in the guidelines, or other conduct which may be relevant as to whether an individual is a fit and proper person to continue to hold a hackney carriage or a private hire driver's licence.

## 24 Expedition policy for revoked licences where reinstating a licensee is considered appropriate

### 24.1 General

The High court ruling of **R (application of Singh) v Cardiff City Council [2012] EWCH 1852 (Admin)** has established that it is unlawful to suspend and then revoke a driver for a single offence. Therefore it is necessary to revoke a driver immediately if the Council becomes aware of information which gives serious concerns about a driver.

This policy is to assist in the timely replacement of a driver's licence, when it has been revoked but following investigation it has established that the Council does not have any remaining concerns with regards to the fit and proper nature of the person.

A relevant officer of the Council will decide if an applicant falls into this part of the policy and the applicant will be advised if this is the case.

The investigation of the Council, with regards to establishing whether an individual is fit and proper, will consider any available information but is not reliant on other authorities' investigations into any connected allegations, although information will always be requested from other agencies when they are known to be involved.

As the Council is required to consider each case on balance of probability, a police investigation which results in an individual not being convicted may not in itself be considered to be sufficient for the Council to issue a new licence to the individual as Police investigations are determined at a higher level of proof i.e. beyond reasonable doubt. In addition to this, a Police investigation may uncover breaches of this policy committed by a driver and the Council would need to take these into account.

### 24.2 Process

If the Council decides to issue a new licence to a driver whose licence was previously revoked, a new application will be required from the individual but some existing documents which are 'in date' in terms of the hackney carriage and private hire policy will normally be transferred to the new application.

Depending on the circumstances surrounding the revocation, some updated documents may be required and these will be determined on a case by case basis. For example, if a driver's health leads to their licence being revoked and their health subsequently improves so that they may be considered fit to be a licensed driver, a new medical would be required. The same would be the case for an individual who is subject to a Police investigation, where their criminal history would be checked using the DBS update service; if the applicant is no longer signed up to this service, a new DBS (First Advantage) will be required as part of their application (and they will be required to re-register for the update service).

When a decision is made to issue a new licence, this will usually be processed within 5 working days of all required documentation being received.

### 24.3 Fees

The new licence will usually be issued for the period that the revoked licence had left to run and no further charge will be levied, with the exception of any connected costs such as for new documentation which will remain the applicant's responsibility.

## 25 TABLE OF OFFENCES SUMMARY (PLEASE READ SPECIFIC PARAGRAPH FOR MORE INFORMATION.

| Offence category | Offences | Additional period if relevant | Comment |
|---|---|---|---|
| Serious violence | Aggravated burglary | Applications will not be granted for convictions in these categories | |
| | Any homicide offence | | |
| | Grievous bodily harm | | |
| | Malicious wounding | | |
| | Rape | | |
| | Riot | | |
| | Sexual assault | | |
| | Terrorism | | |
| | Violent disorder | | |
| | | | |
| Violence | Actual bodily harm | 10 years | Applications will not be granted if an applicant has two or more convictions involving violence or serious violence |
| | Affray | | |
| | Arson | | |
| | Assault on a police officer or other public servant | | |
| | Possession of a firearm | | |
| | Resisting arrest | | |
| | Robbery | | |
| | Slavery, abduction, false imprisonment etc | | |
| | Threats to kill | | |
| | Any offence that can be categorised as domestic violence | 7 years | Applicants will be assessed according to the actual offence |
| | Public Order Act offences (e.g. causing harassment, alarm or distress) | 5 years | Unless Classed as a 'hate crime' |
| | | | |
| Serious criminal offences | Common assault | 5 years | Applications will not be granted if an applicant has two or more convictions involving violence or serious violence |
| | Criminal damage | | |
| | Obstruction of police or other statutory officers | | |
| | Theft by an employee | | |
| | Possession of a weapon | Applications will not be granted for convictions in this category | |

| | | | |
|---|---|---|---|
| Sexual offences | Assault by penetration | Applications will not be granted for convictions in this category | Applications will not be granted for anyone on the Sexual Offenders Register or where the offence involved Children, Young Adults or Vulnerable Adults |
| | Indecent assault | Applications will not be granted for convictions in this category | |
| | Child Sexual Exploitation | | |
| | Indecent assault | | |
| | Trafficking including preparatory offences as defined within the Sexual Offences Act 2003 | | |
| | Making or distributing obscene material | | |
| | Possession of indecent photographs | 5 years | |
| | | | |
| Dishonesty | Theft | 5 Years | Applications will not be granted if an applicant has two or more convictions involving dishonesty |
| | Burglary | 5 years | Applications will not be granted if an applicant has two or more convictions involving dishonesty |
| | Fraud (including benefit fraud) | | |
| | Handling or receiving stolen goods | | |
| | Forgery | | |
| | Obtaining money etc by deception | | |
| | Taking a vehicle without consent | | |
| | Evasion of taxes or duties | | |
| | Deception | | |
| | Attempting to pervert the course of justice or perjury | | |

| | | | |
|---|---|---|---|
| Substance abuse offences | Driving under the influence of drink or drugs (including prescription drugs) | 5 years | Applications will not be granted if an applicant has two or more convictions involving driving under the influence |
| Substance abuse offences<br>Serious driving offences | Driving under the influence of drink or drugs (including prescription drugs)<br>Possession of drugs with intent to supply | Applications will not be granted for convictions in this category | Applications will not be granted if an applicant has two or more convictions involving driving under the influence |
| | Possession of drugs | 8 years | |
| | Causing death by dangerous driving | Applications will not be granted for convictions in these categories | |
| | Causing death by dangerous driving whilst under the influence of alcohol or drugs | | |
| | Causing death by careless driving | | |
| | Dangerous driving | 10 years | Applications will not be granted if an applicant has two or more convictions in this category |
| | Driving without due care and attention | 5 years | Applications will not be granted if an applicant has two or more convictions in this category |
| | Inconsiderate driving | 5 years | |
| | Driving when disqualified | 5 years | |
| | Failing to identify driver of vehicle when required | 5 years | |

| | | | |
|---|---|---|---|
| Other driving offences | Construction and Use Regulation Offences | Will not normally merit a refusal except for:<br>existing applicants with 9 or more points endorsed on their DVLA licence<br>new applicants with 6 or more points endorsed on their DVLA licence | |
| | Traffic directions and signs | | |
| | Pedestrian Crossing offences | | |
| | Speed limits | | |
| | Motorway Offences | | |
| | Insurance offences | 5 years | Applications will not be granted if more than one conviction |
| | Driving or having control of a vehicle without a valid MOT certificate | 5 years | |
| | Driving or being in control of a vehicle without adequate insurance | 5 years | Applications will not be granted if more than one conviction |
| | Vehicle being used in anti-social manner | 1 year | |
| | Vehicle being used in connection with commission of any criminal offence | | |
| | Driving otherwise than in accordance with a licence | 5 years | |
| | Failing to stop after or to report an accident | | |
| Licensing offences | Conviction under byelaws for hackney carriages | 5 years | |
| | Plying for hire | | |
| | Failing to carry an assistance dog | 1 year | |
| | Charging more than the metered fare | | |
| | Refusing to convey a passenger within a controlled district | | |
| | Offences under any other licensing regime | | |
| | Failing to notify licensing authority of change of vehicle address etc | | |
| | Failing to notify licensing authority of accident to licensed vehicle | | |
| | Waiting on a hackney carriage rank as a private hire vehicle | | |
| | Unlawfully prolonging journey | | |
| | Obstruction of authorised officers or constables | | |
| | Failing to wear identification badge | 3 months | May be up to 12 months for persistent failures to comply |
| | Failing to display vehicle licence plate on vehicle | | |
| | Failing to comply with vehicle licence conditions | | |
| | Deliberately or recklessly providing false information | | |

## 26 Licensing enforcement

### 26.1 General

The Council issues hackney carriage and private hire driver and vehicle licences to ensure passenger safety.

The DfT guidance is clear on the necessity of enforcement to maintain high standards of public safety. All enforcement schemes need to be proportionate and transparent.

Any enforcement system needs to deal with persistent, low-level breaches up to serious, possibly, criminal behaviour. There needs to be a grade of sanctions from informal warnings through to suspension and revocation of licence. It is clear that the majority of enforcement will be for relatively minor offences or breaches and will be undertaken by the licensing officer.

### 26.2 Enforcement options

There are a number of options that shall be considered following the identification of an activity for which the necessary licence, notice or registration has not been applied for or the Licensee has not complied with the conditions of a licence, notice or consent issued by the Council or byelaw made by the Council, or this policy or other legislation has been contravened. One or more of the following may be deemed appropriate:

- Verbal advice
- Inspection
- Issue of points via monitoring of contraventions system
- Suspension
- Revocation
- Refusal of future licence application or restriction of such licence by imposition of conditions
- Formal Caution
- Prosecution.

There is a long-standing relationship between the licensing team and the trade. This is based on the application of consistent standards for all parties.

### 26.3 Enforcement Policy

The authority will have regard to the Police and Criminal Evidence Act Codes of Practice.

### 26.4 Verbal advice

To be followed where the vehicle or driver standards are found to be reasonably satisfactory but wanting in some minor respect.

### 26.5 Inspection

Inspections will normally be of vehicles or documents/records. In most cases, appointments will be made with adequate notice and at reasonable hours unless this would defeat the object of the inspection. Licensees will comply with officer requests to view documents or records and must attend appointments for inspections.

### 26.6 Penalty points scheme

Any licensed person who has in the opinion of the licensing officer committed an infringement of the law or licence conditions will be served with a notice as follows: -

| Contraventions | Points | x | Contraventions | Points | x |
|---|---|---|---|---|---|
| No first aid kit | 3 | | No smoke free signage | 2 | |
| No fire extinguisher | 3 | | Vehicle cleanliness | 2 | |
| No emergency bulb kit | 3 | | Private hire parked on taxi rank | 4 | |
| Failure to display badge | 3 | | Unattended vehicle on taxi rank | 4 | |
| Failure to display plate/internal plate/door sticker(s) (including magnet(s)) | 3 | | Obstructing the Licensing Team/Enforcement officer. | 6 | |
| Failure to notify change of details /convictions/FPN/fines and fine alternatives such as driving courses undertaken as a licence requirement – vehicle/driver/operator | 3 | | Failure to produce documents on demand to the licensing enforcement officer | 3 | |
| Failure to report an accident to the licensing team | 3 | | Carrying too many passengers | 6 | |
| Failure to report a complaint - driver/operator | 3 | | Refusal to carry guide dogs, hearing dogs, or service dogs (unless exempt) | 12 | |
| Horn misuse | 2 | | Smoking/vaping in vehicle | 12 | |
| Private hire plying for hire | 6 | | Overcharging | 6 | |
| Defective tyres, including part worn and 10yrs+ | 4 (per tyre) | | Use of handheld phone or radio whilst driving | 12 | |
| Using unapproved advertising on/in vehicle | 2 | | Breach of Public Spaces Protection Order | 4 | |
| Failure to dress appropriately as defined in TRDC policy | 2 | | Other licence requirements/breaches of legislation:- | Dependant on case | |

Plate No: …….Driver's name: …….Driver's badge No:……..

Vehicle registration: ……has been inspected as indicated above. The contravention(s) above

mean(s) that you have acquired …… points.

The vehicle must not be used until the contravention(s) above have been rectified and the vehicle is presented to the Council Offices by ……/……/…… *

Failure to comply with this notice could lead to the revocation or suspension of your licences and does not rule out further proceedings when this matter is considered along with driver/vehicle history.*

**Date: …….. Signed: ……**

*Delete where appropriate

The Council operates a system whereby infringements of the law or licence conditions by a licence-holder can be recorded and given a value dependent upon the nature of the infringement. This scheme reduces possible subjectivity from the enforcement process. Any licensee who, in the opinion of an authorised officer, has committed an infringement will be issued with a contravention notice form.

This is a points-based monitoring system whereby licensees receive a certain number of points against their hackney carriage or private hire licence for specific offences, similar to the way in which points are issued against a DVLA licence for motoring offences. If a driver reaches 12 points within a 12-month period, the licence will be referred to the Lead Licensing Officer [or the Regulatory Services Sub-Committee] for consideration. The decision maker will receive a report from officers and invite written representations from the licence-holder. This system allows the Licensing department to become aware of patterns or problems. The penalty point scheme enables the licensing team leader or Members to give weight to patterns or problems when issues come before them.

The monitoring of contraventions system is only in place for breaches of conditions that the Council witnesses and/or investigates. If, for example, the Police deal with an issue by way of issuing a penalty notice or awarding penalty points/fine, the Council would not then issue points as well.

If the licence-holder believes that points have been issued in error, or that there are mitigating circumstances not taken into account by the officer, there is a right of appeal to the Head of Regulatory Services, Three Rivers District Council, Three Rivers House, Northway, Rickmansworth, Hertfordshire, WD3 1RL within 14 days of receiving the notice containing the points. The licence-holder will receive notification of the decision of the appeal within 30 days of receipt of the notice of appeal.

The issue of points does not prevent the Licensing section from taking any other or additional action, including prosecution where this is felt to be appropriate. For the avoidance of doubt, any breach of legislation, conditions, or offences not contained within the table will be dealt with in line with the hackney carriage and private hire policy.

### 26.6.1 Allocation of penalty points

The penalty point scheme assists the trade in maintaining its high standards and will act as a first step in assuring compliance with the licence conditions.

### 26.6.2 Points for unattended vehicles

A vehicle is deemed to be unattended if it is considered that the driver would not be available to be hired when a customer approaches. Therefore, points would not be issued simply because the driver was standing outside of the vehicle but would be likely to be issued if the driver is not close enough to the vehicle to acknowledge the customer when they approach. Taxi ranks are provided for drivers to show that they are available for hire and are not a parking provision for licensed vehicles.

### 26.6.3 Contraventions that will be dealt with outside of the penalty point(s) scheme

The following licence contraventions are considered to be very serious and therefore a single offence shall lead to consideration of whether a licence-holder should be suspended or revoked:

- Unlicensed vehicle driven by a licensed driver
- Unlicensed driver driving a licensed vehicle
- Failure to display Hackney Carriage or private hire plate on licensed vehicle
- Driving with no valid insurance
- Driving with no valid compliance/MOT
- Contravention of suspension notice.

Whilst a defective tyre will normally lead to 4 points being issued, the Council will consider the severity of the defect and this could lead to a higher number of points being issued and potentially suspension or revocation of the driver's licence.

### 26.7 Suspension of licences

A suspension notice can be issued giving 21 days' notice before the suspension takes effect or can be with immediate effect in the interest of public safety.

Whilst each case will be taken on its own merit, generally a suspension notice will normally be served in the following cases:

- If there is a history of non-compliance with the licence conditions or legislation and/or where 12 points have been issued as detailed above in a twelve-month period.
- If there is a significant contravention in terms of risk to members of the public due to non-compliance.
- If the person is not otherwise currently considered to be a fit and proper person to be a licensed driver.
- Any other serious matter.

The policy on criminal records and behaviour will be used to assess whether a suspension should be given and if so whether it should be with immediate effect.

Also, the Crown Prosecution Service or Police may be asked to apply for bail conditions, which require any/all licences affected by this policy to be revoked by the Court.

Where a licence is refused, revoked, suspended or not renewed the licence-holder must be provided within 14 days of the decision being made and notice of the grounds on which the action was taken.

### 26.8 Revocation of licences

In the case of a driver or operator licence, the test will be whether the driver/operator is a fit and proper person (assessed in accordance with this policy, current legislation, case law and guidance). If they are not, on the balance of probabilities, then the licence will be revoked.

The decision to revoke a licence will not be taken lightly. The lead licensing officer has delegated authority to revoke licences if appropriate or can refer the licence to a Regulatory Services/Licensing Sub-Committee if deemed appropriate.

### 26.9 Voluntary Surrender

Voluntary offers to surrender a licence will be accepted if made in writing and the licence plate/disc/badge returned. No refund of licence fee will be paid on the surrender of a licence.

### 26.10 Notification of decisions

Any notice required to be served by the Council under this licence or under any of the provisions of the Local Government (Miscellaneous Provisions) Act 1976 shall be deemed to have been properly served if sent by pre-paid post to, or left at, the last known address of the holder of the licence. Notices may also be served by email and will be deemed served on the individual once sent.

### 26.11 Appeal against refusal, suspension or revocation of a licence

The applicant or licence-holder has the right of appeal to the Magistrates' Court (or Crown Court if relating to refusal to grant a hackney carriage vehicle licence). Appeal procedures to the Magistrates' Court will be detailed with notices sent out. On appeal to the Magistrates' Court a suspended or revoked licence can continue to be used until the appeal is heard with the exception of those licence-holders suspended or revoked with immediate effect under section 61(2B)) of the Local Government (Miscellaneous Provisions) Act 1976.

### 26.12 Formal caution

This is an alternative to prosecution and requires that the offender must admit the offence.

In considering the issue of a formal caution the following will be taken into account:

- The seriousness of the offence.
- The benefits of its use rather than prosecution, e.g. cost, speed, deterrent effect in respect of re-offending
- The intention to rectify the contravention
- The evidence regarding the contravention.
- Previous history of the offender
- Consideration of the public interest (application of public interest test).

Written information will be given or sent to the offender regarding the significance of the caution immediately prior to offer of the formal caution.

Formal cautions will always require first the signature of the offender and then the authorised local authority representative.

Copies of the caution will be sent to the offender and sent to the central registrar of convictions. The Legal department will hold the original caution.

### 26.13 Prosecution

Prosecution will normally only be contemplated when the offences are serious, for example where there is a potential for risk to passenger safety, or as a result of refusal to accept other courses of action. Unlicensed persons or businesses will be considered for prosecution.

The following will be taken into account;

- the previous history
- the explanations or attitudes
- the probable public benefit
- whether the use of a formal caution would be more appropriate.

Prosecution will be authorised by the Head of Regulatory Services after consultation with the Head of Legal and Democratic Services.

Should the Crown Prosecution Service be initiating action against a person or business for offences which also involve breaches of the Police Town Clauses Act 1847, Local Government (Miscellaneous Provisions) Act 1976 or byelaws made in respect of hackney carriages, they may be authorised to initiate proceedings under these acts.

**Three Rivers District Council**
**Hackney Carriage and Private Hire Drivers Licence Requirements**

**Local Government (Miscellaneous Provisions) Act 1976 ("the 1976 Act")**

The following conditions will be attached, pursuant to section 51(2) of the Local Government (Miscellaneous Provisions) Act 1976 ("the 1976 Act"), to all Private Hire Drivers' Licences issued by Three Rivers Council, unless a specific exemption has been granted by the authority. The attachment of these conditions does not affect the Council's entitlement to attach any other condition to a licence in response to a specific issue arising from a particular application. These requirements apply to hackney carriage and private hire drivers. In determining what matters should be considered for a person to be a fit and proper person to be a driver the following applies:

**1. Introduction**
In these conditions: "the Council" means Three Rivers District Council; "the Operator" means the holder(s) of the Private Hire Operator's Licence issued by the Council; "vehicle" means any licensed private hire vehicle (and Hackney Carriages, if bookings are also invited and accepted for fulfilment by these vehicles) operated by the Operator and "driver" means the holder of a private hire driver's licence.

Terms defined under section 80 of the 1976 Act shall bear the meanings set out therein.

The licence is issued in respect of the person(s) whose details on the licence are not transferable. If at any time during the period of the licence the Operator for any reason does not wish to retain the licence, the licence shall be surrendered to the licensing officer at the Council. There would be no full or part refund of the licence fee in such circumstances.

**2. Fit and proper person**
Applications for a private hire driver's licence can only be made by fit and proper persons. A fit and proper person must:

- be medically fit
- comply with the Council's guidelines for the issue of hackney carriage and private hire driver and operator licences policy and the Home Office circular with regard to cautions, convictions or pending court appearances as detailed in the Home Office circular
- not be entered on the sex offenders register
- be an experienced driver
- have the required knowledge of the district, highway code, policy and customer care.

**3. New applications**
Applications will only be accepted by the Licensing department if they are made on the form produced and provided by the Council.

The first application for a driver's licence must be accompanied by two independent references as to the character of the applicant. The names, addresses, and phone number of the referees must be stated on the application form.

An application will also be only considered after it has proved that they have a right to work in the UK and the Council is in the receipt of two references, a recent passport-style photograph, a full DVLA/ EU (UK) driving licence including photo card and DVLA code, a current medical certificate (not older than 3 months), proof of identity (passport/birth certificate), a relevant knowledge test pass certificate, an enhanced Disclosure and Barring Service certificate (not older than 3 months) and written authorisation enabling the Council to check the 'update service', a specialist driving standards test certificate, a safeguarding course pass certificate and a Certificate of Good Conduct from the relevant embassy for all applicants who have lived in the UK for less than 5 years (new applicants only) or who have been absent for a period of 9 months or more within the last three years for current licensees.

If the Certificate is not issued in English, the applicant will be required to pay for the relevant translation. All fees must be paid when submitting the application.

A completed medical certificate on the Council's prescribed form, signed by a Medical Practitioner who will need to be a qualified GP (or similar)."is required to prove the applicant is fit to drive a licensed vehicle.

Where an existing licensed hackney carriage driver applies to obtain a private hire licence, or vice versa, no additional medical will be required unless due.

**4. Renewal**
Applications will only be accepted by the Licensing department if they are made on the form produced and provided by the Council.

An application will only be considered upon receipt of the correct fee, a recent passport-style photograph and a full DVLA/EU (UK) driving licence including photo card and DVLA Code. Any additional documents that are due to expire within the renewal period must also be presented at renewal. In addition, the expired driver's badge must be returned to the Council in order to collect the new badge.

All fees must be paid at the time the application is submitted. Only full applications will be accepted and any missing documents or elements will mean your application will not be processed.

Licences will be issued following processing within 28 days of a full application.

All applications for the renewal of a licence must be made at least four weeks prior to the expiry of the existing current licence. Applications received less than 28 days prior to the expiry of the licence may not be issued prior to the expiry of the current licence, and in these cases the Licensee will not be able to work as a licensed driver or drive a licensed vehicle until the new licence is issued.

**5. Fees**
The appropriate fee as prescribed from time to time by the Council must accompany all applications.

**6. Photographs**
An application must be accompanied by a recent passport sized photograph of the applicant. It must be signed by the applicant. It must be taken against a light-coloured background, and clearly show your full face. You must not wear sunglasses, or any head covering unless head covering is worn for religious or medical reasons. The photo will be used for the driver's badge that will be issued by the Council.

**7. Proof of identity**
A birth certificate, national insurance number, passport or new style photographic driver's licence must be produced on application.

**8. Duration of driver's licence**
The standard period that a licence shall remain in force is three years, commencing from the date the licence is granted, not the date of the application itself.

No licence will be issued for a period longer than the standard three-year period, but if an applicant wishes to be considered for a licence with a shorter duration, this request must be put in writing at the time of application. These requests will be considered on a case-by-case basis.

A driver's licence on renewal may be issued for a probationary period of less than three years as determined by the Council, dependant on the applicant's ability to demonstrate being a fit and proper person. Items that could be considered would include driver's experience, criminal record, references, past allegations, record of compliance with the conditions, outstanding fees and any other reasonable cause.

**9. Medical certificate**
The standard of medical examination as required by the Council is that normally associated with a Group 2 driver's licence. All drivers are required to provide a certificate on the Council's prescribed form signed by a Medical Practitioner who will need to be a qualified GP (or similar) to the effect that they are physically fit to be the driver of a taxi or private hire vehicle. A medical certificate is required at first application, every 3 years up to 65 years of age, and annually thereafter.

The applicant is responsible for the payment of all fees required for any medical examination.

The licensee shall notify the licensing officer in writing as soon as possible and in any event not later than fourteen days of any illness or injury affecting his or her fitness to drive in any way.

Where there is reasonable doubt over a driver's fitness, the Council may direct the driver for a medical examination by a specified registered medical practitioner at any time. The applicant is responsible for the payment of all fees required for any medical examination.

**10. Driving experience**
A valid full DVLA/ EU (UK) driver's licence (Groups A and B) must have been held for a period of three years prior to application. Whilst each case will be taken on its merit, as a general principle a licence will not be granted where an applicant has been convicted of a serious driving offence in the past three years, or has more than six active points on their licence.

In addition to the above, all new applicants will have to demonstrate good driving ability and be aware of potential hazards. This will be assessed by the completion of a driving assessment by the DSA; a valid (within valid date as printed on certificate) pass certificate will be required before the licence can be issued. Alternatively, a driver can demonstrate his/her ability by being a member (by examination) of the Institute of Advanced Motorists, or holding a HGV/ PCV (PSV) licence.

**11. Disclosure and Barring Service criminal record check**
All new applicants are required to submit an enhanced Disclosure and Barring Service certificate dated less than 3 months old as part of an application.

Once licensed, drivers will undergo an annual enhanced DBS check. All new applicants as well as existing drivers are therefore required to sign up to the DBS Update Service, and provide written consent to the Council authorising officers to check the status of their certificate online. An authorised officer can make random checks whilst the licence is effective.

All applicants should refer to the Council's guidelines for issue of private hire licences as well as the Home Office circular with regards to any criminal convictions or cautions.

Existing drivers at the time this policy is adopted in 2019 will be required to sign up to the Update Service when their current criminal record check is due to be updated. Failure to register a DBS certificate on the Update Service may result in contravention points being issued.

**12. Convictions**
Convictions will be dealt with in accordance with the policy on criminal convictions and behaviour in section 21 of the hackney carriage and private hire policy.

In order to ensure protection of the public a driver must ensure immediate disclosure (within 72 hours) to the licensing officer in writing if they are charged, arrested, cautioned, or convicted of any offence during the period of their licence. Should knowledge of any offences be withheld, this will reflect on a person fitness to be a licensed driver and may lead to a licence being suspended.

**13. Driver's identity badge**
The badge shall be worn at all times the vehicle is being used as a licensed vehicle and in such a position and manner as to be plainly and distinctly visible. Hanging from the interior mirror is not acceptable.

The driver must report the loss of their driver's badge and or licence to the Council as soon as such loss becomes known. The driver cannot work as a private hire driver until a replacement badge has been issued. A replacement badge must be applied for via the self-service portal on the website.

Upon the expiry, revocation or suspension of the licence, the driver must return the badge to the Council within 7 days (5 working days).

The badge remains the property of the Council at all times.

**14. Compliance with legislation**
Drivers, where applicable, are expected to comply with the provisions of the Town Police Clauses Act 1847, the Local Government (Miscellaneous Provisions) Act 1976, the byelaws made in respect of hackney carriages and conditions relating to the private hire driver's licence. They are also expected to comply with Section 37 of the Disability Discrimination Act 1995 and Equality Act (2010) in respect of assistance dogs.

**15. Smoking**
It is prohibited for anyone (driver or passenger) to smoke within the vehicle at any time. Appropriate signage must be displayed inside the vehicle in accordance with the Health Act 2006.
The use of electronic / vapour cigarettes is not permitted to be used in a licensed vehicle while the driver has a passenger on board. The lack of knowledge and research into the long-term effects of the exposure to these devices is unknown.

The Council requires an international no-smoking symbol at least 70mm in diameter must be displayed in the front passenger window or on the dashboard, and in the rear passenger window. The signs must be clearly visible from inside and outside of the vehicle.

**16. Insurance**
The driver of a licensed vehicle must ensure the vehicle is insured for use for that specific purpose. Such insurance must be continuous and include full legal liability for passengers and luggage. A copy of the insurance certificate must be kept in the vehicle at all times.

Insurance write-offs: Three Rivers Council will NOT licence any vehicle that has been written off by an insurance company under categories A, B & S (formerly category C). However, we will accept Category N (formally Category D) as the vehicle will have only been damaged superficially and the structural integrity of the vehicle remains intact.

The driver of a licensed vehicle shall ensure that, before commencing to drive the vehicle, he or she is covered by a valid insurance policy for public hire (and private hire if private hire bookings are accepted from licensed operators) which includes full legal liability for passengers and luggage and shall ensure that they do not act in any way which might invalidate the insurance.

The licensee shall, on being requested to do so, produce the insurance certificate to a Police officer or an authorised officer.

**17. CCTV in vehicles**
The licensee shall ensure that they do not drive a licensed vehicle with unauthorised facilities for recording visual or audio sources. All vehicles with an authorised CCTV system shall contain a certificate of authorisation. Any proposed CCTV system must satisfy the requirements of the CCTV conditions within the hackney carriage and private hire licensing policy and must be authorised by a relevant officer.

**18. Appeals procedure**
Any person aggrieved by refusal to grant a licence may appeal to the Magistrates' Court within 21 days of a decision being made.

**19. Change of personal details**
The driver shall immediately within 7 days notify the authorised officer in writing of any change in his or her personal details. Changes that must be notified shall include; change of operator, changes of address, change of name/surname, marital status, change of email/phone number/mobile number.

Any change of the licence holders name/address details must be reported via the online portal with the required application, fee(s) and supporting documentation evidencing the change of detail where necessary being submitted.

**20. Suspension, revocation, and refusal to renew licence**
Without prejudice to these conditions, the Council may suspend, revoke or refuse to renew the licence when considered necessary to do so.
The Council will have regard to this policy when making a decision to suspend, revoke or refuse to renew a licence.

**21. Other offences**
The licensee shall be guilty of an offence if he or she:

- Wilfully obstructs an authorised officer acting in pursuance of Part II of the 1976 or the Town Police Clauses Act 1847
- Fails to comply with any requirements made to him or her by the authorised officer
- Without reasonable cause fails to give the authorised officer any other assistance or information which he may require for the performance of his or her functions.

**22. Conduct of driver**
The licensee shall:

1. at all times be clean and respectable in his or her dress, behave in a civil and orderly manner, and not use foul and abusive language;
2. take all reasonable steps to ensure the safety of passengers conveyed in, entering or alighting from the vehicle;
3. assist any passenger in gaining access to or exiting from the vehicle;
4. assist any passenger with the loading and unloading of luggage into and out of the vehicle;
5. afford reasonable assistance in removing a passenger's luggage to or from the entrance of any. house, station or place at which he or she may collect or set down a person unless otherwise directed by the hirer, shall proceed to the destination requested by the Hirer by the shortest possible route;
6. not drive the vehicle without the written consent of the proprietor of the vehicle;
7. not drink, eat, or play audio equipment in the vehicle without the express permission of the hirer;
8. shall ensure that no annoyance or disturbance is caused to residents or other road users whilst driving the vehicle;
9. not sound the horn or lights of the vehicle or shout in order to signify to the Hirer or passengers that the Licensee is waiting for the Hirer or passengers;

10. not drive a licensed vehicle in a manner that may intimidate or have the potential to intimidate another road user;
11. take all reasonable steps to ensure the safety of luggage conveyed in, being loaded in or removed from the vehicle;
12. comply with all road traffic law;
13. not use a mobile phone whilst driving;
14. ensure that he or she does not drive a vehicle with more passenger capacity than their badge authorises.;
15. not smoke or permit a passenger to smoke in the vehicle.
16. ensure that regulation "No Smoking" signs are prominently displayed on the front passenger window or dashboard and on the rear passenger window of the vehicle, the signs are to be international "No Smoking" signs 70mm in diameter.

In addition, the following apply.

1. Drivers will ensure that they do not drive if they are under the influence of drugs or illegal or psychoactive substances. The use of these prior to commencing work, whilst at work or during meal/rest breaks in the working day, including meal/rest breaks spent outside of their operating base or vehicle or when on call, is strictly prohibited.
2. Drivers must not initiate any dialogue of a "sexual" nature with a passenger including by telephone contact, social media, email or any other form of communication. Licensed drivers are not permitted to become involved "sexually", or have sexual contact, with a passenger whether consent is given or not and whether or not the vehicle is carrying fare-paying passengers at the time. Conversations that are likely to offend or upset passengers should also be avoided, examples would be conversations of a personal nature, but whether a conversation would be considered 'likely' to offend or upset a passenger would be considered by the Council on an individual basis if a complaint is received.
3. Before commencing work each day, licensed drivers must ensure that the vehicle is maintained in a clean, comfortable, safe, watertight and mechanically sound condition and is in all other respects suitable for the purpose for which it is intended.
4. Before commencing work each day, licensed drivers must ensure that any vehicle they drive has an adequate Fire Extinguisher, First Aid Kit and Emergency Bulb Kit meeting the vehicle licence conditions. If during the day these items are used, the driver shall ensure that these are replaced before collecting the next customer.

**23. Passengers**
The licensee shall not:-
1. Convey or permit to be conveyed in the vehicle a greater number of persons than that prescribed in the licence for the vehicle
2. Without the consent of the Hirer convey or permit to be conveyed any other person in the vehicle.
3. Allow to be conveyed in the front of the vehicle:
   - Any child below the age of three years
   - More than one person above the age of three years
   - An infant in arms.

The licensee shall ensure that all passengers between three and twelve years of age or 135cm in height wear an appropriate child restraint to travel in the front of a vehicle. If not available, these passengers must use an adult seat belt in the rear of the vehicle.

**24. Lost property**
The licensee shall ensure that, immediately after the termination of any hiring or as soon as practicable thereafter, the vehicle is searched thoroughly for any property which may have been accidentally left therein,

The licensee shall ensure that any property accidentally left or found or handed to him in the vehicle will be taken to a Police station within 48 hours of it being found.

All lost property, whether handed into the Police station or not, must be recorded either electronically or by any other method and be available for inspection by an authorised officer or Police officer.

**25. Written receipts**
The driver shall, if requested by the hirer, provide them with a written receipt for the fare paid.

**26. Animals/assistance/guide dogs**

The driver shall not convey in a licensed vehicle any animal belonging to or in the custody of himself or the proprietor or operator of the vehicle.

The driver shall ensure that any animals, only belonging to or are in the custody of a fare paying passenger are conveyed in the rear of the vehicle. The driver shall transport any person and his/her guide or assistance dog without additional charge. Holders of an exemption certificate from carrying animals (issued because of medical reasons) must display the certificate in a prominent position.

It is an offence to refuse to carry assistance/guide dogs.

**27. Prompt attendance**
The driver of a licensed vehicle shall, when hired, punctually attend at the appointed time and place, unless delayed or prevented by sufficient cause.

In the event of a delay or prevention by a sufficient cause, the driver shall contact the operator to inform them of the delay or sufficient cause. The driver or operator shall contact the hirer to explain the reason for delay.

In the case of delay or prevention by a sufficient cause the operator shall either dispatch another vehicle or if necessary sub-contract the booking to another private hire operator to dispatch a replacement vehicle.

**28. Taximeter**
The following conditions apply.

1. A licensed driver shall not drive the vehicle unless the taximeter (where fitted) is in working condition and has been sealed by a meter company, which has issued the licensee with a calibration certificate.
2. The licensed driver shall not cause the fare recorded (in accordance with table of fares *Hackney Carriage Only*) to be cancelled or concealed until the hirer has had a reasonable opportunity of examining it and has paid the fare.
3. The Licensee shall not tamper with or permit any person to tamper with any taximeter with which the vehicle is fitted, with the fittings thereof, or with the seals affixed thereto.
4. The Licensee shall ensure that when the vehicle is not in use the taximeter is switched off.

**29. Fare to be demanded**
The driver shall not demand from any hirer of a licensed vehicle a fare in excess of any previously agreed. If the vehicle is fitted with a taximeter the fare shown on the face of the taximeter is the highest fare that can be charged. The driver shall not demand any fare higher than that shown on the face of the taximeter.

Hackney Carriage Only: A printed copy of the table of fares currently approved by the Council must be prominently displayed in the passenger compartment of the vehicle and the fare charged to any passenger shall not exceed that table.

**30. Seatbelts**
It is recommended that when driving the vehicle the licensee should wear a seat belt at all times.

**31. Accidents and damage to the vehicle**
The licensee shall report to the authorised officer any accident (motoring or otherwise) involving the vehicle and/or any damage materially affecting the safety, performance or appearance of the vehicle within 72 hours of the accident using the form issued by the Council.
The report must be submitted via the online portal on the Council website.

In the interests of public safety, the licensee of any vehicle involved in an accident will be required to submit a compliance certificate to the Council. The licensee shall ensure that the vehicle is not used for hire until it has been inspected and approved by the authorised officer or a new compliance certificate has been obtained where appropriate as considered by the Council on receipt of the reported details of the incident.

**32. Inspections**
The licensee shall not obstruct the authorised officer or any Police officer from carrying out any inspection or test of the vehicle.

**33. Copy of licence and requirements**
The licensee shall at all times when driving the vehicle carry a copy of their licence and these requirements, and shall make it available for inspection by the hirer, any other passenger, the authorised officer or a police officer upon request.

**34. Variation of requirements**
The Council reserves the right to vary, delete or waive any of these requirements.

**35. Notification of decisions**
Any notice required to be served by the Council under any licence granted or under any of the provisions of the Local Government (Miscellaneous Provisions) Act 1976 shall be deemed to have been properly served if sent by pre-paid post to, or left at, the last known address of the holder of the licence. Notices may also be served by email and will be deemed served on the individual once sent.

**36. Appeals procedure**
Any person aggrieved by refusal to grant a licence may appeal to the Magistrates' Court within 21 days of a decision being made.

## Requirements relating to Hackney Carriage and Private Hire Vehicles

## Local Government (Miscellaneous Provisions) Act 1976 ("The 1976 Act")

### 1. Applications

All applications will only be acceptable if they are in the form provided by the Council, such form must be completed and signed by the applicant. An application will only be considered after production of the vehicle registration document, MOT (when required by law), certificate of compliance, (European whole vehicle type approved, if required), insurance certificate, calibration certificate (for taxi meter) and fee.

### 2. Renewal

Applications will only be accepted by the Licensing department if they are made on the form produced and provided by the Council.

An application for renewal will only be considered upon receipt of the correct fee, the vehicle registration document, and any additional documents that are due to expire within the renewal period. This may include: insurance certificate, MOT certificate, and compliance certificate. In addition, the expired vehicle plates must be returned to the Council in order to collect the new plates.

All fees must be paid at the time the application is submitted. Only full applications will be accepted, any missing documents or elements will mean your application will not be processed.

Licences will be issued following processing within 28 days of a full application.

All applications for the renewal of a licence must be made at least four weeks prior to the expiry of the existing current licence. Applications received less than 28 days prior to the expiry of the licence may not be issued prior to the expiry of the current licence, and in these cases the licensee will not be able to work as a licensed driver until the new licence is issued.

### 3. Fee

The appropriate fee, paid in full, as prescribed from time to time by the Council, must accompany all applications.

### 4. Duration of vehicle licence

All licences shall remain in force for a maximum of one year only, commencing from the date of the granting of the licence.

### 5. Dual plating

Any vehicle that is licensed with another local authority as a hackney carriage or private hire vehicle cannot be licensed by the Council.

Vehicles found to be licensed with another local authority, whilst licensed with the Council will have the vehicle licence automatically revoked.

We believe that all licensed drivers should be allowed to maximise their potential income. However, it should be noted that a licensed driver can only drive a vehicle which is licensed by the same licensing authority that issued the driver licence. This means that if you hold a Three Rivers District Council driver's licence you can only drive a Three Rivers District Council licensed vehicle.

### 6. Change of vehicle or transfer of licence

An application by the licence-holder for a change of vehicle or an application to transfer the licence will only be considered after production of the vehicle registration document, MOT, certificate of compliance, insurance certificate, valid taximeter calibration certificate (if required) and the relevant fee.
In the case of an application to transfer the licence from one person to another, a dated letter stating that the vehicle and the plate are being transferred from the current holder to the new owner will be required. This letter must include addresses, plate number, vehicle type and registration.

**Please note a change of vehicle application, and a transfer of a vehicle licence cannot take place at the same time.**

### 7. Type of vehicle

The Transport Act 1985 allows licensing authorities to regulate vehicle standards. Circular 8/86 accompanying the Transport Act, states that authorities will wish to ensure that vehicles are mechanically sound, roadworthy and safe. The following will be applied:

- The vehicle must not be left hand drive

- All newly licensed private hire vehicles must be no more than 7 years old as defined by the registration date on the vehicle V5 document and meet Euro 5 standards for emissions
- Only vehicles holding or built to the standards required by the M1, M2 and M3 European whole vehicle type approval and meet Euro 5 standards for emissions will be licensed.

Any converted vehicles will be required to hold the appropriate low volume type approval certificate in the M classification or the enhanced single vehicle certificate together with the original M type approval.

- The vehicle must be maintained throughout the term of the vehicle licence, to a high standard of appearance to the complete satisfaction of the Council, and kept in the condition stated in the standards for conditions of appearance of a hackney carriage or private hire vehicle.
- The vehicle shall have at least four road wheels and a spare wheel or a canister of tyre inflator/repair kept in the vehicle. The tyres shall be of an approved rating as specified by the manufacturer and not more than 10 years old. Tyres must have a minimum tyre tread depth of 3 mm over the central 3/4 of the tread pattern (including spare tyre).
- No vehicle shall be licensed which would require any passenger to climb over any luggage in the vehicle or climb into any boot space
- All seats, front and rear must be fitted with seat belts
- The vehicle must be submitted for a mechanical test at a garage authorised by the Council and may be inspected for suitability by the Council's licensing officer. A certificate of compliance with the standards required under the Road Traffic Act 1972, Sections 43 and 44 must be provided by the garage. In addition to those standards required by the MOT the items detailed in the attached form are required
- The Council's licensing officer may direct the vehicle to be inspected in accordance with the certificate of compliance at a specific testing station
- A MOT will be valid for 1 year from date of issue.
- A certificate of compliance will be valid for 1 year from date of issue if vehicle is less than 10 years old. For all vehicles over the age of 10 years the compliance certificate will only be valid for 4 months from the date of issue.
- The vehicle should contain a portable dry powder 1kg capacity fire extinguisher. The extinguisher must conform to BS EN3 1996 Standard and should be mounted in a convenient position in the vehicle. The extinguisher shall be marked with the hackney carriage/private hire vehicle registration number
- A first aid kit complying with the Health and Safety (First Aid) Regulations 1981 should be carried in the vehicle. The kit to be marked with the hackney carriage/ private hire licence number
- Vehicles that have been converted to use liquid petroleum gas and/or Compressed Natural Gas, require compliance with the Liquid Petroleum Gas Association's Code of Practice No.11
- That a valid certificate certifying compliance with the standards of the Code of Practice No. 11 be submitted with all new applications in respect of converted private hire and hackney carriage vehicles unless such vehicles were factory converted from new

**8. Seating capacity**

The seating capacity of any hackney carriage/private hire vehicle shall be calculated in accordance with the provisions of Regulation 44 of the Road Vehicles (Registration and Licensing) Regulations 2002, (SI 2002 No. 2742) and the Council's decision shall be binding.

**9. Testing of vehicles**

A licence shall not be granted in respect of any vehicle unless such vehicle has a current certificate of compliance as detailed below, and a valid MOT certificate (where required).

**10. Insurance**

All hackney carriage and private hire vehicles must be licensed and insured for hackney carriage or private hire use. Such insurance must be continuous and include full legal liability for passengers and luggage. Proof of insurance must be submitted with each application for a licence and where it expires during the term of the licence a new certificate or cover note must be supplied to the Licensing team.

**11. Certificate of compliance**

- A certificate of compliance will only be granted where a vehicle complies in all respects with the detailed standard set out in the main policy document.
- A certificate of compliance shall be valid for one year only from the date of issue, unless the vehicle is over 10 years old at which point it is only valid for 4 months from the date of issue and therefore a new compliance is required every 4 months.
- A certificate of compliance may only be issued by a vehicle testing station authorised and designated by the Council.
- A current list of designated vehicle testing stations is available from on the Council website.

**12. Examination of vehicles**
The licensing officer may request that the vehicle is presented at the Council's offices at Three Rivers House Northway Rickmansworth Hertfordshire WD3 1RL at a time and date agreed for the purpose of establishing that the vehicle complies with the Council's requirements.

**13. Smoking**
It is prohibited for anyone (driver or passenger) to smoke within the vehicle at any time. Appropriate signage must be displayed inside the vehicle in accordance with the Health Act 2006.
The use of electronic / vapour cigarettes is not permitted to be used in a licensed vehicle while the driver has a passenger on board. The lack of knowledge and research into the long-term effects of the exposure to these devices is unknown.

The Council requires an international no-smoking symbol at least 70mm in diameter must be displayed in the front passenger window or on the dashboard, and in the rear passenger window. The signs must be clearly visible from inside and outside of the vehicle.

**14. CCTV in vehicles**
The licensee shall ensure that their licensed vehicle does not contain any facilities to record visual or audio sources without first obtaining authorisation from the Council. Any proposed CCTV system must satisfy the requirements of the CCTV conditions section.

**15. Appeals procedure**
Any person aggrieved by refusal to grant a licence may appeal to the Magistrate's Court within 21 days of a decision being made.

**16. Standards for conditions of appearance of vehicles**
The vehicle must comply with the following:-

**Rust:** Any vehicle presented should be free from any significant areas of visible rusting. Although minor blemishes should not constitute a failure, the following general criteria should be followed; any vehicle with visible rust patches should be failed

**Dents:** Any vehicle with minor dents on one or more panels where such dents are more than 5cms in diameter/length should be failed

**Scratches:** Any vehicle with un-repaired scratches down to bare metal on three or more panels, of 5cms in length, or a single scratch of more than 20cms in length, should be failed

**Paintwork:** All panels on all vehicles shall be painted in manufacturer's colour; panels with unmatched colours or in primer should be deemed as failures

**Seats:** In conventional vehicles where it is intended that the licence be for four passengers, the rear seat must be at least 1220mm (48 inches) in width. All seats shall have a minimum of 410mm (16 inches) per person and in respect of seating comply with the Road Vehicle (Registration and Licensing) Regulations 2002. All seats, including the driver's must be free from repaired cuts, tears or cigarette burns, except of a very minor nature. Any repairs must have been carried out in a professional and neat manner. All seats must be kept clean and tidy and free from all extraneous matter

**Carpets/floor covering:** All carpets and floor covering shall be complete and free from cuts, tears, staining and soiling

**Headlining and other trim:** All interior trim, including headlining shall be clean, complete, properly fitted and free from cuts, tears or soiling

**Boot/luggage compartment:** This should be empty, except for spare wheel, essential tools and first aid kit (to comply with Health and Safety and First Aid Regulations). The compartment should be clean and any covering free from major cuts, tears or other damage or staining

**Interior:** The interior must be kept clean, tidy and free of any water penetration or litter or other rubbish

**Vehicle emissions:** The vehicle must comply with the Motor Vehicle (Emission Test) Regulations for Euro 5 standard for emissions.

**Glazing:** All vehicles will be tested with a light meter. Any vehicle with a reading lower than the following will not be licensed. Front Windscreen 75%, Front Side Windows 70%, All other Windows 30%. The lower the number the darker the tint.

There may be exemptions to allow factory fitted tinted windows in exceptional circumstances for example vehicles working under an applied exemption whereby the vehicle is used for Corporate, executive or Chauffer hire service'. All vehicles that are used for schools contracts must not be fitted with tinted windows which are darker than required standards. Vehicles that are found to have such tints will be removed from service immediately and the tints must be replaced with more appropriate glazing at the cost to owner of the vehicle.

**Roof Boxes and Roof Racks:** The use of roof boxes and roof racks is strictly prohibited unless there is roof space or storage already integrated into the vehicle.

## Requirements relating only to Private Hire Vehicles

**1. General**
The vehicle shall have three or four doors (a rear-opening hatch back will not be considered or counted as a door for the means of entry or egress, except that a multi-purpose vehicle may have a single sliding door to the left-hand side of the vehicle)

**2. Private Hire occupancy plate**
The external plate shall at all times be securely fixed to the rear of the vehicle using a purposely made bracket for the duration of the licence. If this is not suitable or practicable, the plate shall be securely and permanently fixed to the rear of the vehicle, on or above the bumper, using screws or bolts and be clearly visible. A magnet will not be considered securely fixed for the purposes of this condition. The licensee shall ensure the plate is kept clean and is not wilfully or negligently concealed from public view whilst the vehicle is licensed.

The licensee shall at all times throughout the period of licence ensure that the vehicle plate is exhibited in the manner described above.

Any plate that is either lost or stolen must be reported to the Council immediately by email to the licensing team (licensing.team@threerivers.gov.uk). A replacement plate must be applied for via the self-service portal which can be found on the Council website.

The identification plates shall remain the property of the Council.

**3. Private Hire internal plate**
When licensed, the vehicle shall be issued with an authorised internal licence plate. This is to be displayed in the front windscreen of the vehicle in such a way as to be clearly visible from the inside and the outside of the vehicle.

**4. Signs etc.**
No sign, notice, advertisement, plate, mark, letters, figures, symbols, emblems or devices shall be used, if it contains anything of a religious or political nature or advertises Tobacco, Alcohol, any form of sex shop or a sex establishment, or contains any matter likely to cause offence. Approval on the type and extent of the advertising should be sought from the licensing officer, for which there is an administration fee per batch of advertising.

No signs or advertising containing the word “TAXI” will be permitted on any Private Hire vehicle.

**5. Private Hire signs**
A roof sign is not permitted.

As directed by the Council the operator shall cause to be fixed and maintained to the front driver and passenger doors a prescribed sign bearing the words “Private Hire Vehicle – Advance Bookings Only.

**6. Dispensation/Exemption Certificates from displaying vehicle licence plate**
The Licensing team have a duty of care to ensure that all residents, professional clients and general customers travelling in Private Hire vehicles are safe and secure at all times. Dispensations will only be considered for specialist private hire use. This does not include airport services, regular school contracts and normal daily/weekend private hire work.

Information listed below is required to be submitted prior to a formal decision being made. New documents with this information will be required by the Licensing team at the renewal stage of the vehicle licence to assess whether the exemptions should remain in force.

- Identification of vehicle/s involved. We will require full details of the vehicles being used under exemption certificates, including make and model of vehicle, vehicle registration, Licence details, Owners details and Full Name & Address of the driver using the vehicle.

- Nature of work carried out by each vehicle, which is alleged to justify an exemption (which must be work of a prestigious nature, as opposed to ordinary private hire work) detailing each of your contracts and information on trips carried out under the exemption certificate.

- Identities of all clients served by the vehicle/s identified. Full name, address and details of clients including contact name, telephone number and website address and companies house registration number.

- Proportion of each vehicle's work, which is derived from each, named client. I.e. on a weekly basis how often will you be working for each individual client?

- Written confirmation from the clients named. A letter will be required confirming use of your services and confirming reasons why plates are not to be displayed.

Should a dispensation be approved the external licence plate will not be required to be fixed to the vehicle; however, the licence, dispensation certificate and plate must be carried at all times in the vehicle. No advertising is permitted on or in any vehicle with dispensation.

Any person aggrieved by the decision of refusal to grant a certificate can appeal to the Head of Regulatory Services in writing within 14 days.

Where the use of vehicles changes during the period that the vehicle is licensed, the Licensing team must be informed so dispensation can be removed. If dispensation is removed, the exceptions that this provides will no longer relate to that vehicle.

**7. Residential qualification**
The operator of any private hire vehicle must operate from an office within the area of the Three Rivers District Council for a period of the licence.

**8. Private Hire vehicles may not operate from taxi ranks and stands**
Private Hire Vehicles may not park in or operate from hackney carriage ranks or stands or ply the carriageway for hire but must be pre-booked.

**9. Roof boxes and roof racks**
The use of roof boxes and roof racks is strictly prohibited unless there is roof space or storage already integrated into the vehicle.

## Requirements Relating Only To Hackney Carriage Vehicles

### Town Police Clauses Act 1847 ("the 1847 Act")
### Local Government (Miscellaneous Provisions) Act 1976 ("the 1976 Act")

**1. General**

All new Hackney Carriage vehicle licences issued shall be for a purpose-built hackney carriage, capable of conveying a disabled person whilst seated in a wheelchair. The vehicle must be adapted or designed by the manufacturer or his agent, to carry at least one wheelchair bound passenger. Please check with the Licensing Department that the vehicle you intend to purchase meets the condition. Vehicles of a type currently licensed as a hackney carriage in London are acceptable.

Other wheelchair accessible vehicles will be specifically approved by the Council for use as hackney carriages, subject to them meeting the following minimum requirements;

- The wheelchair access should be available from the kerbside with the wheelchair facing forward and being secured to a CE type approved, manufacturer installed anchorage system for the chair.
- The passenger must be secured to a CE approved, manufacturer installed seat belt anchorage system.
- Passenger door dimensions to be not less than the minimum currently required of hackney carriages in London.
- To improve access to disabled persons all Hackney Carriages licensed in compliance with the wheelchair accessibility requirements may only be changed to vehicles that similarly meet that standard.
- The vehicle shall have three or four doors (a rear-opening hatch back will not be considered or counted as a door for the means of entry or egress, except that a multi-purpose vehicle may have a single sliding door to the left-hand side of the vehicle)

**2. Hackney Carriage Occupancy Plate**

For the duration of the licence, the vehicle shall have an authorised occupancy plate fixed to the rear of the vehicle. The plate shall be securely and permanently fixed to the vehicle on or above the bumper and be clearly visible.

The plate shall be secured to the vehicle using a bracket. If a bracket is not suitable or practicable, then the plate shall be fixed with the aid of screws or bolts.

**3. Hackney Carriage Internal Plate**

When licensed, the vehicle shall be issued with an authorised internal plate. This is to be displayed in the front of the vehicle in such a way as to be clearly visible from the inside and the outside of the vehicle.

**4. Taximeter**

All hackney carriage vehicles shall be fitted with a taximeter installed by an authorised taximeter company and so constructed, attached, and maintained as to comply with the following requirements:

- All new hackney carriage vehicles shall require a calendar-controlled tariff taximeter
- The taximeter shall be fitted with a key flag or other device the turning of which will bring the machinery of the taximeter into action and cause the word "hired" to appear on the face of the meter
- Such key, flag or other device shall be capable of being locked in such a position indicating that the machinery of the taximeter is not in action and that no fare is recorded on the face of the taximeter
- When the machinery of the taximeter is in action there shall be recorded on the face of the taximeter in clearly legible figures a fare not exceeding the rate or fare which the licensee or driver is entitled to demand and take for hire of the vehicle by distance in pursuance of the table of fares made by the Council in that behalf
- The word "fare" shall be printed on the face of the taximeter in plain letters so as clearly to apply to the fare recorded thereon
- The taximeter shall be so placed that all letters and figures on the face thereof are at all times plainly visible to any person being conveyed in the vehicle, and for that purpose the letters and figures shall be capable of being suitably illuminated during any period of hiring
- The taximeter shall be kept properly illuminated throughout any part of a hiring which is during the hours of darkness as defined for the purposes of the Road Traffic Act 972, and also at the request of the hirer
- The taximeter shall have connected thereto a roof sign bearing the words "TAXI" in accordance with paragraph 8 below and such sign shall be plainly visible and legible to persons wishing to hire the vehicle and for that purpose it shall be capable of being suitably illuminated when the vehicle is plying or standing for hire
- The taximeter and all its fittings shall be so affixed to the vehicle with seals or other appliances that it shall not be practicable for any person to tamper with them except by breaking, damaging or permanently displacing the seals or other appliances

- When the vehicle is standing or plying for hire or returning from another district the key flag or other device fitted with the taximeter shall be locked in the position in which no fare is recorded on the face of the taximeter
- Before beginning a journey for which a fare is to be charged for distance and time, the taximeter should be brought into action so that the word “hired” is legible on the face of the taximeter and the taximeter should be kept on until the hiring has terminated
- The taximeter and its fittings will be sealed by the installer
- The taximeter shall be calibrated and sealed by the taximeter company at first installation and then when a seal is broken or missing, following a change to the table of fares, or when requested by the Council. The certificate of calibration is to be provided by the taximeter installer. A valid certificate should be produced on transfer, change or renewal of a licence.

**5. Signs etc**

No sign, notice, advertisement, plate, mark, letters, figures, symbols, emblems or devices shall be used, if it contains anything of a religious or political nature or advertises tobacco, alcohol, any sex related establishment (shop or venue), or contains any matter likely to cause offence. Approval on the type and extent of the advertising should be sought from the licensing officer. A charge will be payable as detailed in this policy

**6. Roof signs**

The minimum sign dimensions for roof signs are 10” wide 5” deep and 4” high, there are no maximum measurements. The word taxi only in black capital letters to be clearly legible on the front and rear side of the roof sign. The front of the sign must be white and the back red or white. Purpose built taxis are exempt from these requirements.

The sign must be illuminated when plying or available for hire during the hours of darkness and must be linked to the taximeter so that when a fare is being carried, the roof sign is not illuminated.

**7. Taxi ranks and stands**

Hackney carriages can operate from authorised ranks or stands, including ‘shared’ stands or ply the carriageway for hire or can be pre-booked.

**Licensing conditions relating to Private Hire Drivers**

**Local Government (Miscellaneous Provisions) Act 1976 ("the 1976 Act")**

## 1. Introduction

The following conditions are made by Three Rivers District Council in pursuance of the powers conferred by Part II of the Local Government (Miscellaneous Provisions) Act 1976 (as amended) to ensure efficient and effective regulation of private hire vehicle use and to ensure that proper vehicular and driver standards are maintained in the interests of public safety.

These conditions should be read in conjunction with the Local Government (Miscellaneous Provisions) Act 1976 and other relevant legislation.

## 2. Definitions

In these conditions:
**'The application'** shall mean the application made by the licensee for the grant of the licence

**'Authorised officer'** shall mean a licensing officer of the Council's Regulatory Services Department or any other officer authorised by the Regulatory Services.

**'The Council'** shall mean Three Rivers District Council

**'the hirer'** shall mean any person or persons who from time-to-time hires or books the vehicle

**'the licensee'** shall mean the person(s) named in the licence

**"the operator'** shall mean any person, company or partnership licensed by the Council to operate private hire vehicles

**"the vehicle"** shall mean any private hire vehicle licensed by the Council

## 3. General

The licensee shall ensure that he or she complies in all respects with the requirements of any Act and regulations affecting the operation of private hire vehicles and motor vehicles, these conditions and any code of practice implemented by the Council.

## 4. Maintenance of the vehicle

The licensee shall:

- Ensure that the vehicle to be driven by him or her is in a roadworthy condition, thoroughly cleansed; all equipment fittings and fixtures are present and serviceable and comply with the conditions attached to the licence relating to the vehicle before commencement of any journey.
- Record details of checks and inspections in the record book provided by the proprietor of the vehicle.
- Report any defect discovered by the licensee to the proprietor of the vehicle.

## 5. Standard of Service

The licensee shall:

- at all times be clean and respectable in his or her dress, behave in a civil and orderly manner, and not use foul and abusive language
- confirm the name, destination, and method of payment with every passenger prior to commencing any journey
- take all reasonable steps to ensure the safety of passengers conveyed in, entering or alighting from the vehicle
- assist any passenger in gaining access to or from the vehicle
- assist any passenger with the loading and unloading of luggage into and out of the vehicle
- afford reasonable assistance in removing a passenger's luggage to or from the entrance of any house, station or place at which he or she may collect or set down a person
- unless otherwise directed by the hirer, proceed to the destination requested by the hirer by the shortest possible route
- not drive the vehicle without the written consent of the proprietor of the vehicle
- not drink, eat, or play audio equipment in the vehicle without the express permission of the hirer
- shall ensure that no annoyance or disturbance is caused to residents or other road users whilst driving the vehicle
- not use the horn or lights of the vehicle or shout in order to signify to the hirer or passengers that the Licensee is waiting for the Hirer or passengers

- not drive a licensed vehicle in a manner that may intimidate or have the potential to intimidate another road user
- take all reasonable steps to ensure the safety of luggage conveyed in, being loaded in or removed from the vehicle
- comply with all road traffic law
- not use any hand-held communications or navigation devices or similar (such as mobile telephone, two-way radio, satellite navigation device or personal digital assistant) whilst driving
- immediately notify the Council's licensing officer if he or she has knowingly conveyed a dead body in the vehicle, and not drive the vehicle again until he or she has obtained written permission for the continued use of the vehicle
- not cause or permit the vehicle to stand in such a manner as to suggest that it is standing or otherwise plying for hire or that it is a hackney carriage
- not tout or solicit any person to hire or be carried in any private hire vehicle
- not cause or procure any other person to tout or solicit any person to hire or be carried for hire in any private hire vehicle
- ensure that he or she does not drive a vehicle with more passenger capacity than their badge authorises.

In addition, the following apply.

- A licensed driver shall not smoke in their vehicle or permit any other person to smoke in their vehicle whether they are working or not. Under the Health Act 2006 all private hire / hackney carriage vehicles are required to be smoke-free at all times even when not being used for work purposes. 'No Smoking' signage must be displayed in the vehicle in accordance with the legislation. Failure to comply with the above may lead to a fixed penalty notice being issued or a criminal prosecution.
- The use of electronic / vapour cigarettes is not permitted to be used in a licensed vehicle while the driver has a passenger on board. The lack of knowledge and research into the long-term effects of the exposure to these devices is unknown.
- A licensed driver shall not initiate any dialogue of a "sexual" nature with a passenger including by telephone contact, social media, email or any other form of communication. Licensed drivers are not permitted to become involved "sexually", or have sexual contact with a passenger, with or without consent.
- Conversations that are likely to offend or upset passengers should also be avoided, examples would be conversations of a personal nature, but whether a conversation would be considered 'likely' to offend or upset a passenger would be considered by the Council on an individual basis if a complaint is received.

**6. Taximeter**

If the vehicle to be driven by the licensee is fitted with a taximeter, he or she shall not drive the vehicle as a private hire vehicle unless the taximeter is in working condition and has been sealed by a company with a calibration certificate being held by the Council. If the vehicle being driven by the licensee is fitted with a taximeter, he or she shall not cause the fare recorded to be cancelled or concealed until the hirer has had a reasonable opportunity of examining it and has paid the fare.

The licensee shall not tamper with or permit any person to tamper with any taximeter with which the vehicle is fitted, with the fittings thereof, or with the seals affixed thereto. The licensee shall ensure that when the vehicle is not in use the taximeter is switched off.

If a taximeter is fitted then the tariff card shall be displayed in the vehicle so it is visible to the customer.

**7. Written Receipt of Fares**

The licensee shall, if requested by the hirer, provide a written receipt for the fare paid.

**8. Accidents and damage to the vehicle**

The licensee shall report to the authorised officer any accident (motoring or otherwise) involving the vehicle and/or any damage materially affecting the safety, performance or appearance of the vehicle within 72 hours of the accident using the form issued by the Council. The report must be submitted via the online portal which can be found on the Council's website.

In the interests of public safety, the licensee of any vehicle involved in an accident will be required to submit a compliance certificate to the Council. The licensee shall ensure that the vehicle is not used for hire until it has been inspected and approved by the authorised officer or a new compliance certificate has been obtained where appropriate as considered by the Council on receipt of the reported details of the incident.

**9. Prompt attendance**
The licensee, when it is agreed that the vehicle has been hired, shall be in attendance with the vehicle at the appointed time and place and shall, unless delayed or prevented by some sufficient cause, punctually attend with the vehicle at such appointed time and place. Prior to collecting the hire the licensee shall ensure that he or she is aware of the destination and how to reach the destination.

**10. Driver's identity badge**
The licensee shall at all times, when acting in accordance with this licence, wear in such a position as to be plainly and distinctly visible the badge issued to him/her by the Council. Hanging the badge from the internal mirror is not acceptable.

**11. Proximity to an authorised rank**
The licensee shall not be permitted to wait or park on the public highway within 75 metres of an authorised hackney carriage rank.

**12. Fares and fare table**
The driver shall not demand from any hirer 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 and there has been no previous agreement as to the fare, the fare shown on the face of the taximeter. The driver shall not demand any fare higher than that shown on the face of the taximeter.

The licensee shall cause any statement of fares provided by the operator to be exhibited inside the vehicle, in clearly distinguishable letters and figures.

**13. Seat belts**
When driving the vehicle it is recommended that the licensee shall wear a seat belt at all times.

**14. Passengers**
The licensee shall not:-

a) Convey or permit to be conveyed in the vehicle a greater number of persons than that prescribed in the licence for the vehicle
b) Without the consent of the Hirer convey or permit to be conveyed any other person in the vehicle.
c) Allow to be conveyed in the front of the vehicle:
    i. Any child below the age of three years
    ii. More than one person above the age of three years
    iii. An infant in arms.

The licensee shall ensure that all passengers between three and twelve years of age or 135cm in height wear an appropriate child restraint to travel in the front of a vehicle. If not available, these passengers must use an adult seat belt in the rear of the vehicle.

**15. Carriage of animals and assistance dogs**
The licensee shall not permit any animal belonging to or under the care of the licensee or the driver to ride in the vehicle when using the vehicle for private hire. The licensee or driver shall not refuse any request to carry an assistance/guide dog, accompanying a person with a disability unless the licensee and/or driver has been exempted from this requirement by the Council. It is an offence to refuse to carry a guide or assistance dog (unless a medical exemption certificate is held. The licensee shall not refuse any reasonable request to carry an animal belonging to the hirer in the rear of the vehicle.

**16. Private hire vehicle operator**
The Licensee shall not use the vehicle for private hire unless the bookings are invited and accepted by an operator licensed within the district. The licensee shall ensure the operator has a current private hire operator's licence issued by the Council.

The licensee shall notify the authorised officer in writing of the name and address of the operator for whom they are permitted or employed to drive for within 7 days (5 working days) from the date they commenced driving for that operator. If the licensee ceases driving for the operator, they shall notify the authorised officer in writing that they have ceased driving for the operator within 7 days (5 working days). If a driver ceases to work for an operator, and does not immediately notify the Council of their new operator's details, they must return their drivers badge to the Council immediately. Any driver not employed or registered to an operator upon the renewal of their licence shall be permitted to renew their licence, but their badge and licence will be retained by the Council until they find gainful employment with an operator based within Three Rivers District.

**17. Deposit of licence**
The driver shall deposit a copy of their paper licence with the vehicle licensee/proprietor as well as the operator before commencing to drive the vehicle. The licence shall be retained by the vehicle licensee/proprietor and operator until such time as the driver ceases to drive that vehicle or ceases to be registered / employed by the operator.

**18. Insurance**
The driver of a licensed vehicle shall ensure that they are covered by a valid, fully comprehensive insurance policy for private hire purposes which includes legal liability for passengers before commencing to drive the vehicle and shall ensure that they do not act in any way which might invalidate the insurance. The Licensee shall on being requested to do so produce the insurance certificate to a police officer or the authorised officer.

**19. Lost property**
The licensee shall ensure that, immediately after the termination of any hiring or as soon as practicable thereafter, the vehicle is searched thoroughly for any property which may have been accidentally left therein. The licensee shall take any property accidentally left in the vehicle or handed to him or her to a Police Station within the Three Rivers District boundary (see main policy) and leave it in the custody of the officer in charge and obtain a receipt. Such property if not sooner claimed by the owner must be taken to a Police station within 48 hours of the property being found.

**20. Inspections**
The licensee shall not obstruct the authorised officer or any Police officer from carrying out any inspection or test of the vehicle.

**21. Medical fitness**
The standard of medical examination as required by Three Rivers District Council is that normally associated with a Group 2 driver's licence. All drivers are required to provide a certificate on the Council's prescribed form signed by a Medical Practitioner who will need to be a qualified GP (or similar) to the effect that they are physically fit to be the driver of a taxi or private hire vehicle. A medical certificate is required at first application, then every 3 years up to 65 years of age, and annually thereafter.

The applicant is responsible for the payment of all fees required for any medical examination.

The licensee shall notify the authorised officer in writing as soon as possible and in any event not later than fourteen days of any illness or injury affecting his or her fitness to drive in any way.

Where there is reasonable doubt over a driver's fitness, the Council may direct the driver for a medical examination by a specified registered medical practitioner at any time. The applicant is responsible for the payment of all fees required for any medical examination.

**22. Convictions and cautions**
The licensee shall, within 72 hours, disclose to the licensing officer in writing if they are arrested, cautioned, or convicted of any offence (including motoring offences) during the period of this licence. A representative must fulfil this obligation if the licensee is detained by the Police. Fixed penalty notices must be declared when received not when the DVLA driving licence is updated.

**23. Change of personal details**
The licensee shall notify the authorised officer within 7 days (5 working days) in writing of any change in his or her personal details. Changes shall include, change of operator, changes of address, name status, phone number, mobile number, and email address.

**24. Copy of licence and requirements**
Licensees shall at all times when driving the vehicle carry with them a copy of their licence and these requirements, and shall make it available for inspection by the hirer, any other passenger, the authorised officer or a Police officer upon request

**25. Other offences**
The licensee shall be guilty of an offence if he or she:

- Wilfully obstructs an authorised officer acting in pursuance of Part II of the 1976 or the Town Police Clauses Act 1847;
- Fails to comply with any requirements made to him or her by the authorised officer;
- Without reasonable cause fails to give the authorised officer any other assistance or information which he may require for the performance of his or her functions.

**26. Variation of conditions**
The Council reserves the right to vary, delete or waive any of these conditions.

**27. CCTV in vehicles**
The licensee shall ensure that they do not drive a licensed vehicle with unauthorised facilities for recording visual or audio sources. All vehicles with an authorised CCTV system shall contain a certificate of authorisation. Any proposed CCTV system must satisfy the requirements of the CCTV conditions contained in Hackney Carriage and Private Hire Licensing Policy (available upon request)

**28. Right of appeal**
If aggrieved by any of these conditions, the licensee may appeal to a Magistrates' Court within 21 days of the issue of the licence to the licensee.

**29. Expiry of licence**
The Licence-holder shall, upon expiry, revocation or suspension of his/her licence, forthwith return to the Council the licence and associated driver's badge issued by the Council.

**THE COMMON SEAL** of **THREE RIVERS**
**DISTRICT COUNCIL** was hereunto
affixed this 23rd day of December
2004 in the presence of:-

Steven Halls
Chief Executive

**Standard Conditions to the Hackney Carriage Driver's Licence**

(1) The Licensee must comply with the Standard Conditions and the Bye Laws to the Hackney Carriage Driver's Licence.

(2) Hackney Carriage vehicles must carry a guide dog or assistance dog belonging to a passenger, free of charge, unless the Licensee has a proven medical condition that would preclude such action. Licensees have a responsibility to ensure that their company is aware of such a condition when they are first employed. Exemption to this condition will only be given on production of a medical certificate.

(3) The Licensee must inform the Licensing Officer of Three Rivers District Council, in writing, of any change of his/her address and/or operator, within 7 days.

(4) The holder of a hackney carriage driver's licence must inform the Council, as soon as possible of any change in his/her medical circumstances. The Council reserves the right to require a medical from the licensee/applicant at any time on notification or suspicion of any changes in mental or physical health.

(5) The driver of a Hackney Carriage, licensed by Three Rivers District Council, must not in any circumstances use the horn of the vehicle to attract a customer or to let a customer know that they have arrived at a pre-arranged meeting place.

**Three Rivers District Council Hackney Carriage Byelaws**

**Byelaws**

Made under section 68 of the Town and Police Clauses Act 1847, and section 171 of the Public Health Act 1875, by the Council of Three Rivers District, with respect to hackney carriages in Three Rivers District.

**Interpretation**

Throughout these byelaws "the Council" means Three Rivers District Council and "the district" means Three Rivers District

**1. Provisions regulating the manner in which the number of each hackney carriage corresponding with the number of its licence, shall be displayed**

(a) The proprietor of a hackney carriage shall cause the number of the licence granted to him the respect of the carriage to be legibly painted of marked on the outside and inside of the carriage or on plates affixed thereto.

(b) A proprietor or driver of a hackney carriage shall:-

(i) not wilfully or negligently cause or suffer any such number to be concealed from public view while the carriage is standing or plying for hire; and

(ii) not cause or permit the carriage to stand or ply for hire with any such painting, marking or plate so defaced that any figure or material particular is illegible.

**2. Provisions regulating how hackney carriages are to be furnished or provided**

The proprietor of a hackney carriage shall:-

(a) Provide sufficient means by which any person in the carriage may communicate with the driver;

(b) Cause the roof or covering to be kept water-tight;

(c) Provide any necessary windows and a means of opening and closing not less than one window on each side

(d) Cause the seats to be properly cushioned or covered

(e) Cause the floor to be provided with a proper carpet, mat or other suitable covering;

(f) Cause the fitting and furniture generally to be kept in a clean condition, well maintained and in every way fit for public service;

(g) Provide means for securing luggage if the carriage is so constructed as to carry luggage;

(h) Provide an efficient fire extinguisher which shall be carried in such a position as to be readily available for use; and

(i) Provide at least two doors for the use of persons conveyed in such carriage and a separate means of ingress and egress for the driver.

**3. The proprietor of a hackney carriage shall cause any taximeter with which the carriage is provided to be so constructed, attached and maintained as to comply with the following requirements, that is to say:**

(a) The taximeter shall be fitted with a key, flag or other device the turning of which will bring the machinery of the taximeter into action and cause the word "HIRED" to appear on the face of the taximeter

(b) Such key, flag or other device shall be capable of being locked in such a position that the machinery of the taximeter is not in action and that no fare is recorded on the face of the taximeter;

(c) When the machinery of the taximeter is in action there shall be recorded on the face of the taximeter in clearly legible figures, a fare not exceeding the rate or fare which the proprietor or driver is entitled to demand and take for hire of the carriage by time as well as for distance in pursuance of the tariff fixed by the Council;

(d) The word "FARE" shall be printed on the face of the taximeter in plain letters so as clearly to apply to the fare recorded thereon;

(e) The taximeter shall be so placed that all letters and figures on the face thereof are at all times plainly visible to any person being conveyed in the carriage, and for that purpose the letters and figures shall be capable of being suitably illuminated during any period of hiring; and

(f) The taximeter and all the fittings thereof shall be so affixed to the carriage with seals or other appliances that it shall not be practicable for any person to tamper with them except by breaking, damaging or permanently displacing the seals or other appliances.

**4. Provisions regulating the conduct of the proprietors and drivers of hackney carriages plying within the district in their several employments, and determining whether such drivers shall wear any and what badges**

The driver of a hackney carriage provided with a taximeter shall:

(a) When standing or plying for hire, keep the key, flag or other device fitted in pursuance of the byelaw, in that behalf locked in the position in which no fare is recorded on the face of the taximeter;

(b) Before beginning a journey for which a fare is charged for distance and time, bring the machinery of the taximeter into action by moving the said key, flag or other device so that the word “HIRED” is legible on the face of the taximeter and keep the machinery of the taximeter in action until the termination of the hiring; and
(c) Cause the dial of the taximeter to be kept properly illuminated throughout any part of a hiring which is between half-an-hour after sunset and half-an-hour before sunrise, and also at any other time at request of the hirer.

**5. A proprietor or driver of a hackney carriage shall not tamper with or permit any person to tamper with any taximeter with which the carriage is provided, with the fittings thereof, or with the seals affixed thereto.**
The driver of a hackney carriage shall, when plying for hire in any street and not actually hired:-

(a) Proceed with reasonable speed to one of the stands appointed by the Council;
(b) If a stand, at the time of his arrival, is occupied by the full number of carriages authorised to occupy it, proceed to another stand;
(c) On arriving at a stand not already occupied by the full number of carriages authorised to occupy it, station the carriage immediately behind the carriage or carriages on the stand and so as to face in the same direction; and
(d) From time to time, when any other carriage immediately in front is driven off or moved forward cause his carriage to be moved forward so as to fill the place previously occupied by the carriage driven off or moved forward.

**6.** A proprietor or driver of a hackney carriage, when standing or plying for hire, shall not make use of the services of any other person for the purpose of importuning any person to hire such carriage.

**7.** The driver of a hackney carriage shall behave in a civil and orderly manner and shall take all reasonable precautions to ensure the safety of persons conveyed in or entering or alighting from the vehicle.

**8.** The proprietor or driver of a hackney carriage who has agreed or has been hired to be in attendance with the carriage at an appointed time and place shall, unless delayed or prevented by some sufficient cause, punctually attend with such carriage at such appointed time and place.

**9.** A proprietor or driver of a hackney carriage shall not convey or permit to be conveyed in such carriage any greater number of persons than the number of persons specified on the plate affixed to the outside of the carriage.

**10**. If a badge has been provided by the Council and delivered to the driver of a hackney carriage he or she shall, when standing or plying for hire, and when hired, wear that badge in such a position and manner as to be plainly visible.

**11.** The driver of a hackney carriage so constructed as to carry luggage shall, when requested by any person hiring or seeking to hire the carriage:
(a) Convey a reasonable quantity of luggage;
(b) Afford reasonable assistance in loading and unloading; and
(c) Afford reasonable assistance in removing it to or from the entrance of any building, station or place at which he may take up or set down such person.

**12**. **Provisions fixing the rates or fares to be paid for hackney carriages within the district and securing the due publication of such fares**
The proprietor or driver of a hackney carriage shall be entitled to demand and take for the hire of the carriage the rate or fare prescribed by the Council, the rate or fare being calculated by the combination of distance and time unless the hired express at the commencement of the hiring his desire to engage by time.

Provided always that, where a hackney carriage furnished with a taximeter shall be hired by distance and time, the proprietor or driver shall not be entitled to demand or take a fare greater than that recorded on the taximeter, save for any extra charges authorised by the Council which it may not be possible to record on the face of the taximeter.

(a) The proprietor of a hackney carriage shall cause a statement of the fares fixed by Council resolution to be exhibited inside the carriage, in clearly distinguishable letters and figures.
(b) The proprietor or driver of a hackney carriage, bearing a statement of fares in accordance with this byelaw, shall not wilfully or negligently cause or suffer the letter of figures in the statement to be concealed or rendered illegible at any time while the carriage is plying or being sued for hire.

**13. Provisions securing the safe custody and re-delivery of any property accidentally left in Hackney carriages, and fixing the charges to be made in respect thereof**

The proprietor or driver of a hackney carriage shall immediately after the termination of any hiring or as soon as practicable thereafter carefully search the carriage for any property which may have been accidentally left therein

The proprietor or driver of a hackney carriage shall, if any property accidentally left therein by any person who may have been conveyed in the carriage be found or handed in to him/her, carry it as soon as possible, and in any event within 24 hours, if not sooner claimed by or on behalf of its owner, to Watford Police Station, Shady Lane, Watford Herts WD17 1DD and leave it in the custody of the officer in charge of the office, on his/her giving a receipt for it.

**14. Penalties**

Every person who shall offend against any of these byelaws shall be liable on summary of conviction to a fine not exceeding level 2 on the Standard Scale and in the case of a continuing offence to a further fine not exceeding two pounds for each day during which the offence continues after conviction therefor.

**15. Repeal of Byelaws**

The byelaws relating to hackney carriages which were made by Three Rivers District Council on the 7th December 1976 and which were confirmed by the Secretary of State at the Home Office and came into force on the 12th day of November 1976, are hereby repealed.

The byelaws relating to hackney carriages which were made by Three Rivers District Council on the 16th day of December 1977 substituting byelaw 16, and which were confirmed by the Secretary of State at the Home Office and came into force on the 10th day of February 1978, are hereby repealed.

## Conditions relating to Hackney Carriage Vehicles

### Town Police Clauses Act 1847 ("the 1847 Act")
### Local Government (Miscellaneous Provisions) Act 1976 ("the 1976 Act")

**1. General**

Any requirement of legislation which affects the operations being carried out under the terms of this licence shall be regarded as if they are conditions of the hackney carriage Vehicle Licence.

The engine capacity of the vehicle must be no less than 1600cc (nominal).

The vehicle will be a London-type Taxi or an approved Euro Cab.

The vehicle shall have at least four road wheels and a spare wheel or a canister of tyre inflator/repair kept on the vehicle

All seats, front and rear and disabled must be fitted with seat belts and maintained in good order on all passenger seats (except as the law otherwise provides in relation to London-type taxis).

The vehicle should contain portable 1litre foam or dry powder 1Kg capacity fire extinguisher. The extinguisher must conform to BS EN3 1996 Standard and should be mounted in a convenient position in the vehicle. The extinguisher shall be marked with the licence number.

A First Aid Kit complying with the Health and Safety (First Aid) Regulations 1981 must be carried in the vehicle. The kit shall be marked with the vehicle licence number

The vehicle must be maintained to a high standard of appearance to the complete satisfaction of the Council, throughout the term of the vehicle licence and be kept in the condition stated in the Standards for conditions of appearance of a hackney carriage vehicle.

No alteration or change of in 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.

**2. Hackney carriage occupancy plate**

The vehicle shall have a hackney carriage occupancy plate (which is not the same as the hackney carriage vehicle licence disc) owned by the Council, but provided at the licensee's expense, which shall display the following:

- the number of the licence granted in respect of the vehicle;
- the maximum number of passengers that the vehicle can carry;
- the expiry date of the licence granted in respect of the vehicle;
- the words "Three Rivers District Council hackney carriage";
- the vehicle registration number of the hackney carriage it is assigned to, and
- any other information that the Council considers necessary.

The plate shall be securely fixed to the rear of the vehicle using a purposely made bracket at all times provided free of charge on issue and for a fee at any other time). If this is not suitable or practicable, the plate shall be securely and permanently fixed to the rear of the vehicle, on or above the bumper by the use of screws or bolts, and be clearly visible. A magnet will not be considered securely fixed for the purposes of this condition. The licensee shall ensure the plate is kept clean and is not wilfully or negligently concealed from public view whilst the vehicle is licensed.

The licensee shall ensure that the vehicle at all times throughout the period of licence, has this plate exhibited in the manner described above.

In the event of revocation or suspension and on the service of a notice under section 58, of 'the 1976 Act' or upon expiry of the licence, the licensee shall return the said plate to the Council's licensing office within seven days.

The plate can be removed by the licensing officer or Police officer for reasons of gathering evidence under the Police and Criminal Evidence Act 1984 and will be returned when a photocopy of the plate is made.

**3. Hackney Carriage Internal Plate**

The vehicle shall for identification purposes be required to have a hackney carriage internal plate issued by the Council.

The hackney carriage internal plate shall display:

- the number of the licence granted in respect of the vehicle;
- the maximum number of passengers that the vehicle can carry;
- the expiry date of the licence granted in respect of the vehicle;
- the words “Three Rivers District Council Hackney Carriage”;
- the vehicle registration number of the hackney carriage it is assigned to, and
- any other information that the Council considers necessary.

The hackney carriage internal plate shall be displayed in the front of the vehicle in such a position that it shall be clearly visible from both the inside and the outside of the vehicle. The licensee shall ensure that it is not wilfully or negligently concealed from public view.

The licensee shall ensure that no person uses or permits the use of the vehicle unless the hackney carriage internal plate issued is exhibited in the manner described under these conditions.

In the event of revocation or suspension and on the service of a notice under sections 58, 60 or 68 of ‘the 1976 Act’ or upon expiry of the licence, the Licensee shall return the said disc to the Council’s licensing officer within seven days.

**4. Taximeter**

All hackney carriage vehicles shall be fitted with a taximeter installed by an authorised taximeter company and so constructed, attached, and maintained as to comply with the following requirements:

- All new hackney carriage vehicles shall require a calendar-controlled tariff taximeter;
- The taximeter shall be fitted with a key flag or other device, the turning of which will bring the machinery of the taximeter into action and cause the word “hired” to appear on the face of the meter;
- Such key, flag or other device shall be capable of being locked in such a position indicating that the machinery of the taximeter is not in action and that no fare is recorded on the face of the taximeter;
- When the machinery of the taximeter is in action there shall be recorded on the face of the taximeter in clearly legible figures a fare not exceeding the rate or fare which the licensee or driver is entitled to demand and take for hire of the vehicle by distance in pursuance of the table of fares made by the Council in that behalf;
- The word “fare” shall be printed on the face of the taximeter in plain letters so as clearly to apply to the fare recorded thereon;
- The taximeter shall be so placed that all letters and figures on the face thereof are at all times plainly visible to any person being conveyed in the vehicle, and for that purpose the letters and figures shall be capable of being suitably illuminated during any period of hiring;
- The taximeter shall be kept properly illuminated throughout any part of a hiring which is during the hours of darkness as defined for the purposes of the Road Traffic Act 972, and also at the request of the hirer;
- The taximeter shall have connected thereto a roof sign bearing the words “TAXI” in accordance with paragraph 12 below and such sign shall be plainly visible and legible to persons wishing to hire the vehicle and for that purpose it shall be capable of being suitably illuminated when the vehicle is plying or standing for hire;
- The taximeter and all its fittings shall be so affixed to the vehicle with seals or other appliances that it shall not be practicable for any person to tamper with them except by breaking, damaging or permanently displacing the seals or other appliances;
- When the vehicle is standing or plying for hire or returning from another district the key flag or other device fitted with the taximeter shall be locked in the position in which no fare is recorded on the face of the taximeter;
- Before beginning a journey for which a fare is to be charged for distance and time, the taximeter should be brought into action so that the word “HIRED” is legible on the face of the taximeter and the taximeter should be kept on until the hiring has terminated;
- The Licensee shall ensure that the taximeter and its fittings will be sealed by the installer, and are not tampered with;
- The taximeter shall be calibrated and sealed by the taximeter company at first installation and then within 1 month of any change to the Table of Fares, or when directed by the Head of Regulatory Services, any authorised officer or Police officer to submit to calibration and testing of the Taximeter by a Taximeter installer. A calibration certificate stating that the taximeter is calendar controlled and conforms to the Three Rivers District Council Table of Fares would be required in each of the above cases.

**5. Signs etc.**
No sign, notice, advertisement, plate, mark, letters, figures, symbols, emblems or devices shall be used, if it contains anything of a religious or political nature or advertises tobacco, alcohol, a sex shop or a sex establishment, or contains any matter likely to cause offence. Approval on the type and extent of the advertising should be sought from the relevant officer

**6. Roof signs**
The minimum sign dimensions for roof signs are 26cm wide 13cm deep and 11cm high, there are no maximum measurements. The word taxi only in black capital letters is to be clearly legible on the front and rear side of the roof sign. The front of the sign must be white and the back red or white.

The sign must be illuminated when plying or available for hire during the hours of darkness and must be linked to the taximeter so that when a fare is being carried, the roof sign is not illuminated.

No roof signs other than that prescribed in this condition will be permitted.

**7. Passengers**
The licensee shall not:-

1. Convey or permit to be conveyed in the vehicle a greater number of persons than that prescribed in the licence for the vehicle
2. Without the consent of the hirer, convey or permit to be conveyed any other person in the vehicle.
3. Allow to be conveyed in the front of the vehicle:
    - Any child below the age of three years
    - More than one person above the age of three years
    - An infant in arms.

The licensee shall ensure that all passengers between three and twelve years of age or 135cm in height wear an appropriate child restraint to travel in the front of a vehicle. If not available, these passengers must use an adult seat belt in the rear of the vehicle.

**8. Alteration of vehicle**
No alterations in the specification, design or appearance of the vehicle shall be made without the written approval of the licensing officer while the licence is in force.

**9. Records of vehicle use**
Where more than one licensed driver has use of the hackney carriage, the licensee shall ensure that a record of usage is kept for the vehicle. This record shall include the name of the driver, the date of usage, and the start and end times of the individual's usage. It shall be kept inside the vehicle at all times, and made available to an authorised officer upon request.

**10.Transfer of ownership of vehicle**
If the licensee wishes to transfers his/her interest in the vehicle to a person they shall within 7 working days inform the Council, specifying the name and address of the person to whom the vehicle is being transferred.

The Council reserves the right to refuse to grant a licence to any person to whom a hackney carriage vehicle is transferred

Under no circumstances may the new owner use the vehicle as a licensed vehicle until the licence has been transferred to that person and all documentation and any necessary fees paid.

**11. Accidents and damage to the vehicle**
The licensee shall report to the authorised officer any accident (motoring or otherwise) involving the vehicle within 72 hours of the accident using the form issued by the Council.
In the interests of public safety the licensee of any vehicle involved in an accident will be required to submit a compliance certificate to the Council.

The licensee shall ensure that the vehicle is not used for hire until it has been inspected and approved by the authorised officer or a new compliance certificate has been obtained where appropriate as considered by the Council on receipt of the reported details of the incident.

**12. Insurance**
All hackney carriage vehicles must be licensed and insured for public hire use. The insurance must include legal liability for both passengers and luggage, and proof of insurance must be submitted with each application. If the insurance expires during the term of the licence, a new cover note or certificate of insurance must be produced to the licensing team.

A certificate of insurance must be provided to the authorised officer within 7 days of any such request.

**13. Lost property**
The Licensee shall ensure that, immediately after the termination of any hiring or as soon as practicable thereafter, the vehicle is searched thoroughly for any property which may have been accidentally left therein.

The licensee shall ensure that any property accidentally left, or found or handed to him in the vehicle will be, taken to a police station within 48 hours of it being found.

**14. Table of fares**
The licensee shall ensure a copy of the tables of fares as determined by the Council to be fixed inside the vehicle. The table of fares should be clearly readable by the passenger.

**15. Change of address and personal details**
The licensee shall notify the Council in writing of any change of his address during the period of the licence within 7 days of such change-taking place. This shall include, name, address, telephone/mobile numbers and e-mail address.

**16. Proprietor to hold driver's licence**
Before the licensee permits or employs another person to drive the vehicle as a hackney carriage, he shall, have retained a copy of the hackney carriage driver's licence. This shall be retained until such time as the driver ceases to be permitted or employed to drive the vehicle. On cessation of service or employment the licensee shall return the hackney carriage driver's licence to the driver.

The licensee/proprietor must also ensure the driver holds a current DVLA driving licence in respect of the number of passengers authorised on the vehicle licence/plate.

**17. Copy of vehicle licence conditions**
The licensee shall ensure a copy of the vehicle licence conditions are maintained in the vehicle and makes them available for inspection by any authorised officer, the hirer or any passenger on request.

**18. Validity inspections**
Any authorised officer of the council or a Police constable shall have power at all reasonable times, to inspect and test for the purpose of ascertaining its fitness any hackney carriage or any taximeter fixed to such vehicle and to serve notice to require further inspection and testing if not so satisfied.

**19. Convictions and cautions**
The licensee shall, within 72 hours, disclose to the licensing officer in writing if they are arrested, cautioned, or convicted of any offence (including motoring offences) during the period of this licence. A representative must fulfil this obligation if the licensee is detained by the police. Fixed penalty notices must be declared when received not when the DVLA driving licence is updated.

The licensee shall ensure that any licensed driver employed by them in any capacity is made aware that they are required to disclose all the information contained in point (16) above to the vehicle licence-holder during their period of employment.
If the licensee is a company or partnership section (16) applies equally to all directors or partners

The licensee shall make his or her DVLA driving licence available for inspection by an authorised officer of the Council or a police officer upon request.

**20. Taxi ranks and stands**
Hackney carriages will operate from authorised ranks or stands, including "shared" stands or ply the carriageway for hire or can be pre-booked.

**21. Giving of information**
Every proprietor shall within 7 days furnish on request the details, of any person who was authorised to drive the vehicle, to an authorised officer or to a Police officer. The details would include the name and address of the person.

**22. Assistance dogs**
All hackney carriage vehicle drivers are required to comply with Section 37 of the Disability Discrimination Act 1995 and Equality Act (2010) to carry assistance dogs assisting disabled persons and to do so without charge. Holders of exemption certificates must display the certificate in a prominent position.

It is an offence to refuse to carry a guide or assistance dog.

**23. Smoking**
It is prohibited for anyone (driver or passenger) to smoke within the vehicle at any time. Appropriate signage must be displayed inside the vehicle in accordance with the Health Act 2006. An international no-smoking symbol at least 70mm in diameter must be displayed in the front passenger window or on the dashboard, and in the rear passenger window. The signs must be clearly visible from inside and outside of the vehicle.

**24. CCTV in vehicles**
The licensee shall ensure that their licensed vehicle does not contain any facilities to record visual or audio sources without first obtaining authorisation from the Council. Any proposed CCTV system must satisfy the requirements of the CCTV conditions contained in the hackney carriage and private hire licensing policy.

**25. Appeals procedure**
Any person aggrieved by any conditions specified in this licence may appeal to the Magistrates' Court within 21 days of the decision being made.

**26. Standards for conditions of appearance of a hackney carriage vehicle**
The vehicle must comply with the following:

(a) **External advertising:** Not more than two external advertisements (excluding the roof signs) may be carried on any vehicle, confined to the side panels and must comply with the Advertising Standards Authority code of advertising.
Although minor blemishes should not constitute a failure, the following general criteria should be followed:
(b) **Rust**: Any vehicle presented should be free from any significant areas of visible rusting and any vehicle with visible rust patches should be failed.
(c) **Dents:** Any vehicle with dents on one or more panels where such dents are more than 5cm in diameter/length should be failed.
(d) **Scratches:** Any vehicle with un-repaired scratches down to bare metal on three or more panels, of 5cm in length, or a single scratch of more than 20cms in length, should be failed.
(e) **Paintwork:** All panels on all vehicles shall be painted in manufacturer's colour; panels with unmatched colours or in primer should be deemed as failures.
(f) **Seats**: In conventional vehicles where it is intended that the licence be for four passengers, the rear seat must be at least 1220mm (48 inches) in width. All seats shall have a minimum of 410mm (16 inches) per person and in respect of seating comply with the Road Vehicle (Registration and Licensing) Regulations 2002. All seats, including the driver's, must be free from repaired cuts, tears or cigarette burns, except of a very minor nature. Any repairs must have been carried out in a professional and neat manner. All seats must be kept clean and tidy and free from all extraneous matter.
(g) **Carpets/floor covering**: all carpets and floor covering shall be complete and free from cuts, tears, staining and soiling.
(h) **Headlining and other trim:** All interior trim, including headlining shall be clean, complete, properly fitted and free from cuts, tears or soiling.
(i) **Boot/luggage compartment**: This should be empty, except for spare wheel, essential tools and first aid kit, (to comply with Health and Safety and First Aid Regulations. The compartment should be clean and any covering free from major cuts, tears or other damage or staining.
(j) **Interior:** The interior must be kept clean, tidy and free of any water penetration or litter or other rubbish.
(k) **Vehicle emissions:** The vehicle must comply with the Motor Vehicle (Emission Test) Regulations.
(l) **All glazing:** All vehicles will be tested with a light meter. Any vehicle with a reading lower than the following will not be licensed. Front Windscreen 75%, Front Side Windows 70%, All other Windows 30%. The lower the number, the darker the tint.
There may be exemptions to allow factory fitted tinted windows in exceptional circumstances for example vehicles working under an applied exemption whereby the vehicle is used for Corporate, executive or Chauffer hire service'. All vehicles that are used for schools contracts must not be fitted with tinted windows which are darker than required standards. Vehicles that are found to have such tints will be removed from service immediately and the tints must be replaced with more appropriate glazing at the cost to owner of the vehicle.
(m) **Colour:** All approved vehicles must be painted their original colour.
(n) **Mirrors:** Either two wing mirrors or two door mirrors must be fitted, one on each side of the vehicle, so as to afford the driver adequate vision to the rear. Additional mirrors may be fitted, but not in such a position s to obstruct the driver's clear view of the two mirrors required by this condition.

**27. Fees**
The fees payable for Licences and other charges described in these conditions will be in accordance with the scale approved by the Council from time to time.

**28. Byelaws**
The vehicle will also be subject to compliance with such Byelaws relating to hackney carriages that are in force within the Three Rivers District.

## Conditions relating to Private Hire Vehicles

## Local Government (Miscellaneous Provisions) Act 1976 ("the 1976 Act")

Any requirement of legislation, which affect the operations being carried out under the terms of this licence, shall be regarded as if they are conditions of the Private Hire Vehicle Licence.

The vehicle shall have at least four road wheels and a spare wheel or a canister of tyre inflator/repair kept on the vehicle

The vehicle must be maintained throughout the term of the vehicle licence, to a high standard of appearance to the complete satisfaction of the Council, and kept in the condition stated in the Standards for conditions of appearance of a Private Hire vehicle.

All seats, front and rear must be fitted with seat belts.

The Council's licensing officer may direct the vehicle to be inspected in accordance with the Certificate of Compliance at a specific testing station.

The vehicle should contain a portable dry powder 1Kg capacity fire extinguisher. The extinguisher must conform to BS EN3 1996 Standard, and should be mounted in a convenient position in the vehicle. The extinguisher shall be marked with the Private Hire vehicle licence number.

A first aid kit complying with the Health and Safety (First Aid) Regulations 1981 conforming to BS 8599-2 should be carried in the vehicle. The kit is to be marked with the private hire vehicle licence number.

The licence-holder shall provide and maintain a suitable replacement bulb kit as to conform to the vehicle manufacturer's specifications.

**1. Private Hire Occupancy Plate**
The vehicle shall have an occupancy plate, (which is not the same as the Private Hire Vehicle interior plate), owned by the Council, but provided at the Licensee's expense, which shall display the following:

- the number of the licence granted in respect of the vehicle;
- the maximum number of passengers that the vehicle can carry;
- the expiry date of the licence granted in respect of the vehicle;
- the words "Three Rivers District Council Private Hire";
- the vehicle registration number of the Private Hire it is assigned to, and
- any other information that the Council considers necessary.

The plate shall be securely fixed to the rear of the vehicle using a purposely made bracket at all times provided free of charge on issue and for a fee at any other time). If this is not suitable or practicable, the plate shall be securely and permanently fixed to the rear of the vehicle, on or above the bumper by the use of screws or bolts and be clearly visible. A magnet will not be considered securely fixed for the purposes of this condition. The Licensee shall ensure the plate is kept clean and is not wilfully or negligently concealed from public view whilst the vehicle is licensed.

The Licensee shall ensure that the vehicle at all times throughout the period of licence has this plate exhibited in the manner described above.

In the event of revocation and on the service of a notice under section 58 of the 1976 Act or upon expiry of the licence, the licensee shall return the said plate to the council's licensing officer within seven days.

The plate can be removed by the licensing officer or Police officer for reasons of gathering evidence under the Police and Criminal Evidence Act 1984 and will be returned when a photocopy of the plate is made.

**2. Private Hire Internal Plate**
The vehicle shall for identification purposes be required to have a private hire internal plate issued by the Council. The private hire internal plate shall display:

- the number of the licence granted in respect of the vehicle;
- the maximum number of passengers that the vehicle can carry;
- the expiry date of the licence granted in respect of the vehicle;
- the words "Three Rivers District Council Private Hire";
- the vehicle registration number of the Private Hire it is assigned to, and
- any other information that the Council considers necessary.

The private hire internal plate shall be displayed in the front windscreen of the vehicle in such a position that it shall be clearly visible from both the inside and the outside of the vehicle. The licensee shall ensure that it is not wilfully or negligently concealed from public view.

The licensee shall ensure that no person uses or permits the use of the vehicle unless the Private Hire internal plate issued is exhibited in the manner described under these conditions.

In the event of revocation or suspension and on the service of a notice under sections 58, 60 or 68 of 'the 1976 Act' or upon expiry of the licence, the Licensee shall return the said disc to the Council's licensing officer within seven days.

**3. Signs etc.**
No sign, notice, advertisement, plate, mark, letters, figures, symbols, emblems or devices shall be used, if it contains anything of a religious or political nature or advertises tobacco, alcohol, a sex or a sex establishment, or contains any matter likely to cause offence. Approval on the type and extent of the advertising should be sought from the licensing officer.

No signs or advertising containing the word "taxi" will be permitted on any Private Hire vehicle.

A roof sign is not permitted.

**4. Private Hire Door Stickers Signs**
As directed by the Council, the proprietor shall cause to be a fixed and maintained to the exterior of the vehicle a prescribed door sticker bearing the word "Private Hire – Advance Bookings Only" on the rear driver and passenger doors. The sign shall also include the vehicle plate number and the Three Rivers Logo on a green background.

**5. Dispensation/Exemption**
Vehicles issued with a dispensation certificate in line with the Three Rivers hackney carriage and private hire policy are exempt from displaying a vehicle occupancy plate and door stickers, but are still required to display the internal licence plate.

Where the use of vehicles changes during the period that the vehicle is licensed, the Licensing team must be informed so dispensation can be removed. If dispensation is removed, the exemptions that this provided will no longer relate to that vehicle.

**6. Passengers**
The licensee shall not:-

1. Convey or permit to be conveyed in the vehicle a greater number of persons than that prescribed in the licence for the vehicle
2. Without the consent of the hirer, convey or permit to be conveyed any other person in the vehicle.
3. Allow to be conveyed in the front of the vehicle:
    - Any child below the age of three years
    - More than one person above the age of three years
    - An infant in arms.

The licensee shall ensure that all passengers between three and twelve years of age or 135cm in height wear an appropriate child restraint to travel in the front of a vehicle. If not available, these passengers must use an adult seat belt in the rear of the vehicle.

**7. Alteration of vehicle**
No alterations in the specification, design or appearance of the vehicle shall be made without the written approval of the licensing officer.

**8. Transfer of ownership of vehicle**
If the licensee wishes to transfers his/her interest in the vehicle to a person he or she shall within 14 days submit the relevant application to the licensing team, specifying the name and address of the person to whom the vehicle is being transferred.

The Council reserves the right to refuse to grant a licence to any person to whom a private hire vehicle is transferred.

**9. Accidents and vehicle damage**
The licensee shall report to the authorised officer any accident (motoring or otherwise) involving the vehicle and/or any damage materially affecting the safety, performance or appearance of the vehicle within 72

hours of the accident using the form issued by the Council. The report must be submitted via the online portal which can be found on the Council's website.

In the interests of public safety, the licensee of any vehicle involved in an accident will be required to submit a compliance certificate to the Council. The licensee shall ensure that the vehicle is not used for hire until it has been inspected and approved by the authorised officer or a new compliance certificate has been obtained where appropriate as considered by the Council on receipt of the reported details of the incident.

Should a Section 60 or 68 notice be issued the licensee shall ensure that no further bookings are undertaken until the vehicle has passed a compliance test and the certificate issued has been provided to the Council.

**10. Insurance**
All private hire vehicles must be licensed and insured for private hire use. Such insurance must be comprehensive, continuous and include full legal liability for passengers and luggage. Proof of insurance must be submitted with each application for a licence and, where it expires during the term of the licence, a new certificate or cover note must be supplied to the Licensing team.

If a vehicle is temporarily removed from use as a Private Hire vehicle, the licensee, on notification must return the internal and external plates to the licensing Officer. The vehicle can be temporarily removed from the public highway and its use as a private hire vehicle, thus removing the need to insure and document the vehicle for that period. The vehicle must not be used for private use during this time.

A certificate of insurance must be provided to the relevant officer within 7 working days of any such request.

**11. Lost property**
The licensee shall ensure that, immediately after the termination of any hiring or as soon as practicable thereafter, the vehicle is searched thoroughly for any property which may have been accidentally left therein.

The licensee shall ensure that any property accidentally left, or found or handed to him or her in the vehicle will be, taken to a police station within 48 hours of it being found.

**12. Change of address and personal details**
The licensee shall notify the Council in writing of any change of his address during the period of the licence within 7 days of such change-taking place. This shall include, name, address, telephone/mobile numbers and email address.

The owner of the private hire vehicle must also provide a new V5 registration document and insurance documents showing the new address details.

**13. Proprietor to hold driver's licence**
Before the licensee permits or employs another person to drive the vehicle as a private hire, he shall, have retained a copy of the drivers licence. This shall be retained until such time as the driver ceases to be permitted or employed to drive the vehicle. On cessation of service or employment the licensee shall return the drivers licence to the driver.

The licensee/ proprietor must also ensure the driver holds a current driving licence in respect of the number of passengers authorised on the vehicle licence/plate.

**14. Copy of vehicle licence conditions**
The licensee shall ensure a copy of the vehicle licence conditions are maintained in the vehicle and makes them available for inspection by any authorised officer, the hirer or any passenger on request.

**15. Validity inspections**

Any authorised officer of the Council or a police constable shall have power at all reasonable times to inspect and test for the purpose of ascertaining its fitness any private hire vehicle and to serve notice to require further inspection and testing if not so satisfied.

**16. Notification of Convictions, Cautions and Arrest**
The licensee shall within 72 hours disclose to the licensing officer in writing if they are arrested, cautioned, or convicted of any offence (including motoring offences) during the period of this licence. A representative must fulfil this obligation if the licensee is detained by the Police. Fixed penalty notices must be declared when received not when the DVLA driving licence is updated.

The licensee shall ensure that any licensed driver employed by them in any capacity is made aware that they are required to disclose all the information contained in point (i) above to the vehicle licence holder during their period of employment.

If the licensee is a company or partnership section (i) applies equally to all directors or partners

The licensee shall make his or her DVLA driving licence available for inspection by the operator, the authorised officer or a police officer upon request.

**17. Residential qualification**
The operator of any Private Hire Vehicle operate from an office within the area of the Three Rivers District Council for a period of the licence.

**18. Private hire vehicles on taxi ranks and stands**
Private hire vehicles must not operate from hackney carriage ranks or stands or ply the carriageway for hire. All fares must be pre-booked.

Private hire vehicles must not wait or park on the public highway within 75 metres of an authorised rank.

**19. Giving of information**
Every proprietor shall within 7 days furnish on request the details, of any person who was authorised to drive the private hire vehicle, to an authorised officer or to a police officer. The details would include the name and address of the person.

**20. Assistance dogs**
All hackney and private hire vehicle drivers are required to comply with Section 37 of the Disability Discrimination Act 1995 and Equality Act (2010) requiring them to carry assistance dogs assisting disabled persons and to do so without charge. Holders of exemption certificates must display the certificate in a prominent position.

It is an offence to refuse to carry a guide or assistance dog.

**21. Smoking**
It is prohibited for anyone (driver or passenger) to smoke within the vehicle at any time. Appropriate signage must be displayed inside the vehicle in accordance with the Health Act 2006.

The Council requires that an international no-smoking symbol at least 70mm in diameter must be displayed in the front passenger window or on the dashboard, and in the rear passenger window. The signs must be clearly visible from inside and outside of the vehicle.

**23. CCTV in vehicles**
The licensee shall ensure that their licensed vehicle does not contain any facilities to record visual or audio sources without first obtaining authorisation from the Council. Any proposed CCTV system must satisfy the requirements of the CCTV conditions contained in the hackney carriage and private hire licensing Policy.

**Standards for Conditions of Appearance of a Hackney Carriage or Private Hire Vehicle**

**1.** Although minor blemishes should not constitute a failure, the following general criteria should be followed. The vehicle must comply with the following:-

(a) **Rust:** Any vehicle presented should be free from any significant areas of visible rusting. Any vehicle with visible rust patches should be failed.

(b) **Dents:** Any vehicle with dents on one or more panels where such dents are more than 5 cm in diameter/length should be failed.

(c) **Scratches:** Any vehicle with un-repaired scratches down to bare metal on three or more panels, of 5 cm in length, or a single scratch of more than 20cms in length, should be failed.

(d) **Paintwork:** All panels on all vehicles shall be painted in manufacturer's colour; panels with unmatched colours or in primer should be deemed as failures.

(e) **Seats:** In conventional vehicles where it is intended that the licence be for four passengers, the rear seat must be at least 1220mm (48 inches) in width. All seats shall have a minimum of 410mm (16 inches) per person and in respect of seating comply with the Road Vehicles (Registration and Licensing) Regulations 2002. All seats, including the driver's must be free from repaired cuts, tears or cigarette burns, except of a very minor nature. Any repairs must have been carried out in a professional and neat manner. All seats must be kept clean and tidy and free from all extraneous matter.

(f) **Carpets/floor covering:** All carpets and floor covering shall be complete and free from cuts, tears, staining and soiling

(g) **Headlining and other trim:** All interior trim, including headlining shall be clean, complete, properly fitted and free from cuts, tears or soiling.

(h) **Boot/luggage compartment:** This should be empty, except for spare wheel, essential tools and first aid kit, (to comply with Health and Safety and First Aid Regulations). The compartment should be clean and any covering free from major cuts, tears or other damage or staining.

(i) **Interior:** The interior must be kept clean, tidy and free of any water penetration or litter or other rubbish.

(J) **Vehicle emissions:** The vehicle must comply with the Motor Vehicle (Emission Test) Regulations.

(k) **Glazing:** All vehicles will be tested with a light meter. Any vehicle with a reading lower than the following will not be licensed. Front windscreen 75, front side windows 70, all other windows 30. The lower the number the darker the tint.

There may be exemptions to allow factory fitted tinted windows in exceptional circumstances for example vehicles working under an applied exemption whereby the vehicle is used for Corporate, executive or Chauffer hire service'. All vehicles that are used for schools contracts must not be fitted with tinted windows which are darker than required standards. Vehicles that are found to have such tints will be removed from service immediately and the tints must be replaced with more appropriate glazing at the cost to owner of the vehicle.

**2. Appeals procedure**

Any person aggrieved by any conditions specified in this licence may appeal to the Magistrates' Court within 21 days of the decision being made.

**Non-standard private hire vehicle conditions for stretched limousines and novelty vehicles**

**Local Government (Miscellaneous Provisions) Act 1976 ("the 1976 Act")**

**1. General**
A limousine, or other novelty vehicle capable of carrying no more than 8 passengers for hire or reward is a private hire vehicle, and all other interpretations, policies and conditions relevant to licensed private hire vehicles also apply, except where described below:-

For the purposes of this policy and licence conditions, a stretched limousine is defined as a luxurious vehicle that has been modified (stretched) to extend the length of the vehicle. The stretch shall not exceed 120 inches (measured between the rear edge of the front door and the front edge of the rear door). The vehicle shall be capable of carrying up to, but not exceeding eight seated passengers. Each passenger seating area will be at least 400mm wide.

For the purposes of this policy, a novelty vehicle shall be defined as follows:-

a) any vehicle that has been specially constructed, adapted or converted by a low volume specialist vehicle manufacturer or modifier;
b) any vehicle that has been specially modified from its original design specification;
c) that is capable of carrying up to but not exceeding 8 passengers;
d) vehicles intended for the carriage of fare-paying passengers that, prior to the introduction of this policy/conditions, would not be licensed by the authority as a private hire vehicle because they did not comply with one or more of the standard conditions relating to private hire vehicles
e) any vehicle that, in the opinion of the licensing officer, because of its specialist design/styling or origin or age is required to be classed as a Novelty Vehicle.

**2. Age of vehicle**
Stretch limousines and other novelty vehicles are not subject to an age limit and will be licensed provided the vehicle presented meets all of the Council's other criteria in terms of appearance and maintenance.

**3. Licence plates**
The external vehicle licence plate must be kept in the boot of the vehicle at all times whilst the vehicle is licensed as a private hire vehicle. The internal plate must be displayed in the front windscreen at all times so that the details are clearly visible.

**4. Driver**
Only a licensed private hire driver is permitted to drive the vehicle whilst it is licensed. The driver must ensure that they wear or clearly display their Council-issued identity badge in a prominent position at all times whilst working or driving the vehicle.

The driver shall at all times be clean and respectable in their dress and behave in a civil and orderly manner.

**5. Signs etc.**
No sign, notice, advertisement or emblems shall be used or displayed on, in or from the vehicle other than those legally required, those contained within these conditions, or any authorised company details.

Approval of the type of advertising should be sought from the Licensing team and written authorisation must be obtained prior to use. No signs or advertising containing the word "taxi" or "cab" will be permitted on any private hire vehicle.

**6. Application procedure**
In relation to stretch limousines and novelty vehicles the following must be provided on application (this is in addition to the requirements for a standard Private Hire vehicle):

a) Single vehicle approval certificate
b) Documentation to confirm the overall weight of the vehicle
c) The vehicle identification number (VIN) plate must display '1L1' to confirm that the conversion has been completed by an authorised dealer. This will be confirmed by inspection prior to any licence being issued.
d) Completed importation document (where applicable)
e) V5 vehicle registration

The licence shall remain in force for one year.

**7. Passengers and passenger safety**
The proprietor shall not permit the limousine/novelty vehicle to be used to carry a greater number of passengers than the number prescribed in the licence.

Passengers will not be carried in the front of the vehicle.

All passengers must remain seated at all times when the vehicle is in motion.

The proprietor of the vehicle must:

i) Provide sufficient means by which any person in the vehicle may communicate with the driver;
ii) Ensure that the interior of the vehicle is kept wind and watertight.
iii) Ensure that the seats in the passenger compartment are kept properly cushioned and covered;
iv) Ensure that the floor in the passenger compartment is provided with a proper carpet, mat or other suitable covering;
v) Provide at least two doors for use of persons conveyed in limousine/novelty vehicle and a separate means of ingress and egress for the driver;
vi) Ensure that the interior and exterior of the limousine/novelty vehicle is kept in a clean condition;
vii) Ensure that seatbelts are fitted to all forward and rear-facing seats and, in accordance with Construction and Use Regulations, where seat belts are fitted they must be worn by passengers at all times when the vehicle is in motion;
viii) Ensure that no seat is required to be moved to allow any passenger to enter or exit the vehicle;
ix) Ensure that an approved first aid kit will be carried in the vehicle at all times;
x) Report to the Council any alteration in the design of the vehicle, whether to the machinery or to the body. The Council may require the proprietor to submit the vehicle for further examination.

**8. Interior lighting**
There shall be maintained in the vehicle adequate internal lighting to enable passengers to enter and leave the vehicle with safety.

**9. Maximum stretch**
The maximum length of a limousine “stretch” shall not exceed 120 inches [3048 millimetres].

**10. Left- and right-hand drive vehicles**
Both left- and right-hand drive vehicles will be considered for licensing as private hire novelty vehicles.

**11. Tyres and road wheels**
The vehicle shall be equipped with a minimum of 4 road wheels and 1 full-sized spare wheel. The tyres shall be of an approved rating as specified by the manufacturer and not more than 10 years old.
Vehicles with a 'space-saving' wheel are to comply with the manufacturer's specifications as to use. When so used, the vehicle must **not** be used for plying for hire, or private hire. Any change in the type or size of the tyres fitted to the vehicle must be reported to the licensing officer at once.
Tyres must have a minimum tyre tread depth of 3 mm over the central 3/4 of the tread pattern (including spare tyre).

**12. Windows**
The front windscreen shall allow a minimum level of 75% light transmittance and the front driver and passenger windows shall allow a minimum level of 70% light transmittance.

**13. Decommissioned vehicle markings**
Novelty Vehicles based on decommissioned Military or Emergency Response vehicles must have all official marking or lights removed. Any colour scheme must be of a contrast to the original colour scheme and to that of any previous or current military or emergency response vehicles.

**14. Roof racks**
A roof rack or any other device for storing luggage shall not be installed or maintained on any part of the vehicle except with the approval of the Council.

**15. Exemption notice for displaying a licence plate / door stickers**
A certificate exempting the vehicle from displaying a licence plate and Council-issued door stickers will be issued by the Council. This certificate must be carried in the vehicle at all times and be available for inspection on request by an authorised officer of the Council or a Police constable.

**16. Insurance**
The Council will require proof that the vehicle is insured during the period of the licence and, on request by an authorised officer, the proprietor shall produce within 5 working days a current insurance certificate/cover

note for private hire purposes. Failure to produce proof of insurance as detailed above may result in the suspension of the licence.

The proprietor is advised that they should, following the expiry of an insurance certificate/cover note, provide a current insurance policy to the Council

**17. Alcohol**
Alcoholic drinks provided in the vehicle shall be available only under the terms of an appropriate licence relating to the sale and supply of alcohol.

Alcohol shall only be consumed while the vehicle is stationary and the bottle shall immediately afterwards be placed in a secure receptacle.

If all of the passengers are below the age of 18, there shall be no alcohol in the vehicle for consumption or otherwise.

Any glassware used in the vehicle must be made of shatterproof glass or plastic.

**18. Licensing Act 2003**
The driver shall not play or permit the performance of any media that, given its age classification or content, are unsuitable for the age of the passengers in the vehicle.

The limousine operator shall ensure that a performing rights licence is held where appropriate.

A Premises Licence will be required for the provision of any form of regulated entertainment within the scope of the Licensing Act 2003 when the vehicle is parked.

**19. Vehicle condition**
The vehicle shall be maintained in pristine condition with no visible defects, dents or blemishes to the external bodywork or internal trim or seating.

The Council reserves the right to vary, delete or waive any of the foregoing Conditions.

**20. Driver and operator licensing requirements**
In addition to the limousine being licensed as a private hire vehicle with Three Rivers District Council, the limousine operator is required to hold a private hire operator's licence with Three Rivers District Council.

All bookings for a limousine licensed as a private hire vehicle must be booked through the licensed private hire operator. Once licensed as a private hire vehicle the limousine can only be driven by a licensed private hire driver who is also licensed by Three Rivers District Council.

Details in respect of applications for private hire drivers' licences and private hire operators' licences can be obtained from the Licensing team.

**21. Rights of appeal**
The Local Government (Miscellaneous Provisions) Act 1976 sections 48 and 77 detail an applicant's right of appeal. In general terms where an applicant is aggrieved by the Council's decision to refuse to grant a private hire vehicle licence or by any conditions imposed on a private hire licence the applicant has a right of appeal to Magistrates' Court within 21 days of the applicant being notified of the Council's decision.

**22. Vehicle testing stations**
Licensed stretch limousines must be submitted for testing at six-monthly intervals, to the appropriate Class MOT standard from a testing station nominated by the Licensing team.

**23. Accidents and damage to the vehicle**
The licensee shall report to the authorised officer any accident (motoring or otherwise) involving the vehicle and/or any damage materially affecting the safety, performance or appearance of the vehicle within 72 hours of the accident using the form issued by the Council. The report must be submitted via the online portal on the Council website.

In the interests of public safety, the licensee of any vehicle involved in an accident will be required to submit a compliance certificate to the Council. The licensee shall ensure that the vehicle is not used for hire until it has been inspected and approved by the authorised officer or a new compliance certificate has been obtained where appropriate as considered by the Council on receipt of the reported details of the incident.

## Conditions relating to Private Hire Operators

## Local Government (Miscellaneous Provisions) Act 1976 ("the 1976 Act")

**1. General**
An operator makes provision for the invitation or acceptance of bookings for a private hire vehicle.

Any legislative requirement shall be regarded as if they are conditions of the Private Hire Operator's Licence. In determining what matters should be considered for a person to be a Fit and Proper Person to be an operator the following applies

**2. Fit and proper person**
Private hire operators must be fit and proper persons. A fit and proper person is defined in the hackney carriage and private hire policy.

**3. Use of licensed vehicles and drivers**
The Operator shall not invite or accept bookings for private hire work for any vehicle which is not currently licensed by the Council for such work.

The Operator shall not employ or engage, whether directly or indirectly, any driver who does not hold a valid private hire or Hackney Carriage driver licence issued by the Council.

**4. Sub-contracting**
Section 55A of the 1976 Act, inserted by the Deregulation Act 2015 permits operators licensed by the Council to sub-contract a private hire booking to another operator licensed by the Council or to any other private hire operator licensed by another local authority. The booking must not be sub-contracted directly to a licensed driver.

If the booking is subcontracted the Operator must advise the customer that the booking will be sub-contracted to another licensed operator and give the details of that licensed operator.

**5. Details of current drivers**
A list of all current drivers and vehicles representing your company must be submitted as part of the renewal and on request.

**4. Duration of private hire operator's licence**
The standard period that a licence shall remain in force is for a period of five years from the date of issue.

No licence will be issued for a period longer than the standard five-year period, but if an applicant wishes to be considered for a licence with a shorter duration, this request must be put in writing at the time of application. These requests will be considered on a case-by-case basis.

An operator's licence on renewal may be issued for a probationary period determined by the Council less than the standard five years, dependant on the applicant's ability to demonstrate being a fit and proper person. Items that could be considered would include, criminal record, references, past allegations, record of compliance with the conditions, outstanding fees and any other reasonable cause.

**5. Basic disclosure check**
An annual basic disclosure certificate will be required from any person named on the Operator licence. This certificate will be due on or before expiry of the previous year's certificate. Failure to submit a new basic disclosure certificate before the check date will result in a suspension being issued on the licence.

**6. Convictions and cautions**
Convictions and cautions will be considered in accordance with the hackney carriage and Private Hire Policy.

In order to ensure protection of the public an operator must ensure disclosure to a relevant officer within 72 hours in writing if they are arrested, cautioned, convicted or have any involvement with the Police regarding any offence during the period of their licence. Should knowledge of any offences be withheld, this could reflect on a person's fitness to be a Private Hire Operator and may lead to a licence being suspended. If the operator licence is held by a company or partnership, the requirements of this section apply equally to all directors and partners.

**7. Record of bookings**
The record required to be kept by the operator under Section 56(2) of the Local Government (Miscellaneous Provisions) Act 1976 shall be kept in a suitable written or electronic form approved by the Council, provided at nominal cost by the Council, or on a spreadsheet provided by the Council, or on a nationally recognised piece of computer software. This software must be capable of providing the information listed below. The entries must be numbered consecutively, and no pages should be removed. The operator shall enter the required information for each booking invited or accepted by him, before the commencement of each journey.

- The time and date of the booking
- The name and address of the hirer
- How the booking was made (i.e. by telephone, personal call etc.)
- The time of pick-up
- The point of pick-up
- The destination
- The time at which a driver was allocated to the booking
- The name of the driver and the registration number of the vehicle allocated for the booking.
- Remarks (including details of any sub-contract).

All records kept by the operator shall be preserved for a period of not less than 18 months following the date of the last entry. In the case of computer records, the entries must be capable of being printed on demand at the request of a Police officer or the licensing officer. All records must be available for inspection and copying if required by licensing officer or Police officer.

**8. Number of vehicles**
The licence holder will ensure that the number of vehicles used by the licence holder does not exceed the number of vehicles specified in the licence.

**9. Notification of change of details**
The operator shall within 7 days, notify the Council in writing of any change of personal details during the period of the licence. A notification of change of details must be submitted online along with the required fee(s)

**10. Standard of service**
The operator shall provide a prompt, efficient and reliable service to members of the public at all reasonable times and for this purpose shall in particular:

(a) Ensure that when a private hire vehicle has been hired to be in attendance at an appointed time and place, the vehicle shall, unless delayed or prevented by sufficient cause, punctually attend at that appointed time and place;
(b) Keep clean, adequately heated, ventilated and lit any premises which the operator provides and to which the public have access, whether for the purpose of booking or waiting;
(c) Ensure that any waiting area provided by the operator has adequate seating facilities;
(d) Ensure that any telephone facilities and radio equipment provided are maintained in a sound condition and that any defects are repaired promptly.

**NB: Planning approval, where required, must be obtained for any premises used for operating Private Hire business**

**11. Complaints**
The operator shall notify the Council in writing within 72 hours of any complaints concerning a contract for hire or purported contract for hire relating to or arising from his business and of the action (if any) which the operator has taken or proposes to take in respect thereof.

**12. Address**
The operator must operate from an address within Three Rivers" and give the definition of 'operate' as defined by the Local Government (Miscellaneous Provisions) Act 1976 paragraph 80(1) as meaning *"in the course of business to make provision for the invitation or acceptance of bookings for a private hire vehicle" and where the operator licence is granted for is where all bookings must be taken and all records must be kept.*

Once granted, an operator licence cannot be transferred to a different address. In the event of the business moving to a new address a new application will be required for the new premises

**13. Trading names**
Only trading or business names which have been authorised in writing by the Licensing Department can be used. This requirement includes any names used on promotional material, advertisements, website information or any other written documents.

To prevent confusion to the public, trading names will generally not be authorised if they are actively being used by a company in an adjoining authority and, in these circumstances, any trading names would not then normally be authorised until they had not been actively used for a period of at least 18 months. Trading names will only be authorised or retained where there is evidence that they are actively used by the operator. Trading names can also be removed in appropriate circumstances.

**14. Advertisements**
The Operator shall not cause any advertisement in respect of his / her business or the vehicles used for that purpose to include the words 'taxi' or 'cab', whether in the singular or plural, or any such other words that may be similar in meaning or appearance to either of those words, whether alone or as part of another word(s).

The Operator shall ensure that private hire vehicles that he/she operates does not display any roof sign. This is because a private hire vehicle must not be of a design or appearance of a Hackney Carriage.

Only licensed vehicles may carry advertisements in relation to the private hire operator and any such advertisements must be submitted to and approved by the Licensing Officer at the Council prior to being used. Only the private hire operator business name and telephone number will be allowed. In addition to this requirement, it is recommended that an advertisement bear the words 'Advanced Booking Only' or 'Must be pre-booked'.

**15. Conduct**
The operator of a private hire vehicle shall not by calling out or otherwise importune any person to hire such vehicle and shall not make use of the services of any other person for that purpose.

**16. Record of vehicles etc**.
In accordance with the provisions of Section 56(3) of the 1976 Act the operator shall keep a record in a bound volume of all private hire vehicles operated by him and such record shall include the following particulars:

- The registration mark of each vehicle
- The make of the vehicle
- The name and address of the registered keeper
- The names, addresses and driver's licence numbers of drivers driving the vehicles
- Details of any radio call sign used

Such records shall be retained for a period of 18 months and shall not be destroyed or otherwise disposed of before the expiry of such period without the previous written consent of the Council.

**17. Fares and fare table**
The operator upon request shall agree the fare for a journey booked, or provide an estimate of the fare, or explain that the journey will be metered.

Should the operator dispatch a vehicle with a taximeter, they shall ensure that the meter is calibrated to the tariff of fares published by Three Rivers District Council, and that the published table of fares is clearly displayed in the vehicle. The operator shall ensure that the fare for such bookings does not exceed the rate on the meter.

**18. CCTV in vehicles**
The operator shall ensure that they retain a copy of the CCTV authorisation certificate from Three Rivers District Council for any vehicle containing a CCTV system. No vehicle is to contain facilities to record visual or audio sources without the vehicle licence-holder holding a certificate of authorisation from the Council.

**19. Operator to hold driver's licences**
Before the operator permits or employs another person to drive a licensed private hire vehicle, he shall have retained a copy of the driver's private hire driver's licence. This shall be retained until such time as the driver ceases to be permitted or employed to drive the vehicle. On cessation of service or employment the licensee shall return the private hire driver's licence to the driver.

The licensee/proprietor must also ensure the driver holds a current driver's licence in respect of the number of passengers authorised on the vehicle licence/plate.

The operator shall notify the Council within 7 days of the details of any driver no longer working for them.

**20. Disposal and acquisition of vehicles**
When an operator ceases to operate a particular vehicle or begins to operate a new vehicle, they shall inform the Council in writing as soon as possible but not later than within 7 days of such fact.

**21. Condition of vehicle**
The operator shall ensure that any private hire vehicle operated by him (regardless of who owns the vehicle or holds the vehicle licence) is maintained in the condition required by the private hire vehicle licensing conditions or hackney carriage vehicle licensing conditions. The operator will ensure the vehicle is maintained in a suitable mechanical condition, safe, comfortable, clean and presentable and that the external licence plate and internal licence disc provided by the Council is affixed to the vehicle in such a manner and position as shall be prescribed by the Council.

**22. Compliance with legislation**
Operators, where applicable, must comply with the provisions of the Town Police Clauses Act 1847, the Local Government (Miscellaneous Provisions) Act 1976, the byelaws made in respect of Hackney Carriages and conditions relating to the private hire driver's licence. They shall also ensure compliance with Section 37 of the Disability Discrimination Act 1995 and the Equality Act (2010) in respect of Carrying of guide dogs and hearing dogs: https://www.legislation.gov.uk/ukpga/1995/50/section/37/enacted

**23. Smoking**
Operators must ensure that all vehicles dispatched by them display appropriate signage inside the vehicle in accordance with the Health Act 2006.

The Council requires that an international no-smoking symbol at least 70mm in diameter must be displayed in the front passenger window or on the dashboard, and in the rear passenger window. The signs must be clearly visible from inside and outside of the vehicle.

**24. Insurance**
The licensee shall ensure that any vehicle they dispatch is covered by valid insurance for the purposes of private hire and shall ensure that they do not act in any way which might invalidate the insurance.

The licensee shall where applicable maintain and provide evidence of Employer's Liability Insurance upon request in accordance with the Employer's Liability Compulsory Insurance Act 1969.

In the case where members of the public have access to the operating centre, the licensee shall maintain at all times and provide evidence of Public Liability Insurance upon request.

**25. Employees of Operator business**
a) The operator must view a basic DBS certificate (dated within one month of the check) of any staff that have access to booking records or dispatch vehicles.
b) The operator must maintain a register of all such staff which shall include a record of when each DBS check has been undertaken. This register must be available for inspection by an authorised officer of the Licensing Authority upon request. The register should include the following:

1. the date that person's employment in that role commenced
2. the date the operator checked the DBS certificate
3. the name of the person that checked the DBS certificate
4. the date the person ceased to perform that role

c) The register must be retained for 6 months in line with the booking records.
d) Should an employee cease to be on the register and later re-enter the register a new basic DBS certificate (or use of the Update Service) should be viewed by the operator.
e) Where the applicant/operator employs or intends to employ persons involved in taking bookings or the dispatch of vehicles, the operator must produce a policy on the employment of ex-offenders in those roles. The policy must be available for inspection on request of an authorised officer of the Licensing Authority.
f) The Operator must require that all staff employed in taking bookings or dispatching vehicles to report to them within 48 hours of any conviction, binding over, caution, warning, reprimand or arrest for any criminal matter whilst they are employed in this role.
g) The operator must make certain that any outsourced booking and dispatch functions have adequate safeguarding measures in place for the protection of children and vulnerable adults. The operator must have required evidence of this from the company before outsourcing these functions.

**26. Appeals procedure**
Any person aggrieved by any conditions specified in this licence may appeal to the Magistrates' Court within 21 days of a decision being made.

Version Control:

| Version | Adoption | Changes |
|---|---|---|
| V1 Original | Adopted on 24 May 2022 (Annual Council) | Original policy |
| V2 | Amended by Head of Regulatory Services on 13 June 2023 | Changes to medical process to enable a medical report to be signed by a registered GP or Medical Practitioner who must be a qualified GP. |

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# Hackney Carriage and Private Hire Policy 2025

## Local Government (Miscellaneous Provisions) Act 1976

**V1: Adopted on 24 May 2022 (Annual Council)**

**V2: Amended by Head of Regulatory Services on 13 June 2023 – minor change to medical fitness process**

**V3: Updated following changes to DfT guidance alongside the Statutory Guidance and HCCSP guidance**

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## 1. Definitions

For the purpose of this policy –

**Authorised officer** shall mean any officer within the Council authorised by the Council's scheme of delegations as set out in the Council's Constitution.

**The Council** shall mean Three Rivers District Council.

**Hirer** shall mean any person or persons who from time-to-time hires or books the vehicle.

**Licensee(s)** shall mean the person(s) named in the licence.

**Operator** shall mean a person holding a licence to operate private hire vehicles issued pursuant to Section 55 of the Local Government (Miscellaneous Provisions) Act 1976. A private hire operator's licence is required to enable a person to accept or invite bookings for private hire vehicles.

**Working day** is any day other than a Saturday, a Sunday, Christmas Day, Good Friday or a day which is a bank holiday under the Banking and Financial Dealings Act 1971 in any part of the United Kingdom.

**Additional Periods** This is an amount of time after the length of a criminal sentence that needs to expire before we would consider making a licensing decision about an applicant. For example, someone's length of sentence for robbery may be two years, but they only serve six months' imprisonment. We would not consider that person fit and proper for those two years and for an additional period of three years (that is, five years in total from the date of conviction). **The additional periods are set out in Section 24 of the policy below**.

**Free of conviction** shall mean from the date the applicant was convicted. If the incident did not amount to a criminal offence or is not to be prosecuted, then the relevant date will be the date of the incident.

**Offence** shall mean any criminal offence and/or any other behaviour including a civil penalty which brings into question whether the applicant is a fit and proper person.

**Conviction** shall mean a criminal conviction or a civil penalty. However, if the applicant is on trial, is not to be convicted or the incident did not amount to a criminal offence, the suggested periods free from convictions shall be considered by the Council when making their decision, taking all the evidence before them into account.

**Caution** an admission of guilt is required before a caution can be issued. Accordingly cautions will be assessed in the same way as a conviction by the court.

**Terminology**

| | **Taxi (Hackney Carriage)** | **Private Hire** |
|---|---|---|
| Ply for hire | ✓ | X |
| Prebooked | ✓ | ✓ |
| Operating from rank | ✓ | X |
| Fare Meter required | ✓ | X |
| Fare tariff set by council | ✓ | X |
| Number of vehicles may be restricted by councils | ✓ | X |
| Taxis require two types of licence: | | Hackney carriage proprietors (vehicle) licence<br>Hackney carriage drivers' licence |
| The provision of a private hire service requires three types of licence: | | Private hire operator's licence<br>Private hire vehicle licence<br>Private hire drivers' licence |

## 2. Introduction

This policy has been produced pursuant to the powers conferred by the Local Government (Miscellaneous Provisions) Act 1976 and Town and Police Clauses Act 147 which places the duty on the Council to carry out licensing functions in respect of Hackney Carriage and private hire vehicle, drivers and operators.

In carrying out its said regulatory licensing functions, the Council will have regard to this policy document. Where it is necessary for the Council to depart from this policy, clear reasons will be given for doing so.

Following consultation and adoption by the Council, this policy shall be kept under review and revised as necessary. The Head of Regulatory Services is authorised to make minor amendments to the policy without consultation by the Council.

The policy refers to guidance that is available to applicants, drivers and operators and proprietors to assist them with the application processes and the running of the service. This guidance, application forms and current fees are available on the Council's website.

Before granting or renewing a licence officers must be satisfied that an applicant is a "fit and proper person" to hold a licence, as set out in sections 51, 55 and 59 of the 1976 Act. This policy sets out how we decide not only whether an applicant is fit and proper when applying for a licence, but also to assess whether they remain so once a licence has been issued.

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

- Applicants for a driver's licence
- Existing licensed drivers whose licences are being reviewed/renewed
- Licensing officers
- Members of the Regulatory Services/Licensing committee/sub-committee
- Magistrates and Judges hearing appeals against local authority decisions.

This policy provides guidance to all parties on the criteria that will be taken into account when determining whether or not an applicant or an existing licence-holder is a fit and proper person to hold a Hackney Carriage and/or private hire driver or operator licence. Whilst criminal convictions play a significant part in the Licensing Authority's determination on whether an individual is fit and proper or not, the Council will also take into account other factors such as demeanour, general character, non-criminal behaviour, driving abilities, and police information etc.

The term "Fit and Proper" for the purposes of taxi and private hire licensing is not legally defined but it has also been described as "safe and suitable" in a number of court cases.

## 3. Background

Hackney Carriage and private hire vehicles have a distinct role to play in an integrated transport system. They are able to provide services in situations where public transport is either not available (for example in rural areas, or outside "normal" hours of operation such as in the evenings or on Sundays), and/or for those with mobility difficulties.

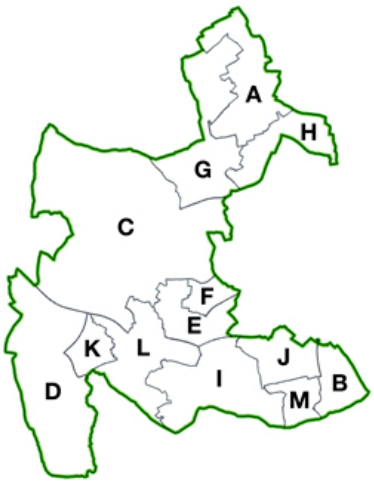
Taxis and Private Hire Vehicles (PHVs) are vital to our community. As a Licensing Authority, we are responsible for ensuring the public travel safely and receive a good level of service, and that our systems attract good, reputable drivers.

Our critical responsibilities in licensing these drivers and vehicles have been highlighted by dreadful examples of licensed vehicle drivers and/or operators being involved in the sexual exploitation of children. Taxis are regularly used to transport children during the school run.

Elderly and disabled users also rely heavily on the door-to-door service taxis and PHVs provide, as it is often the only way for many residents to access local services. Licensed drivers are also entrusted to transport the most vulnerable of passengers. Clearly, drivers must therefore command the highest level of confidence before they can be entrusted with this responsibility. It is essential that we take seriously our responsibility to determine whether someone is a 'fit and proper' person to hold a licence.

The latest statistics show that there has been a decline in licensed drivers and vehicles details of which can be found online Taxi and private hire vehicle statistics, England, 2024 (revised) - GOV.UK.

### 3.1 Three Rivers District Council Boundary




A = Abbots Langley and Bedmond
B = Carpenders Park
C = Chorleywood North and Sarratt
D = Chorleywood South and Maple Cross
E = Dickinsons
F = Durrants
G = Gade Valley
H = Leavesden
I = Moor Park and Eastbury
J = Oxhey Hall and Hayling
K = Penn and Mill End
L = Rickmansworth Town
M = South Oxhey

### 3.2 Practice, guidance & legislation

The Department for Transport (DfT) has national responsibility for Hackney Carriage and private hire legislation in England and Wales. As a result of the Office of Fair Trading producing a report on the UK Hackney Carriage and private hire trade, the DfT was asked to produce best practice guidance for local licensing authorities. The guidance was issued in March 2010 and updated in November 2023 entitled 'Taxi and Private Hire Vehicle Licensing: Best Practice Guidance'[1] and represents examples of good or best practice from within England and Wales. However, the document recognises that licensing authorities may reach their own decisions both on overall policies and on individual licensing matters in the light of their own circumstances.

The Council has therefore taken account of the DfT guidance and the statutory taxi and private hire vehicle standards 2022 to develop and review this policy.

This policy also takes account of the legislative basis of the Council's taxi licensing powers, including those contained in the Town Police Clauses Act 1847, the Local Government (Miscellaneous Provisions) Act 1976 and the Immigration Act 2016 (amended).

### 3.3 Equality Act 2010

In addition, the Equality Act 2010 has implications for both Hackney Carriage and private hire operators and drivers in respect of disabled access to vehicles.

Licensing authorities are required under the Public Sector Equality Duty to pay regard to the need to eliminate conduct prohibited by the Equality Act 2010, to promote equality of opportunity and to foster understanding between people who share a protected characteristic and those who do not. It is beyond the scope of this document to identify actions which would demonstrate compliance with this duty, and ultimately only a court can do so definitively

#### 3.3.1 Duties to assist passengers in wheelchairs

Section 165 places a duty on a driver of designated wheelchair accessible Hackney Carriages and private hire vehicles. The duties are:

- To convey 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 take such steps as are necessary to ensure that the passenger is conveyed in safety and reasonable comfort; and
- To give the passenger such mobility assistance as is reasonably required to enable the passenger to get in or out of the vehicle and to secure/convey the wheelchair as appropriate.

Section 167 of the Equality Act[2] allows licensing authorities to maintain a list of "designated vehicles", that is, a list of wheelchair-accessible Hackney Carriages and private hire vehicles licensed in their area. The consequence of being on this list is that the driver must undertake the duties in section 165.

Following the full commencement of sections 165 and 167 of the Equality Act 2010 on 6th April 2017, the Council will maintain a statutory list of wheelchair-accessible vehicles (i.e., designated vehicles).

Accordingly, drivers of these vehicles are required to carry passengers in wheelchairs, provide assistance to those passengers, and prohibits them from charging extra to do so.

#### 3.3.2 Policy on exempting drivers on medical and physical condition grounds

The requirements of Section 165 of the Equality Act 2010 do not apply to drivers who are issued with a medical exemption certificate who display the prescribed notice in their vehicle.

Generally, the Council will seek to consider the contents of a driver's medical questionnaire when a driver requests to be granted the required exemption. However, where there is doubt as to the ability of the driver to assist passengers in wheelchairs, the Council may require the driver to obtain a more detailed report

[1] Taxi and private hire vehicle licensing best practice guidance for licensing authorities in England - GOV.UK

[2] http://www.opsi.gov.uk/acts/acts2010/ukpga_20100015_en_1

from their registered GP or a Medical Practitioner who will need to be a qualified GP, confirming that the driver is not able to provide this service and should be granted an exemption certificate. Any charges associated with additional medical reports must be met by the driver and will not be reimbursed by the Council.

### 3.3.3 Guide dogs and assistance dogs (sections 168 to 171 of Equality Act 2010)

Councils are able to issue certificates to drivers who are exempt by their doctors under strict medical grounds from the duty to carry guide and assistance dogs. Exemption certificates will only be issued when written requirement for this exemption is provided by the driver's registered GP practice or a medical practitioner who is a qualified GP.

There is comprehensive guidance issued by the DfT in 2023 about the duties to carry guide and assistance dogs and the procedure for granting medical exemptions etc.

### 3.4 Immigration Act 2016 - https://www.gov.uk/government/collections/immigration-bill-2015-16

The Immigration Act 2016 requires 'right to work' checks to be carried out on any applicant applying for a new or renewal of a Hackney Carriage driver's licence, private hire driver's licence or operator's licence. Where a right to work is indefinite, this check is only required once; where it is time limited, licences may only be granted for that period and a further check is required when the existing right to work expires.

## 4 Policy aims & objectives

### 4.1 Objectives

- the protection of the public
- the maintenance of a professional and respected Hackney Carriage and private hire trade
- access to an efficient and effective local transport service
- the protection of our local environment
- to support small businesses by ensuring a consistent and fair approach.

### 4.2 Aims

The Council will aim to achieve these objectives in the following ways:

- by ensuring that licensed vehicles do not give rise to a risk to passenger safety
- by ensuring that licensed drivers are fit and proper persons and achieve as high a standard of good practice as is possible
- by ensuring that licensed vehicles meet emissions standards and encouraging the use of low polluting vehicles
- by encouraging the use of vehicles that are more accessible to persons who have disabilities
- by ensuring that licensed vehicles are comfortable and properly insured
- by liaising with the County Council highways department to encourage that taxis and private hire vehicles form part of the wider strategic transport and local transport plans
- by working in partnership with a variety of other agencies to support the Council's objective in relation to both the public and the trade
- by reducing the frequency with which licence-holders are required to attend the Council offices
- by ensuring online accessibility to allow remote application by new and existing licence-holders
- by utilising electronic and mobile communication methods including the use of SMS messaging and extranet sites.

### 4.3 Methods

The methods to be employed will include:

- work with the taxi and Hackney Carriage trade to deliver ongoing improvements, innovate, and deal with emerging issues
- setting the standards for the licensing of vehicles, drivers and operators
- annual licensing and routine inspection of vehicles, with appropriate follow-up action
- routine inspection of documents, with appropriate follow-up action
- routine checks of a driver's medical fitness and criminal record history during the time the licence is in force and knowledge of the district, highway code and licensing policy as well as driving ability (at the time of application)
- investigation of complaints with appropriate follow-up action

- liaison with Hertfordshire Constabulary, neighbouring local authorities and other agencies concerning issues of mutual concern
- prosecution, monitoring of contraventions, suspension or revocation of licences for breach of conditions or legislation
- proper training and development of Council officers
- continue to meet ongoing performance and efficiency targets for the service
- provision of information to licensees about good practice and what to expect of any inspecting officer
- promote the use of training/courses for licensees,
- provide mandatory training when it is considered appropriate to do so
- promotional activities to inform and encourage and maintain high standards.

In seeking to meet these aims the Council will actively cooperate, assist and seek advice from agencies including:

- Hertfordshire Constabulary
- Driver and Vehicle Standards Agency
- Herts County Council
- Other local authorities
- Town and Parish Councils
- Three Rivers Railways and London underground
- Disclosure and Barring Service
- Department for Transport
- Driving and Vehicle Licensing Agency
- Home Office
- Department for Work and Pensions
- Other relevant agencies and departments.

**5. Uniformity**

The authority acknowledges the need to act in a consistent and uniform manner and advocates a common-sense approach to the selection of enforcement action and activities.

The following areas are all considered important in achieving uniformity:

- the awareness of and adherence to this policy
- training, qualifications and supervision of staff and training for Members
- regular practical training and update sessions to ensure uniformity
- use of joint training initiatives with other authorities will also be undertaken
- the ongoing monitoring and auditing of licence-holders, testing stations, and activities
- liaising with other enforcement agencies, adjoining authorities and trade bodies
- compliance with relevant codes of practice/circulars (where not inconsistent with this policy)

**6. Administration of licences**

**6.1** Applications for licences will only be validated and then determined when all documents and fee (as applicable) are received, as stated within this policy.

**6.2** The Council will always aim to produce licences as promptly as possible. Applications will normally be considered within 28 days of validation and, depending on circumstances, an application can then be granted, refused or deferred.

***7.*** **General fees guidance**

**7.1** All licence fees must be paid by credit/debit card

**7.2** In the event of an application not leading to the issue of a licence, a refund will be provided. Other costs incurred by an applicant such as the cost of any medical and DSA test and criminal record check (paid directly to the provider) or knowledge test will not be reimbursed.

**7.3** In the event of a licence holder (driver or vehicle) or an operator surrendering their licence before its expiry, no refund will be provided.

**7.4** Where the surrender is as a result of illness certified to the Council by a registered medical practitioner, a pro rata refund shall be payable for the remaining full months of the licence.

**7.5** Any agreement to refund fees by the Council will be subject to an administration fee.

**7.6** Refunds will only be granted within the licence period. Any request for refunds outside of the licence period timescale will be refused.

## 8. Service standards

**8.1** Subject to amendment from time to time by the Head of Regulatory Services it is the intention of the Council to offer the following service levels:

- You are able to contact the customer service team by email, through the website, or by phone who will take your enquiry and details of which will be passed to the appropriate member of the licensing team. This process is to reduce the need for licence-holders to travel to the council offices and to allow the team to deal with enquiries as effectively as possible.
- The Customer Services Team can be contacted by phone on 01923 776611 in line with the published opening hours.
- The Visitor Centre is open for visitors from 9am to 4pm, Monday to Friday (excluding Bank Holidays) at Three Rivers House, Northway, Rickmansworth, WD3 1RL (this is subject to change at the Council's discretion). Drivers are encouraged to e-mail general enquiries to: enquiries@threerivers.gov.uk or licensing.team@threerivers.gov.uk

**8.2** Although the Council has 28 days to issue a licence upon receipt of a valid application, the Licensing section will strive to:-

- Issue a private hire driver/Hackney Carriage driver licence as promptly as possible and usually within 7 working days of the application being validated
- Issue a private hire/Hackney Carriage vehicle licence as promptly as possible and usually within 7 working days of the date of receipt of a complete and valid application
- Issue change of vehicle licences as promptly as possible and usually within 2 working days of the application being validated.

## 9 Notification of decisions

Any notice required to be served by the Council under this licence or under any of the provisions of the Local Government (Miscellaneous Provisions) Act 1976 shall be deemed to have been properly served if sent by pre-paid post to, or left at the last known address of, the holder of the licence. Notices may also be served by email and will be deemed served on the individual once sent.

## 10 Monitoring

**10.1** All documents will be checked for authenticity when submitted. Routine random checks will also occur throughout the year. In addition, visits will be made both to the ranks and to regular trade pick up points to check compliance. Checks of proprietor and operator documents and records will also be made, and taxi ranks/stands and other frequented locations will also be conducted.

**10.01** The Council will also work in partnership with other agencies and neighbouring authorities to undertake compliance and enforcement activities.

**10.02** All complaints against licence-holders will be monitored and investigated and action taken in line with this policy as appropriate.

## 11 Records

An up-to-date electronic record will be kept and maintained of all application details, fees paid, deposits and licences issued, together with the public registers as required by law.

## 12 Data Protection

**12.01** All information held on files and databases about an applicant is confidential, under the Data Protection Act 1998. However, the Council is under a duty to protect the public and to protect the public funds it administers, and to this end may use any information provided by an applicant within this authority. The Council is under a duty to maintain Public Registers in accordance with the legislative requirements and all registers will be maintained online through the Council's Licensing Public Register.

**12.02** For the purposes of crime prevention, and with the purpose of protecting the public and/or protecting public funds, we may also share any information held with other bodies responsible for public functions, where there is a legal basis or a legal obligation to do so. For the most recent Council policy please visit our website.

## 13 Safeguarding

### 13.01 General

The Council is committed to ensuring the safety and welfare of all vulnerable persons including children and young people, to whom we provide services directly or indirectly and with whom we come into contact.

Drivers are on the frontline, often coming into contact with people who may be vulnerable, for example because they are young, have learning difficulties, suffering ill health, or be elderly or who have drunk to excess on a night out, or who may have taken an illegal substance. Such people may be travelling alone or accompanied by another person.

Sadly, there are people who prey on precisely these people and drivers are often best placed to raise concerns over what they hear or see occurring whilst in their vehicles.

Drivers may also have concerns over the vulnerability of passengers who are being dropped off at locations in or out of the district.

Information is provided on the Council's website in relation to safeguarding and applicants and licensees have a duty to report matters if they suspect harm.

### 13.02 When you have concerns regarding a child

If you are worried about a young person, you must do something.

There are specialists who can advise you on what to do next. They can also talk to any young person themselves.

If you are concerned about a young person, you can contact the Hertfordshire Safeguarding Children Board on **0300 123 4043** or email:
www.hertfordshire.gov.uk/services/childrens-social-care/child-protection/report-child-protection-concern.aspx

If you think a child or young person is in immediate danger call 999.

### 13.3 When you have concerns regarding an adult

If you need to speak to someone urgently about a vulnerable adult:

- Report abuse to Hertfordshire Safeguarding Adults Board: 0300 123 4042 or dial: 999
- Speak to the adult social care team: 0300 123 4042 (24 hours a day).
- Outside office hours: Complete the online form using the link below.

For up to date information you should visit the safeguarding section of the Hertfordshire County Council website:https://www.hertfordshire.gov.uk/services/adult-social-services/report-a-concern-about-an-adult/report-a-concern-about-an-adult.aspx

## 14 Abuse of drivers by members of the public

The Council strongly disapproves of any form of abuse, discriminatory or otherwise, directed at drivers by members of the public. However, the Council is not the appropriate authority to investigate such incidents unless these form part of a counter-allegation following a complaint about a driver, in which case information will be obtained from all parties prior to a decision being made on the appropriate action for the Council to take. Incidents of this nature should be reported to the Police via 101 so that they can be investigated. The Council will assist the Police with regards to such investigations as far as possible.

## 15 Powers

We have powers in sections 61 and 62 of the Local Government (Miscellaneous Provisions) Act 1976 (as amended) (the 1976 Act) to:

- Suspend, or
- Revoke, or
- Refuse to renew,

The licences of applicants who have:

- lost their right to work in the UK;

- been convicted of an offence involving dishonesty, indecency or violence;
- failed to comply with the provisions of part II of the 1976 Act;
- failed to comply with the provisions of the Town Police Clauses Act 1847; or
- given the Council any other reasonable cause to act.

## 16 Policy on convictions and conduct for new applicants

### 16.1 Policy details

Each case is taken on its own merit.

Some discretion may be appropriate if the offence and/or behaviour is isolated and there are mitigating circumstances. Equally, the history of offending (including multiple offences/combinations of offences /types of offences) and/or behaviour may warrant a longer period free from convictions.

Accordingly, whilst it is possible that an applicant may have several convictions that, individually, meet the guidelines below, the overall offending history must be considered when assessing the applicant's suitability to be licensed.

A series of civil or criminal offences over a period of time is more likely to give cause for concern than an isolated minor conviction. Obviously, some discretion can be afforded if an offence is isolated and there are mitigating circumstances, but the overriding consideration is the protection of the public.

Simply remaining free of convictions will not necessarily be sufficient to show that a person is fit and proper where other circumstances/evidence bring this into question. Furthermore, it should always be remembered that the periods free of conviction in this section are suggested minimums.

Whilst the time period detailed in this section provides guidance to potential applicants as to how long they should wait before applying for a licence following described offences/convictions, any application made following these guidelines is still subject to the same considerations as to whether the applicant is fit and proper, and therefore simply following the guided timescales in no way guarantees the granting of a licence.

Notwithstanding and without prejudice to any other provision within this document, ordinarily the Council would as a minimum expect the standard rehabilitation periods identified in the Rehabilitation of Offenders Act 1974 to have expired.

Criminal convictions or civil penalties will be considered by officers or, in cases of doubt, by the Licensing sub-committee.

An application from any person awaiting trial for an offence which brings into question whether they are a fit and proper person (including but not limited to death by dangerous driving, drugs, violence, sexual offences, dishonesty, driving under the influence of alcohol or drugs, or offences of a habitual nature) will not normally be considered until the outcome of the trial.

For the Council to fully consider the case on its merits, the applicant should provide a written statement of the offences (including any that they are awaiting trial for), with evidence, covering the nine points in the paragraph below, which would be available for examination by the Council.

Where the Council becomes aware of issues including previous criminal history/convictions, any arrest, any charges, inappropriate behaviour for a Hackney Carriage/private hire driver and/or significant comments on any DBS check, consideration will be given to each applicant's suitability for licensing against the following criteria (in no particular order):

- nature of the offence/conduct/charge etc.
- circumstances in which the offence/conduct/charge etc. was committed
- circumstances of the individual concerned
- subsequent periods of good behaviour
- overall conviction/behaviour history
- sentence imposed by the Court
- seriousness of the offence/conduct/charge etc.
- any other character check considered reasonable (e.g. personal references)
- taking all the above issues into account, together with any other relevant issues, whether the protection of the public may be at risk.

These guidelines do not deal with every type of offence, and do not prevent the Council from considering offences not specifically addressed in the guidelines, or other conduct which may be relevant as to whether an individual is a fit and proper person to hold a Hackney Carriage or a private hire driver's licence.

**16.2 Guidelines**

**16.2.1 Minor motoring offences**

Convictions for minor traffic offences such as speed limit offences, or non-endorsable traffic offences such as obstruction or waiting in a restricted street should not prevent a person from applying to be a Hackney Carriage or private hire driver.

If sufficient points have been accrued to require a period of disqualification of the applicant's driving licence, then a Hackney Carriage or private hire licence may be granted 12 months after its restoration, but a warning should be issued as to future conduct. New applicants with 6 or more points on their DVLA driver's licence will be refused until endorsement(s) expire, and the number of penalty points drops below this threshold.

Further disqualification from driving because of penalty points being accrued may result in refusal to issue a licence.

**16.2.2 Traffic offences involving the loss of life**

A very serious view will be taken of any applicant who has been convicted of a driving offence that resulted in the loss of life or serious injury. A licence will not be granted if an applicant has a conviction for any of the following: -

- Causing death by dangerous driving
- Causing death by careless driving whilst under the influence of drink or drugs
- Causing death by careless driving
- Causing death by driving for any other reason
- Or any similar offences (including aiding abetting, attempting or conspiring to commit) offences which replace the above.

**16.2.3 Major traffic offences not involving the loss of life**

A very serious view should also be taken of any applicant who has been convicted of a major traffic offence even if it has not involved the loss of life, as it raises questions as to the applicant's ability to protect the public.

Before an application is considered, an applicant should be free of conviction for 10 years and since the completion of the sentence, whichever is longer, for offences such as:

- Dangerous driving
- Reckless driving
- Similar or replacement offences to those listed above (including attempted or conspiracy to commit).

**16.2.4 Other serious traffic offences**

Other serious traffic offences include:

- Accident offences
- Driving without due care and attention
- Driving whilst using a mobile phone or mobile device
- Careless driving
- Construction and use offences (This is in relation to tinted windows)
- Licence offences
- Traffic direction and sign offences
- Driving whilst disqualified
- Similar or replacement offences to those listed above (including attempted or conspiracy to ` commit)

Theft or unauthorised taking of a vehicle are dealt with under the 'dishonesty' subsection below.

Any conviction for a serious traffic offence under 'other serious traffic offences' in this policy should normally merit refusal to issue a licence and no further application should be considered until a period of 7 years either free of conviction or since completion of the sentence, whichever is longer, has elapsed.

More than one conviction for a traffic offence within two years should merit refusal to issue a licence and no further application should be considered until a period of 5 years either free of convictions or since completion of the sentence, whichever is longer, has elapsed.

### 16.2.5 Drink driving/driving under the influence of drugs (including medication) or legal highs

A serious view is taken of driving or being in charge of a vehicle whilst under the influence of drink or drugs or legal highs, as licensees are professional vocational drivers and drink/drug driving convictions raise serious concerns for the safety of the public. An isolated incident of drink driving or driving under the influence of legal drugs should not necessarily debar an application, but strict warnings will be given as to future behaviour. However, an exception to this is the use of novel psychoactive substances (NPS – commonly referred to as legal highs) which will be treated in the same regards as illegal drugs below.

At least 5 years should elapse, after the restoration of the EU (UK) full driving licence, before an applicant may be considered for a private hire or Hackney Carriage driver's licence.

More than one conviction for these offences or any conviction for driving under the influence of illegal drugs should raise grave doubts as to the applicant's fitness to drive the public and therefore hold a licence.

If there is reason to suspect persistent alcohol and/or drugs use, misuse or dependency (e.g. two or more offences relating to alcohol or drugs, with or without a vehicle) a specialist medical examination and report should be required before an application is entertained to ensure that the applicant meets the DVLA Group 2 medical standards in relation to alcohol/drug misuse and dependency. If the applicant is found to be (or to previously have been) alcohol- or drug-dependent, a period of 5 years should elapse after treatment is complete before a further licence application is considered.

### 16.2.6 Drunkenness without a motor vehicle

An isolated conviction for drunkenness need not debar a driver from obtaining a licence but a number of convictions could indicate a medical problem necessitating a medical examination. In some cases, a warning would be sufficient. If there is reason to suspect persistent alcohol use, misuse or dependency (e.g., two or more offences for drunkenness with or without a motor vehicle) a specialist medical examination and report may be required to ensure that the applicant meets the DVLA Group 2 medical standards in relation to alcohol misuse and dependency.

In addition, applicants will normally be required to show a period of at least 5 years has elapsed after completion of detoxification treatment if (s)he was alcohol dependant.

### 16.2.7 Illegal drugs without a motor vehicle

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

An applicant would normally be expected to be free of convictions relating to the possession of illegal drugs for 5 years requiring at least 5 years to have passed since the completion of the sentence.

An application will normally be refused where the applicant has more than one conviction for offences related to the possession of illegal drugs and has not been free of conviction for 7 years with at least 7 years to have passed since the completion of the sentence.

An application will normally be refused where the applicant has a conviction for an offence related to the supply, importing or production of illegal drugs and has not been free of conviction for 10 years with at least 10 years to have passed since the completion of the sentence.

If there is reason to suspect persistent drugs use, misuse or dependency (e.g. two or more convictions relating to any drugs, with or without a vehicle) a specialist medical examination and report will normally be required before an application is entertained to ensure that the applicant meets the DVLA Group 2 medical standards in relation to drug misuse and dependency. If the applicant is found to be (or to previously have been) drug dependent, a period of 5 years should elapse after treatment is complete before a further licence application is considered.

### 16.2.8 Sex and indecency offences

As Hackney Carriage and private hire drivers often carry unaccompanied and vulnerable passengers. Applicants who have been convicted of sexual or indecency offences (or where there is other behaviour and/or evidence to suggest a disposition to commit such offences) must be closely scrutinised. Applicants with convictions for sexual offences will usually be refused.

An application will normally be refused where the applicant has a conviction for an offence such as:

- Rape
- Assault by penetration
- Offences involving children or vulnerable adults
- Sexual assault
- Indecent assault
- Possession of indecent photographs, child pornography etc.
- Exploitation of prostitution
- Trafficking for sexual exploitation
- Indecent exposure
- Similar or replacement offences to those listed above (including attempted or conspiracy to commit)
- Any sex or indecency offence that was committed in the course of employment as a taxi or PHV driver
- Soliciting (e.g. kerb crawling)
- Importuning
- Similar or replacement offences to those listed above (including attempted or conspiracy to commit).

If a licence is granted a strict warning as to future conduct should be issued.

A person on the sex offenders register would not be considered a fit and proper person to hold a licence.

### 16.2.9 Violence

As Hackney Carriage and private hire drivers maintain close contact with the public, a firm line will be taken with drivers who have offences involving violence. An application will normally be refused if the applicant has a conviction for an offence that involved loss of life or serious injury.

At least 5 years free of conviction with at least 5 years to have passed since the completion of the sentence before an application is considered from anyone whose offending history and/or other behaviour/evidence suggests an aggressive or violent disposition, and even then, a strict warning should be administered as to future conduct.

However, given the range of offences that involve violence, consideration will be given to the nature of the offences. In particular:

(i) An application will normally be refused where the applicant has a conviction for an offence such as:
- Murder
- Manslaughter
- Manslaughter or culpable homicide while driving
- Terrorism offences
- Kidnapping
- Threats to kill
- Wounding with intent to cause grievous bodily harm
- Grievous bodily harm
- Robbery
- Burglary
- Possession of a weapon
- Any 'hate' crime or offence ordinarily falling within paragraph (iii) below aggravated by a 'hate' crime
- Similar or replacement offences to those listed above (including attempted or conspiracy to commit).

(ii) Before an application is granted, an applicant should be free of conviction for at least 7 years with at least 7 years to have passed since the completion of the sentence, whichever is longer, for offences including:

- Assault occasioning Actual Bodily Harm
- Assault with intent to resist arrest
- Assault on Police
- Domestic Violence related offences (unless these are covered by (i) above)
- Harassment
- Similar or replacement offences to those listed above (including attempted or conspiracy to commit).

(iii) Before an application is granted, an applicant should be free of conviction for at least 5 years with at least 5 years to have passed since the completion of the sentence, for offences including:

- Arson
- Common assault
- Criminal Damage
- Similar or replacement offences to those listed above (including attempted or conspiracy to commit)

An application will normally be refused if an applicant has more than one conviction in the last 10 years for an offence of a violent nature.

**16.2.10 Dishonesty**

Taxi and PHV drivers are expected to be persons of trust. They deal with cash transactions and valuable property may be left in their vehicle in error. Drivers are required to deposit lost property with the police within 48 hours.

The widespread practice of delivering unaccompanied property is indicative of the trust that people place in drivers. Moreover, it is relatively easy for a dishonest driver to defraud the public by demanding more than their legal fare etc.

This for example would include misuse of MPV additional occupancy rates. Licence-holders also have access to the names and addresses of their customers and their daily movements. Overseas visitors may not be familiar with the currency or costs of journeys and may be vulnerable to an unscrupulous driver. Accordingly, a serious view should be taken of any conviction involving dishonesty.

Nationally it has been known for drivers to pass information about vulnerable persons to others for later abuse or to abuse vulnerable persons, including taking money from such persons.

Offences involving dishonesty for the purposes of this policy include:

- theft
- fraud
- benefit fraud
- handling or receiving stolen goods
- forgery
- conspiracy to defraud
- obtaining money or property by deception
- other deception
- taking a vehicle without consent
- driving whilst disqualified
- any similar offences (including attempted or conspiracy to commit).

An application will normally be refused if an applicant has been convicted of burglary or more than one conviction for other dishonesty offences in the last 10 years.

**16.2.11 Insurance offences**

A serious view will be taken of convictions of driving or being in charge of a vehicle without insurance. An isolated incident would normally prevent a licence being granted until a period of five years from the date of the offence has expired. More than one conviction for these offences within the past ten years would normally prevent a licence from being granted or renewed.

### 16.2.11 Licensing offences

This subsection applies to licensing offences not covered elsewhere within this convictions and behaviour section of the policy such as plying for hire, using an unlicensed vehicle/driver.

At least 12 months free of conviction should elapse before an application will be considered. Unless there is significant mitigation, an applicant will normally be refused until a period of at least five years free of conviction has expired where the applicant has committed more than one licensing offence within the last five years.

An applicant with an isolated conviction that is more than one year old may be licensed subject to a written warning.

Individuals previously licensed by the Council and revoked for offences connected to their licence will not normally be granted a further licence in the future. Cases such as this will be considered by the Lead Licensing Officer under their delegated authority.

### 16.2.12 Cautions

An admission of guilt is required before a caution can be issued. Accordingly cautions will be assessed in the same way as a conviction by the Court.

### 16.2.13 Non-conviction information

If an applicant has, on more than one occasion, been arrested or charged but not convicted for an offence or is subject to an antisocial behaviour injunction/order or similar order, which suggests he/she may not be a fit and proper person, or if there is other evidence to suggest the applicant may not be a fit and proper person, consideration should be given to refusing the application.

Failing to declare convictions on the application form should normally result in refusal and at least twelve months elapsing from the date of receipt of the application form before an application will be considered and a new application will be required.

As with the rest of this part of the policy, in assessing the action to take, the safety and security of the travelling public must be the paramount concern.

### 16.2.14 Suspension/refusal/revocation by another Council

An applicant who has been suspended/refused/revoked by another Council may not be considered “fit and proper” for a period of at least 3 years from the date of the suspension/refusal/revocation. This period may be extended depending on the circumstances of the revocation.

The Council shall also have a right to make enquiries with other licensing and responsible authorities.

## 17. Policy on Convictions and Conduct for existing licensees

### 17.1 Time of action

Existing holders of driver’s licences are required to notify the Council in writing within 72 hours of receiving a driving licence endorsement, fixed penalty notice, warning, reprimand, police caution, criminal conviction, or other criminal proceedings (including their acquittal as part of a criminal case).

In addition, licence-holders must inform the Council in writing or by email within 72 hours (3 working days) of their arrest for any matter (whether subsequently charged or not). To fail to do so, will raise serious questions for the Council as to the honesty of the licence-holder and will be considered as part of any subsequent renewal applications.

### 17.2 Policy details

Each case is to be taken on its own merit.

Any person awaiting trial for or suspected of committing an offence which brings into question whether they are a fit and proper person (including but not limited to death by dangerous driving, drugs, violence, sexual offences, dishonesty, driving under the influence of alcohol or drugs, or offences of a habitual nature) will

normally be revoked pending the outcome of an investigation or trial.

Although each case will be assessed on its own merits in line with this policy, licence-holders should expect the revocation of their licence for these types of offences to be immediate in nature. The initial consideration regarding revocation will be undertaken by officers. However, if a driver does not agree with the officer's decision to revoke his/her licence he/she may apply to the local Magistrates' Court to appeal this decision within 21 days of the revocation being received by the driver.

When considering whether a licence should be suspended or revoked, some discretion may be appropriate if the offence and/or behaviour is isolated and there are mitigating circumstances. Equally the history of offending (including multiple offences/combinations of offences/types of offences) and/or behaviour may warrant a longer period free from convictions. Accordingly, the overall offending history must be considered when assessing the applicant's suitability to be licensed.

Therefore any licence-holder awaiting trial for, or suspected of, committing an offence or demonstrating behaviour which, taken together with the licence-holder's history of offending (including multiple offences /combinations of offences /types of offences) and behaviour (including before the licence was granted and during the course of the licence), lead the Council to believe that the licence-holder is not a fit and proper person to hold a licence, may have their licence suspended or revoked.

Whilst it is possible that a licence-holder may have a number of previous convictions that, individually, meet the guidelines below, the overall offending history must be considered when assessing the licence-holder's suitability to continue to be licensed. A series of offences/behaviour over a period of time is more likely to give cause for concern than an isolated minor conviction/demonstration of unacceptable behaviour. Obviously, some discretion can be afforded if an offence is isolated and there are mitigating circumstances, but the overriding consideration is the protection of the public.

For the Council to fully consider a case on its merits, the licence-holder should provide a written statement of the offences, with evidence, covering the nine points in the paragraph below, which would be available for examination by the Council.

Where the Council becomes aware of issues including previous criminal history/convictions, any arrest, any charges, inappropriate behaviour for a Hackney Carriage/PHV driver and/or significant comments on any DBS check, consideration will be given to each licence-holder's suitability for licensing against the following criteria (in no particular order):

- nature of the offence/conduct/charge etc.
- circumstances in which the offence/conduct/charge etc. was committed
- timely notification to the Council of offence/conduct/charge
- circumstances of the individual concerned
- subsequent periods of good behaviour
- overall conviction/behaviour history
- sentence imposed by the court
- seriousness of the offence/conduct/charge etc.
- any other character check considered reasonable (e.g. personal references)
- taking all the above issues into account, together with any other relevant issues, whether the protection of the public may be at risk.

These guidelines do not deal with every type of offence, and do not prevent the Council from considering offences not specifically addressed in the guidelines, or other conduct which may be relevant as to whether an individual is a fit and proper person to continue to hold a Hackney Carriage or a private hire driver's licence.

## 18 Expedition policy for revoked licences where reinstating a licensee is considered appropriate

### 18.1 General

The High court ruling of **R (application of Singh) v Cardiff City Council [2012] EWCH 1852 (Admin)** has established that it is unlawful to suspend and then revoke a driver for a single offence. Therefore, it is necessary to revoke a driver immediately if the Council becomes aware of information which gives serious concerns about a driver.

This policy is to assist in the timely replacement of a driver's licence, when it has been revoked but following investigation it has established that the Council does not have any remaining concerns with regards to the fit and proper nature of the person.

A relevant officer of the Council will decide if an applicant falls into this part of the policy and the applicant will be advised if this is the case.

The investigation of the Council, with regards to establishing whether an individual is fit and proper, will consider any available information but is not reliant on other authorities' investigations into any connected allegations, although information will always be requested from other agencies when they are known to be involved.

As the Council is required to consider each case on balance of probability, a police investigation which results in an individual not being convicted may not in itself be sufficient for the Council to issue a new licence to the individual as Police investigations are determined at a higher level of proof i.e. beyond reasonable doubt. In addition to this, a Police investigation may uncover breaches of this policy committed by a driver and the Council would need to take these into account.

### 18.2 Process

If the Council decides to issue a new licence to a driver whose licence was previously revoked, a new application will be required from the individual but some existing documents which are 'in date' in terms of the Hackney Carriage and private hire policy will normally be transferred to the new application.

Depending on the circumstances surrounding the revocation, some updated documents may be required, and these will be determined on a case by case basis. For example, if a driver's health leads to their licence being revoked and their health subsequently improves so that they may be considered fit to be a licensed driver, a new medical would be required. The same would be the case for an individual who is subject to a Police investigation, where their criminal history would be checked using the DBS update service; if the applicant is no longer signed up to this service, a new DBS (First Advantage) will be required as part of their application (and they will be required to re-register for the update service).

When a decision is made to issue a new licence, this will usually be processed within 5 working days of all required documentation being received.

### 18.3 Fees

The new licence will usually be issued for the period that the revoked licence had left to run, and no further charge will be levied, with the exception of any connected costs such as for new documentation which will remain the applicant's responsibility.

## 19 TABLE OF OFFENCES SUMMARY (PLEASE READ SPECIFIC PARAGRAPH FOR MORE INFORMATION.

| Offence category | Offences | Additional period if relevant | Comment |
|---|---|---|---|
| Serious violence | Aggravated burglary | | Applications will not be granted for convictions in these categories |
| | Any homicide offence | | |
| | Grievous bodily harm | | |
| | Malicious wounding | | |
| | Rape | | |
| | Riot | | |
| | Sexual assault | | |
| | Terrorism | | |
| | Violent disorder | | |
| | Abduction | | |
| | | | |
| Violence | Actual bodily harm | 10 years | Applications will not be granted if an applicant has two or more convictions involving violence or serious violence |
| | Affray | | |
| | Arson | | |
| | Assault on a police officer or other public servant | | |
| | Possession of a firearm | | |
| | Resisting arrest | | |
| | Robbery | | |
| | Slavery, abduction, false imprisonment etc | | |
| | Threats to kill | | |
| | Any offence that can be categorised as domestic violence | 7 years | Applicants will be assessed according to the actual offence |
| | Public Order Act offences (e.g. causing harassment, alarm or distress) | 5 years | Unless classed as a 'hate crime' in which case a licence is likely to be refused |
| | | | |
| Serious criminal offences | Common assault | 5 years | Applications will not be granted if an applicant has two or more convictions involving violence or serious violence |
| | Criminal damage | | |
| | Obstruction of police or other statutory officers | | |
| | Theft by an employee | | |
| | Possession of a weapon | | Applications will not be granted for convictions in this category |

| | | | |
|---|---|---|---|
| Sexual offences | Assault by penetration | | Applications will not be granted for convictions in this category<br><br>Applications will not be granted for anyone on the Sexual Offenders Register or where the offence involved Children, Young Adults or Vulnerable Adults |
| | Indecent assault | | |
| | Child Sexual Exploitation | | |
| | Indecent assault | | |
| | Trafficking including preparatory offences as defined within the Sexual Offences Act 2003 | | |
| | Making or distributing obscene material | | |
| | Possession of indecent photographs | 5 years | Applications will not be granted for anyone on the Sexual Offenders Register or where the offence involved Children, Young Adults or Vulnerable Adults |
| | | | |
| Dishonesty | Theft | 5 Years | Applications will not be granted if an applicant has two or more convictions involving dishonesty |
| | Burglary | | |
| | Fraud (including benefit fraud) | | |
| | Handling or receiving stolen goods | | |
| | Forgery | | |
| | Obtaining money etc by deception | | |
| | Taking a vehicle without consent | | |
| | Evasion of taxes or duties | | |
| | Deception | | |
| | Attempting to pervert the course of justice or perjury | | |
| | | | |
| Substance abuse offences | Possession of drugs with intent to supply | | Applications will not be granted for convictions in this category |
| | Driving under the influence of drink or drugs (including prescription drugs) | 5 years | Applications will not be granted if an applicant has two or more convictions involving driving under the influence |
| | Possession of drugs | 8 years | |

| | | | |
|---|---|---|---|
| Serious driving offences | Causing death by dangerous driving | | Applications will not be granted for convictions in these categories |
| | Causing death by dangerous driving whilst under the influence of alcohol or drugs | | |
| | Causing death by careless driving | | |
| | Dangerous driving | 10 years | Applications will not be granted if an applicant has two or more convictions in this category |
| | Driving without due care and attention | 5 years | |
| | Inconsiderate driving | | |
| | Driving when disqualified | | |
| | Failing to identify driver of vehicle when required | | |
| | Using a mobile phone while driving a motor vehicle | 4 years | |
| | | | |
| Other driving offences | Construction and use regulation offences | | Will not normally merit a refusal except for:<br>• existing applicants with 9 or more points endorsed on their DVLA licence<br>• new applicants with 6 or more points endorsed on their DVLA licence |
| | Traffic directions and signs | | |
| | Pedestrian crossing offences | | |
| | Speed limits | | |
| | Motorway offences | | |
| | Insurance offences | 5 years | Applications will not be granted if more than one conviction |
| | Driving or having control of a vehicle without a valid MOT certificate | | |
| | Driving or being in control of a vehicle without adequate insurance | | |
| | Vehicle being used in anti-social manner | 1 year | |
| | Vehicle being used in connection with commission of any criminal offence | | |
| | Driving otherwise than in accordance with a licence | 5 years | |
| | Failing to stop after or to report an accident | | |

| | | | |
|---|---|---|---|
| Licensing offences | Conviction under byelaws for Hackney Carriages | 5 years | |
| | Plying for hire | | |
| | Failing to carry an assistance dog | 1 year | |
| | Charging more than the metered fare | | |
| | Refusing to convey a passenger within a controlled district | | |
| | Offences under any other licensing regime | | |
| | Failing to notify licensing authority of change of vehicle address etc | | |
| | Waiting on a Hackney Carriage rank as a private hire vehicle | | |
| | Unlawfully prolonging journey | | |
| | Obstruction of authorised officers or constables | | |
| | Failing to wear identification badge | 3 months | May be up to 12 months for persistent failures to comply |
| | Failing to display vehicle licence plate on vehicle | | |
| | Failing to comply with vehicle licence conditions | | |
| | Deliberately or recklessly providing false information | | |

## 20 Licensing enforcement

### 20.1 General

The Council issues Hackney Carriage and private hire driver and vehicle licences to ensure passenger safety.

The DfT guidance is clear on the necessity of enforcement to maintain high standards of public safety. All enforcement schemes need to be proportionate and transparent.

Any enforcement system needs to deal with persistent, low-level breaches up to serious, possibly, criminal behaviour. There needs to be a grade of sanctions from informal warnings through to suspension and revocation of licences. The majority of enforcement will be for relatively minor offences or breaches and will be undertaken by a licensing officer.

### 20.2 Enforcement options

There are several options that can be considered following the identification of an activity for which the necessary licence, notice or registration has not been applied for or the Licensee has not complied with the conditions of a licence, notice or consent issued by the Council or byelaw made by the Council, or this policy or other legislation has been contravened. One or more of the following may be deemed appropriate:

- Verbal advice
- Inspection
- Issue of penalty points via monitoring of contraventions system
- Suspension
- Revocation
- Refusal of future licence application or restriction of such licence by imposition of conditions
- Formal Caution
- Prosecution.

There is a long-standing relationship between the licensing team and the trade. This is based on the application of consistent standards for all parties.

The authority will have regard to the Police and Criminal Evidence Act Codes of Practice.

#### 20.2.1 Verbal advice

To be followed where the vehicle or driver standards are found to be reasonably satisfactory but wanting in some minor respect.

#### 20.2.2 Inspection

Inspections will normally be of vehicles or documents/records. In most cases, appointments will be made with adequate notice and at reasonable hours unless this would defeat the object of the inspection. Licensees will comply with officer requests to view documents or records and must attend appointments for inspections.

### 20.2.3 Penalty points scheme

20.2.3.1 Any licensed person who has in the opinion of the licensing officer committed an infringement of the law or licence conditions will be served with a notice as follows: -

| Contraventions | Points | X | Contraventions | Points | X |
|---|---|---|---|---|---|
| 1) No first aid kit | 3 | | 13) No smoke free signage | 2 | |
| 2) No emergency bulb kit (where applicable) | 3 | | 14) Vehicle cleanliness | 2 | |
| 3) Failure to display badge | 3 | | 15) Private hire parked on taxi rank | 4 | |
| 4) Failure to display plate/internal plate/door stickers and/or use of magnets | 3 | | 16) Unattended vehicle on taxi rank | 4 | |
| 5) Failure to notify change of details/convictions/FPN/fines and fine alternatives such as driving courses undertaken as a licence requirement – vehicle/driver/operator | 3 | | 17) Obstructing a licensing officer / enforcement officer. | 6 | |
| 6) Failure to report an accident to the licensing team | 3 | | 18) Failure to produce documents on demand to the licensing officer / enforcement officer | 3 | |
| 7) Failure to report a complaint - driver/operator | 3 | | 19) Carrying too many passengers | 12 | |
| 8) Horn misuse | 2 | | 20) Refusal to carry guide dogs, hearing dogs, or service dogs (unless exempt) | 12 | |
| 9) Private hire plying for hire | 6 | | 21) Smoking/vaping in vehicle | 12 | |
| 10) Defective tyres, including part worn and 10yrs+ | 4 (per tyre) | | 22) Overcharging | 12 | |
| 11) Using unapproved advertising on/in vehicle | 2 | | 23) Breach of Public Spaces Protection Order | 4 | |
| 12) Failure to dress appropriately as defined in TRDC policy | 2 | | 24) Other licence requirements/breaches of legislation:- | Dependant on case | |

Driver's name: ……. Driver's badge No:……..

Plate No: ……. Vehicle registration: ……

*You have committed / your vehicle has been found with the contravention(s) above. This mean(s) that …… points have been issued against your licence(s).

**In respect of 1,2,4,10,11,13,14** the vehicle must not be used until the contravention(s) above have been rectified and the vehicle is presented to the Council Offices by ……/……/…… *

Failure to comply with this notice could lead to the revocation or suspension of your licences and does not rule out further proceedings when this matter is considered along with driver/vehicle history.*

**Date: …….. Signed: ……**

*Delete where appropriate

The Council operates a system whereby infringements of the law or licence conditions by a licence-holder can be recorded and given a value dependent upon the nature of the infringement. This scheme reduces possible subjectivity from the enforcement process. Any licensee who, in the opinion of an authorised officer, has committed an infringement will be issued with a contravention notice form.

This is a points-based monitoring system whereby licensees receive a certain number of points against their Hackney Carriage or private hire licence for specific offences, similar to the way in which points are issued against a DVLA licence for motoring offences. If a driver reaches 12 points within a 12-month period, the licence will be referred to the Lead Licensing Officer [or the Regulatory Services Sub-Committee if considered relevant] for consideration. If the Lead Licensing Officer considers that a decision should be made by the Committee, the decision maker will receive a report from officers and invite verbal representations from the licence-holder. This system allows the Licensing department to become aware of patterns or problems. The penalty points scheme enables the licensing team leader or Members to give weight to patterns or problems when issues come before them.

The monitoring of contraventions system is only in place for breaches of conditions that the Council witnesses and/or investigates. If, for example, the Police deal with an issue by way of issuing a penalty notice or awarding penalty points/fine, the Council would not then issue points as well.

If the licence-holder believes that points have been issued in error, or that there are mitigating circumstances not taken into account by the officer, there is a right of appeal to the Head of Regulatory Services, Three Rivers District Council, Three Rivers House, Northway, Rickmansworth, Hertfordshire, WD3 1RL within 14 days of receiving the notice containing the points. The licence-holder will receive notification of the decision of the appeal within 30 days of receipt of the notice of appeal.

The issue of points does not prevent the Licensing section from taking any other or additional action, including prosecution where this is felt to be appropriate. For the avoidance of doubt, any breach of legislation, conditions, or offences not contained within the table will be dealt with in line with the Hackney Carriage and Private Hire Policy.

**20.2.3.2 Allocation of penalty points**

The penalty points scheme assists the trade in maintaining its high standards and will act as a first step in assuring compliance with the licence conditions.

**20.2.3.3 Points for unattended vehicles (Hackney Carriage only)**

A vehicle is deemed to be unattended if it is considered that the driver would not be available to be hired when a customer approaches. Therefore, points would not be issued simply because the driver was standing outside of the vehicle but would be likely to be issued if the driver is not close enough to the vehicle to acknowledge the customer when they approach. Taxi ranks are provided for drivers to show that they are available for hire and are not a parking provision for licensed vehicles.

**20.2.3.4 Contraventions that will be dealt with outside of the penalty point(s) scheme**

The following licence contraventions are considered to be very serious and therefore a single offence shall lead to consideration of whether a licence-holder should be suspended or revoked:

- Unlicensed vehicle driven by a licensed driver
- Unlicensed driver driving a licensed vehicle
- Failure to display Hackney Carriage or private hire plate on licensed vehicle
- Driving with no valid insurance
- Driving with no valid compliance/MOT
- Contravention of suspension notice.

Whilst a defective tyre will normally lead to 4 points being issued, the Council will consider the severity of the defect, and this could lead to a higher number of points being issued and potentially suspension or revocation of the driver's licence.

**20.2.4 Suspension of licences**

A suspension notice can be issued giving 21 days' notice before the suspension takes effect or can be with immediate effect in the interest of public safety.

Whilst each case will be taken on its own merit, generally a suspension notice will normally be served in the following cases:

- If there is a history of non-compliance with the licence conditions or legislation and/or where 12 points have been issued as detailed above in a twelve-month period.
- If there is a significant contravention in terms of risk to members of the public due to non-compliance.
- If the person is not otherwise currently considered to be a fit and proper person to be a licensed driver.
- Any other serious matter.

The policy on criminal records and behaviour will be used to assess whether a suspension should be given and if so whether it should be with immediate effect.

Also, the Crown Prosecution Service or Police may be asked to apply for bail conditions, which require any/all licences affected by this policy to be revoked by the Court.

Where a licence is refused, revoked, suspended or not renewed the licence-holder must be provided within 14 days of the decision being made and notice of the grounds on which the action was taken.

### 20.2.5 Revocation of licences

In the case of a driver or operator licence, the test will be whether the driver/operator is a fit and proper person (assessed in accordance with this policy, current legislation, case law and guidance). If they are not, on the balance of probabilities, then the licence will be revoked.

The decision to revoke a licence will not be taken lightly. The lead licensing officer has delegated authority to revoke licences if appropriate or can refer the licence to a Regulatory Services/Licensing Sub-Committee if deemed appropriate.

### 20.2.6 Formal caution

This is an alternative to prosecution and requires that the offender must admit the offence.

In considering the issue of a formal caution the following will be taken into account:

- The seriousness of the offence.
- The benefits of its use rather than prosecution, e.g. cost, speed, deterrent effect in respect of re-offending
- The intention to rectify the contravention
- The evidence regarding the contravention.
- Previous history of the offender
- Consideration of the public interest (application of public interest test).

Written information will be given or sent to the offender regarding the significance of the caution immediately prior to offer of the formal caution.

Formal cautions will always require first the signature of the offender and then the authorised local authority representative.

Copies of the caution will be sent to the offender and sent to the central registrar of convictions. The Legal department will hold the original caution.

### 20.2.7 Prosecution

Prosecution will normally only be contemplated when the offences are serious, for example where there is a potential for risk to passenger safety, or as a result of refusal to accept other courses of action. Unlicensed persons or businesses will be considered for prosecution.

The following will be taken into account;

- the previous history
- the explanations or attitudes
- the probable public benefit
- whether the use of a formal caution would be more appropriate.

Prosecution will be authorised by the Head of Regulatory Services after consultation with the Head of Legal and Democratic Services.

Should the Crown Prosecution Service be initiating action against a person or business for offences which also involve breaches of the Police Town Clauses Act 1847, Local Government (Miscellaneous Provisions) Act 1976 or byelaws made in respect of Hackney Carriages, they may be authorised to initiate proceedings under these acts.

### 20.2.8 Voluntary Surrender

Voluntary offers to surrender a licence will be accepted if made in writing and the licence plate/disc/badge returned. No refund of licence fee will be paid on the surrender of a licence.

### 20.2.9 Notification of decisions

Any notice required to be served by the Council under this licence or under any of the provisions of the Local Government (Miscellaneous Provisions) Act 1976 shall be deemed to have been properly served if sent by pre-paid post to, or left at, the last known address of the holder of the licence. Notices may also be served by email and will be deemed served on the individual once sent.

### 20.2.10 Appeal against refusal, suspension or revocation of a licence

The applicant or licence-holder has the right of appeal to the Magistrates' Court (or Crown Court if relating to refusal to grant a Hackney Carriage vehicle licence). Appeal procedures to the Magistrates' Court will be detailed with notices sent out. On appeal to the Magistrates' Court a suspended or revoked licence can continue to be used until the appeal is heard except for those licence-holders suspended or revoked with immediate effect under section 61(2B)) of the Local Government (Miscellaneous Provisions) Act 1976.

**Appendix 1**

**Three Rivers District Council**
**Driver Licence Requirements and Procedure**

These requirements apply to Hackney Carriage and private hire driver licence applicants and licence holders.

**1. Fit and proper person**

A fit and proper person must:

- be medically fit
- comply with the Council's guidelines for the issue of hackney carriage and private hire driver and operator licences policy and the Home Office circular with regard to cautions, convictions or pending court appearances as detailed in the Home Office circular
- not be entered on the sex offenders register
- be an experienced driver
- have the required knowledge of the district, Highway Code, policy and customer care.

**2. Validation of application**

Applications will only be accepted by the Licensing department if they are made on the form produced and provided by the Council.

An application for a **new** driver licence will only be considered valid once the Council is in the receipt of; the relevant fee (paid on submission of the application)

- a recent passport-style photograph
- a copy of applicant's full DVLA (UK) driving licence including photocard and valid DVLA code
- a current medical certificate (not older than 3 months)
- proof of identity (passport/birth certificate)
- a relevant knowledge test pass certificate
- an enhanced Disclosure and Barring Service certificate (not older than 3 months)
- a specialist driving standards test certificate,
- 
- evidence of right to work in the UK
- a certificate of Good Conduct from the relevant embassy for all applicants will also be required from those applicants who have lived in the UK for less than 5 years (new applicants only) or who have been absent for a period of 9 months or more within the last three years for current licensees. If the Certificate is not issued in English, the applicant will be required to pay for the relevant translation.

The applicant will also be required to provide the following:

- Specialist driving test certificate
- Safeguarding training course pass certificate

An application for the **renewal** of a current licence will only be considered valid once the Council is in receipt of;

- the relevant fee (paid on submission of the application)
- a recent passport-style photograph
- a copy of applicant's full DVLA (UK) driving licence including photo card and valid DVLA Code
- evidence of right to work in the UK

Any additional documents that are due to expire within the renewal period must also be presented at renewal. In addition, the expired driver's badge must be returned to the Council to collect the new badge.

Only full applications will be accepted, and any missing documents or elements will mean your application will not be processed.

All applications for the renewal of a licence must be made at least four weeks prior to the expiry of the existing current licence. Applications received less than 28 days prior to the expiry of the licence may not be issued prior to the expiry of the current licence, and in these cases the Licensee will not be able to work as a licensed driver or drive a licensed vehicle until the new licence is issued.

Licences will be issued following processing within 28 days of a full application.

**3. Fees**

The appropriate fee as prescribed from time to time by the Council must be paid at the time of submission of an application.

**4. Medical certificate and fitness**
The standard of medical examination as required by the Council is that normally associated with a Group 2 driver's licence. All drivers are required to provide a certificate on the Council's prescribed form signed by a Medical Practitioner who will need to be a qualified GP (or similar) to the effect that they are physically fit to be the driver of a taxi or private hire vehicle.

A medical certificate is required at first application, then every 3 years up to 65 years of age, and annually thereafter.

The applicant is responsible for the payment of all fees required for any medical examination.

The licensee shall notify the licensing officer in writing as soon as possible and in any event not later than fourteen days of any illness or injury affecting his or her fitness to drive in any way.

Where there is reasonable doubt over a driver's fitness, the Council may direct the driver for a medical examination by a specified registered medical practitioner at any time. The applicant is responsible for the payment of all fees required for any medical examination.

Drivers who, for medical reasons, are unable to transport assistance dogs are able to apply to the Council for an exemption certificate. Such a certificate is only issued on production of appropriate medical evidence. Holders of an exemption certificate must display the certificate in a prominent position inside the vehicle.

**5. Driving experience and test**
A valid full DVLA (UK) driver's licence (Groups A and B) must have been held for a period of three years prior to application.

Whilst each case will be taken on its merit, as a general principle a licence will not be granted where an applicant has been convicted of a serious driving offence in the past three years or has more than six active points on their licence.

New applicants will be required to undertake and pay for driver standards test and provide a copy of the pass certificate to the Council as part of their application for a licence.

Should a driver be reported to the Council for a poor standard of driving then they may be required to undertake a further driver standard test at a cost to themselves.

**6. Disclosure and Barring Service criminal record check**
All new applicants are required to submit an enhanced Disclosure and Barring Service certificate dated less than 3 months old as part of an application.

Once licensed, drivers will undergo an annual enhanced DBS check. All new applicants as well as existing drivers are therefore required to sign up to the DBS Update Service, and provide written consent to the Council authorising officers to check the status of their certificate online.
Random Update Service checks may be carried out by an authorised officer throughout the effective period of the licence

Failure to register a DBS certificate on the Update Service may result in contravention points being issued. A suspension of the licence may also be issued if a DBS has expired where it has not been registered on the Update Service. The suspension will remain in place until a new DBS certificate is issued and the original certificate submitted to the licensing authority for scrutinising.

**7. Disclosure of convictions, offences and/or involvement with police**
Convictions will be dealt with in accordance with the policy on criminal convictions and behaviour in section 17 of this Policy.

To ensure protection of the public a licence holder must ensure immediate disclosure (within 72 hours) to the licensing officer in writing if they are charged, arrested, cautioned, or convicted of any offence during the period of their licence. This includes driving offences. Should knowledge of any offences be withheld, this will reflect on a person fitness to be a licensed driver and may lead to a licence being suspended.

**8. Other offences**
The licence holder shall be deemed guilty of an offence if he or she:

- Wilfully obstructs an authorised officer acting in pursuance of Part II of the 1976 or the Town Police Clauses Act 1847

- Fails to comply with any requirements made to him or her by the authorised officer
- Without reasonable cause fails to give the authorised officer any other assistance or information which he may require for the performance of his or her functions.

**9. Duration of driver's licence**

The standard period that a driver licence shall remain in force is three years, commencing from the date the licence is granted, not the date of the application itself.

No licence will be issued for a period longer than the standard three-year period, but if an applicant wishes to be considered for a licence with a shorter duration, this request must be put in writing at the time of application. These requests will be considered on a case-by-case basis.

A driver's licence may be issued for a probationary period of less than three years as determined by the Council, dependant on the applicant's ability to demonstrate being a fit and proper person. Matters that could be considered would include driver's experience, criminal record, references, past allegations, record of compliance with the conditions, outstanding fees and any other reasonable cause.

**10. Driver's licence and identity badge**

Upon successful completion of the application procedure, applicants will be issued with a licence certificate and a driver's badge which shall remain the property of the Council.

The badge shall be worn around the neck in such a position and manner as to always be plainly and distinctly visible whilst working as a licensed driver. Hanging the badge from the interior mirror of the vehicle is not acceptable.

The driver must report the loss of their driver's badge and/or licence to the Council as soon as such loss becomes known. The driver must make an application and pay for a replacement badge and will not be permitted to work until a replacement badge has been issued.

Upon the expiry, revocation or suspension of the licence, the driver must return the badge to the Council within 7 days (5 working days).

**11. Compliance with legislation and conditions**

Licensed drivers are expected to comply with(where applicable) the provisions of the Town Police Clauses Act 1847, the Local Government (Miscellaneous Provisions) Act 1976, the byelaws made in respect of hackney carriages and conditions relating to the private hire driver's licence. They are also expected to comply with Section 37 of the Disability Discrimination Act 1995 and Equality Act (2010) in respect of assistance dogs, Road Safety Act 2006 (Sections 52-53), Immigration Act 2018, Deregulation Act 2015 and Health Act.

In addition to legislation, all private hire licensed drivers are required to adhere to the conditions attached to the licence. A copy of these conditions are found in Appendix 2.

It is not possible to apply conditions to Hackney Carriage driver licences. Local Hackney Carriage driver standards are instead regulated by local byelaws, a copy of which can be found in Appendix 3.

**12. Suspension, revocation, and refusal to renew licence**

Without prejudice to these conditions, the Council may suspend, revoke or refuse to renew the licence when considered necessary to do so. The Council will have regard to this policy when making a decision to suspend, revoke or refuse to renew a licence.

**13. Appeals procedure**

Any person aggrieved by refusal to grant a licence may appeal to the Magistrates' Court within 21 days of a decision being made.

**15. Variation of requirements**

The Council reserves the right to vary, delete or waive any of these requirements.

**Appendix 2**

**Standard conditions relating to Private Hire Drivers**

In these conditions:

**'The application'** shall mean the application made by the licensee for the grant of the licence

**'Authorised officer'** shall mean a licensing officer of the Council's Regulatory Services Department or any other officer authorised by the Regulatory Services.

**'The Council'** shall mean Three Rivers District Council

**'the hirer'** shall mean any person or persons who from time-to-time hires or books the vehicle

**'the licensee'** shall mean the person(s) named in the licence

**"the operator'** shall mean any person, company or partnership licensed by the Council to operate private hire vehicles

**"the vehicle"** shall mean any private hire vehicle licensed by the Council

**1.** The licensee shall ensure that he or she complies in all respects with the requirements of any Act and regulations affecting the operation of private hire vehicles and motor vehicles, these conditions and any code of practice implemented by the Council.

**2.** The licensee shall:
- Ensure that the vehicle to be driven by him or her is in a roadworthy condition, thoroughly cleansed inside and out; all equipment fittings and fixtures are present and serviceable and comply with the conditions attached to the licence relating to the vehicle before commencement of any journey.
- Record details of checks and inspections in the record book provided by the proprietor of the vehicle.
- Report any defect discovered by the licensee to the proprietor of the vehicle.

**3.** The licensee shall at all times be clean and respectable in his or her dress, behave in a civil and orderly manner, and not use foul and abusive language.

**4.** The licensee shall at all times confirm the name, destination, and method of payment with every passenger prior to commencing any journey

**5.** The licensee shall at all times take all reasonable steps to ensure the safety of passengers conveyed in, entering or alighting from the vehicle and shall at all times assist any passenger in gaining access to or from the vehicle

**6.** The licensee shall at all times assist any passenger with the loading and unloading of luggage into and out of the vehicle, and licensee shall at all times take all reasonable steps to ensure the safety of luggage conveyed in, being loaded in or removed from the vehicle

**7.** The licensee shall at all times afford reasonable assistance in removing a passenger's luggage to or from the entrance of any house, station or place at which he or she may collect or set down a person unless otherwise directed by the hirer

**8.** The licensee shall at all times proceed to the destination requested by the hirer by the shortest possible route

**9.** The licensee will not drive the vehicle without the written consent of the proprietor of the vehicle

**10.** The licensee will not drink, eat, or play audio equipment whilst conveying a passenger in the vehicle without the express permission of the hirer

**11.** The licensee shall ensure that no annoyance or disturbance is caused to residents or other road user whilst driving the vehicle. The use of the horn or lights of the vehicle or shouting in order to attract the attention of the hirer or passengers is not permitted

**12.** The licensee shall at all times not drive a licensed vehicle in a manner that may intimidate or have the potential to intimidate another road user

**13.** The licensee shall comply with all road traffic law

**14.** The licensee shall not use any hand-held communications or navigation devices or similar (such as mobile telephone, two-way radio, satellite navigation device or personal digital assistant) whilst driving

**15.** The licensee shall at all times immediately notify the Council's licensing officer if he or she has knowingly conveyed a dead body in the vehicle, and not drive the vehicle again until he or she has obtained written permission for the continued use of the vehicle

**16.** The licensee shall at all times not cause or permit the vehicle to stand in such a manner as to suggest that it is standing or otherwise plying for hire or that it is a Hackney Carriage

**17.** The licensee shall at all times not tout or solicit any person to hire or be carried in any private hire vehicle

**18.** The licensee shall at all times not cause or procure any other person to tout or solicit any person to hire or be carried for hire in any private hire vehicle

**19.** The licensee shall not carry more passengers in the licensed vehicle than the vehicle licence authorises.

**20.** A licensed driver shall not smoke in their vehicle or permit any other person to smoke in their vehicle whether they are working or not. The use of electronic / vapour cigarettes are also not permitted to be used in a licensed vehicle. The lack of knowledge and research into the long-term effects of the exposure to these devices is unknown.

**21.** The licensee shall ensure that 'No Smoking' signage is displayed in the vehicle in accordance with the legislation.

**22.** A licensed driver shall not initiate any dialogue of a "sexual" nature with a passenger including by telephone contact, social media, email or any other form of communication. Licensed drivers are not permitted to become involved "sexually", or have sexual contact with a passenger, with or without consent. Conversations that are likely to offend or upset passengers should also be avoided, examples would be conversations of a personal nature, but whether a conversation would be considered 'likely' to offend or upset a passenger would be considered by the Council on an individual basis if a complaint is received.

**23.** The licensee shall, if requested by the hirer, provide a written receipt for the fare paid.

**24.** The licensee shall report to the authorised officer any accident (motoring or otherwise) involving the vehicle and/or any damage materially affecting the safety, performance or appearance of the vehicle within 72 hours (3 working days) of the accident using the form issued by the Council. The report must be submitted via the online portal which can be found on the Council's website.

**25.** The licensee, when it is agreed that the vehicle has been hired, shall at the appointed time and place, unless delayed or prevented by some sufficient cause, punctually attend with the vehicle. Prior to collecting the hirer the licensee shall ensure that he or she is aware of the destination and how to reach the destination.

**26.** The licensee shall always, when acting in accordance with this licence, wear the badge issued to him/her by the Council around his/her neck, in such a position as to be plainly and distinctly visible. Hanging the badge from the internal mirror is not acceptable.

**27.** The licensee shall not be permitted to wait or park on the public highway within 75 metres of an authorised Hackney Carriage rank.

**28.** The driver shall not demand from any hirer a fare more than any previously agreed price for that hiring between the hirer and the operator or, if the vehicle is fitted with a taximeter and there has been no previous agreement as to the fare, the fare shown on the face of the taximeter. The driver shall not demand any fare higher than that shown on the face of the taximeter.

**29.** The licensee shall not:-

a) Convey or permit to be conveyed in the vehicle a greater number of persons than that prescribed in the licence for the vehicle

b) Without the consent of the Hirer convey or permit to be conveyed any other person in the vehicle.
c) Allow to be conveyed in the front of the vehicle:
   i. Any child below the age of three years
   ii. More than one person above the age of three years
   iii. An infant in arms.

**30.** The licensee shall ensure that all passengers between three and twelve years of age or 135cm in height wear an appropriate child restraint to travel in the front of a vehicle. If not available, these passengers must use an adult seat belt in the rear of the vehicle. It is the responsibility of the adult having a child in their care to provide a suitable car/booster seat for their journey.

**31.** The licensee shall not permit any animal belonging to or under the care of the licensee or the driver to ride in the vehicle when using the vehicle for private hire.

**32.** The licensee or driver shall not refuse any request to carry an assistance/guide dog, accompanying a person with a disability unless the licensee and/or driver has been exempted from this requirement by the Council. It is an offence to refuse to carry a guide or assistance dog (unless a medical exemption certificate is held.

**33.** The licensee shall not refuse any reasonable request to carry an animal belonging to the hirer in the rear of the vehicle.

**34.** The licensee shall not use the vehicle for private hire unless the bookings are invited and accepted by a private hire operator licensed within the district. The licensee shall ensure the operator has a current private hire operator's licence issued by the Council.

**35.** The licensee shall notify the licensing department in writing of the name and address of the operator for whom they are permitted or employed to drive for within 7 days (5 working days) from the date they commenced driving for that operator. If the licensee ceases driving for the operator, they shall notify the licensing department in writing that they have ceased driving for the operator within 7 days (5 working days).

**36.** The driver shall deposit a copy of their licence certificate with the vehicle licensee/proprietor as well as the operator before commencing to drive the vehicle. The licence shall be retained by the vehicle licensee/proprietor and operator until such time as the driver ceases to drive that vehicle or ceases to be registered / employed by the operator.

**37.** The driver of a licensed vehicle shall ensure that they are covered by a valid, fully comprehensive insurance policy for private hire purposes which includes legal liability for passengers before commencing to drive the vehicle and shall ensure that they do not act in any way which might invalidate the insurance. The licensee shall produce the insurance certificate on being requested to do so to a police officer or the authorised officer.

**38.** The licensee shall ensure that, immediately after the termination of any hiring or as soon as practicable thereafter, the vehicle is searched thoroughly for any property which may have been accidentally left therein. The licensee shall take any property accidentally left in the vehicle or handed to him or her to a Police Station within the Three Rivers District boundary (see main policy) and leave it in the custody of the officer in charge and obtain a receipt. Such property if not sooner claimed by the owner must be taken to a Police station within 48 hours of the property being found.

**39.** The licensee shall not obstruct the authorised officer or any Police officer from carrying out any inspection or test of the vehicle.

**40.** The licensee shall, within 72 hours (3 working days), disclose to the licensing officer in writing if they are arrested, cautioned, or convicted of any offence (including motoring offences). A representative of the licensee must fulfil this obligation if the licensee is detained by the Police. Driving offences must be declared when the Notice of Intended Prosecution is received, not when the DVLA driving licence is updated.

**41.** The licensee shall notify the authorised officer within 7 days (5 working days) in writing of any change in his or her personal details. Changes shall include; change of operator, changes of address, name status, phone number, mobile number, and email address. Any change of the licence holders name/address details must be reported via the online portal with the required application, fee(s) and supporting documentation evidencing the change of detail where necessary being submitted

**42.** Licensees shall at all times when driving the vehicle carry with them a copy of their licence, and shall make it available for inspection upon request by the hirer, any other passenger, any authorised officer or a Police officer

**43.** Upon the expiry, revocation or suspension of his/her licence, the licence holder shall return the licence and associated driver's badge issued to the Council .

**44.** The licensee shall be guilty of an offence if he or she:

- Wilfully obstructs an authorised officer acting in pursuance of Part II of the 1976 or the Town Police Clauses Act 1847;
- Fails to comply with any requirements made to him or her by the authorised officer;
- Without reasonable cause fails to give the authorised officer any other assistance or information which he may require for the performance of his or her functions.

The Council reserves the right to vary, delete or waive any of these conditions.

**Appendix 3**

## Standard conditions and Byelaws relating to Hackney Carriage Driver Licences

Throughout these byelaws “the Council” means Three Rivers District Council and “the district” means Three Rivers District

These conditions and byelaws are made under section 68 of the Town and Police Clauses Act 1847, and section 171 of the Public Health Act 1875, by the Council of Three Rivers District, with respect to Hackney Carriages in Three Rivers District.

**THE COMMON SEAL** of **THREE RIVERS DISTRICT COUNCIL** was hereunto affixed this 23rd day of December 2004 in the presence of:-

Steven Halls
Chief Executive

**Standard Conditions to the Hackney Carriage Driver's Licence**

(1) The Licensee must comply with the Standard Conditions and the Bye Laws to the Hackney Carriage Driver's Licence.

(2) Hackney Carriage vehicles must carry a guide dog or assistance dog belonging to a passenger, free of charge, unless the Licensee has a proven medical condition that would preclude such action. Licensees have a responsibility to ensure that their company is aware of such a condition when they are first employed. Exemption to this condition will only be given on production of a medical certificate.

(3) The Licensee must inform the Licensing Officer of Three Rivers District Council, in writing, of any change of his/her address and/or operator, within 7 days.

(4) The holder of a hackney carriage driver's licence must inform the Council, as soon as possible of any change in his/her medical circumstances. The Council reserves the right to require a medical from the licensee/applicant at any time on notification or suspicion of any changes in mental or physical health.

(5) The driver of a Hackney Carriage, licensed by Three Rivers District Council, must not in any circumstances use the horn of the vehicle to attract a customer or to let a customer know that they have arrived at a pre-arranged meeting place.

**1. Provisions regulating the manner in which the number of each Hackney Carriage corresponding with the number of its licence, shall be displayed**

**1.1** The proprietor of a Hackney Carriage shall cause the number of the licence granted to him the respect of the carriage to be legibly painted or marked on the outside and inside of the carriage or on plates affixed thereto.

**1.2** A proprietor or driver of a Hackney Carriage shall:-

a) not wilfully or negligently cause or suffer any such number to be concealed from public view while the carriage is standing or plying for hire; and
b) not cause or permit the carriage to stand or ply for hire with any such painting, marking or plate so defaced that any figure or material particular is illegible.

**2. Provisions regulating how Hackney Carriages are to be furnished or provided**

The proprietor of a Hackney Carriage shall:-

a) Provide sufficient means by which any person in the carriage may communicate with the driver;
b) Cause the roof or covering to be kept water-tight;
c) Provide any necessary windows and a means of opening and closing not less than one window on each side
d) Cause the seats to be properly cushioned or covered
e) Cause the floor to be provided with a proper carpet, mat or other suitable covering;
f) Cause the fitting and furniture generally to be kept in a clean condition, well maintained and in every way fit for public service;
g) Provide means for securing luggage if the carriage is so constructed as to carry luggage;
h) Provide at least two doors for the use of persons conveyed in such carriage and a separate means of ingress and egress for the driver.

**3. The proprietor of a Hackney Carriage shall cause any taximeter with which the carriage is provided to be so constructed, attached and maintained as to comply with the following requirements, that is to say:**

a) The taximeter shall be fitted with a key, flag or other device the turning of which will bring the machinery of the taximeter into action and cause the word “HIRED” to appear on the face of the taximeter
b) Such key, flag or other device shall be capable of being locked in such a position that the machinery of the taximeter is not in action and that no fare is recorded on the face of the taximeter;
c) When the machinery of the taximeter is in action there shall be recorded on the face of the taximeter in clearly legible figures, a fare not exceeding the rate or fare which the proprietor or driver is entitled to demand and take for hire of the carriage by time as well as for distance in pursuance of the tariff fixed by the Council;
d) The word “FARE” shall be printed on the face of the taximeter in plain letters so as clearly to apply to the fare recorded thereon;
e) The taximeter shall be so placed that all letters and figures on the face thereof are at all times plainly visible to any person being conveyed in the carriage, and for that purpose the letters and figures shall be capable of being suitably illuminated during any period of hiring; and
f) The taximeter and all the fittings thereof shall be so affixed to the carriage with seals or other appliances that it shall not be practicable for any person to tamper with them except by breaking, damaging or permanently displacing the seals or other appliances.

**4. Provisions regulating the conduct of the proprietors and drivers of Hackney Carriages plying within the district in their several employments, and determining whether such drivers shall wear any and what badges**

The driver of a Hackney Carriage provided with a taximeter shall:

a) When standing or plying for hire, keep the key, flag or other device fitted in pursuance of the byelaw, in that behalf locked in the position in which no fare is recorded on the face of the taximeter;
b) Before beginning a journey for which a fare is charged for distance and time, bring the machinery of the taximeter into action by moving the said key, flag or other device so that the word “HIRED” is legible on the face of the taximeter and keep the machinery of the taximeter in action until the termination of the hiring; and

c) Cause the dial of the taximeter to be kept properly illuminated throughout any part of a hiring which is between half-an-hour after sunset and half-an-hour before sunrise, and also at any other time at request of the hirer.

**5. A proprietor or driver of a Hackney Carriage shall not tamper with or permit any person to tamper with any taximeter with which the carriage is provided, with the fittings thereof, or with the seals affixed thereto.**

The driver of a Hackney Carriage shall, when plying for hire in any street and not actually hired:-

a) Proceed with reasonable speed to one of the stands appointed by the Council;
b) If a stand, at the time of his arrival, is occupied by the full number of carriages authorised to occupy it, proceed to another stand;
c) On arriving at a stand not already occupied by the full number of carriages authorised to occupy it, station the carriage immediately behind the carriage or carriages on the stand and so as to face in the same direction; and
d) From time to time, when any other carriage immediately in front is driven off or moved forward cause his carriage to be moved forward so as to fill the place previously occupied by the carriage driven off or moved forward.

**6.** A proprietor or driver of a Hackney Carriage, when standing or plying for hire, shall not make use of the services of any other person for the purpose of importuning any person to hire such carriage.

**7.** The driver of a Hackney Carriage shall behave in a civil and orderly manner and shall take all reasonable precautions to ensure the safety of persons conveyed in or entering or alighting from the vehicle.

**8.** The proprietor or driver of a Hackney Carriage who has agreed or has been hired to be in attendance with the carriage at an appointed time and place shall, unless delayed or prevented by some sufficient cause, punctually attend with such carriage at such appointed time and place.

**9.** A proprietor or driver of a Hackney Carriage shall not convey or permit to be conveyed in such carriage any greater number of persons than the number of persons specified on the plate affixed to the outside of the carriage.

**10**. If a badge has been provided by the Council and delivered to the driver of a Hackney Carriage he or she shall, when standing or plying for hire, and when hired, wear that badge in such a position and manner as to be plainly visible.

**11.** The driver of a Hackney Carriage so constructed as to carry luggage shall, when requested by any person hiring or seeking to hire the carriage:
a) Convey a reasonable quantity of luggage;
b) Afford reasonable assistance in loading and unloading; and
c) Afford reasonable assistance in removing it to or from the entrance of any building, station or place at which he may take up or set down such person.

**12**. **Provisions fixing the rates or fares to be paid for Hackney Carriages within the district and securing the due publication of such fares**

The proprietor or driver of a Hackney Carriage shall be entitled to demand and take for the hire of the carriage the rate or fare prescribed by the Council, the rate or fare being calculated by the combination of distance and time unless the hired express at the commencement of the hiring his desire to engage by time.

Provided always that, where a Hackney Carriage furnished with a taximeter shall be hired by distance and time, the proprietor or driver shall not be entitled to demand or take a fare greater than that recorded on the taximeter, save for any extra charges authorised by the Council which it may not be possible to record on the face of the taximeter.

a) The proprietor of a Hackney Carriage shall cause a statement of the fares fixed by Council resolution to be exhibited inside the carriage, in clearly distinguishable letters and figures.
b) The proprietor or driver of a Hackney Carriage, bearing a statement of fares in accordance with this byelaw, shall not wilfully or negligently cause or suffer the letter of figures in the statement to be concealed or rendered illegible at any time while the carriage is plying or being sued for hire.

**13. Provisions securing the safe custody and re-delivery of any property accidentally left in Hackney Carriages, and fixing the charges to be made in respect thereof**

The proprietor or driver of a Hackney Carriage shall immediately after the termination of any hiring or as soon as practicable thereafter carefully search the carriage for any property which may have been accidentally left therein

The proprietor or driver of a Hackney Carriage shall, if any property accidentally left therein by any person who may have been conveyed in the carriage be found or handed in to him/her, carry it as soon as possible, and in any event within 24 hours, if not sooner claimed by or on behalf of its owner, to Watford Police Station, Shady Lane, Watford Herts WD17 1DD and leave it in the custody of the officer in charge of the office, on his/her giving a receipt for it.

**14. Penalties**

Every person who shall offend against any of these byelaws shall be liable on summary of conviction to a fine not exceeding level 2 on the Standard Scale and in the case of a continuing offence to a further fine not exceeding two pounds for each day during which the offence continues after conviction therefor.

**15. Repeal of Byelaws**

The byelaws relating to Hackney Carriages which were made by Three Rivers District Council on the 7th December 1976 and which were confirmed by the Secretary of State at the Home Office and came into force on the 12th day of November 1976, are hereby repealed.

The byelaws relating to Hackney Carriages which were made by Three Rivers District Council on the 16th day of December 1977 substituting byelaw 16, and which were confirmed by the Secretary of State at the Home Office and came into force on the 10th day of February 1978, are hereby repealed.

**Appendix 4**

**Requirements relating to Hackney Carriage and Private Hire Vehicles**

## 1. Type of vehicle

The Transport Act 1985 allows licensing authorities to regulate vehicle standards. Circular 8/86 accompanying the Transport Act, states that authorities will wish to ensure that vehicles are mechanically sound, roadworthy and safe. The following will be applied:

- The vehicle must not be left hand drive
- All newly licensed Hackney Carriage and private hire vehicles must, as a minimum, be categorised as M1 and meet Euro 6 standards from **1 September 2026** for emissions and have a mileage less than 150,000 as stated on their mileometer.
- Any converted vehicles will be required to hold the appropriate low volume type approval certificate in the M1 classification or the enhanced single vehicle certificate together with the original M type approval.
- All vehicles will be required to meet Euro 6 standards by **April 2028.**

Where vehicles do not meet the relevant emissions criteria, the proprietor may:

- have the vehicle adapted / modified to meet the standard and provide evidence of this;
- change the fuel that is used to a cleaner alternative, such as bio diesel; or
- replace the vehicle with one that meets the emission standard.

Notwithstanding that each application will be considered on its own merits.

## 2. Vehicle standards

**2.1** Only vehicles that comply with the requirements and meet the 'exceptional condition' criteria relating to private hire vehicles/hackney carriage vehicles or non-standard private hire vehicles will be licensed. The vehicle must remain in the condition as determined by those conditions throughout the licensed period. The Council shall refer to its enforcement policy when dealing with licensees who fail to comply with these conditions or relevant legislation.

A vehicle will be in 'exceptional condition' if **ALL** of the following apply:

1. The vehicle must not have failed the council's vehicle inspection (where applicable) or standard MOT on any significant item within the previous five years.
2. In the previous 5 years any MOT advisory in relation to tyres or brakes has been rectified before the vehicle was retested.
3. The vehicle meets or exceeds the vehicle standards contained within the local authority's policy in relation to vehicle condition.
4. The interior trim, panels, seating and carpets and upholstery are in excellentcondition, clean and free from damage and discolouration.
5. The boot or luggage compartment is in good condition, clean and undamaged.
6. Passenger areas are free from damp and any unpleasant odours.

Items 1 & 2 will only apply for the period the vehicle has been owned by the applicant. Vehicle proprietors should have regard to the MOT history of a vehicle they wish to purchase as it is an indication of how well a vehicle has been maintained by the previous owner and whether there is likely to be significant issues going forward.

All vehicles must have full vehicle type approval. The authorised testing stations listed are all permitted to undertake vehicle checks on behalf of the Council. In addition, an officer of the Council may require an additional test to be undertaken or the applicant to be directed to a specific testing garage in all cases at the expense of the applicant/licence-holder.

The criteria will be checked by an officer of the council and the proprietor of the vehicle must provide all the necessary documentation to support their request for a vehicle licence to be granted outside of this policy. An appointment will need to be made for this and a fee will be charged. If the above criteria are satisfied, then the proprietor of the vehicle must book and pay for the council's approved vehicle

inspection from a nominated garage and produce the pass certificate to the council. This test CANNOT be carried out before the vehicle is inspected by a council officer.

## 3. Vehicle age policy

**3.1 At first application (from 1 September 2026) -** Vehicle licenses will not be granted in respect of vehicles that were first registered (or, in the case of imported vehicles, manufactured) more than 5 years prior to the date that the application is made.

**3.2 At renewal (from 1 April 2028)** - Vehicle licenses will not be renewed in respect of any licensed vehicle that was first registered (or, in the case of imported vehicles, manufactured) more than 10 years prior to the date of renewal (or 15 years in the case of purpose-built or fully wheelchair accessible vehicles).

**3.3** A vehicle will be considered for licensing beyond these upper age limits if it is in **'exceptional condition'**. The criteria for meeting this standard is listed above in paragraph 2.1.

## 4. Reducing air pollution

**4.1** The purpose of this policy is to ensure taxis are as safe, reliable and comfortable as possible while at the same time minimising emissions. The policy aims to have a positive impact on emissions as it is recognised that the age of vehicles and the exhaust emission specification are critical to the level of pollutants emitted. Consequently, this Council is working to improve air quality and reduce emissions from the taxi fleet, by cross-county alignment of standards relating to the exhaust emissions in addition to the requirements regarding the age of vehicles.

Hertfordshire Climate Change and Sustainability Partnership recognises that there is a current and future climate change emergency that requires urgent planning and action. One of the agreed plans of the Partnership is to support businesses to make the maximum possible impact in challenging the extent and causes of climate change.

**4.2** In order to be licensed, a vehicle must meet both the age and emissions criteria of the Local Authority in which it is licensed. Applications to licence vehicles which fall outside of the policy will be considered on their own merits.to idle as this causes unnecessary pollution and increases their fuel costs.

**4.3** From 1 May 2019 The Air Quality (Taxis and Private Hire Vehicles Database) (England and Wales) Regulations 2019 will require the Council to provide details to the secretary of state of all Hackney Carriage and private hire vehicles. Therefore, the following details will be provided as requested;

a) the date from which the licence has effect;
b) the date on which the licence is due to expire;
c) a statement as to whether the vehicle is a taxi or a private hire vehicle
d) such other information the licensing authority holds in relation to the vehicle that may be relevant for the purposes of ensuring the accurate identification of vehicles, having had regard to any guidance issued by the Secretary of State.[3]

## 5. Accessibility

Council recognises the need to promote the use of wheelchair accessible vehicles to ensure that all members of the community can benefit from the service that they provide.

*Requirements relating only to Hackney Carriage vehicles*. Whilst all newly licenced Hackney Carraige vehicles must be wheelchair-accessible, private hire vehicle applications for these types of vehicles are also welcomed by the Council.

Where a vehicle is wheelchair-accessible:

a) All lifts / ramps must be maintained and in fully working order to comply with the Lifting Operations and Lifting Equipment Regulations 1998

[3] http://www.legislation.gov.uk/ukdsi/2019/9780111177969

b) All equipment used to strap /or tie a wheelchair in place should be fully maintained and in full working order

c) All tie / strap locations shall be kept clear of any obstruction.

**6. Seating capacity**

The seating capacity of any Hackney Carriage/private hire vehicle shall be calculated in accordance with the provisions of Regulation 44 of the Road Vehicles (Registration and Licensing) Regulations 2002, (SI 2002 No. 2742) and the Council's decision shall be binding.

**7. Testing of vehicles**

A licence shall not be granted in respect of any vehicle unless such vehicle has a current certificate of compliance as detailed below, and a valid MOT certificate (where required, vehicles over 3 years old).

**8. Insurance**

All Hackney Carriage and private hire vehicles must be licensed and insured for Hackney Carriage or private hire use. Such insurance must be continuous and include full legal liability for passengers and luggage. Proof of insurance must be submitted with each application for a licence and where it expires during the term of the licence a new certificate or cover note must be supplied to the Licensing team.

**9. Certificate of compliance**

- A certificate of compliance will only be granted where a vehicle complies in all respects with the detailed standard set out in the main policy document.
- A certificate of compliance shall be valid for one year only from the date of issue, unless the vehicle is over 10 years old at which point it is only valid for 4 months from the date of issue and therefore a new compliance is required every 4 months.
- A certificate of compliance may only be issued by a vehicle testing station authorised and designated by the Council.
- A current list of designated vehicle testing stations is available from on the Council website.

**10.Examination of vehicles**

The licensing officer may request that the vehicle is presented at the Council's offices at Three Rivers House Northway Rickmansworth Hertfordshire WD3 1RL at a time and date agreed for the purpose of establishing that the vehicle complies with the Council's requirements.

**11.Smoking**

It is prohibited for anyone (driver or passenger) to smoke within the vehicle at any time. Appropriate no smoking signage must be displayed inside the vehicle in accordance with the Health Act 2006.

Electronic / vapour cigarettes are not permitted to be used in a licensed vehicle at any time. The lack of knowledge and research into the long-term effects of the exposure to these devices is unknown.

The Council requires an international no-smoking symbol at least 70mm in diameter must be displayed in the front passenger window or on the dashboard, and in the rear passenger window. The signs must be clearly visible from inside and outside of the vehicle.

**12.CCTV in vehicles**

The licensee shall ensure that their licensed vehicle does not contain any facilities to record visual or audio sources without first obtaining authorisation from the Council. Please see Appendix 10.

**13. Applications**

Applications will only be accepted by the Licensing department if they are made on the form produced and provided by the Council.

An application will only be considered after submission of the application form, vehicle registration document, MOT certificate (when required by law), certificate of compliance, insurance certificate, calibration certificate (for taxi meter) and fee.

Only full applications will be accepted, any missing documents or elements will mean your application will not be processed.

Licences will be issued following processing within 28 days of a full application.

**14.Renewal**

Applications will only be accepted by the Licensing department if they are made on the form produced and provided by the Council.

An application for renewal will only be considered upon receipt of application form, the correct fee, the vehicle registration document, and any additional documents that are due to expire within the renewal period. This may include insurance certificate, MOT certificate, and compliance certificate. In addition, the expired vehicle plates must be returned to the Council to collect the new plates.

All applications for the renewal of a licence must be made at least four weeks prior to the expiry of the existing current licence. Applications received less than 28 days prior to the expiry of the licence may not be issued prior to the expiry of the current licence, and in these cases the licensee will not be able to work as a licensed driver until the new licence is issued.

**15.Fee**

The appropriate fee, paid in full, as prescribed from time to time by the Council, must accompany all applications.

**16.Duration of vehicle licence**

All licences shall remain in force for a maximum of one year only, commencing from the date of the granting of the licence.

**17.Dual plating**

Any vehicle that is licensed with another local authority as a Hackney Carriage or private hire vehicle cannot be licensed by the Council.

Vehicles found to be licensed with another local authority, whilst licensed with the Council will have the vehicle licence automatically revoked.

We believe that all licensed drivers should be allowed to maximise their potential income. However, it should be noted that a licensed driver can only drive a vehicle which is licensed by the same licensing authority that issued the driver licence. This means that if you hold a Three Rivers District Council driver's licence you can only drive a Three Rivers District Council licensed vehicle.

**18.Change of vehicle or transfer of licence**

An application by the licence-holder for a change of vehicle or an application to transfer the licence will only be considered after production of the vehicle registration document, MOT, certificate of compliance, insurance certificate, valid taximeter calibration certificate (if required) and the relevant fee.

In the case of an application to transfer the licence from one person to another, a dated letter stating that the vehicle and the plate are being transferred from the current holder to the new owner will be required. This letter must include addresses, plate number, vehicle type and registration.

**Please note a change of vehicle application, and a transfer of a vehicle licence cannot take place at the same time.**

**19.Accidents and damage to licensed vehicle**

Any accident (motoring or otherwise) involving the vehicle and/or any damage materially affecting the safety, performance or appearance of the vehicle must be reported to the licensing department within 72 hours (3 working days) of the incident, using the form issued by the Council. The report must be submitted via the online portal which can be found on the Council's website.

In the interests of public safety, the licensee of any vehicle involved in an accident will be required to submit a compliance certificate to the Council to evidence that any repairs have been carried out to the Councils

standards. The licensee shall ensure that the vehicle is not used for hire until it has been inspected and approved, either by the authorised officer or a new compliance certificate has been obtained where appropriate as considered by the Council on receipt of the reported details of the incident.

**20.Appeals procedure**

Any person aggrieved by refusal to grant a licence may appeal to the Magistrate's Court within 21 days of a decision being made.

**Appendix 5**

**Conditions and requirements relating only to Private Hire vehicles**

## 1. General

The vehicle shall have three or four doors (a rear-opening hatch back will not be considered or counted as a door for the means of entry or egress, except that a multi-purpose vehicle may have a single sliding door to the left-hand side of the vehicle)

## 2. Private hire occupancy plate

**2.1** The external plate shall throughout the period of the licence always be securely fixed to the rear of the vehicle using a purposely made bracket. If this is not suitable or practicable, the plate shall be securely and permanently fixed to the rear of the vehicle, on or above the bumper, using screws or bolts.
The plate must be clearly visible and will display the following:

- the number of the licence granted in respect of the vehicle;
- the maximum number of passengers that the vehicle can carry;
- the expiry date of the licence granted in respect of the vehicle;
- the words “Three Rivers District Council Private Hire”;
- the vehicle registration number of the Private Hire it is assigned to, and
- any other information that the Council considers necessary.

**2.2** Licence plates are not permitted to be attached using temporary fixings such as magnets, double sided tape, cable ties or Velcro®.

**2.3** The licensee shall ensure the plate is kept clean and is not wilfully or negligently concealed from public view whilst the vehicle is licensed.

**2.4** In the event of revocation and on the service of a notice under section 58 of the 1976 Act or upon expiry of the licence, the licensee shall return the said plate to the council’s licensing officer within 7 days (5 working days).

**2.5** The plate can be removed by the licensing officer or Police officer for reasons of gathering evidence under the Police and Criminal Evidence Act 1984 and will be returned when a photocopy of the plate is made.

**2.6** Any plate that is either lost or stolen must be reported to the Council immediately by email to the licensing team (licensing.team@threerivers.gov.uk). A replacement plate must be applied for via the self-service portal which can be found on the Council website.

**2.7** The licence plates shall remain the property of the Council.

## 3. Private hire internal plate

**3.1** When licensed, the vehicle shall be issued with an authorised internal licence plate. This is to be displayed in the front windscreen of the vehicle in such a way as to be clearly visible from the inside and the outside of the vehicle.
The plate will display the following

- the number of the licence granted in respect of the vehicle;
- the maximum number of passengers that the vehicle can carry;
- the expiry date of the licence granted in respect of the vehicle;
- the words “Three Rivers District Council Private Hire”;
- the vehicle registration number of the Private Hire it is assigned to, and
- any other information that the Council considers necessary.

**3.2** The licensee shall ensure that it is not wilfully or negligently concealed from public view.

**3.3** The licensee shall ensure that no person uses or permits the use of the vehicle unless the Private Hire internal plate issued is exhibited in the manner described under these conditions.

**3.4** In the event of revocation or suspension and on the service of a notice under sections 58, 60 or 68 of 'the 1976 Act' or upon expiry of the licence, the Licensee shall return the said disc to the Council's licensing officer within 7 days (5 working days).

**4. Signs etc.**

4.1
No signs, notices, advertisements, marks, numbers, letters, figures, symbols, emblems or devices whatsoever shall be displayed on, in or from the vehicle except as required by any statutory provision or in conformity with the following conditions and with written approval of Three Rivers District Council.

**4.2** No signs or advertising containing the word "TAXI" will be permitted on any Private Hire vehicle.

**4.3** Roof signs of any description are strictly prohibited on Private Hire vehicles.

**5. Private hire signs**

As directed by the Council, the proprietor shall cause to be a fixed and maintained to the exterior of the vehicle a prescribed door sticker bearing the word "Private Hire – Advance Bookings Only" on the rear driver and passenger doors. The sign shall also include the vehicle plate number and the Three Rivers Logo on a green background.

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**6. Dispensation/exemption certificates from displaying vehicle licence plate**

**6.1** The Licensing team have a duty of care to ensure that all residents, professional clients, and general customers travelling in Private Hire vehicles are safe and secure at all times. Dispensations will only be considered for specialist private hire use. This does not include airport services, regular school contracts and normal daily/weekend private hire work.

**6.2** Information listed below is required to be submitted prior to a formal decision being made. New documents with this information will be required by the Licensing team at the renewal stage of the vehicle licence to assess whether the exemptions should remain in force.

- Identification of vehicle/s involved. We will require full details of the vehicles being used under exemption certificates, including make and model of vehicle, vehicle registration, Licence details, Owners details and Full Name & Address of the driver using the vehicle.

- Nature of work carried out by each vehicle, which is alleged to justify an exemption (which must be work of a prestigious nature, as opposed to ordinary private hire work) detailing each of your contracts and information on trips carried out under the exemption certificate.

- Identities of all clients served by the vehicle/s identified. Full name, address and details of clients including contact name, telephone number and website address and companies house registration number.

- Proportion of each vehicle's work, which is derived from each, named client. I.e. on a weekly basis how often will you be working for each individual client?

- Written confirmation from the clients named. A letter will be required confirming use of your services and confirming reasons why plates are not to be displayed.

**6.3** Should a dispensation be approved the external licence plate and door stickers will not be required to be fixed to the vehicle; however, the licence, dispensation certificate and plate must be carried at all times in the vehicle. The internal licence plate must be displayed in the front windscreen.

**6.4** No advertising is permitted on or in any vehicle with dispensation.

**6.5** Where the use of vehicles changes during the period that the vehicle is licensed, the Licensing team must be informed so dispensation can be removed. If dispensation is removed, the exceptions that this provides will no longer relate to that vehicle.

**6.6** Any person aggrieved by the decision of refusal to grant a certificate can appeal to the Head of Regulatory Services in writing within 14 days.

**7. Passengers**

**7.1** The licensee shall not:-

a) Convey or permit to be conveyed in the vehicle a greater number of persons than that prescribed in the licence for the vehicle
b) Without the consent of the hirer, convey or permit to be conveyed any other person in the vehicle.
c) Allow to be conveyed in the front of the vehicle:

- Any child below the age of three years
- More than one person above the age of three years
- An infant in arms.

**7.2** The licensee shall ensure that all passengers between three and twelve years of age or 135cm in height wear an appropriate child restraint to travel in the front of a vehicle. If not available, these passengers must use an adult seat belt in the rear of the vehicle.

**8. Alteration of vehicle**

No alterations in the specification, design or appearance of the vehicle shall be made without the written approval of the licensing officer.

**9. Transfer of ownership of vehicle**

If the licensee wishes to transfers his/her interest in the vehicle to a person he or she shall within 14 days submit the relevant application to the licensing team, specifying the name and address of the person to whom the vehicle is being transferred.

The Council reserves the right to refuse to grant a licence to any person to whom a private hire vehicle is transferred.

**10. Accidents and vehicle damage**

**10.1** The licensee shall report to the authorised officer any accident (motoring or otherwise) involving the vehicle and/or any damage materially affecting the safety, performance or appearance of the vehicle within 72 hours of the accident using the form issued by the Council. The report must be submitted via the online portal which can be found on the Council's website.

**10.2** In the interests of public safety, the licensee of any vehicle involved in an accident will be required to submit a compliance certificate to the Council. The licensee shall ensure that the vehicle is not used for hire until it has been inspected and approved by the authorised officer or a new compliance certificate has been obtained where appropriate as considered by the Council on receipt of the reported details of the incident.

**10.3** Should a Section 60 or 68 notice be issued the licensee shall ensure that no further bookings are undertaken until the vehicle has passed a compliance test and the certificate issued has been provided to the Council.

**11. Insurance**

**11.1** All private hire vehicles must be licensed and insured for private hire use. Such insurance must be comprehensive, continuous and include full legal liability for passengers and luggage.

**11.2** Proof of insurance must be submitted with each application for a licence and, where it expires during the term of the licence, a new certificate or cover note must be supplied to the Licensing team.

**11.3** If a vehicle is temporarily removed from use as a Private Hire vehicle, the licensee, on notification must return the internal and external plates to the licensing Officer. The vehicle can be temporarily removed from the public highway and its use as a private hire vehicle, thus removing the need to insure and document the vehicle for that period. The vehicle must not be used for private use during this time.

**11.4** A certificate of insurance must be provided to the relevant officer within 7 working days of any such request.

**12. Lost property**

**12.1** The licensee shall ensure that, immediately after the termination of any hiring or as soon as practicable thereafter, the vehicle is searched thoroughly for any property which may have been accidentally left therein.

**12.2** The licensee shall ensure that any property accidentally left or found or handed to him or her in the vehicle will be, taken to a police station within 48 hours of it being found.

**13. Change of address and personal details**

**13.1** The licensee shall notify the Council in writing of any change of his address during the period of the licence within 7 days of such change-taking place. This shall include name, address, telephone/mobile numbers and email address.

**13.2** The owner of the private hire vehicle must also provide a new V5 registration document and insurance documents showing the new address details.

**14. Proprietor to hold driver's licence**

**14.1** Before the licensee permits or employs another person to drive the vehicle as a private hire, he shall, have retained a copy of the drivers licence. This shall be retained until such time as the driver ceases to be permitted or employed to drive the vehicle. On cessation of service or employment the licensee shall return the drivers licence to the driver.

**14.2** The licensee/ proprietor must also ensure the driver holds a current driving licence in respect of the number of passengers authorised on the vehicle licence/plate.

**15. Copy of vehicle licence conditions**

The licensee shall ensure that a copy of the vehicle licence conditions is kept in the vehicle and must make them available for inspection by any authorised officer, the hirer or any passenger on request.

**16. Validity inspections**

Any authorised officer of the Council or a police constable shall have power at all reasonable times to inspect and test for the purpose of ascertaining its fitness any private hire vehicle and to serve notice to require further inspection and testing if not so satisfied.

**17. Notification of convictions, cautions and arrest**

**17.1** The licensee shall within 72 hours disclose to the licensing officer in writing if they are arrested, cautioned, or convicted of any offence (including motoring offences) during the period of this licence. A representative must fulfil this obligation if the licensee is detained by the Police.

**17.2** DVLA penalty notices must be declared when received, and not when the DVLA driving licence is updated.

**17.3** The licensee shall ensure that any licensed driver employed by them in any capacity is made aware that they are required to disclose all the information contained in point (i) above to the vehicle licence holder during their period of employment.

**17.3** If the licensee is a company or partnership section (i) applies equally to all directors or partners

**18. Private Hire vehicles may not operate from taxi ranks and stands**

Private Hire vehicles may not park in or operate from Hackney Carriage ranks or stands or ply the carriageway for hire..
Private hire vehicles must not wait or park on the public highway within 75 metres of an authorised rank.

**19. Giving of information**

Every proprietor shall within 7 days (5 working days) furnish on request the details, of any person who was authorised to drive the private hire vehicle, to an authorised officer or to a police officer. The details would include the name and address of the person.

## 20. Assistance dogs

**20.1** All hackney and private hire vehicle drivers are required to comply with Section 37 of the Disability Discrimination Act 1995 and Equality Act (2010) requiring them to carry assistance dogs assisting disabled persons and to do so without charge. Holders of exemption certificates must display the certificate in a prominent position.

**20.2** It is an offence to refuse to carry a guide or assistance dog.

## 21. Smoking

**21.1** It is prohibited for anyone (driver or passenger) to smoke within the vehicle at any time. Appropriate signage must be displayed inside the vehicle in accordance with the Health Act 2006. Any driver witnessed by an authorised officer to be smoking or vaping in a licensed vehicle will be issued with 12 contravention points and/or a fixed penalty notice.

**21.2** The Council requires that an international no-smoking symbol at least 70mm in diameter must be displayed in the front passenger window or on the dashboard, and in the rear passenger window.

**21.3** The no smoking signs must be clearly visible from inside and outside of the vehicle.

## 22. CCTV in vehicles

The licensee shall ensure that their licensed vehicle does not contain any facilities to record visual or audio sources without first obtaining authorisation from the Council. Any proposed CCTV system must satisfy the requirements of the CCTV conditions contained in the hackney carriage and private hire licensing Policy.

## 23. Roof boxes and roof racks

The use of roof boxes and roof racks is strictly prohibited unless there is roof space or storage already integrated into the vehicle.

**Appendix 6**

**Conditions and requirements relating only To Hackney Carriage Vehicles**

**Town Police Clauses Act 1847 ("the 1847 Act")**
**Local Government (Miscellaneous Provisions) Act 1976 ("the 1976 Act")**

## 1. General

To assist the Hackney trade TRDC will permit applications for 3 x saloon style vehicles to be licensed as Hackney carriage vehicles from the date that the policy is formally adopted. Applications will be determined on a first come first served basis and issued in order of validation.

The vehicles must have a taxi meter fitted and display a roof light.

The driver of the vehicle must also hold a current Three Rivers Hackney Carriage or Dual driver licence.

**1.1** Apart from the three aforementioned saloon style vehicles, all other new Hackney Carriage vehicle licences issued shall be for a purpose-built Hackney Carriage, capable of conveying a disabled person whilst seated in a wheelchair. The vehicle must be adapted or designed by the manufacturer or his agent, to carry at least one wheelchair bound passenger. Please check with the Licensing Department that the vehicle you intend to purchase meets the condition. Vehicles of a type currently licensed as a Hackney Carriage in London are acceptable.

**1.2** Other wheelchair accessible vehicles will be specifically approved by the Council for use as Hackney Carriages, subject to them meeting the following minimum requirements;

i. The wheelchair access can be available from the kerbside with the wheelchair facing forward or the rear of the vehicle and being secured to a CE type approved, manufacturer installed anchorage system for the chair.

ii. To improve access to disabled persons all Hackney Carriages licensed in compliance with the wheelchair accessibility requirements may only be changed to vehicles that similarly meet that standard.

iii. The vehicle shall have three or four doors for entry and egress including a rear-opening door or ramp, for a purpose built or modified vehicle to M1 standard.

## 2. Standards for conditions of appearance of a Hackney Carriage vehicle

The vehicle must comply with the following:

(a) **External advertising:** Not more than two external advertisements (excluding the roof signs) may be carried on any vehicle, confined to the side panels and must comply with the Advertising Standards Authority code of advertising.
Although minor blemishes should not constitute a failure, the following general criteria should be followed:
(b) **Rust**: Any vehicle presented should be free from any significant areas of visible rusting and any vehicle with visible rust patches should be failed.
(c) **Dents:** Any vehicle with dents on one or more panels where such dents are more than 5cm in diameter/length should be failed.
(d) **Scratches:** Any vehicle with un-repaired scratches down to bare metal on three or more panels, of 5cm in length, or a single scratch of more than 20cms in length, should be failed.
(e) **Paintwork:** All panels on all vehicles shall be painted in manufacturer's colour; panels with unmatched colours or in primer should be deemed as failures.
(f) **Seats**: In conventional vehicles where it is intended that the licence be for four passengers, the rear seat must be at least 1220mm (48 inches) in width. All seats shall have a minimum of 410mm (16 inches) per person and in respect of seating comply with the Road Vehicle (Registration and Licensing) Regulations 2002. All seats, including the driver's, must be free from repaired cuts, tears or cigarette burns, except of a very minor nature. Any repairs must have been carried out in a professional and neat manner. All seats must be kept clean and tidy and free from all extraneous matter.
(g) **Carpets/floor covering**: all carpets and floor covering shall be complete and free from cuts, tears, staining and soiling.
(h) **Headlining and other trim:** All interior trim, including headlining shall be clean, complete, properly fitted and free from cuts, tears or soiling.

(i) **Boot/luggage compartment**: This should be empty, except for spare wheel, essential tools and first aid kit, (to comply with Health and Safety and First Aid Regulations. The compartment should be clean and any covering free from major cuts, tears or other damage or staining.

(j) **Interior:** The interior must be kept clean, tidy and free of any water penetration or litter or other rubbish.

(k) **Vehicle emissions:** The vehicle must comply with the Motor Vehicle (Emission Test) Regulations.https://www.gov.uk/government/publications/in-service-exhaust-emission-standards-for-road-vehicles.

(l) **All glazing:** All vehicles will be tested with a light meter. Any vehicle with a reading lower than the following will not be licensed. Front Windscreen 75%, Front Side Windows 70%, All other Windows 30%. The lower the number, the darker the tint.
There may be exemptions to allow factory fitted tinted windows in exceptional circumstances for example vehicles working under an applied exemption whereby the vehicle is used for Corporate, executive or Chauffer hire service'. All vehicles that are used for schools contracts must not be fitted with tinted windows which are darker than required standards. Vehicles that are found to have such tints will be removed from service immediately and the tints must be replaced with more appropriate glazing at the cost to owner of the vehicle.

(m) **Colour:** All approved vehicles must be painted their original colour.

(n) **Mirrors:** Either two wing mirrors or two door mirrors must be fitted, one on each side of the vehicle, so as to afford the driver adequate vision to the rear. Additional mirrors may be fitted, but not in such a position s to obstruct the driver's clear view of the two mirrors required by this condition.

**3. Hackney Carriage Occupancy Plate**

**3.1** For the duration of the licence, the vehicle shall have an authorised occupancy plate issued by the Council, fixed to the rear of the vehicle. The plate shall be securely and permanently fixed to the vehicle using a bracket. If a bracket is not suitable or practicable, then the plate shall be fixed with the aid of screws or bolts, on or above the bumper and at all times be kept clean and clearly visible, which will display the following:

- the number of the licence granted in respect of the vehicle;
- the maximum number of passengers that the vehicle can carry;
- the expiry date of the licence granted in respect of the vehicle;
- the words "Three Rivers District Council Hackney Carriage";
- the vehicle registration number of the Hackney Carriage it is assigned to, and
- any other information that the Council considers necessary.

**3.2** In the event of revocation or suspension and on the service of a notice under section 58, of 'the 1976 Act' or upon expiry of the licence, the licensee shall return the said plate to the Council's licensing office within seven days.

**3.3** The plate can be removed by the licensing officer or Police officer for reasons of gathering evidence under the Police and Criminal Evidence Act 1984 and will be returned when a photocopy of the plate is made.

**4. Hackney Carriage Internal Plate**

**4.1** When licensed, the vehicle shall be issued with an authorised internal plate. This is to be displayed in the front of the vehicle in such a way as to be clearly visible from the inside and the outside of the vehicle and not wilfully or neglectfully concealed from public view and shall display the following:

- the number of the licence granted in respect of the vehicle;
- the maximum number of passengers that the vehicle can carry;
- the expiry date of the licence granted in respect of the vehicle;
- the words "Three Rivers District Council Hackney Carriage";
- the vehicle registration number of the Hackney Carriage it is assigned to, and
- any other information that the Council considers necessary.

**4.2** The licensee shall ensure that no person uses or permits the use of the vehicle unless the Hackney Carriage internal plate issued is exhibited in the manner described under these conditions.

**4.3** In the event of revocation or suspension and on the service of a notice under sections 58, 60 or 68 of 'the 1976 Act' or upon expiry of the licence, the Licensee shall return the said disc to the Council's licensing officer within 7 days (5 working days).

**5. Taximeter**

All Hackney Carriage vehicles shall be fitted with a taximeter installed by an authorised taximeter company and so constructed, attached, and maintained as to comply with the following requirements:

- All new Hackney Carriage vehicles shall require a calendar-controlled tariff taximeter
- The taximeter shall be fitted with a key flag or other device the turning of which will bring the machinery of the taximeter into action and cause the word “hired” to appear on the face of the meter
- Such key, flag or other device shall be capable of being locked in such a position indicating that the machinery of the taximeter is not in action and that no fare is recorded on the face of the taximeter
- When the machinery of the taximeter is in action there shall be recorded on the face of the taximeter in clearly legible figures a fare not exceeding the rate or fare which the licensee or driver is entitled to demand and take for hire of the vehicle by distance in pursuance of the table of fares made by the Council in that behalf
- The word “fare” shall be printed on the face of the taximeter in plain letters so as clearly to apply to the fare recorded thereon
- The taximeter shall be so placed that all letters and figures on the face thereof are at all times plainly visible to any person being conveyed in the vehicle, and for that purpose the letters and figures shall be capable of being suitably illuminated during any period of hiring
- The taximeter shall be kept properly illuminated throughout any part of a hiring which is during the hours of darkness as defined for the purposes of the Road Traffic Act 972, and also at the request of the hirer
- The taximeter shall have connected thereto a roof sign bearing the words “TAXI” in accordance with paragraph 8 below and such sign shall be plainly visible and legible to persons wishing to hire the vehicle and for that purpose it shall be capable of being suitably illuminated when the vehicle is plying or standing for hire
- The taximeter and all its fittings shall be so affixed to the vehicle with seals or other appliances that it shall not be practicable for any person to tamper with them except by breaking, damaging or permanently displacing the seals or other appliances
- When the vehicle is standing or plying for hire or returning from another district the key flag or other device fitted with the taximeter shall be locked in the position in which no fare is recorded on the face of the taximeter
- Before beginning a journey for which a fare is to be charged for distance and time, the taximeter should be brought into action so that the word “hired” is legible on the face of the taximeter and the taximeter should be kept on until the hiring has terminated
- The taximeter and its fittings will be sealed by the installer
- The taximeter shall be calibrated and sealed by the taximeter company at first installation and then when a seal is broken or missing, following a change to the table of fares, or when requested by the Council. The certificate of calibration is to be provided by the taximeter installer. A valid certificate should be produced on transfer, change or renewal of a licence.

**6. Signs etc**

No signs, notices, advertisements, marks, numbers, letters, figures, symbols, emblems or devices whatsoever shall be displayed on, in or from the vehicle except as required by any statutory provision or in conformity with the following conditions and with written approval of Three Rivers District Council.

**7. Roof signs**

The minimum sign dimensions for roof signs are 10” wide 5” deep and 4” high, there are no maximum measurements. The word taxi only in black capital letters to be clearly legible on the front and rear side of the roof sign. The front of the sign must be white and the back red or white. Purpose built taxis are exempt from these requirements.

The sign must be illuminated when plying or available for hire during the hours of darkness and must be linked to the taximeter so that when a fare is being carried, the roof sign is not illuminated.

**8. Passengers**

**8.1** The licensee shall not:-

a) Convey or permit to be conveyed in the vehicle a greater number of persons than that prescribed in the licence for the vehicle
b) Without the consent of the hirer, convey or permit to be conveyed any other person in the vehicle.
c) Allow to be conveyed in the front of the vehicle:
    - Any child below the age of three years
    - More than one person above the age of three years
    - An infant in arms.

**8.2** The licensee shall ensure that all passengers between three and twelve years of age or 135cm in height wear an appropriate child restraint to travel in the front of a vehicle. If not available, these passengers must use an adult seat belt in the rear of the vehicle.

**9. Alteration of vehicle**

No alterations in the specification, design or appearance of the vehicle shall be made without the written approval of the licensing officer while the licence is in force.

**10. Records of vehicle use**

Where more than one licensed driver has use of the Hackney Carriage, the licensee shall ensure that a record of usage is kept for the vehicle. This record shall include the name of the driver, the date of usage, and the start and end times of the individual's usage. It shall be kept inside the vehicle at all times, and made available to an authorised officer upon request.

**11. Transfer of ownership of vehicle**

If the licensee wishes to transfers his/her interest in the vehicle to a person they shall within 7 working days inform the Council, specifying the name and address of the person to whom the vehicle is being transferred.

The Council reserves the right to refuse to grant a licence to any person to whom a Hackney Carriage vehicle is transferred

Under no circumstances may the new owner use the vehicle as a licensed vehicle until the licence has been transferred to that person and all documentation and any necessary fees paid.

**12. Accidents and damage to the vehicle**

**12.1** The licensee shall report to the authorised officer any accident (motoring or otherwise) involving the vehicle within 72 hours of the accident using the form issued by the Council.

**12.2** In the interests of public safety the licensee of any vehicle involved in an accident will be required to submit a compliance certificate to the Council.

**12.3** The licensee shall ensure that the vehicle is not used for hire until it has been inspected and approved by the authorised officer or a new compliance certificate has been obtained where appropriate as considered by the Council on receipt of the reported details of the incident.

**13. Insurance**

**13.1** All Hackney Carriage vehicles must be licensed and insured for public hire use. The insurance must include legal liability for both passengers and luggage, and proof of insurance must be submitted with each application. If the insurance expires during the term of the licence, a new cover note or certificate of insurance must be produced to the licensing team.

**13.2** A certificate of insurance must be provided to the authorised officer within 7 days of any such request.

**14. Lost property**

**14.1** The Licensee shall ensure that, immediately after the termination of any hiring or as soon as practicable thereafter, the vehicle is searched thoroughly for any property which may have been accidentally left therein.

**14.2** The licensee shall ensure that any property accidentally left or found or handed to him in the vehicle will be, taken to a police station within 48 hours of it being found.

**15. Table of fares**

The licensee shall ensure a copy of the tables of fares as determined by the Council to be fixed inside the vehicle. The table of fares should be clearly readable by the passenger.

**16. Change of address and personal details**

The licensee shall notify the Council in writing of any change of his address during the period of the licence within 7 days of such change-taking place. This shall include, name, address, telephone/mobile numbers and e-mail address.

**17. Proprietor to hold driver's licence**

**17.1** Before the licensee permits or employs another person to drive the vehicle as a Hackney Carriage, he shall, have retained a copy of the Hackney Carriage driver's licence. This shall be retained until such time as the driver ceases to be permitted or employed to drive the vehicle. On cessation of service or employment the licensee shall return the Hackney Carriage driver's licence to the driver.

**17.2** The licensee/proprietor must also ensure the driver holds a current DVLA driving licence in respect of the number of passengers authorised on the vehicle licence/plate.

**18. Copy of vehicle licence conditions**

The licensee shall ensure that a copy of the vehicle licence conditions are kept in the vehicle and must make them available for inspection by any authorised officer, the hirer or any passenger on request.

**19. Validity inspections**

Any authorised officer of the council or a Police constable shall have power at all reasonable times, to inspect and test for the purpose of ascertaining its fitness any Hackney Carriage or any taximeter fixed to such vehicle and to serve notice to require further inspection and testing if not so satisfied.

**20. Convictions and cautions**

**20.1** The licensee shall, within 72 hours, disclose to the licensing officer in writing if they are arrested, cautioned, or convicted of any offence (including motoring offences) during the period of this licence. A representative must fulfil this obligation if the licensee is detained by the police.

**20.2** DVLA penalty notices must be declared when received and not when the DVLA driving licence is updated.

**20.3** The licensee shall ensure that any licensed driver employed by them in any capacity is made aware that they are required to disclose all the information contained in point (16) above to the vehicle licence-holder during their period of employment.

**20.4** If the licensee is a company or partnership section (16) applies equally to all directors or partners

**20.5** The licensee shall make his or her DVLA driving licence available for inspection by an authorised officer of the Council or a police officer upon request.

**21. Taxi ranks and stands**

Hackney Carriages can operate from authorised ranks or stands, including 'shared' stands or ply the carriageway for hire or can be pre-booked.

**22. Giving of information**

Every proprietor shall within 7 days furnish on request the details, of any person who was authorised to drive the vehicle, to an authorised officer or to a Police officer. The details would include the name and address of the person.

**23. Assistance dogs**

**21.1** All Hackney Carriage vehicle drivers are required to comply with Section 37 of the Disability Discrimination Act 1995 and Equality Act (2010) to carry assistance dogs assisting disabled persons and to do so without charge. Holders of exemption certificates must display the certificate in a prominent position.

**21.2** It is an offence to refuse to carry a guide or assistance dog.

**24. Smoking**

**24.1** It is prohibited for anyone (driver or passenger) to smoke within the vehicle at any time. Appropriate signage must be displayed inside the vehicle in accordance with the Health Act 2006. Any driver witnessed to be smoking or vaping in their licenced vehicle at any time by an authorised officer will be issued with 12 contravention points and/or a Fixed Penalty Notice.

**24.2** An international no-smoking symbol at least 70mm in diameter must be displayed in the front passenger window or on the dashboard, and in the rear passenger window.

**24.3** The signs must be clearly visible from inside and outside of the vehicle.

**25. CCTV in vehicles**

The licensee shall ensure that their licensed vehicle does not contain any facilities to record visual or audio sources without first obtaining authorisation from the Council. Any proposed CCTV system must satisfy the requirements of the CCTV conditions contained in the Hackney Carriage and private hire licensing policy.

**26. Fees**

The fees payable for Licences and other charges described in these conditions will be in accordance with the scale approved by the Council from time to time.

**27. Byelaws**

The vehicle will also be subject to compliance with such Byelaws relating to Hackney Carriages that are in force within the Three Rivers District.

**28. Appeals procedure**

Any person aggrieved by any conditions specified in this licence may appeal to the Magistrates' Court within 21 days of the decision being made.

**Appendix 7**

**Conditions relating to non-standard Private Hire vehicles**
**(e.g. stretched limousines and novelty vehicles)**

## 1. General

**1.1** A limousine, or other novelty vehicle capable of carrying no more than 8 passengers for hire or reward is a private hire vehicle, and all other interpretations, policies and conditions relevant to licensed private hire vehicles also apply, except where described below:-

**1.2** For the purposes of this policy and licence conditions, a stretched limousine is defined as a luxurious vehicle that has been modified (stretched) to extend the length of the vehicle. The stretch shall not exceed 120 inches (measured between the rear edge of the front door and the front edge of the rear door). The vehicle shall be capable of carrying up to, but not exceeding eight seated passengers. Each passenger seating area will be at least 400mm wide.

For the purposes of this policy, a novelty vehicle shall be defined as follows:-

a) any vehicle that has been specially constructed, adapted or converted by a low volume specialist vehicle manufacturer or modifier;
b) any vehicle that has been specially modified from its original design specification;
c) that is capable of carrying up to but not exceeding 8 passengers;
d) vehicles intended for the carriage of fare-paying passengers that, prior to the introduction of this policy/conditions, would not be licensed by the authority as a private hire vehicle because they did not comply with one or more of the standard conditions relating to private hire vehicles
e) any vehicle that, in the opinion of the licensing officer, because of its specialist design/styling or origin or age is required to be classed as a Novelty Vehicle.

## 2. Age of vehicle

Stretch limousines and other novelty vehicles are not subject to an age limit and will be licensed provided the vehicle presented meets all of the Council's other criteria in terms of appearance and maintenance.

## 3. Licence plates

**3.1** The external vehicle licence plate must be kept in the boot of the vehicle at all times whilst the vehicle is licensed as a private hire vehicle.

**3.2** The internal plate must be displayed in the front windscreen at all times so that the details are clearly visible.

## 4. Driver

**4.1** Only a Three Rivers District Council licensed private hire driver is permitted to drive the vehicle whilst it is licensed.

**4.2** The driver must ensure that they wear or clearly display their Council-issued identity badge in a prominent position at all times whilst working or driving the vehicle.

**4.3** The driver shall at all times be clean and respectable in their dress and behave in a civil and orderly manner.

## 5. Signs etc.

**5.1** No signs, notices, advertisements, marks, numbers, letters, figures, symbols, emblems or devices whatsoever shall be displayed on, in or from the vehicle except as required by any statutory provision or in conformity with the following conditions and with written approval of Three Rivers District Council.

**5.2** Approval of the type of advertising should be sought from the Licensing team and written authorisation must be obtained prior to use.

**5.3** No signs or advertising containing the word "taxi" or "cab" will be permitted on any private hire vehicle.

## 6. Smoking

**6.1** It is prohibited for anyone (driver or passenger) to smoke within the vehicle at any time. Appropriate signage must be displayed inside the vehicle in accordance with the Health Act 2006. Any driver witnessed to be smoking or vaping in their licenced vehicle at any time by an authorised officer will be issued with 12 contravention points and/or a Fixed Penalty Notice.

**6.2** The Council requires that an international no-smoking symbol at least 70mm in diameter must be displayed in the front passenger window or on the dashboard, and in the rear passenger window. Licence holders must ensure that all vehicles display appropriate signage inside the vehicle in accordance with the Health Act 2006.

**6.3** The signs must be clearly visible from inside and outside of the vehicle.

## 7. Application procedure

In relation to stretch limousines and novelty vehicles the following must be provided on application (this is in addition to the requirements for a standard Private Hire vehicle):

a) Single vehicle approval certificate
b) Documentation to confirm the overall weight of the vehicle
c) The vehicle identification number (VIN) plate must display '1L1' to confirm that the conversion has been completed by an authorised dealer. This will be confirmed by inspection prior to any licence being issued.
d) Completed importation document (where applicable)
e) V5 vehicle registration

The licence shall remain in force for one year.

## 8. Passengers and passenger safety

**7.1** The proprietor shall not permit the limousine/novelty vehicle to be used to carry a greater number of passengers than the number prescribed in the licence.

**7.2** Passengers will not be carried in the front of the vehicle.

**7.3** All passengers must remain seated at all times when the vehicle is in motion.

**7.4** The proprietor of the vehicle must:

i) Provide sufficient means by which any person in the vehicle may communicate with the driver;
ii) Ensure that the interior of the vehicle is kept wind and watertight.
iii) Ensure that the seats in the passenger compartment are kept properly cushioned and covered;
iv) Ensure that the floor in the passenger compartment is provided with a proper carpet, mat or other suitable covering;
v) Provide at least two doors for use of persons conveyed in limousine/novelty vehicle and a separate means of ingress and egress for the driver;
vi) Ensure that the interior and exterior of the limousine/novelty vehicle is kept in a clean condition;
vii) Ensure that seatbelts are fitted to all forward and rear-facing seats and, in accordance with Construction and Use Regulations, where seat belts are fitted they must be worn by passengers at all times when the vehicle is in motion;
viii) Ensure that no seat is required to be moved to allow any passenger to enter or exit the vehicle;
ix) Ensure that an approved first aid kit will be carried in the vehicle at all times;
x) Report to the Council any alteration in the design of the vehicle, whether to the machinery or to the body. The Council may require the proprietor to submit the vehicle for further examination.

## 9. Interior lighting

There shall be maintained in the vehicle adequate internal lighting to enable passengers to enter and leave the vehicle with safety.

## 10. Maximum stretch

The maximum length of a limousine "stretch" shall not exceed 120 inches [3048 millimetres].

## 11. Left- and right-hand drive vehicles

Both left- and right-hand drive vehicles will be considered for licensing as private hire novelty vehicles.

**12.** Tyres and road wheels

**12.1** The vehicle shall be equipped with a minimum of 4 road wheels and 1 full-sized spare wheel. The tyres shall be of an approved rating as specified by the manufacturer and not more than 10 years old.

**12.2** Vehicles with a 'space-saving' wheel are to comply with the manufacturer's specifications as to use. When such a tyre is in use, the vehicle must not be used for plying for hire, or private hire.

**12.3** Any change in the type or size of the tyres fitted to the vehicle must be reported to the licensing officer at once.

**12.4** Tyres must have a minimum tyre tread depth of 3 mm over the central 3/4 of the tread pattern (including spare tyre).

**13.Windows**

The front windscreen shall allow a minimum level of 75% light transmittance and the front driver and passenger windows shall allow a minimum level of 70% light transmittance.

**14. Decommissioned vehicle markings**

Novelty vehicles based on decommissioned military or emergency response vehicles must have all official marking or lights removed. Any colour scheme must be of a contrast to the original colour scheme and to that of any previous or current military or emergency response vehicles.

**15. Roof racks**

A roof rack or any other device for storing luggage shall not be installed or maintained on any part of the vehicle except with the approval of the Council.

**16. Exemption notice for displaying a licence plate / door stickers**

A certificate exempting the vehicle from displaying a licence plate and Council-issued door stickers will be issued by the Council. This certificate must be carried in the vehicle at all times and be available for inspection on request by an authorised officer of the Council or a Police constable.

**17. Insurance**

**17.1** The Council will require proof that the vehicle is insured during the period of the licence and, on request by an authorised officer, the proprietor shall produce within 5 working days a current insurance certificate/cover note for private hire purposes. Failure to produce proof of insurance as detailed above may result in the suspension of the licence.

**17.2** The proprietor is advised that they should, following the expiry of an insurance certificate/cover note, provide a current insurance policy to the Council

**18. Alcohol and the Licensing Act 2003**

**18.1** Alcoholic drinks provided in the vehicle shall be available only under the terms of an appropriate licence relating to the sale and supply of alcohol.

**18.2** Alcohol shall only be consumed while the vehicle is stationary, and the bottle shall immediately afterwards be placed in a secure receptacle.

**18.3** If all of the passengers are below the age of 18, there shall be no alcohol in the vehicle for consumption or otherwise.

**18.4** Any glassware used in the vehicle must be made of shatterproof glass or plastic.

**18.5** The driver shall not play or permit the performance of any media that, given its age classification or content, are unsuitable for the age of the passengers in the vehicle.

**18.6** The limousine operator shall ensure that a performing rights licence is held where appropriate.

**18.7** A Premises Licence will be required for the provision of any form of regulated entertainment within the scope of the Licensing Act 2003 when the vehicle is parked.

**19. Vehicle condition**

The vehicle shall be maintained in pristine condition with no visible defects, dents or blemishes to the external bodywork or internal trim or seating.

**20. Driver and operator licensing requirements**

**20.1** In addition to the limousine being licensed as a private hire vehicle with Three Rivers District Council, the limousine operator is required to hold a private hire operator's licence with Three Rivers District Council.

**20.2** All bookings for a limousine licensed as a private hire vehicle must be booked through the licensed private hire operator.

**20.3** Once licensed as a private hire vehicle the limousine can only be driven by a licensed private hire driver who is also licensed by Three Rivers District Council.

**21. Vehicle testing stations**

Licensed stretch limousines must be submitted for testing at six-monthly intervals, to the appropriate Class MOT standard from a testing station nominated by the Licensing team.

**22. Accidents and damage to the vehicle**

**22.1** The licensee shall report to the authorised officer any accident (motoring or otherwise) involving the vehicle and/or any damage materially affecting the safety, performance or appearance of the vehicle within 72 hours (3 working days) of the accident using the form issued by the Council. The report must be submitted via the online portal on the Council website.

**22.2** In the interests of public safety, the licensee of any vehicle involved in an accident will be required to submit a compliance certificate to the Council. The licensee shall ensure that the vehicle is not used for hire until it has been inspected and approved by the authorised officer or a new compliance certificate has been obtained where appropriate as considered by the Council on receipt of the reported details of the incident.

**23. Rights of appeal**

The Local Government (Miscellaneous Provisions) Act 1976 sections 48 and 77 detail an applicant's right of appeal. In general terms where an applicant is aggrieved by the Council's decision to refuse to grant a private hire vehicle licence or by any conditions imposed on a private hire licence the applicant has a right of appeal to Magistrates' Court within 21 days of the applicant being notified of the Council's decision.

**24. Right to vary conditions**

The Council reserves the right to vary, delete or waive any of the foregoing conditions.

**Appendix 8**

## Requirements relating to Private Hire Operators

### 1. Fit and proper person

**1.1** Applicants for private hire operator licences are required to pass the private hire knowledge test.

**1.2** With regard to criminal convictions/cautions, an operator is not an exempted profession under the Rehabilitation of Offenders Act 1974; therefore, only unspent convictions will be taken into consideration when determining whether an applicant is a fit and proper person. In assessing an application for an operator's licence, the policy on criminal convictions and behaviour in sections 19 and 20 of this policy will be referred to.

The decision whether to grant or refuse a licence will be based on whether the convictions/cautions were declared, the type of offences and the total number of convictions/cautions recorded against each individual applicant.

The overriding consideration in reaching a decision will be based on whether the operator (the individuals listed as licensees on the application) can fulfil their roles and run the company without posing any likely threat to the general safety of the public.

**1.3** If a situation arises where an operator licence application from a registered company is likely to be refused solely on the declared convictions of one individual within the organisation, the application may still proceed if the applicant decides to withdraw the name of that individual from the licence application.

**1.4** Accordingly, when applying to be a registered private hire operator, you must declare any unspent cautions or convictions you may have, whether they are foreign or domestic. Failure to declare convictions and/or cautions or giving false information to obtain a licence is an offence and will be treated very seriously. Likewise giving false information or withholding information to keep a licence will be treated very seriously. If you have not been a resident in the UK for a period of five years, you will need to obtain a dated 'certificate of good conduct' or similar document from your relevant embassy.

**1.5** Applicants will need to obtain a basic disclosure certificate which will reveal any unspent convictions or cautions. The Disclosure certificate, issued within the last 3 months, must be submitted with the application in order to validate it.

**1.6** Where an existing operator has been charged or convicted of an offence, or other relevant information comes to the attention of the Council which brings into question whether the driver is still a fit and proper person to hold an operator's licence, action may be taken, as outlined in this policy.

**1.7** The existence of a criminal record or disclosure of other information will not necessarily stop a person from gaining or keeping a licence. The decision will be based on the policy on criminal convictions and behaviour at sections 21 and 22 of this policy, and in accordance with this section.

**1.8** We will not accept disclosures obtained on behalf of another authority unless the applicant has signed up to the DBS Update Service and that the original DBS is for the appropriate workforce as defined by DBS guidelines.

### 2. Previous applications

If anyone named on an application has previously been refused an operator's licence or held an operator's licence which was suspended or revoked elsewhere, they will be expected to provide details of the refusal, suspension, or revocation on their application.

### 3. Planning permission

All premises to be used as a private hire operator base or operations running from a residential address will require the appropriate planning consent or permitted development rights for that use class. All applicants must provide a certificate of lawfulness or planning consent in relation to the premises they intend to use.

### 4. Use of mobile applications

The use of mobile applications (apps) is becoming increasingly common for a wide range of uses, including many taxi companies and private hire operators. The Council supports the use of such innovation, which has many potential public safety benefits.

Apps must be approved by the Council prior to their use and must not have a negative impact on public safety.

**5. Training**

All operators will be required to attend all mandatory training sessions organised or required by the Council. Failure to attend mandatory training sessions will constitute a breach of the Council's Hackney Carriage and private hire policy. At the first instance, contravention points will be issued; any subsequent failure to attend will result in further action being taken again the operator's licence.

## Conditions relating to Private Hire Operators

## Local Government (Miscellaneous Provisions) Act 1976 ("the 1976 Act")

### General

An operator makes provision for the invitation or acceptance of bookings for a private hire vehicle.

Any legislative requirement shall be regarded as if they are conditions of the Private Hire Operator's Licence. In determining what matters should be considered for a person to be a Fit and Proper Person to be an operator the following applies

### 1. Record of bookings

1.1 The record required to be kept by the operator under Section 56(2) of the Local Government (Miscellaneous Provisions) Act 1976 shall be kept in a suitable written or electronic form approved by the Council, provided at nominal cost by the Council, or on a spreadsheet provided by the Council, or on a nationally recognised piece of computer software. This software must be capable of providing the information listed below. The entries must be numbered consecutively, and no pages should be removed. The operator shall enter the required information for each booking invited or accepted by him, before the commencement of each journey.

- The time and date of the booking
- The name and address of the hirer
- How the booking was made (i.e. by telephone, personal call etc.)
- The time of pick-up
- The point of pick-up
- The destination
- The time at which a driver was allocated to the booking
- The name of the driver and the registration number of the vehicle allocated for the booking.
- Remarks (including details of any sub-contract).

1.2 All records kept by the operator shall be preserved for a period of not less than 18 months following the date of the last entry. In the case of computer records, the entries must be capable of being printed on demand at the request of a Police officer or the licensing officer.

1.3 All records must be available for inspection and copying if required by licensing officer or Police officer.

### 2. Use of licensed vehicles and drivers

The Operator shall ensure that all vehicles used by him and all drivers employed by or contracted to him are properly licensed.

### 3. Details of current drivers

A list of all current drivers and vehicles representing your company must be submitted as part of a renewal application and on request.

### 4. Number of vehicles

The licence holder will ensure that the number of vehicles operated under the licence does not exceed the number of vehicles as specified in the licence.

### 5. Record of vehicles

In accordance with the provisions of Section 56(3) of the 1976 Act the Operator shall keep a record of all private hire vehicles operated by him and such record shall include the following particulars:

- The registration mark of each vehicle
- The make of the vehicle
- The name and address of the registered keeper
- The names, addresses and driver's licence numbers of drivers driving the vehicles
- Details of any radio call sign used

Such records shall be retained for a period of 18 months and shall not be destroyed or otherwise disposed of before the expiry of such period without the previous written consent of the Council.

**6. Condition of vehicle**

**6.1** The Operator shall ensure that any private hire vehicle operated by him (regardless of who owns the vehicle or holds the vehicle licence) is maintained in the condition required by the private hire vehicle licensing conditions or Hackney Carriage vehicle licensing conditions.

**6.2** The Operator will ensure the vehicle is maintained in a suitable mechanical condition, safe, comfortable, clean and presentable and that the external licence plate and internal licence disc provided by the Council is affixed to the vehicle in such a manner and position as shall be prescribed by the Council.

**7. Operator to hold copies of driver's licences**

**7.1** The Operator shall keep a copy of all driver and vehicle licences and the vehicle insurance details on file.

**7.2** The Operator shall notify the Council within 7 days (5 working days) of the details of any driver no longer working for them.

**8. Fares and fare table**

**8.1** The Operator upon request shall agree the fare for a journey booked, or provide an estimate of the fare, or explain that the journey will be metered.

**8.2** Should the Operator dispatch a vehicle fitted with a taximeter, they shall ensure that the meter is calibrated and correctly tariffed, and that the published table of fares is clearly displayed in the vehicle.

**8.3** The Operator shall ensure that the fare for such bookings does not exceed the rate on the meter

**9. CCTV in vehicles**

The Operator shall ensure that they retain a copy of the CCTV authorisation certificate from Three Rivers District Council for any vehicle containing a CCTV system. No vehicle is to contain facilities to record visual or audio sources without the vehicle licence-holder holding a certificate of authorisation from the Council.

**10.Disposal and acquisition of vehicles**

When an Operator ceases to operate a particular vehicle or begins to operate a new vehicle, they shall inform the Council in writing as soon as possible but not later than within 7 days (5 working days) of such fact.

**11.Standard of service**

The operator shall provide a prompt, efficient and reliable service to members of the public at all reasonable times and for this purpose shall in particular:

(a) Ensure that when a private hire vehicle has been hired to be in attendance at an appointed time and place, the vehicle shall, unless delayed or prevented by sufficient cause, punctually attend at that appointed time and place;
(b) Keep clean, adequately heated, ventilated and lit any premises which the operator provides and to which the public have access, whether for the purpose of booking or waiting;
(c) Ensure that any waiting area provided by the operator has adequate seating facilities;
(d) Ensure that any telephone facilities and radio equipment provided are maintained in a sound condition and that any defects are repaired promptly.

**12. Smoking and Vaping in private hire operator base**

**12.1** Operators must ensure that the operator base is smoke-free and that if they allow staff, drivers or members of public smoke inside the premises the licence private hire operator would be liable for further action.

**13.Basic disclosure check**

An annual basic disclosure certificate will be required from any person named on the Operator licence. This certificate will be due on or before expiry of the previous year's certificate. Failure to submit a new basic disclosure certificate before the check date will result in a suspension being issued on the licence.

**14. Convictions and cautions**

**14.1** Convictions and cautions will be considered in accordance with the Hackney Carriage and Private Hire Policy.

**14.2** In order to ensure protection of the public an Operator must ensure disclosure in writing to the licensing department within 72 hours if they are arrested, cautioned, convicted or have any involvement with the Police regarding any offence during the period of their licence. Should knowledge of any offences or involvement with Police be withheld, this could reflect on a person's fitness to hold a Private Hire Operator licence and may lead to a licence being suspended.

**14.3** If the operator licence is held by a company or partnership, the requirements of this section apply equally to all directors and partners.

**15. Notification of change of details**

The Operator shall within 7 days, notify the Council in writing of any change of personal details during the period of the licence. A notification of change of details must be submitted online along with the required fee(s)

**16. Address**

**16.1** The Operator must operate from an address within Three Rivers and give the definition of 'operate' as defined by the Local Government (Miscellaneous Provisions) Act 1976 paragraph 80(1) as meaning *"in the course of business to make provision for the invitation or acceptance of bookings for a private hire vehicle" and where the operator licence is granted for is where all bookings must be taken and all records must be kept.*

**16.2** Once granted, an operator licence cannot be transferred to a different address. In the event of the business moving to a new address a new application will be required for the new premises.
**NB: Planning approval, where required, must be obtained for any premises used for operating Private Hire business**

**17. Trading names**

**17.1** Only trading or business names which have been authorised in writing by the Licensing Department can be used. This requirement includes any names used on promotional material, advertisements, website information or any other written documents.

**17.2** To prevent confusion to the public, trading names will generally not be authorised if they are similar to a name actively being used by a company in the district or actively being used by a company in an adjoining authority and, in these circumstances, any trading names would not then normally be authorised until they had not been actively used for a period of at least 18 months. Trading names will only be authorised or retained where there is evidence that they are actively used by the operator. Trading names can also be removed in appropriate circumstances.

**18. Advertisements**

**18.1** The Operator shall not cause any advertisement in respect of his business or the vehicles used for that purpose to include the words 'taxi' or 'cab', whether in the singular or plural, or any such other words that may be similar in meaning or appearance to either of those words, whether alone or as part of another word(s) to prevent giving the impression their vehicles can be hired without being pre-booked.

**18.2** The Operator shall ensure that private hire vehicles that he dispatches/operates does not display any roof sign. This is because a private hire vehicle must not be of a design or appearance of a Hackney Carriage.

**18.3** Only Three Rivers District Council licensed vehicles may carry advertisements in relation to the private hire operator and any such advertisements must be submitted to and approved by the Licensing Officer at

the Council prior to being used. Only the private hire operator business name and telephone number will be allowed. In addition to this requirement, it is recommended that an advertisement bear the words 'Advanced Booking Only' or 'Must be pre-booked'.

**19. Conduct**

The Operator of a private hire vehicle shall not by calling out or otherwise importune any person to hire such vehicle and shall not make use of the services of any other person for that purpose.

**19. Complaints**

The operator shall notify the Council in writing within 72 hours of any complaints concerning a contract for hire or purported contract for hire relating to or arising from his business and of the action (if any) which the operator has taken or proposes to take in respect thereof.

**20.Insurance**

**21.1** The Operator shall ensure that any vehicle they dispatch is covered by valid insurance for the purposes of private hire and shall ensure that they do not act in any way which might invalidate the insurance.

**21.2** The Operator shall where applicable maintain and provide evidence of Employer's Liability Insurance upon request in accordance with the Employer's Liability Compulsory Insurance Act 1969.

**21.3** In the case where members of the public have access to the operating centre, the Operator shall maintain at all times and provide evidence of Public Liability Insurance upon request.

**22. Employees of operator business**

**22.1** The Operator must view a basic DBS certificate (dated within one month of the check) of any staff that have access to booking records or dispatch vehicles.

**22.2** The operator must maintain a register of all such staff which shall include a record of when each DBS check has been undertaken. This register must be available for inspection by an authorised officer of the Licensing Authority upon request. The register should include the following:

i. the date that person's employment in that role commenced
ii. the date the operator checked the DBS certificate
iii. the name of the person that checked the DBS certificate
iv. the date the person ceased to perform that role

The register must be retained for 6 months in line with the booking records. Should an employee cease to be on the register and later re-enter the register a new basic DBS certificate (or use of the Update Service) should be viewed by the operator.

**22.3** Where the applicant/operator employs or intends to employ persons involved in taking bookings or the dispatch of vehicles, the operator must produce a policy on the employment of ex-offenders in those roles. The policy must be available for inspection on request of an authorised officer of the Licensing Authority.

**22.4** The Operator must require that all staff employed in taking bookings or dispatching vehicles to report to them within 48 hours of any conviction, binding over, caution, warning, reprimand or arrest for any criminal matter whilst they are employed in this role.

**22.5** The operator must have knowledge of and be compliant employment law

**22.6** All operator must ensure health and safety measures are in place and all staff are trained accordingly. Logs of training and refresher training must be kept and produced when requested by an authorised officer.

**22.7** The operator must make certain that any outsourced booking and dispatch functions have adequate safeguarding measures in place for the protection of children and vulnerable adults. The operator must have required evidence of this from the company before outsourcing these functions.

**23. Compliance with legislation**

**23.1** Operators must comply with all applicable legislation, i.e. the provisions of the Town Police Clauses Act 1847, the Local Government (Miscellaneous Provisions) Act 1976, the byelaws made in respect of Hackney Carriages. They shall also ensure compliance with Section 37 of the Disability Discrimination Act 1995 and the Equality Act (2010) in respect of Carrying of guide dogs and hearing dogs: https://www.legislation.gov.uk/ukpga/1995/50/section/37/enacted

**24. Appeals procedure**

Any person aggrieved by any conditions specified in this licence may appeal to the Magistrates' Court within 21 days of a decision being made.
Version Control:

**Appendix 10**

**Use of CCTV, mobiles and audio devices in Hackney Carriage & private hire vehicles**

## 1. Introduction

These guidelines set out to ensure that CCTV systems installed in Hackney Carriages and private hire vehicles licensed by the Council are properly managed whilst being used to prevent and detect crime; and enhance the health, safety and security of both drivers and passengers.

The decision whether to install CCTV in a licensed vehicle is at the discretion of the vehicle licence-holder and vehicle owner (if these are different), all costs would need to be met by these individuals as the Council will not provide funding or assist in finding funding.

Vehicle owners, who may also be the driver and/or operator, installing CCTV systems must fully comply with the requirements set out in these guidelines.

For the purposes of these guidelines the term "CCTV system" will include any electronic recording device attached to the inside of vehicle having the technical capability of capturing and retaining visual images and audio recording from inside or external to the vehicle. In addition to the standard CCTV camera system these may include for example, such devices as events/incident/accident data recording devices.

## 2. The purpose of CCTV

The purpose of the CCTV system shall be to provide a safer environment for the benefit of the driver and passengers by:

- Deterring and preventing the occurrence of crime
- Reducing the fear of crime
- Assisting the Police in investigating incidents of crime
- Assisting insurance companies in investigating motor vehicle accidents

## 3. General requirements

Any CCTV system to be fitted must, as a minimum, meet the requirements set out in this document. Only CCTV systems meeting these requirements and approved by the Council can be installed into licensed vehicles.

CCTV systems installed will be inspected as part of the annual licensing inspection to ensure they do not pose a risk to the safety of the passengers or the driver and are fitted safely and securely.

The installation and operation of CCTV must comply with the requirements of the Information Commissioner's CCTV Code of Practice.

All equipment must comply with any legislative requirements in respect of Motor Vehicle Construction and Use Regulations 1986. CCTV installed must also meet any other relevant legislation, including any new legislation which may be introduced following the installation of such systems.

All equipment must meet all requirements as regards safety, technical acceptability and operational/data integrity.

All equipment must be designed, constructed and installed in such a way and in such materials as to present no danger to passengers or driver, including impact with the equipment in the event of a collision or danger from the electrical integrity being breached through vandalism, misuse, or wear and tear.

## 4. Automotive Electromagnetic Compatibility Requirements (EMC)

CCTV equipment must not interfere with any other safety, control, electrical, computer, navigation, satellite, or radio system in the vehicle.

Any electrical equipment such as an in-vehicle CCTV system fitted after the vehicle has been manufactured and registered, is deemed to be an Electronic Sub Assembly (ESA) under the European Community Automotive Electromagnetic Compatibility Directive and therefore must meet with requirements specified in that Directive.

CCTV equipment should be e-marked or CE-marked. If CE marked confirmation by the equipment manufacturer as being non-immunity related and suitable for use in motor vehicles is required.

**5. Camera design requirements**

The camera(s) must be fitted safely and securely, should not adversely encroach into the passenger area and must not impact on the safety of the driver, passenger or other road users.

**6. Installation**

All equipment must be installed as prescribed by the equipment and/or vehicle manufacturer installation instructions.

The installed CCTV system must not weaken the structure or any component part of the vehicle or interfere with the integrity of the manufacturer's original equipment.

All equipment must be installed in such a manner so as not to increase the risk of injury and/or discomfort to the driver and/or passengers. For example, temporary fixing methods such as suction cups will not be permitted, or lighting, such as infra-red, which emits at such a level that may cause distraction or nuisance to the driver and/or passengers.

All equipment must be protected from the elements, secure from tampering and located such as to have the minimum intrusion into any passenger or driver area or impact on the luggage carrying capacity of the vehicle.

It is contrary to the Motor Vehicle (Construction and Use) Regulations 1986 for equipment to obscure the view of the road through the windscreen.

Equipment must not obscure or interfere with the operation of any of the vehicle's standard and/or mandatory equipment, i.e. not mounted on or adjacent to air bags/air curtains or within proximity of other supplementary safety systems which may cause degradation in performance or functionality of such safety systems.

Viewing screens within the vehicle for the purposes of viewing captured images are not permitted.

All wiring must be fused as set out in the manufacturer's technical specification and be appropriately routed.

If more than one camera is being installed their location within the vehicle must be specific for purpose i.e. to provide a safer environment for the benefit of the Taxi/ PHV driver and passengers.

All equipment must be checked regularly and maintained to operational standards, including any repairs after damage.

All system components requiring calibration in situ should be easily accessible.

**7. Camera Activation Methods**

Activation of the equipment may be via a number and combination of options, including:

- door switches
- time delay
- driver's panic button
- or,
- in the case of an incident/event recorder, predetermined G-Force parameters set on one or more axis (i.e. braking, acceleration, lateral forces)

The CCTV system may be configured to record images for a short period of time before the trigger event, during the related incident and a short period following the related incident.

A direct wired link to the vehicle's taximeter, in the case of a Taxi, will not be acceptable.

**8. Audio Recording**

CCTV systems must not be used to record conversations between members of the public as this is highly intrusive and unlikely to be justified except in very exceptional circumstances. You must choose a system without this facility wherever possible; however, if the system comes equipped with sound recording facility then this functionality should be disabled.

There are limited circumstances in which audio recording may be justified due to a specific threat to an individual's personal safety, e.g. when a 'panic button' is utilised in response to a threat of physical violence.

Where this audio recording facility is utilised a reset function must be installed which automatically disables audio recording and returns the system to normal default operation after a specified time period has elapsed. The time period that audio recording may be active should be the minimum possible and should be declared at the time of submission for approval of the equipment.

In the limited circumstance where audio recording is justified, signs must make it very clear that audio recording is being or may be carried out.

**9. Image Security**

Images captured must remain secure at all times.

The captured images must be protected using approved encryption software which is designed to guard against the compromise of the stored data, for example, in the event of the vehicle or equipment being stolen.

The Information Commissioner's Office has published guidance on how to keep personal data (including personal data contained in CCTV images) secure, on their website.

**10. Retention of CCTV images**

The CCTV equipment selected for installation must have the capability of retaining images either:

- within its own secure, encrypted hard drive;
- using a fully secured and appropriately encrypted detachable mass storage device, for example, a compact flash solid state card;
- or
- where a service provider is providing storage facilities, transferred in real time using fully secured and appropriately encrypted GPRS (GSM telephone) signalling to a secure server within the service provider's monitoring centre.

Images must not be downloaded onto any kind of portable media device (e.g. CDs or memory sticks) for the purpose of general storage outside the vehicle.

CCTV equipment selected for installation must include an automatic overwriting function, so that images are only retained within the installed system storage device for a maximum period of 28 days from the date of capture. Where a service provider is used to store images on a secure server, the specified retention period must also only be for a maximum period of 28 days from the date of capture.

Where applicable, these provisions shall also apply to audio recordings.

**11. Notification to the Information Commissioner's Office**

The Information Commissioner's Office (ICO) is the official regulatory body responsible for enforcing compliance with privacy and data protection legislation

The law defines a "data controller" as the individual or organisation which has ultimate responsibility for how personal data is collected and processed. For the purpose of the installation and operation of in-vehicle CCTV, the "data controller" is the company, organisation or individual which has decided to have a CCTV system installed and operating within the vehicle. The data controller is ultimately responsible for how the images are stored and used and determines in what circumstances the images should be disclosed.

'Notification' is the process by which a data controller informs the ICO of certain details about their processing of personal information. These details are used to make an entry in the public register of data controllers.

This means that any company, organisation or individual vehicle owner who has a CCTV system installed within a licensed vehicle must register with the ICO and obtain documented evidence of that registration. This documentary evidence may have to be presented to the Council at any time during the term of the vehicle licence.

The notification requires renewal on an annual basis, and payment of the appropriate fee specified on the ICO's website.

**12.Using a third-party service provider (data processor)**

Where a service provider is used for the remote storage and/or management of CCTV data they will act as a 'data processor'.

A data processor, in relation to personal data, means any person (other than an employee of the data controller) who processes data on behalf of the data controller, in response to specific instructions. The data controller retains full responsibility for the actions of the data processor.

There must be a formal written contract between the data controller and data processor (service provider). The contract must contain provisions covering security arrangements, retention/deletion instructions, access requests and termination arrangements.

Documentary evidence of the contractual arrangements may be required to be presented to a Council official at any time during the term of the vehicle licence.

**13.Using recorded CCTV images**

The data controller is responsible for complying with all relevant data protection legislation, as well as being legally responsible for the use of all images including any breaches of privacy and data protection legislation.

Any images and/or audio recordings should only be used for the purposes described earlier in these guidelines.

Requests to view captured images may be submitted to the data controller by the Police or other statutory law enforcement agencies; the Council; insurance companies/brokers/loss adjusters; or in exceptional circumstances, other appropriate bodies. The data controller is responsible for responding to these requests in accordance with the law. Police or other law enforcement agencies should produce a standard template request form, setting out the reasons why the disclosure is required. Alternatively, a signed statement may be accepted.

All requests should only be accepted where they are in writing and specify the reasons why disclosure is required.

Under the DPA, members of the public may also make a request for the disclosure of images, but only where they have been the subject of a recording. This is known as a 'Subject Access request'. Such requests must only be accepted where they are in writing and include sufficient proof of identity (which may include a photograph to confirm they are in fact the person in the recording).

Data Controllers are also entitled to charge a fee for a subject access request (currently a maximum of £10). More guidance on handling subject access requests can be found in the ICO's Subject Access Request Code of Practice, which is available on their website.

**14.Signage**

All vehicles fitted with a CCTV system must display the sign shown below in a prominent position. The driver may also verbally bring to the attention of the passengers that CCTV equipment is in operation within the vehicle, if it is felt necessary or appropriate.

The signage must be displayed in such positions so as to minimise obstruction of vision and to make it as visible as possible to passengers, before and after entering the vehicle.

The name and contact details of the Data Controller must be provided in the blank space included on the sign template. The contact details can be in the form of either a telephone number, email address or website URL.

**15.Signage for external-facing CCTV systems**

Where a CCTV system is installed in order to record incidents outside the vehicle, it will not be practical to display a sign. Instead, when the CCTV is activated in response to an incident, the driver of the vehicle must inform the person(s) recorded that their personal data was captured as soon as practicable after the incident.

They should also be informed of the purpose for which the device has been installed, for example to facilitate their insurance company's investigation of insurance claims.

**16.Annual Certification from installer**

Any CCTV system should be checked annually by the installer and evidence of this must be provided to the Council. Where an installation company ceases to exist, a similar installation company should be used.

**17.CCTV Checklist**

To assist individual drivers, owners and operators who are considering the installation of a CCTV system, the Council has produced the summary checklist below to help ensure that all of the relevant approval requirements/standards are complied with.

Please tick

- ☐ Notification submitted to the Information Commissioner's Office (ICO). www.ico.org.uk
- ☐ Has the ICO provided you with documentation to evidence your notification as the "data controller" associated with your system?
- ☐ Do you have documentary evidence regarding contractual arrangements with any data processor or service provider associated with the operation or management of the CCTV system? (where applicable)
- ☐ Have you displayed the required signage, including the relevant contact details?
- ☐ Does the CCTV system meet the installation standards as set out in this policy?

**18. Use of communication, audio and visual devices whilst driving**

Mobile devices should only be used if they are held in a cradle and are used completely hands-free.

All communications devices must be securely fitted within the vehicle and appropriately located so as to not interfere with the operation of the vehicle.

The use of headphones is not permitted whilst driving.

To protect passenger confidentiality, a licensed driver must neither retain nor publish any image, sound or information of any passenger(s) captured on a hand-held recording device or any other form of recording device, except where this is to an authorised officer of the Council or Police.

| Version | Adoption | Changes |
|---|---|---|
| V1 Original | Adopted on 24 May 2022 (Annual Council) | Original policy |
| V2 | Amended by Head of Regulatory Services on 13 June 2023 | Changes to medical process to enable a medical report to be signed by a registered GP or Medical Practitioner who must be a qualified GP. |
| V3 | 2025 | Changes made following update of the DfT guidance, vehicle standards. |

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# Hackney Carriage and Private Hire Policy 2025

## Local Government (Miscellaneous Provisions) Act 1976

**V1: Adopted on 24 May 2022 (Annual Council)**

**V2: Amended by Head of Regulatory Services on 13 June 2023 – minor change to medical fitness process**

**V3: Updated following changes to DfT guidance alongside the Statutory Guidance and HCCSP guidance**

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## 1. Definitions

For the purpose of this policy –

**Authorised officer** shall mean any officer within the Council authorised by the Council's scheme of delegations as set out in the Council's Constitution.

**The Council** shall mean Three Rivers District Council.

**Hirer** shall mean any person or persons who from time-to-time hires or books the vehicle.

**Licensee(s)** shall mean the person(s) named in the licence.

**Operator** shall mean a person holding a licence to operate private hire vehicles issued pursuant to Section 55 of the Local Government (Miscellaneous Provisions) Act 1976. A private hire operator's licence is required to enable a person to accept or invite bookings for private hire vehicles.

**Working day** is any day other than a Saturday, a Sunday, Christmas Day, Good Friday or a day which is a bank holiday under the Banking and Financial Dealings Act 1971 in any part of the United Kingdom.

**Additional Periods** This is an amount of time after the length of a criminal sentence that needs to expire before we would consider making a licensing decision about an applicant. For example, someone's length of sentence for robbery may be two years, but they only serve six months' imprisonment. We would not consider that person fit and proper for those two years and for an additional period of three years (that is, five years in total from the date of conviction). **The additional periods are set out in Section 24 of the policy below**.

**Free of conviction** shall mean from the date the applicant was convicted. If the incident did not amount to a criminal offence or is not to be prosecuted, then the relevant date will be the date of the incident.

**Offence** shall mean any criminal offence and/or any other behaviour including a civil penalty which brings into question whether the applicant is a fit and proper person.

**Conviction** shall mean a criminal conviction or a civil penalty. However, if the applicant is on trial, is not to be convicted or the incident did not amount to a criminal offence, the suggested periods free from convictions shall be considered by the Council when making their decision, taking all the evidence before them into account.

**Caution** an admission of guilt is required before a caution can be issued. Accordingly cautions will be assessed in the same way as a conviction by the court.

**Terminology**

| | Taxi (Hackney Carriage) | Private Hire |
|---|---|---|
| Ply for hire | ✓ | X |
| Prebooked | ✓ | ✓ |
| Operating from rank | ✓ | X |
| Fare Meter required | ✓ | X |
| Fare tariff set by council | ✓ | X |
| Number of vehicles may be restricted by councils | ✓ | X |
| Taxis require two types of licence: | | Hackney carriage proprietors (vehicle) licence<br>Hackney carriage drivers' licence |
| The provision of a private hire service requires three types of licence: | | Private hire operator's licence<br>Private hire vehicle licence<br>Private hire drivers' licence |

## 2. Introduction

This policy has been produced pursuant to the powers conferred by the Local Government (Miscellaneous Provisions) Act 1976 and Town and Police Clauses Act 147 which places the duty on the Council to carry out licensing functions in respect of Hackney Carriage and private hire vehicle, drivers and operators.

In carrying out its said regulatory licensing functions, the Council will have regard to this policy document. Where it is necessary for the Council to depart from this policy, clear reasons will be given for doing so.

Following consultation and adoption by the Council, this policy shall be kept under review and revised as necessary. The Head of Regulatory Services is authorised to make minor amendments to the policy without consultation by the Council.

The policy refers to guidance that is available to applicants, drivers and operators and proprietors to assist them with the application processes and the running of the service. This guidance, application forms and current fees are available on the Council's website.

Before granting or renewing a licence officers must be satisfied that an applicant is a "fit and proper person" to hold a licence, as set out in sections 51, 55 and 59 of the 1976 Act. This policy sets out how we decide not only whether an applicant is fit and proper when applying for a licence, but also to assess whether they remain so once a licence has been issued.

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

- Applicants for a driver's licence
- Existing licensed drivers whose licences are being reviewed/renewed
- Licensing officers
- Members of the Regulatory Services/Licensing committee/sub-committee
- Magistrates and Judges hearing appeals against local authority decisions.

This policy provides guidance to all parties on the criteria that will be taken into account when determining whether or not an applicant or an existing licence-holder is a fit and proper person to hold a Hackney Carriage and/or private hire driver or operator licence. Whilst criminal convictions play a significant part in the Licensing Authority's determination on whether an individual is fit and proper or not, the Council will also take into account other factors such as demeanour, general character, non-criminal behaviour, driving abilities, and police information etc.

The term "Fit and Proper" for the purposes of taxi and private hire licensing is not legally defined but it has also been described as "safe and suitable" in a number of court cases.

## 3. Background

Hackney Carriage and private hire vehicles have a distinct role to play in an integrated transport system. They are able to provide services in situations where public transport is either not available (for example in rural areas, or outside "normal" hours of operation such as in the evenings or on Sundays), and/or for those with mobility difficulties.

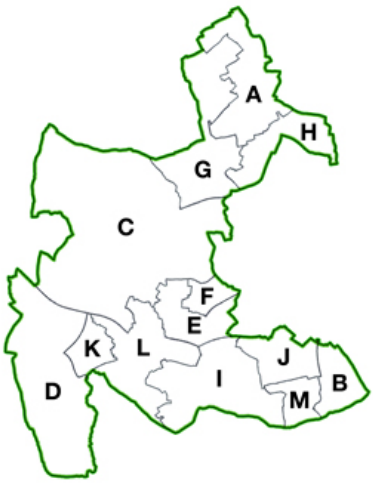
Taxis and Private Hire Vehicles (PHVs) are vital to our community. As a Licensing Authority, we are responsible for ensuring the public travel safely and receive a good level of service, and that our systems attract good, reputable drivers.

Our critical responsibilities in licensing these drivers and vehicles have been highlighted by dreadful examples of licensed vehicle drivers and/or operators being involved in the sexual exploitation of children. Taxis are regularly used to transport children during the school run.

Elderly and disabled users also rely heavily on the door-to-door service taxis and PHVs provide, as it is often the only way for many residents to access local services. Licensed drivers are also entrusted to transport the most vulnerable of passengers. Clearly, drivers must therefore command the highest level of confidence before they can be entrusted with this responsibility. It is essential that we take seriously our responsibility to determine whether someone is a 'fit and proper' person to hold a licence.

The latest statistics show that there has been a decline in licensed drivers and vehicles details of which can be found online Taxi and private hire vehicle statistics, England, 2024 (revised) - GOV.UK.

### 3.1 Three Rivers District Council Boundary




A = Abbots Langley and Bedmond
B = Carpenders Park
C = Chorleywood North and Sarratt
D = Chorleywood South and Maple Cross
E = Dickinsons
F = Durrants
G = Gade Valley
H = Leavesden
I = Moor Park and Eastbury
J = Oxhey Hall and Hayling
K = Penn and Mill End
L = Rickmansworth Town
M = South Oxhey

### 3.2 Practice, guidance & legislation

The Department for Transport (DfT) has national responsibility for Hackney Carriage and private hire legislation in England and Wales. As a result of the Office of Fair Trading producing a report on the UK Hackney Carriage and private hire trade, the DfT was asked to produce best practice guidance for local licensing authorities. The guidance was issued in March 2010 and updated in November 2023 entitled 'Taxi and Private Hire Vehicle Licensing: Best Practice Guidance'[1] and represents examples of good or best practice from within England and Wales. However, the document recognises that licensing authorities may reach their own decisions both on overall policies and on individual licensing matters in the light of their own circumstances.

The Council has therefore taken account of the DfT guidance and the statutory taxi and private hire vehicle standards 2022 to develop and review this policy.

This policy also takes account of the legislative basis of the Council's taxi licensing powers, including those contained in the Town Police Clauses Act 1847, the Local Government (Miscellaneous Provisions) Act 1976 and the Immigration Act 2016 (amended).

### 3.3 Equality Act 2010

In addition, the Equality Act 2010 has implications for both Hackney Carriage and private hire operators and drivers in respect of disabled access to vehicles.

Licensing authorities are required under the Public Sector Equality Duty to pay regard to the need to eliminate conduct prohibited by the Equality Act 2010, to promote equality of opportunity and to foster understanding between people who share a protected characteristic and those who do not. It is beyond the scope of this document to identify actions which would demonstrate compliance with this duty, and ultimately only a court can do so definitively

#### 3.3.1 Duties to assist passengers in wheelchairs

Section 165 places a duty on a driver of designated wheelchair accessible Hackney Carriages and private hire vehicles. The duties are:

- To convey 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 take such steps as are necessary to ensure that the passenger is conveyed in safety and reasonable comfort; and
- To give the passenger such mobility assistance as is reasonably required to enable the passenger to get in or out of the vehicle and to secure/convey the wheelchair as appropriate.

Section 167 of the Equality Act[2] allows licensing authorities to maintain a list of "designated vehicles", that is, a list of wheelchair-accessible Hackney Carriages and private hire vehicles licensed in their area. The consequence of being on this list is that the driver must undertake the duties in section 165.

Following the full commencement of sections 165 and 167 of the Equality Act 2010 on 6th April 2017, the Council will maintain a statutory list of wheelchair-accessible vehicles (i.e., designated vehicles).

Accordingly, drivers of these vehicles are required to carry passengers in wheelchairs, provide assistance to those passengers, and prohibits them from charging extra to do so.

#### 3.3.2 Policy on exempting drivers on medical and physical condition grounds

The requirements of Section 165 of the Equality Act 2010 do not apply to drivers who are issued with a medical exemption certificate who display the prescribed notice in their vehicle.

Generally, the Council will seek to consider the contents of a driver's medical questionnaire when a driver requests to be granted the required exemption. However, where there is doubt as to the ability of the driver to assist passengers in wheelchairs, the Council may require the driver to obtain a more detailed report

[1] Taxi and private hire vehicle licensing best practice guidance for licensing authorities in England - GOV.UK

[2] http://www.opsi.gov.uk/acts/acts2010/ukpga_20100015_en_1

from their registered GP or a Medical Practitioner who will need to be a qualified GP, confirming that the driver is not able to provide this service and should be granted an exemption certificate. Any charges associated with additional medical reports must be met by the driver and will not be reimbursed by the Council.

### 3.3.3 Guide dogs and assistance dogs (sections 168 to 171 of Equality Act 2010)

Councils are able to issue certificates to drivers who are exempt by their doctors under strict medical grounds from the duty to carry guide and assistance dogs. Exemption certificates will only be issued when written requirement for this exemption is provided by the driver's registered GP practice or a medical practitioner who is a qualified GP.

There is comprehensive guidance issued by the DfT in 2023 about the duties to carry guide and assistance dogs and the procedure for granting medical exemptions etc.

### 3.4 Immigration Act 2016 - https://www.gov.uk/government/collections/immigration-bill-2015-16

The Immigration Act 2016 requires 'right to work' checks to be carried out on any applicant applying for a new or renewal of a Hackney Carriage driver's licence, private hire driver's licence or operator's licence. Where a right to work is indefinite, this check is only required once; where it is time limited, licences may only be granted for that period and a further check is required when the existing right to work expires.

## 4 Policy aims & objectives

### 4.1 Objectives

- the protection of the public
- the maintenance of a professional and respected Hackney Carriage and private hire trade
- access to an efficient and effective local transport service
- the protection of our local environment
- to support small businesses by ensuring a consistent and fair approach.

### 4.2 Aims

The Council will aim to achieve these objectives in the following ways:

- by ensuring that licensed vehicles do not give rise to a risk to passenger safety
- by ensuring that licensed drivers are fit and proper persons and achieve as high a standard of good practice as is possible
- by ensuring that licensed vehicles meet emissions standards and encouraging the use of low polluting vehicles
- by encouraging the use of vehicles that are more accessible to persons who have disabilities
- by ensuring that licensed vehicles are comfortable and properly insured
- by liaising with the County Council highways department to encourage that taxis and private hire vehicles form part of the wider strategic transport and local transport plans
- by working in partnership with a variety of other agencies to support the Council's objective in relation to both the public and the trade
- by reducing the frequency with which licence-holders are required to attend the Council offices
- by ensuring online accessibility to allow remote application by new and existing licence-holders
- by utilising electronic and mobile communication methods including the use of SMS messaging and extranet sites.

### 4.3 Methods

The methods to be employed will include:

- work with the taxi and Hackney Carriage trade to deliver ongoing improvements, innovate, and deal with emerging issues
- setting the standards for the licensing of vehicles, drivers and operators
- annual licensing and routine inspection of vehicles, with appropriate follow-up action
- routine inspection of documents, with appropriate follow-up action
- routine checks of a driver's medical fitness and criminal record history during the time the licence is in force and knowledge of the district, highway code and licensing policy as well as driving ability (at the time of application)
- investigation of complaints with appropriate follow-up action

- liaison with Hertfordshire Constabulary, neighbouring local authorities and other agencies concerning issues of mutual concern
- prosecution, monitoring of contraventions, suspension or revocation of licences for breach of conditions or legislation
- proper training and development of Council officers
- continue to meet ongoing performance and efficiency targets for the service
- provision of information to licensees about good practice and what to expect of any inspecting officer
- promote the use of training/courses for licensees,
- provide mandatory training when it is considered appropriate to do so
- promotional activities to inform and encourage and maintain high standards.

In seeking to meet these aims the Council will actively cooperate, assist and seek advice from agencies including:

- Hertfordshire Constabulary
- Driver and Vehicle Standards Agency
- Herts County Council
- Other local authorities
- Town and Parish Councils
- Three Rivers Railways and London underground
- Disclosure and Barring Service
- Department for Transport
- Driving and Vehicle Licensing Agency
- Home Office
- Department for Work and Pensions
- Other relevant agencies and departments.

**5. Uniformity**

The authority acknowledges the need to act in a consistent and uniform manner and advocates a common-sense approach to the selection of enforcement action and activities.

The following areas are all considered important in achieving uniformity:

- the awareness of and adherence to this policy
- training, qualifications and supervision of staff and training for Members
- regular practical training and update sessions to ensure uniformity
- use of joint training initiatives with other authorities will also be undertaken
- the ongoing monitoring and auditing of licence-holders, testing stations, and activities
- liaising with other enforcement agencies, adjoining authorities and trade bodies
- compliance with relevant codes of practice/circulars (where not inconsistent with this policy)

**6. Administration of licences**

**6.1** Applications for licences will only be validated and then determined when all documents and fee (as applicable) are received, as stated within this policy.

**6.2** The Council will always aim to produce licences as promptly as possible. Applications will normally be considered within 28 days of validation and, depending on circumstances, an application can then be granted, refused or deferred.

***7.*** **General fees guidance**

**7.1** All licence fees must be paid by credit/debit card

**7.2** In the event of an application not leading to the issue of a licence, a refund will be provided. Other costs incurred by an applicant such as the cost of any medical and DSA test and criminal record check (paid directly to the provider) or knowledge test will not be reimbursed.

**7.3** In the event of a licence holder (driver or vehicle) or an operator surrendering their licence before its expiry, no refund will be provided.

**7.4** Where the surrender is as a result of illness certified to the Council by a registered medical practitioner, a pro rata refund shall be payable for the remaining full months of the licence.

**7.5** Any agreement to refund fees by the Council will be subject to an administration fee.

**7.6** Refunds will only be granted within the licence period. Any request for refunds outside of the licence period timescale will be refused.

## 8. Service standards

**8.1** Subject to amendment from time to time by the Head of Regulatory Services it is the intention of the Council to offer the following service levels:

- You are able to contact the customer service team by email, through the website, or by phone who will take your enquiry and details of which will be passed to the appropriate member of the licensing team. This process is to reduce the need for licence-holders to travel to the council offices and to allow the team to deal with enquiries as effectively as possible.
- The Customer Services Team can be contacted by phone on 01923 776611 in line with the published opening hours.
- The Visitor Centre is open for visitors from 9am to 4pm, Monday to Friday (excluding Bank Holidays) at Three Rivers House, Northway, Rickmansworth, WD3 1RL (this is subject to change at the Council's discretion). Drivers are encouraged to e-mail general enquiries to: enquiries@threerivers.gov.uk or licensing.team@threerivers.gov.uk

**8.2** Although the Council has 28 days to issue a licence upon receipt of a valid application, the Licensing section will strive to:-

- Issue a private hire driver/Hackney Carriage driver licence as promptly as possible and usually within 7 working days of the application being validated
- Issue a private hire/Hackney Carriage vehicle licence as promptly as possible and usually within 7 working days of the date of receipt of a complete and valid application
- Issue change of vehicle licences as promptly as possible and usually within 2 working days of the application being validated.

## 9 Notification of decisions

Any notice required to be served by the Council under this licence or under any of the provisions of the Local Government (Miscellaneous Provisions) Act 1976 shall be deemed to have been properly served if sent by pre-paid post to, or left at the last known address of, the holder of the licence. Notices may also be served by email and will be deemed served on the individual once sent.

## 10 Monitoring

**10.1** All documents will be checked for authenticity when submitted. Routine random checks will also occur throughout the year. In addition, visits will be made both to the ranks and to regular trade pick up points to check compliance. Checks of proprietor and operator documents and records will also be made, and taxi ranks/stands and other frequented locations will also be conducted.

**10.01** The Council will also work in partnership with other agencies and neighbouring authorities to undertake compliance and enforcement activities.

**10.02** All complaints against licence-holders will be monitored and investigated and action taken in line with this policy as appropriate.

## 11 Records

An up-to-date electronic record will be kept and maintained of all application details, fees paid, deposits and licences issued, together with the public registers as required by law.

## 12 Data Protection

**12.01** All information held on files and databases about an applicant is confidential, under the Data Protection Act 1998. However, the Council is under a duty to protect the public and to protect the public funds it administers, and to this end may use any information provided by an applicant within this authority. The Council is under a duty to maintain Public Registers in accordance with the legislative requirements and all registers will be maintained online through the Council's Licensing Public Register.

**12.02** For the purposes of crime prevention, and with the purpose of protecting the public and/or protecting public funds, we may also share any information held with other bodies responsible for public functions, where there is a legal basis or a legal obligation to do so. For the most recent Council policy please visit our website.

## 13 Safeguarding

### 13.01 General

The Council is committed to ensuring the safety and welfare of all vulnerable persons including children and young people, to whom we provide services directly or indirectly and with whom we come into contact.

Drivers are on the frontline, often coming into contact with people who may be vulnerable, for example because they are young, have learning difficulties, suffering ill health, or be elderly or who have drunk to excess on a night out, or who may have taken an illegal substance. Such people may be travelling alone or accompanied by another person.

Sadly, there are people who prey on precisely these people and drivers are often best placed to raise concerns over what they hear or see occurring whilst in their vehicles.

Drivers may also have concerns over the vulnerability of passengers who are being dropped off at locations in or out of the district.

Information is provided on the Council's website in relation to safeguarding and applicants and licensees have a duty to report matters if they suspect harm.

### 13.02 When you have concerns regarding a child

If you are worried about a young person, you must do something.

There are specialists who can advise you on what to do next. They can also talk to any young person themselves.

If you are concerned about a young person, you can contact the Hertfordshire Safeguarding Children Board on **0300 123 4043** or email:
www.hertfordshire.gov.uk/services/childrens-social-care/child-protection/report-child-protection-concern.aspx

If you think a child or young person is in immediate danger call 999.

### 13.3 When you have concerns regarding an adult

If you need to speak to someone urgently about a vulnerable adult:

- Report abuse to Hertfordshire Safeguarding Adults Board: 0300 123 4042 or dial: 999
- Speak to the adult social care team: 0300 123 4042 (24 hours a day).
- Outside office hours: Complete the online form using the link below.

For up to date information you should visit the safeguarding section of the Hertfordshire County Council website:https://www.hertfordshire.gov.uk/services/adult-social-services/report-a-concern-about-an-adult/report-a-concern-about-an-adult.aspx

## 14 Abuse of drivers by members of the public

The Council strongly disapproves of any form of abuse, discriminatory or otherwise, directed at drivers by members of the public. However, the Council is not the appropriate authority to investigate such incidents unless these form part of a counter-allegation following a complaint about a driver, in which case information will be obtained from all parties prior to a decision being made on the appropriate action for the Council to take. Incidents of this nature should be reported to the Police via 101 so that they can be investigated. The Council will assist the Police with regards to such investigations as far as possible.

## 15 Powers

We have powers in sections 61 and 62 of the Local Government (Miscellaneous Provisions) Act 1976 (as amended) (the 1976 Act) to:

- Suspend, or
- Revoke, or
- Refuse to renew,

The licences of applicants who have:

- lost their right to work in the UK;

- been convicted of an offence involving dishonesty, indecency or violence;
- failed to comply with the provisions of part II of the 1976 Act;
- failed to comply with the provisions of the Town Police Clauses Act 1847; or
- given the Council any other reasonable cause to act.

## 16 Policy on convictions and conduct for new applicants

### 16.1 Policy details

Each case is taken on its own merit.

Some discretion may be appropriate if the offence and/or behaviour is isolated and there are mitigating circumstances. Equally, the history of offending (including multiple offences/combinations of offences /types of offences) and/or behaviour may warrant a longer period free from convictions.

Accordingly, whilst it is possible that an applicant may have several convictions that, individually, meet the guidelines below, the overall offending history must be considered when assessing the applicant's suitability to be licensed.

A series of civil or criminal offences over a period of time is more likely to give cause for concern than an isolated minor conviction. Obviously, some discretion can be afforded if an offence is isolated and there are mitigating circumstances, but the overriding consideration is the protection of the public.

Simply remaining free of convictions will not necessarily be sufficient to show that a person is fit and proper where other circumstances/evidence bring this into question. Furthermore, it should always be remembered that the periods free of conviction in this section are suggested minimums.

Whilst the time period detailed in this section provides guidance to potential applicants as to how long they should wait before applying for a licence following described offences/convictions, any application made following these guidelines is still subject to the same considerations as to whether the applicant is fit and proper, and therefore simply following the guided timescales in no way guarantees the granting of a licence.

Notwithstanding and without prejudice to any other provision within this document, ordinarily the Council would as a minimum expect the standard rehabilitation periods identified in the Rehabilitation of Offenders Act 1974 to have expired.

Criminal convictions or civil penalties will be considered by officers or, in cases of doubt, by the Licensing sub-committee.

An application from any person awaiting trial for an offence which brings into question whether they are a fit and proper person (including but not limited to death by dangerous driving, drugs, violence, sexual offences, dishonesty, driving under the influence of alcohol or drugs, or offences of a habitual nature) will not normally be considered until the outcome of the trial.

For the Council to fully consider the case on its merits, the applicant should provide a written statement of the offences (including any that they are awaiting trial for), with evidence, covering the nine points in the paragraph below, which would be available for examination by the Council.

Where the Council becomes aware of issues including previous criminal history/convictions, any arrest, any charges, inappropriate behaviour for a Hackney Carriage/private hire driver and/or significant comments on any DBS check, consideration will be given to each applicant's suitability for licensing against the following criteria (in no particular order):

- nature of the offence/conduct/charge etc.
- circumstances in which the offence/conduct/charge etc. was committed
- circumstances of the individual concerned
- subsequent periods of good behaviour
- overall conviction/behaviour history
- sentence imposed by the Court
- seriousness of the offence/conduct/charge etc.
- any other character check considered reasonable (e.g. personal references)
- taking all the above issues into account, together with any other relevant issues, whether the protection of the public may be at risk.

These guidelines do not deal with every type of offence, and do not prevent the Council from considering offences not specifically addressed in the guidelines, or other conduct which may be relevant as to whether an individual is a fit and proper person to hold a Hackney Carriage or a private hire driver's licence.

**16.2 Guidelines**

**16.2.1 Minor motoring offences**

Convictions for minor traffic offences such as speed limit offences, or non-endorsable traffic offences such as obstruction or waiting in a restricted street should not prevent a person from applying to be a Hackney Carriage or private hire driver.

If sufficient points have been accrued to require a period of disqualification of the applicant's driving licence, then a Hackney Carriage or private hire licence may be granted 12 months after its restoration, but a warning should be issued as to future conduct. New applicants with 6 or more points on their DVLA driver's licence will be refused until endorsement(s) expire, and the number of penalty points drops below this threshold.

Further disqualification from driving because of penalty points being accrued may result in refusal to issue a licence.

**16.2.2 Traffic offences involving the loss of life**

A very serious view will be taken of any applicant who has been convicted of a driving offence that resulted in the loss of life or serious injury. A licence will not be granted if an applicant has a conviction for any of the following: -

- Causing death by dangerous driving
- Causing death by careless driving whilst under the influence of drink or drugs
- Causing death by careless driving
- Causing death by driving for any other reason
- Or any similar offences (including aiding abetting, attempting or conspiring to commit) offences which replace the above.

**16.2.3 Major traffic offences not involving the loss of life**

A very serious view should also be taken of any applicant who has been convicted of a major traffic offence even if it has not involved the loss of life, as it raises questions as to the applicant's ability to protect the public.

Before an application is considered, an applicant should be free of conviction for 10 years and since the completion of the sentence, whichever is longer, for offences such as:

- Dangerous driving
- Reckless driving
- Similar or replacement offences to those listed above (including attempted or conspiracy to commit).

**16.2.4 Other serious traffic offences**

Other serious traffic offences include:

- Accident offences
- Driving without due care and attention
- Driving whilst using a mobile phone or mobile device
- Careless driving
- Construction and use offences (This is in relation to tinted windows)
- Licence offences
- Traffic direction and sign offences
- Driving whilst disqualified
- Similar or replacement offences to those listed above (including attempted or conspiracy to ` commit)

Theft or unauthorised taking of a vehicle are dealt with under the 'dishonesty' subsection below.

Any conviction for a serious traffic offence under 'other serious traffic offences' in this policy should normally merit refusal to issue a licence and no further application should be considered until a period of 7 years either free of conviction or since completion of the sentence, whichever is longer, has elapsed.

More than one conviction for a traffic offence within two years should merit refusal to issue a licence and no further application should be considered until a period of 5 years either free of convictions or since completion of the sentence, whichever is longer, has elapsed.

### 16.2.5 Drink driving/driving under the influence of drugs (including medication) or legal highs

A serious view is taken of driving or being in charge of a vehicle whilst under the influence of drink or drugs or legal highs, as licensees are professional vocational drivers and drink/drug driving convictions raise serious concerns for the safety of the public. An isolated incident of drink driving or driving under the influence of legal drugs should not necessarily debar an application, but strict warnings will be given as to future behaviour. However, an exception to this is the use of novel psychoactive substances (NPS – commonly referred to as legal highs) which will be treated in the same regards as illegal drugs below.

At least 5 years should elapse, after the restoration of the EU (UK) full driving licence, before an applicant may be considered for a private hire or Hackney Carriage driver's licence.

More than one conviction for these offences or any conviction for driving under the influence of illegal drugs should raise grave doubts as to the applicant's fitness to drive the public and therefore hold a licence.

If there is reason to suspect persistent alcohol and/or drugs use, misuse or dependency (e.g. two or more offences relating to alcohol or drugs, with or without a vehicle) a specialist medical examination and report should be required before an application is entertained to ensure that the applicant meets the DVLA Group 2 medical standards in relation to alcohol/drug misuse and dependency. If the applicant is found to be (or to previously have been) alcohol- or drug-dependent, a period of 5 years should elapse after treatment is complete before a further licence application is considered.

### 16.2.6 Drunkenness without a motor vehicle

An isolated conviction for drunkenness need not debar a driver from obtaining a licence but a number of convictions could indicate a medical problem necessitating a medical examination. In some cases, a warning would be sufficient. If there is reason to suspect persistent alcohol use, misuse or dependency (e.g., two or more offences for drunkenness with or without a motor vehicle) a specialist medical examination and report may be required to ensure that the applicant meets the DVLA Group 2 medical standards in relation to alcohol misuse and dependency.

In addition, applicants will normally be required to show a period of at least 5 years has elapsed after completion of detoxification treatment if (s)he was alcohol dependant.

### 16.2.7 Illegal drugs without a motor vehicle

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

An applicant would normally be expected to be free of convictions relating to the possession of illegal drugs for 5 years requiring at least 5 years to have passed since the completion of the sentence.

An application will normally be refused where the applicant has more than one conviction for offences related to the possession of illegal drugs and has not been free of conviction for 7 years with at least 7 years to have passed since the completion of the sentence.

An application will normally be refused where the applicant has a conviction for an offence related to the supply, importing or production of illegal drugs and has not been free of conviction for 10 years with at least 10 years to have passed since the completion of the sentence.

If there is reason to suspect persistent drugs use, misuse or dependency (e.g. two or more convictions relating to any drugs, with or without a vehicle) a specialist medical examination and report will normally be required before an application is entertained to ensure that the applicant meets the DVLA Group 2 medical standards in relation to drug misuse and dependency. If the applicant is found to be (or to previously have been) drug dependent, a period of 5 years should elapse after treatment is complete before a further licence application is considered.

### 16.2.8 Sex and indecency offences

As Hackney Carriage and private hire drivers often carry unaccompanied and vulnerable passengers. Applicants who have been convicted of sexual or indecency offences (or where there is other behaviour and/or evidence to suggest a disposition to commit such offences) must be closely scrutinised. Applicants with convictions for sexual offences will usually be refused.

An application will normally be refused where the applicant has a conviction for an offence such as:

- Rape
- Assault by penetration
- Offences involving children or vulnerable adults
- Sexual assault
- Indecent assault
- Possession of indecent photographs, child pornography etc.
- Exploitation of prostitution
- Trafficking for sexual exploitation
- Indecent exposure
- Similar or replacement offences to those listed above (including attempted or conspiracy to commit)
- Any sex or indecency offence that was committed in the course of employment as a taxi or PHV driver
- Soliciting (e.g. kerb crawling)
- Importuning
- Similar or replacement offences to those listed above (including attempted or conspiracy to commit).

If a licence is granted a strict warning as to future conduct should be issued.

A person on the sex offenders register would not be considered a fit and proper person to hold a licence.

### 16.2.9 Violence

As Hackney Carriage and private hire drivers maintain close contact with the public, a firm line will be taken with drivers who have offences involving violence. An application will normally be refused if the applicant has a conviction for an offence that involved loss of life or serious injury.

At least 5 years free of conviction with at least 5 years to have passed since the completion of the sentence before an application is considered from anyone whose offending history and/or other behaviour/evidence suggests an aggressive or violent disposition, and even then, a strict warning should be administered as to future conduct.

However, given the range of offences that involve violence, consideration will be given to the nature of the offences. In particular:

(i) An application will normally be refused where the applicant has a conviction for an offence such as:
- Murder
- Manslaughter
- Manslaughter or culpable homicide while driving
- Terrorism offences
- Kidnapping
- Threats to kill
- Wounding with intent to cause grievous bodily harm
- Grievous bodily harm
- Robbery
- Burglary
- Possession of a weapon
- Any 'hate' crime or offence ordinarily falling within paragraph (iii) below aggravated by a 'hate' crime
- Similar or replacement offences to those listed above (including attempted or conspiracy to commit).

(ii) Before an application is granted, an applicant should be free of conviction for at least 7 years with at least 7 years to have passed since the completion of the sentence, whichever is longer, for offences including:

- Assault occasioning Actual Bodily Harm
- Assault with intent to resist arrest
- Assault on Police
- Domestic Violence related offences (unless these are covered by (i) above)
- Harassment
- Similar or replacement offences to those listed above (including attempted or conspiracy to commit).

(iii) Before an application is granted, an applicant should be free of conviction for at least 5 years with at least 5 years to have passed since the completion of the sentence, for offences including:

- Arson
- Common assault
- Criminal Damage
- Similar or replacement offences to those listed above (including attempted or conspiracy to commit)

An application will normally be refused if an applicant has more than one conviction in the last 10 years for an offence of a violent nature.

**16.2.10 Dishonesty**

Taxi and PHV drivers are expected to be persons of trust. They deal with cash transactions and valuable property may be left in their vehicle in error. Drivers are required to deposit lost property with the police within 48 hours.

The widespread practice of delivering unaccompanied property is indicative of the trust that people place in drivers. Moreover, it is relatively easy for a dishonest driver to defraud the public by demanding more than their legal fare etc.

This for example would include misuse of MPV additional occupancy rates. Licence-holders also have access to the names and addresses of their customers and their daily movements. Overseas visitors may not be familiar with the currency or costs of journeys and may be vulnerable to an unscrupulous driver. Accordingly, a serious view should be taken of any conviction involving dishonesty.

Nationally it has been known for drivers to pass information about vulnerable persons to others for later abuse or to abuse vulnerable persons, including taking money from such persons.

Offences involving dishonesty for the purposes of this policy include:

- theft
- fraud
- benefit fraud
- handling or receiving stolen goods
- forgery
- conspiracy to defraud
- obtaining money or property by deception
- other deception
- taking a vehicle without consent
- driving whilst disqualified
- any similar offences (including attempted or conspiracy to commit).

An application will normally be refused if an applicant has been convicted of burglary or more than one conviction for other dishonesty offences in the last 10 years.

**16.2.11 Insurance offences**

A serious view will be taken of convictions of driving or being in charge of a vehicle without insurance. An isolated incident would normally prevent a licence being granted until a period of five years from the date of the offence has expired. More than one conviction for these offences within the past ten years would normally prevent a licence from being granted or renewed.

### 16.2.11 Licensing offences

This subsection applies to licensing offences not covered elsewhere within this convictions and behaviour section of the policy such as plying for hire, using an unlicensed vehicle/driver.

At least 12 months free of conviction should elapse before an application will be considered. Unless there is significant mitigation, an applicant will normally be refused until a period of at least five years free of conviction has expired where the applicant has committed more than one licensing offence within the last five years.

An applicant with an isolated conviction that is more than one year old may be licensed subject to a written warning.

Individuals previously licensed by the Council and revoked for offences connected to their licence will not normally be granted a further licence in the future. Cases such as this will be considered by the Lead Licensing Officer under their delegated authority.

### 16.2.12 Cautions

An admission of guilt is required before a caution can be issued. Accordingly cautions will be assessed in the same way as a conviction by the Court.

### 16.2.13 Non-conviction information

If an applicant has, on more than one occasion, been arrested or charged but not convicted for an offence or is subject to an antisocial behaviour injunction/order or similar order, which suggests he/she may not be a fit and proper person, or if there is other evidence to suggest the applicant may not be a fit and proper person, consideration should be given to refusing the application.

Failing to declare convictions on the application form should normally result in refusal and at least twelve months elapsing from the date of receipt of the application form before an application will be considered and a new application will be required.

As with the rest of this part of the policy, in assessing the action to take, the safety and security of the travelling public must be the paramount concern.

### 16.2.14 Suspension/refusal/revocation by another Council

An applicant who has been suspended/refused/revoked by another Council may not be considered “fit and proper” for a period of at least 3 years from the date of the suspension/refusal/revocation. This period may be extended depending on the circumstances of the revocation.

The Council shall also have a right to make enquiries with other licensing and responsible authorities.

## 17. Policy on Convictions and Conduct for existing licensees

### 17.1 Time of action

Existing holders of driver’s licences are required to notify the Council in writing within 72 hours of receiving a driving licence endorsement, fixed penalty notice, warning, reprimand, police caution, criminal conviction, or other criminal proceedings (including their acquittal as part of a criminal case).

In addition, licence-holders must inform the Council in writing or by email within 72 hours (3 working days) of their arrest for any matter (whether subsequently charged or not). To fail to do so, will raise serious questions for the Council as to the honesty of the licence-holder and will be considered as part of any subsequent renewal applications.

### 17.2 Policy details

Each case is to be taken on its own merit.

Any person awaiting trial for or suspected of committing an offence which brings into question whether they are a fit and proper person (including but not limited to death by dangerous driving, drugs, violence, sexual offences, dishonesty, driving under the influence of alcohol or drugs, or offences of a habitual nature) will

normally be revoked pending the outcome of an investigation or trial.

Although each case will be assessed on its own merits in line with this policy, licence-holders should expect the revocation of their licence for these types of offences to be immediate in nature. The initial consideration regarding revocation will be undertaken by officers. However, if a driver does not agree with the officer's decision to revoke his/her licence he/she may apply to the local Magistrates' Court to appeal this decision within 21 days of the revocation being received by the driver.

When considering whether a licence should be suspended or revoked, some discretion may be appropriate if the offence and/or behaviour is isolated and there are mitigating circumstances. Equally the history of offending (including multiple offences/combinations of offences/types of offences) and/or behaviour may warrant a longer period free from convictions. Accordingly, the overall offending history must be considered when assessing the applicant's suitability to be licensed.

Therefore any licence-holder awaiting trial for, or suspected of, committing an offence or demonstrating behaviour which, taken together with the licence-holder's history of offending (including multiple offences /combinations of offences /types of offences) and behaviour (including before the licence was granted and during the course of the licence), lead the Council to believe that the licence-holder is not a fit and proper person to hold a licence, may have their licence suspended or revoked.

Whilst it is possible that a licence-holder may have a number of previous convictions that, individually, meet the guidelines below, the overall offending history must be considered when assessing the licence-holder's suitability to continue to be licensed. A series of offences/behaviour over a period of time is more likely to give cause for concern than an isolated minor conviction/demonstration of unacceptable behaviour. Obviously, some discretion can be afforded if an offence is isolated and there are mitigating circumstances, but the overriding consideration is the protection of the public.

For the Council to fully consider a case on its merits, the licence-holder should provide a written statement of the offences, with evidence, covering the nine points in the paragraph below, which would be available for examination by the Council.

Where the Council becomes aware of issues including previous criminal history/convictions, any arrest, any charges, inappropriate behaviour for a Hackney Carriage/PHV driver and/or significant comments on any DBS check, consideration will be given to each licence-holder's suitability for licensing against the following criteria (in no particular order):

- nature of the offence/conduct/charge etc.
- circumstances in which the offence/conduct/charge etc. was committed
- timely notification to the Council of offence/conduct/charge
- circumstances of the individual concerned
- subsequent periods of good behaviour
- overall conviction/behaviour history
- sentence imposed by the court
- seriousness of the offence/conduct/charge etc.
- any other character check considered reasonable (e.g. personal references)
- taking all the above issues into account, together with any other relevant issues, whether the protection of the public may be at risk.

These guidelines do not deal with every type of offence, and do not prevent the Council from considering offences not specifically addressed in the guidelines, or other conduct which may be relevant as to whether an individual is a fit and proper person to continue to hold a Hackney Carriage or a private hire driver's licence.

## 18 Expedition policy for revoked licences where reinstating a licensee is considered appropriate

### 18.1 General

The High court ruling of **R (application of Singh) v Cardiff City Council [2012] EWCH 1852 (Admin)** has established that it is unlawful to suspend and then revoke a driver for a single offence. Therefore, it is necessary to revoke a driver immediately if the Council becomes aware of information which gives serious concerns about a driver.

This policy is to assist in the timely replacement of a driver's licence, when it has been revoked but following investigation it has established that the Council does not have any remaining concerns with regards to the fit and proper nature of the person.

A relevant officer of the Council will decide if an applicant falls into this part of the policy and the applicant will be advised if this is the case.

The investigation of the Council, with regards to establishing whether an individual is fit and proper, will consider any available information but is not reliant on other authorities' investigations into any connected allegations, although information will always be requested from other agencies when they are known to be involved.

As the Council is required to consider each case on balance of probability, a police investigation which results in an individual not being convicted may not in itself be sufficient for the Council to issue a new licence to the individual as Police investigations are determined at a higher level of proof i.e. beyond reasonable doubt. In addition to this, a Police investigation may uncover breaches of this policy committed by a driver and the Council would need to take these into account.

**18.2 Process**

If the Council decides to issue a new licence to a driver whose licence was previously revoked, a new application will be required from the individual but some existing documents which are 'in date' in terms of the Hackney Carriage and private hire policy will normally be transferred to the new application.

Depending on the circumstances surrounding the revocation, some updated documents may be required, and these will be determined on a case by case basis. For example, if a driver's health leads to their licence being revoked and their health subsequently improves so that they may be considered fit to be a licensed driver, a new medical would be required. The same would be the case for an individual who is subject to a Police investigation, where their criminal history would be checked using the DBS update service; if the applicant is no longer signed up to this service, a new DBS (First Advantage) will be required as part of their application (and they will be required to re-register for the update service).

When a decision is made to issue a new licence, this will usually be processed within 5 working days of all required documentation being received.

**18.3 Fees**

The new licence will usually be issued for the period that the revoked licence had left to run, and no further charge will be levied, with the exception of any connected costs such as for new documentation which will remain the applicant's responsibility.

**19 TABLE OF OFFENCES SUMMARY (PLEASE READ SPECIFIC PARAGRAPH FOR MORE INFORMATION.**

| Offence category | Offences | Additional period if relevant | Comment |
|---|---|---|---|
| Serious violence | Aggravated burglary | | Applications will not be granted for convictions in these categories |
| | Any homicide offence | | |
| | Grievous bodily harm | | |
| | Malicious wounding | | |
| | Rape | | |
| | Riot | | |
| | Sexual assault | | |
| | Terrorism | | |
| | Violent disorder | | |
| | Abduction | | |
| | | | |
| Violence | Actual bodily harm | 10 years | Applications will not be granted if an applicant has two or more convictions involving violence or serious violence |
| | Affray | | |
| | Arson | | |
| | Assault on a police officer or other public servant | | |
| | Possession of a firearm | | |
| | Resisting arrest | | |
| | Robbery | | |
| | Slavery, abduction, false imprisonment etc | | |
| | Threats to kill | | |
| | Any offence that can be categorised as domestic violence | 7 years | Applicants will be assessed according to the actual offence |
| | Public Order Act offences (e.g. causing harassment, alarm or distress) | 5 years | Unless classed as a 'hate crime' in which case a licence is likely to be refused |
| | | | |
| Serious criminal offences | Common assault | 5 years | Applications will not be granted if an applicant has two or more convictions involving violence or serious violence |
| | Criminal damage | | |
| | Obstruction of police or other statutory officers | | |
| | Theft by an employee | | |
| | Possession of a weapon | | Applications will not be granted for convictions in this category |

| | | | |
|---|---|---|---|
| Sexual offences | Assault by penetration | | Applications will not be granted for convictions in this category<br><br>Applications will not be granted for anyone on the Sexual Offenders Register or where the offence involved Children, Young Adults or Vulnerable Adults |
| | Indecent assault | | |
| | Child Sexual Exploitation | | |
| | Indecent assault | | |
| | Trafficking including preparatory offences as defined within the Sexual Offences Act 2003 | | |
| | Making or distributing obscene material | | |
| | Possession of indecent photographs | 5 years | Applications will not be granted for anyone on the Sexual Offenders Register or where the offence involved Children, Young Adults or Vulnerable Adults |
| | | | |
| Dishonesty | Theft | 5 Years | Applications will not be granted if an applicant has two or more convictions involving dishonesty |
| | Burglary | | |
| | Fraud (including benefit fraud) | | |
| | Handling or receiving stolen goods | | |
| | Forgery | | |
| | Obtaining money etc by deception | | |
| | Taking a vehicle without consent | | |
| | Evasion of taxes or duties | | |
| | Deception | | |
| | Attempting to pervert the course of justice or perjury | | |
| | | | |
| Substance abuse offences | Possession of drugs with intent to supply | | Applications will not be granted for convictions in this category |
| | Driving under the influence of drink or drugs (including prescription drugs) | 5 years | Applications will not be granted if an applicant has two or more convictions involving driving under the influence |
| | Possession of drugs | 8 years | |
| | | | |

| | | | |
|---|---|---|---|
| Serious driving offences | Causing death by dangerous driving | | Applications will not be granted for convictions in these categories |
| | Causing death by dangerous driving whilst under the influence of alcohol or drugs | | |
| | Causing death by careless driving | | |
| | Dangerous driving | 10 years | Applications will not be granted if an applicant has two or more convictions in this category |
| | Driving without due care and attention | 5 years | |
| | Inconsiderate driving | | |
| | Driving when disqualified | | |
| | Failing to identify driver of vehicle when required | | |
| | Using a mobile phone while driving a motor vehicle | 4 years | |
| | | | |
| Other driving offences | Construction and use regulation offences | | Will not normally merit a refusal except for:<br>• existing applicants with 9 or more points endorsed on their DVLA licence<br>• new applicants with 6 or more points endorsed on their DVLA licence |
| | Traffic directions and signs | | |
| | Pedestrian crossing offences | | |
| | Speed limits | | |
| | Motorway offences | | |
| | Insurance offences | 5 years | Applications will not be granted if more than one conviction |
| | Driving or having control of a vehicle without a valid MOT certificate | | |
| | Driving or being in control of a vehicle without adequate insurance | | |
| | Vehicle being used in anti-social manner | 1 year | |
| | Vehicle being used in connection with commission of any criminal offence | | |
| | Driving otherwise than in accordance with a licence | 5 years | |
| | Failing to stop after or to report an accident | | |

| | | | |
|---|---|---|---|
| Licensing offences | Conviction under byelaws for Hackney Carriages | 5 years | |
| | Plying for hire | | |
| | Failing to carry an assistance dog | 1 year | |
| | Charging more than the metered fare | | |
| | Refusing to convey a passenger within a controlled district | | |
| | Offences under any other licensing regime | | |
| | Failing to notify licensing authority of change of vehicle address etc | | |
| | Waiting on a Hackney Carriage rank as a private hire vehicle | | |
| | Unlawfully prolonging journey | | |
| | Obstruction of authorised officers or constables | | |
| | Failing to wear identification badge | 3 months | May be up to 12 months for persistent failures to comply |
| | Failing to display vehicle licence plate on vehicle | | |
| | Failing to comply with vehicle licence conditions | | |
| | Deliberately or recklessly providing false information | | |

## 20 Licensing enforcement

### 20.1 General

The Council issues Hackney Carriage and private hire driver and vehicle licences to ensure passenger safety.

The DfT guidance is clear on the necessity of enforcement to maintain high standards of public safety. All enforcement schemes need to be proportionate and transparent.

Any enforcement system needs to deal with persistent, low-level breaches up to serious, possibly, criminal behaviour. There needs to be a grade of sanctions from informal warnings through to suspension and revocation of licences. The majority of enforcement will be for relatively minor offences or breaches and will be undertaken by a licensing officer.

### 20.2 Enforcement options

There are several options that can be considered following the identification of an activity for which the necessary licence, notice or registration has not been applied for or the Licensee has not complied with the conditions of a licence, notice or consent issued by the Council or byelaw made by the Council, or this policy or other legislation has been contravened. One or more of the following may be deemed appropriate:

- Verbal advice
- Inspection
- Issue of penalty points via monitoring of contraventions system
- Suspension
- Revocation
- Refusal of future licence application or restriction of such licence by imposition of conditions
- Formal Caution
- Prosecution.

There is a long-standing relationship between the licensing team and the trade. This is based on the application of consistent standards for all parties.

The authority will have regard to the Police and Criminal Evidence Act Codes of Practice.

#### 20.2.1 Verbal advice

To be followed where the vehicle or driver standards are found to be reasonably satisfactory but wanting in some minor respect.

#### 20.2.2 Inspection

Inspections will normally be of vehicles or documents/records. In most cases, appointments will be made with adequate notice and at reasonable hours unless this would defeat the object of the inspection. Licensees will comply with officer requests to view documents or records and must attend appointments for inspections.

### 20.2.3 Penalty points scheme

20.2.3.1 Any licensed person who has in the opinion of the licensing officer committed an infringement of the law or licence conditions will be served with a notice as follows: -

| Contraventions | Points | X | Contraventions | Points | X |
|---|---|---|---|---|---|
| 1) No first aid kit | 3 | | 13) No smoke free signage | 2 | |
| 2) No emergency bulb kit (where applicable) | 3 | | 14) Vehicle cleanliness | 2 | |
| 3) Failure to display badge | 3 | | 15) Private hire parked on taxi rank | 4 | |
| 4) Failure to display plate/internal plate/door stickers and/or use of magnets | 3 | | 16) Unattended vehicle on taxi rank | 4 | |
| 5) Failure to notify change of details/convictions/FPN/fines and fine alternatives such as driving courses undertaken as a licence requirement – vehicle/driver/operator | 3 | | 17) Obstructing a licensing officer / enforcement officer. | 6 | |
| 6) Failure to report an accident to the licensing team | 3 | | 18) Failure to produce documents on demand to the licensing officer / enforcement officer | 3 | |
| 7) Failure to report a complaint - driver/operator | 3 | | 19) Carrying too many passengers | 12 | |
| 8) Horn misuse | 2 | | 20) Refusal to carry guide dogs, hearing dogs, or service dogs (unless exempt) | 12 | |
| 9) Private hire plying for hire | 6 | | 21) Smoking/vaping in vehicle | 12 | |
| 10) Defective tyres, including part worn and 10yrs+ | 4 (per tyre) | | 22) Overcharging | 12 | |
| 11) Using unapproved advertising on/in vehicle | 2 | | 23) Breach of Public Spaces Protection Order | 4 | |
| 12) Failure to dress appropriately as defined in TRDC policy | 2 | | 24) Other licence requirements/breaches of legislation:- | Dependant on case | |

Driver's name: ……. Driver's badge No:……..

Plate No: ……. Vehicle registration: ……

*You have committed / your vehicle has been found with the contravention(s) above. This mean(s) that …… points have been issued against your licence(s).

**In respect of 1,2,4,10,11,13,14** the vehicle must not be used until the contravention(s) above have been rectified and the vehicle is presented to the Council Offices by ……/……/…… *

Failure to comply with this notice could lead to the revocation or suspension of your licences and does not rule out further proceedings when this matter is considered along with driver/vehicle history.*

**Date: …….. Signed: ……**

*Delete where appropriate

The Council operates a system whereby infringements of the law or licence conditions by a licence-holder can be recorded and given a value dependent upon the nature of the infringement. This scheme reduces possible subjectivity from the enforcement process. Any licensee who, in the opinion of an authorised officer, has committed an infringement will be issued with a contravention notice form.

This is a points-based monitoring system whereby licensees receive a certain number of points against their Hackney Carriage or private hire licence for specific offences, similar to the way in which points are issued against a DVLA licence for motoring offences. If a driver reaches 12 points within a 12-month period, the licence will be referred to the Lead Licensing Officer [or the Regulatory Services Sub-Committee if considered relevant] for consideration. If the Lead Licensing Officer considers that a decision should be made by the Committee, the decision maker will receive a report from officers and invite verbal representations from the licence-holder. This system allows the Licensing department to become aware of patterns or problems. The penalty points scheme enables the licensing team leader or Members to give weight to patterns or problems when issues come before them.

The monitoring of contraventions system is only in place for breaches of conditions that the Council witnesses and/or investigates. If, for example, the Police deal with an issue by way of issuing a penalty notice or awarding penalty points/fine, the Council would not then issue points as well.

If the licence-holder believes that points have been issued in error, or that there are mitigating circumstances not taken into account by the officer, there is a right of appeal to the Head of Regulatory Services, Three Rivers District Council, Three Rivers House, Northway, Rickmansworth, Hertfordshire, WD3 1RL within 14 days of receiving the notice containing the points. The licence-holder will receive notification of the decision of the appeal within 30 days of receipt of the notice of appeal.

The issue of points does not prevent the Licensing section from taking any other or additional action, including prosecution where this is felt to be appropriate. For the avoidance of doubt, any breach of legislation, conditions, or offences not contained within the table will be dealt with in line with the Hackney Carriage and Private Hire Policy.

**20.2.3.2 Allocation of penalty points**

The penalty points scheme assists the trade in maintaining its high standards and will act as a first step in assuring compliance with the licence conditions.

**20.2.3.3 Points for unattended vehicles (Hackney Carriage only)**

A vehicle is deemed to be unattended if it is considered that the driver would not be available to be hired when a customer approaches. Therefore, points would not be issued simply because the driver was standing outside of the vehicle but would be likely to be issued if the driver is not close enough to the vehicle to acknowledge the customer when they approach. Taxi ranks are provided for drivers to show that they are available for hire and are not a parking provision for licensed vehicles.

**20.2.3.4 Contraventions that will be dealt with outside of the penalty point(s) scheme**

The following licence contraventions are considered to be very serious and therefore a single offence shall lead to consideration of whether a licence-holder should be suspended or revoked:

- Unlicensed vehicle driven by a licensed driver
- Unlicensed driver driving a licensed vehicle
- Failure to display Hackney Carriage or private hire plate on licensed vehicle
- Driving with no valid insurance
- Driving with no valid compliance/MOT
- Contravention of suspension notice.

Whilst a defective tyre will normally lead to 4 points being issued, the Council will consider the severity of the defect, and this could lead to a higher number of points being issued and potentially suspension or revocation of the driver's licence.

**20.2.4 Suspension of licences**

A suspension notice can be issued giving 21 days' notice before the suspension takes effect or can be with immediate effect in the interest of public safety.

Whilst each case will be taken on its own merit, generally a suspension notice will normally be served in the following cases:

- If there is a history of non-compliance with the licence conditions or legislation and/or where 12 points have been issued as detailed above in a twelve-month period.
- If there is a significant contravention in terms of risk to members of the public due to non-compliance.
- If the person is not otherwise currently considered to be a fit and proper person to be a licensed driver.
- Any other serious matter.

The policy on criminal records and behaviour will be used to assess whether a suspension should be given and if so whether it should be with immediate effect.

Also, the Crown Prosecution Service or Police may be asked to apply for bail conditions, which require any/all licences affected by this policy to be revoked by the Court.

Where a licence is refused, revoked, suspended or not renewed the licence-holder must be provided within 14 days of the decision being made and notice of the grounds on which the action was taken.

### 20.2.5 Revocation of licences

In the case of a driver or operator licence, the test will be whether the driver/operator is a fit and proper person (assessed in accordance with this policy, current legislation, case law and guidance). If they are not, on the balance of probabilities, then the licence will be revoked.

The decision to revoke a licence will not be taken lightly. The lead licensing officer has delegated authority to revoke licences if appropriate or can refer the licence to a Regulatory Services/Licensing Sub-Committee if deemed appropriate.

### 20.2.6 Formal caution

This is an alternative to prosecution and requires that the offender must admit the offence.

In considering the issue of a formal caution the following will be taken into account:

- The seriousness of the offence.
- The benefits of its use rather than prosecution, e.g. cost, speed, deterrent effect in respect of re-offending
- The intention to rectify the contravention
- The evidence regarding the contravention.
- Previous history of the offender
- Consideration of the public interest (application of public interest test).

Written information will be given or sent to the offender regarding the significance of the caution immediately prior to offer of the formal caution.

Formal cautions will always require first the signature of the offender and then the authorised local authority representative.

Copies of the caution will be sent to the offender and sent to the central registrar of convictions. The Legal department will hold the original caution.

### 20.2.7 Prosecution

Prosecution will normally only be contemplated when the offences are serious, for example where there is a potential for risk to passenger safety, or as a result of refusal to accept other courses of action. Unlicensed persons or businesses will be considered for prosecution.

The following will be taken into account;

- the previous history
- the explanations or attitudes
- the probable public benefit
- whether the use of a formal caution would be more appropriate.

Prosecution will be authorised by the Head of Regulatory Services after consultation with the Head of Legal and Democratic Services.

Should the Crown Prosecution Service be initiating action against a person or business for offences which also involve breaches of the Police Town Clauses Act 1847, Local Government (Miscellaneous Provisions) Act 1976 or byelaws made in respect of Hackney Carriages, they may be authorised to initiate proceedings under these acts.

### 20.2.8 Voluntary Surrender

Voluntary offers to surrender a licence will be accepted if made in writing and the licence plate/disc/badge returned. No refund of licence fee will be paid on the surrender of a licence.

### 20.2.9 Notification of decisions

Any notice required to be served by the Council under this licence or under any of the provisions of the Local Government (Miscellaneous Provisions) Act 1976 shall be deemed to have been properly served if sent by pre-paid post to, or left at, the last known address of the holder of the licence. Notices may also be served by email and will be deemed served on the individual once sent.

### 20.2.10 Appeal against refusal, suspension or revocation of a licence

The applicant or licence-holder has the right of appeal to the Magistrates' Court (or Crown Court if relating to refusal to grant a Hackney Carriage vehicle licence). Appeal procedures to the Magistrates' Court will be detailed with notices sent out. On appeal to the Magistrates' Court a suspended or revoked licence can continue to be used until the appeal is heard except for those licence-holders suspended or revoked with immediate effect under section 61(2B)) of the Local Government (Miscellaneous Provisions) Act 1976.

**Appendix 1**

**Three Rivers District Council**
**Driver Licence Requirements and Procedure**

These requirements apply to Hackney Carriage and private hire driver licence applicants and licence holders.

**1. Fit and proper person**

A fit and proper person must:

- be medically fit
- comply with the Council's guidelines for the issue of hackney carriage and private hire driver and operator licences policy and the Home Office circular with regard to cautions, convictions or pending court appearances as detailed in the Home Office circular
- not be entered on the sex offenders register
- be an experienced driver
- have the required knowledge of the district, Highway Code, policy and customer care.

**2. Validation of application**

Applications will only be accepted by the Licensing department if they are made on the form produced and provided by the Council.

An application for a **new** driver licence will only be considered valid once the Council is in the receipt of; the relevant fee (paid on submission of the application)

- a recent passport-style photograph
- a copy of applicant's full DVLA (UK) driving licence including photocard and valid DVLA code
- a current medical certificate (not older than 3 months)
- proof of identity (passport/birth certificate)
- a relevant knowledge test pass certificate
- an enhanced Disclosure and Barring Service certificate (not older than 3 months)
- a specialist driving standards test certificate,
- 
- evidence of right to work in the UK
- a certificate of Good Conduct from the relevant embassy for all applicants will also be required from those applicants who have lived in the UK for less than 5 years (new applicants only) or who have been absent for a period of 9 months or more within the last three years for current licensees. If the Certificate is not issued in English, the applicant will be required to pay for the relevant translation.

The applicant will also be required to provide the following:

- Specialist driving test certificate
- Safeguarding training course pass certificate

An application for the **renewal** of a current licence will only be considered valid once the Council is in receipt of;

- the relevant fee (paid on submission of the application)
- a recent passport-style photograph
- a copy of applicant's full DVLA (UK) driving licence including photo card and valid DVLA Code
- evidence of right to work in the UK

Any additional documents that are due to expire within the renewal period must also be presented at renewal. In addition, the expired driver's badge must be returned to the Council to collect the new badge.

Only full applications will be accepted, and any missing documents or elements will mean your application will not be processed.

All applications for the renewal of a licence must be made at least four weeks prior to the expiry of the existing current licence. Applications received less than 28 days prior to the expiry of the licence may not be issued prior to the expiry of the current licence, and in these cases the Licensee will not be able to work as a licensed driver or drive a licensed vehicle until the new licence is issued.

Licences will be issued following processing within 28 days of a full application.

**3. Fees**

The appropriate fee as prescribed from time to time by the Council must be paid at the time of submission of an application.

**4. Medical certificate and fitness**
The standard of medical examination as required by the Council is that normally associated with a Group 2 driver's licence. All drivers are required to provide a certificate on the Council's prescribed form signed by a Medical Practitioner who will need to be a qualified GP (or similar) to the effect that they are physically fit to be the driver of a taxi or private hire vehicle.

A medical certificate is required at first application, then every 3 years up to 65 years of age, and annually thereafter.

The applicant is responsible for the payment of all fees required for any medical examination.

The licensee shall notify the licensing officer in writing as soon as possible and in any event not later than fourteen days of any illness or injury affecting his or her fitness to drive in any way.

Where there is reasonable doubt over a driver's fitness, the Council may direct the driver for a medical examination by a specified registered medical practitioner at any time. The applicant is responsible for the payment of all fees required for any medical examination.

Drivers who, for medical reasons, are unable to transport assistance dogs are able to apply to the Council for an exemption certificate. Such a certificate is only issued on production of appropriate medical evidence. Holders of an exemption certificate must display the certificate in a prominent position inside the vehicle.

**5. Driving experience and test**
A valid full DVLA (UK) driver's licence (Groups A and B) must have been held for a period of three years prior to application.

Whilst each case will be taken on its merit, as a general principle a licence will not be granted where an applicant has been convicted of a serious driving offence in the past three years or has more than six active points on their licence.

New applicants will be required to undertake and pay for driver standards test and provide a copy of the pass certificate to the Council as part of their application for a licence.

Should a driver be reported to the Council for a poor standard of driving then they may be required to undertake a further driver standard test at a cost to themselves.

**6. Disclosure and Barring Service criminal record check**
All new applicants are required to submit an enhanced Disclosure and Barring Service certificate dated less than 3 months old as part of an application.

Once licensed, drivers will undergo an annual enhanced DBS check. All new applicants as well as existing drivers are therefore required to sign up to the DBS Update Service, and provide written consent to the Council authorising officers to check the status of their certificate online.
Random Update Service checks may be carried out by an authorised officer throughout the effective period of the licence

Failure to register a DBS certificate on the Update Service may result in contravention points being issued. A suspension of the licence may also be issued if a DBS has expired where it has not been registered on the Update Service. The suspension will remain in place until a new DBS certificate is issued and the original certificate submitted to the licensing authority for scrutinising.

**7. Disclosure of convictions, offences and/or involvement with police**
Convictions will be dealt with in accordance with the policy on criminal convictions and behaviour in section 17 of this Policy.

To ensure protection of the public a licence holder must ensure immediate disclosure (within 72 hours) to the licensing officer in writing if they are charged, arrested, cautioned, or convicted of any offence during the period of their licence. This includes driving offences. Should knowledge of any offences be withheld, this will reflect on a person fitness to be a licensed driver and may lead to a licence being suspended.

**8. Other offences**
The licence holder shall be deemed guilty of an offence if he or she:

- Wilfully obstructs an authorised officer acting in pursuance of Part II of the 1976 or the Town Police Clauses Act 1847

- Fails to comply with any requirements made to him or her by the authorised officer
- Without reasonable cause fails to give the authorised officer any other assistance or information which he may require for the performance of his or her functions.

**9. Duration of driver's licence**

The standard period that a driver licence shall remain in force is three years, commencing from the date the licence is granted, not the date of the application itself.

No licence will be issued for a period longer than the standard three-year period, but if an applicant wishes to be considered for a licence with a shorter duration, this request must be put in writing at the time of application. These requests will be considered on a case-by-case basis.

A driver's licence may be issued for a probationary period of less than three years as determined by the Council, dependant on the applicant's ability to demonstrate being a fit and proper person. Matters that could be considered would include driver's experience, criminal record, references, past allegations, record of compliance with the conditions, outstanding fees and any other reasonable cause.

**10. Driver's licence and identity badge**

Upon successful completion of the application procedure, applicants will be issued with a licence certificate and a driver's badge which shall remain the property of the Council.

The badge shall be worn around the neck in such a position and manner as to always be plainly and distinctly visible whilst working as a licensed driver. Hanging the badge from the interior mirror of the vehicle is not acceptable.

The driver must report the loss of their driver's badge and/or licence to the Council as soon as such loss becomes known. The driver must make an application and pay for a replacement badge and will not be permitted to work until a replacement badge has been issued.

Upon the expiry, revocation or suspension of the licence, the driver must return the badge to the Council within 7 days (5 working days).

**11. Compliance with legislation and conditions**

Licensed drivers are expected to comply with (where applicable) the provisions of the Town Police Clauses Act 1847, the Local Government (Miscellaneous Provisions) Act 1976, the byelaws made in respect of hackney carriages and conditions relating to the private hire driver's licence. They are also expected to comply with Section 37 of the Disability Discrimination Act 1995 and Equality Act (2010) in respect of assistance dogs, Road Safety Act 2006 (Sections 52-53), Immigration Act 2018, Deregulation Act 2015 and Health Act.

In addition to legislation, all private hire licensed drivers are required to adhere to the conditions attached to the licence. A copy of these conditions are found in Appendix 2.

It is not possible to apply conditions to Hackney Carriage driver licences. Local Hackney Carriage driver standards are instead regulated by local byelaws, a copy of which can be found in Appendix 3.

**12. Suspension, revocation, and refusal to renew licence**

Without prejudice to these conditions, the Council may suspend, revoke or refuse to renew the licence when considered necessary to do so. The Council will have regard to this policy when making a decision to suspend, revoke or refuse to renew a licence.

**13. Appeals procedure**

Any person aggrieved by refusal to grant a licence may appeal to the Magistrates' Court within 21 days of a decision being made.

**15. Variation of requirements**

The Council reserves the right to vary, delete or waive any of these requirements.

**Appendix 2**

**Standard conditions relating to Private Hire Drivers**

In these conditions:

**'The application'** shall mean the application made by the licensee for the grant of the licence

**'Authorised officer'** shall mean a licensing officer of the Council's Regulatory Services Department or any other officer authorised by the Regulatory Services.

**'The Council'** shall mean Three Rivers District Council

**'the hirer'** shall mean any person or persons who from time-to-time hires or books the vehicle

**'the licensee'** shall mean the person(s) named in the licence

**"the operator'** shall mean any person, company or partnership licensed by the Council to operate private hire vehicles

**"the vehicle"** shall mean any private hire vehicle licensed by the Council

**1.** The licensee shall ensure that he or she complies in all respects with the requirements of any Act and regulations affecting the operation of private hire vehicles and motor vehicles, these conditions and any code of practice implemented by the Council.

**2.** The licensee shall:
- Ensure that the vehicle to be driven by him or her is in a roadworthy condition, thoroughly cleansed inside and out; all equipment fittings and fixtures are present and serviceable and comply with the conditions attached to the licence relating to the vehicle before commencement of any journey.
- Record details of checks and inspections in the record book provided by the proprietor of the vehicle.
- Report any defect discovered by the licensee to the proprietor of the vehicle.

**3.** The licensee shall at all times be clean and respectable in his or her dress, behave in a civil and orderly manner, and not use foul and abusive language.

**4.** The licensee shall at all times confirm the name, destination, and method of payment with every passenger prior to commencing any journey

**5.** The licensee shall at all times take all reasonable steps to ensure the safety of passengers conveyed in, entering or alighting from the vehicle and shall at all times assist any passenger in gaining access to or from the vehicle

**6.** The licensee shall at all times assist any passenger with the loading and unloading of luggage into and out of the vehicle, and licensee shall at all times take all reasonable steps to ensure the safety of luggage conveyed in, being loaded in or removed from the vehicle

**7.** The licensee shall at all times afford reasonable assistance in removing a passenger's luggage to or from the entrance of any house, station or place at which he or she may collect or set down a person unless otherwise directed by the hirer

**8.** The licensee shall at all times proceed to the destination requested by the hirer by the shortest possible route

**9.** The licensee will not drive the vehicle without the written consent of the proprietor of the vehicle

**10.** The licensee will not drink, eat, or play audio equipment whilst conveying a passenger in the vehicle without the express permission of the hirer

**11.** The licensee shall ensure that no annoyance or disturbance is caused to residents or other road user whilst driving the vehicle. The use of the horn or lights of the vehicle or shouting in order to attract the attention of the hirer or passengers is not permitted

**12.** The licensee shall at all times not drive a licensed vehicle in a manner that may intimidate or have the potential to intimidate another road user

**13.** The licensee shall comply with all road traffic law

**14.** The licensee shall not use any hand-held communications or navigation devices or similar (such as mobile telephone, two-way radio, satellite navigation device or personal digital assistant) whilst driving

**15.** The licensee shall at all times immediately notify the Council's licensing officer if he or she has knowingly conveyed a dead body in the vehicle, and not drive the vehicle again until he or she has obtained written permission for the continued use of the vehicle

**16.** The licensee shall at all times not cause or permit the vehicle to stand in such a manner as to suggest that it is standing or otherwise plying for hire or that it is a Hackney Carriage

**17.** The licensee shall at all times not tout or solicit any person to hire or be carried in any private hire vehicle

**18.** The licensee shall at all times not cause or procure any other person to tout or solicit any person to hire or be carried for hire in any private hire vehicle

**19.** The licensee shall not carry more passengers in the licensed vehicle than the vehicle licence authorises.

**20.** A licensed driver shall not smoke in their vehicle or permit any other person to smoke in their vehicle whether they are working or not. The use of electronic / vapour cigarettes are also not permitted to be used in a licensed vehicle. The lack of knowledge and research into the long-term effects of the exposure to these devices is unknown.

**21.** The licensee shall ensure that 'No Smoking' signage is displayed in the vehicle in accordance with the legislation.

**22.** A licensed driver shall not initiate any dialogue of a "sexual" nature with a passenger including by telephone contact, social media, email or any other form of communication. Licensed drivers are not permitted to become involved "sexually", or have sexual contact with a passenger, with or without consent. Conversations that are likely to offend or upset passengers should also be avoided, examples would be conversations of a personal nature, but whether a conversation would be considered 'likely' to offend or upset a passenger would be considered by the Council on an individual basis if a complaint is received.

**23.** The licensee shall, if requested by the hirer, provide a written receipt for the fare paid.

**24.** The licensee shall report to the authorised officer any accident (motoring or otherwise) involving the vehicle and/or any damage materially affecting the safety, performance or appearance of the vehicle within 72 hours (3 working days) of the accident using the form issued by the Council. The report must be submitted via the online portal which can be found on the Council's website.

**25.** The licensee, when it is agreed that the vehicle has been hired, shall at the appointed time and place, unless delayed or prevented by some sufficient cause, punctually attend with the vehicle. Prior to collecting the hirer the licensee shall ensure that he or she is aware of the destination and how to reach the destination.

**26.** The licensee shall always, when acting in accordance with this licence, wear the badge issued to him/her by the Council around his/her neck, in such a position as to be plainly and distinctly visible. Hanging the badge from the internal mirror is not acceptable.

**27.** The licensee shall not be permitted to wait or park on the public highway within 75 metres of an authorised Hackney Carriage rank.

**28.** The driver shall not demand from any hirer a fare more than any previously agreed price for that hiring between the hirer and the operator or, if the vehicle is fitted with a taximeter and there has been no previous agreement as to the fare, the fare shown on the face of the taximeter. The driver shall not demand any fare higher than that shown on the face of the taximeter.

**29.** The licensee shall not:-

a) Convey or permit to be conveyed in the vehicle a greater number of persons than that prescribed in the licence for the vehicle

b) Without the consent of the Hirer convey or permit to be conveyed any other person in the vehicle.
c) Allow to be conveyed in the front of the vehicle:
   i. Any child below the age of three years
   ii. More than one person above the age of three years
   iii. An infant in arms.

**30.** The licensee shall ensure that all passengers between three and twelve years of age or 135cm in height wear an appropriate child restraint to travel in the front of a vehicle. If not available, these passengers must use an adult seat belt in the rear of the vehicle. It is the responsibility of the adult having a child in their care to provide a suitable car/booster seat for their journey.

**31.** The licensee shall not permit any animal belonging to or under the care of the licensee or the driver to ride in the vehicle when using the vehicle for private hire.

**32.** The licensee or driver shall not refuse any request to carry an assistance/guide dog, accompanying a person with a disability unless the licensee and/or driver has been exempted from this requirement by the Council. It is an offence to refuse to carry a guide or assistance dog (unless a medical exemption certificate is held.

**33.** The licensee shall not refuse any reasonable request to carry an animal belonging to the hirer in the rear of the vehicle.

**34.** The licensee shall not use the vehicle for private hire unless the bookings are invited and accepted by a private hire operator licensed within the district. The licensee shall ensure the operator has a current private hire operator's licence issued by the Council.

**35.** The licensee shall notify the licensing department in writing of the name and address of the operator for whom they are permitted or employed to drive for within 7 days (5 working days) from the date they commenced driving for that operator. If the licensee ceases driving for the operator, they shall notify the licensing department in writing that they have ceased driving for the operator within 7 days (5 working days).

**36.** The driver shall deposit a copy of their licence certificate with the vehicle licensee/proprietor as well as the operator before commencing to drive the vehicle. The licence shall be retained by the vehicle licensee/proprietor and operator until such time as the driver ceases to drive that vehicle or ceases to be registered / employed by the operator.

**37.** The driver of a licensed vehicle shall ensure that they are covered by a valid, fully comprehensive insurance policy for private hire purposes which includes legal liability for passengers before commencing to drive the vehicle and shall ensure that they do not act in any way which might invalidate the insurance. The licensee shall produce the insurance certificate on being requested to do so to a police officer or the authorised officer.

**38.** The licensee shall ensure that, immediately after the termination of any hiring or as soon as practicable thereafter, the vehicle is searched thoroughly for any property which may have been accidentally left therein. The licensee shall take any property accidentally left in the vehicle or handed to him or her to a Police Station within the Three Rivers District boundary (see main policy) and leave it in the custody of the officer in charge and obtain a receipt. Such property if not sooner claimed by the owner must be taken to a Police station within 48 hours of the property being found.

**39.** The licensee shall not obstruct the authorised officer or any Police officer from carrying out any inspection or test of the vehicle.

**40.** The licensee shall, within 72 hours (3 working days), disclose to the licensing officer in writing if they are arrested, cautioned, or convicted of any offence (including motoring offences). A representative of the licensee must fulfil this obligation if the licensee is detained by the Police. Driving offences must be declared when the Notice of Intended Prosecution is received, not when the DVLA driving licence is updated.

**41.** The licensee shall notify the authorised officer within 7 days (5 working days) in writing of any change in his or her personal details. Changes shall include; change of operator, changes of address, name status, phone number, mobile number, and email address. Any change of the licence holders name/address details must be reported via the online portal with the required application, fee(s) and supporting documentation evidencing the change of detail where necessary being submitted

**42.** Licensees shall at all times when driving the vehicle carry with them a copy of their licence, and shall make it available for inspection upon request by the hirer, any other passenger, any authorised officer or a Police officer

**43.** Upon the expiry, revocation or suspension of his/her licence, the licence holder shall return the licence and associated driver's badge issued to the Council .

**44.** The licensee shall be guilty of an offence if he or she:

- Wilfully obstructs an authorised officer acting in pursuance of Part II of the 1976 or the Town Police Clauses Act 1847;
- Fails to comply with any requirements made to him or her by the authorised officer;
- Without reasonable cause fails to give the authorised officer any other assistance or information which he may require for the performance of his or her functions.

The Council reserves the right to vary, delete or waive any of these conditions.

**Appendix 3**

## Standard conditions and Byelaws relating to Hackney Carriage Driver Licences

Throughout these byelaws “the Council” means Three Rivers District Council and “the district” means Three Rivers District

These conditions and byelaws are made under section 68 of the Town and Police Clauses Act 1847, and section 171 of the Public Health Act 1875, by the Council of Three Rivers District, with respect to Hackney Carriages in Three Rivers District.

**THE COMMON SEAL** of **THREE RIVERS DISTRICT COUNCIL** was hereunto affixed this 23rd day of December 2004 in the presence of:-

Steven Halls
Chief Executive

**Standard Conditions to the Hackney Carriage Driver's Licence**

(1) The Licensee must comply with the Standard Conditions and the Bye Laws to the Hackney Carriage Driver's Licence.

(2) Hackney Carriage vehicles must carry a guide dog or assistance dog belonging to a passenger, free of charge, unless the Licensee has a proven medical condition that would preclude such action. Licensees have a responsibility to ensure that their company is aware of such a condition when they are first employed. Exemption to this condition will only be given on production of a medical certificate.

(3) The Licensee must inform the Licensing Officer of Three Rivers District Council, in writing, of any change of his/her address and/or operator, within 7 days.

(4) The holder of a hackney carriage driver's licence must inform the Council, as soon as possible of any change in his/her medical circumstances. The Council reserves the right to require a medical from the licensee/applicant at any time on notification or suspicion of any changes in mental or physical health.

(5) The driver of a Hackney Carriage, licensed by Three Rivers District Council, must not in any circumstances use the horn of the vehicle to attract a customer or to let a customer know that they have arrived at a pre-arranged meeting place.

**1. Provisions regulating the manner in which the number of each Hackney Carriage corresponding with the number of its licence, shall be displayed**

**1.1** The proprietor of a Hackney Carriage shall cause the number of the licence granted to him the respect of the carriage to be legibly painted or marked on the outside and inside of the carriage or on plates affixed thereto.

**1.2** A proprietor or driver of a Hackney Carriage shall:-

a) not wilfully or negligently cause or suffer any such number to be concealed from public view while the carriage is standing or plying for hire; and
b) not cause or permit the carriage to stand or ply for hire with any such painting, marking or plate so defaced that any figure or material particular is illegible.

**2. Provisions regulating how Hackney Carriages are to be furnished or provided**

The proprietor of a Hackney Carriage shall:-

a) Provide sufficient means by which any person in the carriage may communicate with the driver;
b) Cause the roof or covering to be kept water-tight;
c) Provide any necessary windows and a means of opening and closing not less than one window on each side
d) Cause the seats to be properly cushioned or covered
e) Cause the floor to be provided with a proper carpet, mat or other suitable covering;
f) Cause the fitting and furniture generally to be kept in a clean condition, well maintained and in every way fit for public service;
g) Provide means for securing luggage if the carriage is so constructed as to carry luggage;
h) Provide at least two doors for the use of persons conveyed in such carriage and a separate means of ingress and egress for the driver.

**3. The proprietor of a Hackney Carriage shall cause any taximeter with which the carriage is provided to be so constructed, attached and maintained as to comply with the following requirements, that is to say:**

a) The taximeter shall be fitted with a key, flag or other device the turning of which will bring the machinery of the taximeter into action and cause the word “HIRED” to appear on the face of the taximeter
b) Such key, flag or other device shall be capable of being locked in such a position that the machinery of the taximeter is not in action and that no fare is recorded on the face of the taximeter;
c) When the machinery of the taximeter is in action there shall be recorded on the face of the taximeter in clearly legible figures, a fare not exceeding the rate or fare which the proprietor or driver is entitled to demand and take for hire of the carriage by time as well as for distance in pursuance of the tariff fixed by the Council;
d) The word “FARE” shall be printed on the face of the taximeter in plain letters so as clearly to apply to the fare recorded thereon;
e) The taximeter shall be so placed that all letters and figures on the face thereof are at all times plainly visible to any person being conveyed in the carriage, and for that purpose the letters and figures shall be capable of being suitably illuminated during any period of hiring; and
f) The taximeter and all the fittings thereof shall be so affixed to the carriage with seals or other appliances that it shall not be practicable for any person to tamper with them except by breaking, damaging or permanently displacing the seals or other appliances.

**4. Provisions regulating the conduct of the proprietors and drivers of Hackney Carriages plying within the district in their several employments, and determining whether such drivers shall wear any and what badges**

The driver of a Hackney Carriage provided with a taximeter shall:

a) When standing or plying for hire, keep the key, flag or other device fitted in pursuance of the byelaw, in that behalf locked in the position in which no fare is recorded on the face of the taximeter;
b) Before beginning a journey for which a fare is charged for distance and time, bring the machinery of the taximeter into action by moving the said key, flag or other device so that the word “HIRED” is legible on the face of the taximeter and keep the machinery of the taximeter in action until the termination of the hiring; and

c) Cause the dial of the taximeter to be kept properly illuminated throughout any part of a hiring which is between half-an-hour after sunset and half-an-hour before sunrise, and also at any other time at request of the hirer.

**5. A proprietor or driver of a Hackney Carriage shall not tamper with or permit any person to tamper with any taximeter with which the carriage is provided, with the fittings thereof, or with the seals affixed thereto.**

The driver of a Hackney Carriage shall, when plying for hire in any street and not actually hired:-

a) Proceed with reasonable speed to one of the stands appointed by the Council;
b) If a stand, at the time of his arrival, is occupied by the full number of carriages authorised to occupy it, proceed to another stand;
c) On arriving at a stand not already occupied by the full number of carriages authorised to occupy it, station the carriage immediately behind the carriage or carriages on the stand and so as to face in the same direction; and
d) From time to time, when any other carriage immediately in front is driven off or moved forward cause his carriage to be moved forward so as to fill the place previously occupied by the carriage driven off or moved forward.

**6.** A proprietor or driver of a Hackney Carriage, when standing or plying for hire, shall not make use of the services of any other person for the purpose of importuning any person to hire such carriage.

**7.** The driver of a Hackney Carriage shall behave in a civil and orderly manner and shall take all reasonable precautions to ensure the safety of persons conveyed in or entering or alighting from the vehicle.

**8.** The proprietor or driver of a Hackney Carriage who has agreed or has been hired to be in attendance with the carriage at an appointed time and place shall, unless delayed or prevented by some sufficient cause, punctually attend with such carriage at such appointed time and place.

**9.** A proprietor or driver of a Hackney Carriage shall not convey or permit to be conveyed in such carriage any greater number of persons than the number of persons specified on the plate affixed to the outside of the carriage.

**10**. If a badge has been provided by the Council and delivered to the driver of a Hackney Carriage he or she shall, when standing or plying for hire, and when hired, wear that badge in such a position and manner as to be plainly visible.

**11.** The driver of a Hackney Carriage so constructed as to carry luggage shall, when requested by any person hiring or seeking to hire the carriage:
a) Convey a reasonable quantity of luggage;
b) Afford reasonable assistance in loading and unloading; and
c) Afford reasonable assistance in removing it to or from the entrance of any building, station or place at which he may take up or set down such person.

**12**. **Provisions fixing the rates or fares to be paid for Hackney Carriages within the district and securing the due publication of such fares**

The proprietor or driver of a Hackney Carriage shall be entitled to demand and take for the hire of the carriage the rate or fare prescribed by the Council, the rate or fare being calculated by the combination of distance and time unless the hired express at the commencement of the hiring his desire to engage by time.

Provided always that, where a Hackney Carriage furnished with a taximeter shall be hired by distance and time, the proprietor or driver shall not be entitled to demand or take a fare greater than that recorded on the taximeter, save for any extra charges authorised by the Council which it may not be possible to record on the face of the taximeter.

a) The proprietor of a Hackney Carriage shall cause a statement of the fares fixed by Council resolution to be exhibited inside the carriage, in clearly distinguishable letters and figures.
b) The proprietor or driver of a Hackney Carriage, bearing a statement of fares in accordance with this byelaw, shall not wilfully or negligently cause or suffer the letter of figures in the statement to be concealed or rendered illegible at any time while the carriage is plying or being sued for hire.

**13. Provisions securing the safe custody and re-delivery of any property accidentally left in Hackney Carriages, and fixing the charges to be made in respect thereof**

The proprietor or driver of a Hackney Carriage shall immediately after the termination of any hiring or as soon as practicable thereafter carefully search the carriage for any property which may have been accidentally left therein

The proprietor or driver of a Hackney Carriage shall, if any property accidentally left therein by any person who may have been conveyed in the carriage be found or handed in to him/her, carry it as soon as possible, and in any event within 24 hours, if not sooner claimed by or on behalf of its owner, to Watford Police Station, Shady Lane, Watford Herts WD17 1DD and leave it in the custody of the officer in charge of the office, on his/her giving a receipt for it.

**14. Penalties**

Every person who shall offend against any of these byelaws shall be liable on summary of conviction to a fine not exceeding level 2 on the Standard Scale and in the case of a continuing offence to a further fine not exceeding two pounds for each day during which the offence continues after conviction therefor.

**15. Repeal of Byelaws**

The byelaws relating to Hackney Carriages which were made by Three Rivers District Council on the 7th December 1976 and which were confirmed by the Secretary of State at the Home Office and came into force on the 12th day of November 1976, are hereby repealed.

The byelaws relating to Hackney Carriages which were made by Three Rivers District Council on the 16th day of December 1977 substituting byelaw 16, and which were confirmed by the Secretary of State at the Home Office and came into force on the 10th day of February 1978, are hereby repealed.

**Appendix 4**

**Requirements relating to Hackney Carriage and Private Hire Vehicles**

## 1. Type of vehicle

The Transport Act 1985 allows licensing authorities to regulate vehicle standards. Circular 8/86 accompanying the Transport Act, states that authorities will wish to ensure that vehicles are mechanically sound, roadworthy and safe. The following will be applied:

- The vehicle must not be left hand drive
- All newly licensed Hackney Carriage and private hire vehicles must, as a minimum, be categorised as M1 and meet Euro 6 standards from **1 September 2026** for emissions and have a mileage less than 150,000 as stated on their mileometer.
- Any converted vehicles will be required to hold the appropriate low volume type approval certificate in the M1 classification or the enhanced single vehicle certificate together with the original M type approval.
- All vehicles will be required to meet Euro 6 standards by **April 2028.**

Where vehicles do not meet the relevant emissions criteria, the proprietor may:

- have the vehicle adapted / modified to meet the standard and provide evidence of this;
- change the fuel that is used to a cleaner alternative, such as bio diesel; or
- replace the vehicle with one that meets the emission standard.

Notwithstanding that each application will be considered on its own merits.

## 2. Vehicle standards

**2.1** Only vehicles that comply with the requirements and meet the 'exceptional condition' criteria relating to private hire vehicles/hackney carriage vehicles or non-standard private hire vehicles will be licensed. The vehicle must remain in the condition as determined by those conditions throughout the licensed period. The Council shall refer to its enforcement policy when dealing with licensees who fail to comply with these conditions or relevant legislation.

A vehicle will be in 'exceptional condition' if **ALL** of the following apply:

1. The vehicle must not have failed the council's vehicle inspection (where applicable) or standard MOT on any significant item within the previous five years.
2. In the previous 5 years any MOT advisory in relation to tyres or brakes has been rectified before the vehicle was retested.
3. The vehicle meets or exceeds the vehicle standards contained within the local authority's policy in relation to vehicle condition.
4. The interior trim, panels, seating and carpets and upholstery are in excellentcondition, clean and free from damage and discolouration.
5. The boot or luggage compartment is in good condition, clean and undamaged.
6. Passenger areas are free from damp and any unpleasant odours.

Items 1 & 2 will only apply for the period the vehicle has been owned by the applicant. Vehicle proprietors should have regard to the MOT history of a vehicle they wish to purchase as it is an indication of how well a vehicle has been maintained by the previous owner and whether there is likely to be significant issues going forward.

All vehicles must have full vehicle type approval. The authorised testing stations listed are all permitted to undertake vehicle checks on behalf of the Council. In addition, an officer of the Council may require an additional test to be undertaken or the applicant to be directed to a specific testing garage in all cases at the expense of the applicant/licence-holder.

The criteria will be checked by an officer of the council and the proprietor of the vehicle must provide all the necessary documentation to support their request for a vehicle licence to be granted outside of this policy. An appointment will need to be made for this and a fee will be charged. If the above criteria are satisfied, then the proprietor of the vehicle must book and pay for the council's approved vehicle

inspection from a nominated garage and produce the pass certificate to the council. This test CANNOT be carried out before the vehicle is inspected by a council officer.

## 3. Vehicle age policy

**3.1 At first application (from 1 September 2026) -** Vehicle licenses will not be granted in respect of vehicles that were first registered (or, in the case of imported vehicles, manufactured) more than 5 years prior to the date that the application is made.

**3.2 At renewal (from 1 April 2028)** - Vehicle licenses will not be renewed in respect of any licensed vehicle that was first registered (or, in the case of imported vehicles, manufactured) more than 10 years prior to the date of renewal (or 15 years in the case of purpose-built or fully wheelchair accessible vehicles).

**3.3** A vehicle will be considered for licensing beyond these upper age limits if it is in **'exceptional condition'**. The criteria for meeting this standard is listed above in paragraph 2.1.

## 4. Reducing air pollution

**4.1** The purpose of this policy is to ensure taxis are as safe, reliable and comfortable as possible while at the same time minimising emissions. The policy aims to have a positive impact on emissions as it is recognised that the age of vehicles and the exhaust emission specification are critical to the level of pollutants emitted. Consequently, this Council is working to improve air quality and reduce emissions from the taxi fleet, by cross-county alignment of standards relating to the exhaust emissions in addition to the requirements regarding the age of vehicles.

Hertfordshire Climate Change and Sustainability Partnership recognises that there is a current and future climate change emergency that requires urgent planning and action. One of the agreed plans of the Partnership is to support businesses to make the maximum possible impact in challenging the extent and causes of climate change.

**4.2** In order to be licensed, a vehicle must meet both the age and emissions criteria of the Local Authority in which it is licensed. Applications to licence vehicles which fall outside of the policy will be considered on their own merits.to idle as this causes unnecessary pollution and increases their fuel costs.

**4.3** From 1 May 2019 The Air Quality (Taxis and Private Hire Vehicles Database) (England and Wales) Regulations 2019 will require the Council to provide details to the secretary of state of all Hackney Carriage and private hire vehicles. Therefore, the following details will be provided as requested;

a) the date from which the licence has effect;
b) the date on which the licence is due to expire;
c) a statement as to whether the vehicle is a taxi or a private hire vehicle
d) such other information the licensing authority holds in relation to the vehicle that may be relevant for the purposes of ensuring the accurate identification of vehicles, having had regard to any guidance issued by the Secretary of State.[3]

## 5. Accessibility

Council recognises the need to promote the use of wheelchair accessible vehicles to ensure that all members of the community can benefit from the service that they provide.

*Requirements relating only to Hackney Carriage vehicles*. Whilst all newly licenced Hackney Carraige vehicles must be wheelchair-accessible, private hire vehicle applications for these types of vehicles are also welcomed by the Council.

Where a vehicle is wheelchair-accessible:

a) All lifts / ramps must be maintained and in fully working order to comply with the Lifting Operations and Lifting Equipment Regulations 1998
b) All equipment used to strap /or tie a wheelchair in place should be fully maintained and in full working order

[3] http://www.legislation.gov.uk/ukdsi/2019/9780111177969

c) All tie / strap locations shall be kept clear of any obstruction.

**6. Seating capacity**

The seating capacity of any Hackney Carriage/private hire vehicle shall be calculated in accordance with the provisions of Regulation 44 of the Road Vehicles (Registration and Licensing) Regulations 2002, (SI 2002 No. 2742) and the Council's decision shall be binding.

**7. Testing of vehicles**

A licence shall not be granted in respect of any vehicle unless such vehicle has a current certificate of compliance as detailed below, and a valid MOT certificate (where required, vehicles over 3 years old).

**8. Insurance**

All Hackney Carriage and private hire vehicles must be licensed and insured for Hackney Carriage or private hire use. Such insurance must be continuous and include full legal liability for passengers and luggage. Proof of insurance must be submitted with each application for a licence and where it expires during the term of the licence a new certificate or cover note must be supplied to the Licensing team.

**9. Certificate of compliance**

- A certificate of compliance will only be granted where a vehicle complies in all respects with the detailed standard set out in the main policy document.
- A certificate of compliance shall be valid for one year only from the date of issue, unless the vehicle is over 10 years old at which point it is only valid for 4 months from the date of issue and therefore a new compliance is required every 4 months.
- A certificate of compliance may only be issued by a vehicle testing station authorised and designated by the Council.
- A current list of designated vehicle testing stations is available from on the Council website.

**10.Examination of vehicles**

The licensing officer may request that the vehicle is presented at the Council's offices at Three Rivers House Northway Rickmansworth Hertfordshire WD3 1RL at a time and date agreed for the purpose of establishing that the vehicle complies with the Council's requirements.

**11.Smoking**

It is prohibited for anyone (driver or passenger) to smoke within the vehicle at any time. Appropriate no smoking signage must be displayed inside the vehicle in accordance with the Health Act 2006.

Electronic / vapour cigarettes are not permitted to be used in a licensed vehicle at any time. The lack of knowledge and research into the long-term effects of the exposure to these devices is unknown.

The Council requires an international no-smoking symbol at least 70mm in diameter must be displayed in the front passenger window or on the dashboard, and in the rear passenger window. The signs must be clearly visible from inside and outside of the vehicle.

**12.CCTV in vehicles**

The licensee shall ensure that their licensed vehicle does not contain any facilities to record visual or audio sources without first obtaining authorisation from the Council. Please see Appendix 10.

**13. Applications**

Applications will only be accepted by the Licensing department if they are made on the form produced and provided by the Council.

An application will only be considered after submission of the application form, vehicle registration document, MOT certificate (when required by law), certificate of compliance, insurance certificate, calibration certificate (for taxi meter) and fee.

Only full applications will be accepted, any missing documents or elements will mean your application will not be processed.

Licences will be issued following processing within 28 days of a full application.

**14.Renewal**

Applications will only be accepted by the Licensing department if they are made on the form produced and provided by the Council.

An application for renewal will only be considered upon receipt of application form, the correct fee, the vehicle registration document, and any additional documents that are due to expire within the renewal period. This may include insurance certificate, MOT certificate, and compliance certificate. In addition, the expired vehicle plates must be returned to the Council to collect the new plates.

All applications for the renewal of a licence must be made at least four weeks prior to the expiry of the existing current licence. Applications received less than 28 days prior to the expiry of the licence may not be issued prior to the expiry of the current licence, and in these cases the licensee will not be able to work as a licensed driver until the new licence is issued.

**15.Fee**

The appropriate fee, paid in full, as prescribed from time to time by the Council, must accompany all applications.

**16.Duration of vehicle licence**

All licences shall remain in force for a maximum of one year only, commencing from the date of the granting of the licence.

**17.Dual plating**

Any vehicle that is licensed with another local authority as a Hackney Carriage or private hire vehicle cannot be licensed by the Council.

Vehicles found to be licensed with another local authority, whilst licensed with the Council will have the vehicle licence automatically revoked.

We believe that all licensed drivers should be allowed to maximise their potential income. However, it should be noted that a licensed driver can only drive a vehicle which is licensed by the same licensing authority that issued the driver licence. This means that if you hold a Three Rivers District Council driver's licence you can only drive a Three Rivers District Council licensed vehicle.

**18.Change of vehicle or transfer of licence**

An application by the licence-holder for a change of vehicle or an application to transfer the licence will only be considered after production of the vehicle registration document, MOT, certificate of compliance, insurance certificate, valid taximeter calibration certificate (if required) and the relevant fee.

In the case of an application to transfer the licence from one person to another, a dated letter stating that the vehicle and the plate are being transferred from the current holder to the new owner will be required. This letter must include addresses, plate number, vehicle type and registration.

**Please note a change of vehicle application, and a transfer of a vehicle licence cannot take place at the same time.**

**19.Accidents and damage to licensed vehicle**

Any accident (motoring or otherwise) involving the vehicle and/or any damage materially affecting the safety, performance or appearance of the vehicle must be reported to the licensing department within 72 hours (3 working days) of the incident, using the form issued by the Council. The report must be submitted via the online portal which can be found on the Council's website.

In the interests of public safety, the licensee of any vehicle involved in an accident will be required to submit a compliance certificate to the Council to evidence that any repairs have been carried out to the Councils standards. The licensee shall ensure that the vehicle is not used for hire until it has been inspected and

approved, either by the authorised officer or a new compliance certificate has been obtained where appropriate as considered by the Council on receipt of the reported details of the incident.

**20. Appeals procedure**

Any person aggrieved by refusal to grant a licence may appeal to the Magistrate's Court within 21 days of a decision being made.

**Appendix 5**

**Conditions and requirements relating only to Private Hire vehicles**

## 1. General

The vehicle shall have three or four doors (a rear-opening hatch back will not be considered or counted as a door for the means of entry or egress, except that a multi-purpose vehicle may have a single sliding door to the left-hand side of the vehicle)

## 2. Private hire occupancy plate

**2.1** The external plate shall throughout the period of the licence always be securely fixed to the rear of the vehicle using a purposely made bracket. If this is not suitable or practicable, the plate shall be securely and permanently fixed to the rear of the vehicle, on or above the bumper, using screws or bolts.
The plate must be clearly visible and will display the following:

- the number of the licence granted in respect of the vehicle;
- the maximum number of passengers that the vehicle can carry;
- the expiry date of the licence granted in respect of the vehicle;
- the words “Three Rivers District Council Private Hire”;
- the vehicle registration number of the Private Hire it is assigned to, and
- any other information that the Council considers necessary.

**2.2** Licence plates are not permitted to be attached using temporary fixings such as magnets, double sided tape, cable ties or Velcro®.

**2.3** The licensee shall ensure the plate is kept clean and is not wilfully or negligently concealed from public view whilst the vehicle is licensed.

**2.4** In the event of revocation and on the service of a notice under section 58 of the 1976 Act or upon expiry of the licence, the licensee shall return the said plate to the council’s licensing officer within 7 days (5 working days).

**2.5** The plate can be removed by the licensing officer or Police officer for reasons of gathering evidence under the Police and Criminal Evidence Act 1984 and will be returned when a photocopy of the plate is made.

**2.6** Any plate that is either lost or stolen must be reported to the Council immediately by email to the licensing team (licensing.team@threerivers.gov.uk). A replacement plate must be applied for via the self-service portal which can be found on the Council website.

**2.7** The licence plates shall remain the property of the Council.

## 3. Private hire internal plate

**3.1** When licensed, the vehicle shall be issued with an authorised internal licence plate. This is to be displayed in the front windscreen of the vehicle in such a way as to be clearly visible from the inside and the outside of the vehicle.
The plate will display the following

- the number of the licence granted in respect of the vehicle;
- the maximum number of passengers that the vehicle can carry;
- the expiry date of the licence granted in respect of the vehicle;
- the words “Three Rivers District Council Private Hire”;
- the vehicle registration number of the Private Hire it is assigned to, and
- any other information that the Council considers necessary.

**3.2** The licensee shall ensure that it is not wilfully or negligently concealed from public view.

**3.3** The licensee shall ensure that no person uses or permits the use of the vehicle unless the Private Hire internal plate issued is exhibited in the manner described under these conditions.

**3.4** In the event of revocation or suspension and on the service of a notice under sections 58, 60 or 68 of 'the 1976 Act' or upon expiry of the licence, the Licensee shall return the said disc to the Council's licensing officer within 7 days (5 working days).

**4. Signs etc.**

4.1
No signs, notices, advertisements, marks, numbers, letters, figures, symbols, emblems or devices whatsoever shall be displayed on, in or from the vehicle except as required by any statutory provision or in conformity with the following conditions and with written approval of Three Rivers District Council.

**4.2** No signs or advertising containing the word "TAXI" will be permitted on any Private Hire vehicle.

**4.3** Roof signs of any description are strictly prohibited on Private Hire vehicles.

**5. Private hire signs**

As directed by the Council, the proprietor shall cause to be a fixed and maintained to the exterior of the vehicle a prescribed door sticker bearing the word "Private Hire – Advance Bookings Only" on the rear driver and passenger doors. The sign shall also include the vehicle plate number and the Three Rivers Logo on a green background.

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**6. Dispensation/exemption certificates from displaying vehicle licence plate**

**6.1** The Licensing team have a duty of care to ensure that all residents, professional clients, and general customers travelling in Private Hire vehicles are safe and secure at all times. Dispensations will only be considered for specialist private hire use. This does not include airport services, regular school contracts and normal daily/weekend private hire work.

**6.2** Information listed below is required to be submitted prior to a formal decision being made. New documents with this information will be required by the Licensing team at the renewal stage of the vehicle licence to assess whether the exemptions should remain in force.

- Identification of vehicle/s involved. We will require full details of the vehicles being used under exemption certificates, including make and model of vehicle, vehicle registration, Licence details, Owners details and Full Name & Address of the driver using the vehicle.

- Nature of work carried out by each vehicle, which is alleged to justify an exemption (which must be work of a prestigious nature, as opposed to ordinary private hire work) detailing each of your contracts and information on trips carried out under the exemption certificate.

- Identities of all clients served by the vehicle/s identified. Full name, address and details of clients including contact name, telephone number and website address and companies house registration number.

- Proportion of each vehicle's work, which is derived from each, named client. I.e. on a weekly basis how often will you be working for each individual client?

- Written confirmation from the clients named. A letter will be required confirming use of your services and confirming reasons why plates are not to be displayed.

**6.3** Should a dispensation be approved the external licence plate and door stickers will not be required to be fixed to the vehicle; however, the licence, dispensation certificate and plate must be carried at all times in the vehicle. The internal licence plate must be displayed in the front windscreen.

**6.4** No advertising is permitted on or in any vehicle with dispensation.

**6.5** Where the use of vehicles changes during the period that the vehicle is licensed, the Licensing team must be informed so dispensation can be removed. If dispensation is removed, the exceptions that this provides will no longer relate to that vehicle.

**6.6** Any person aggrieved by the decision of refusal to grant a certificate can appeal to the Head of Regulatory Services in writing within 14 days.

**7. Passengers**

**7.1** The licensee shall not:-

a) Convey or permit to be conveyed in the vehicle a greater number of persons than that prescribed in the licence for the vehicle
b) Without the consent of the hirer, convey or permit to be conveyed any other person in the vehicle.
c) Allow to be conveyed in the front of the vehicle:

- Any child below the age of three years
- More than one person above the age of three years
- An infant in arms.

**7.2** The licensee shall ensure that all passengers between three and twelve years of age or 135cm in height wear an appropriate child restraint to travel in the front of a vehicle. If not available, these passengers must use an adult seat belt in the rear of the vehicle.

**8. Alteration of vehicle**

No alterations in the specification, design or appearance of the vehicle shall be made without the written approval of the licensing officer.

**9. Transfer of ownership of vehicle**

If the licensee wishes to transfers his/her interest in the vehicle to a person he or she shall within 14 days submit the relevant application to the licensing team, specifying the name and address of the person to whom the vehicle is being transferred.

The Council reserves the right to refuse to grant a licence to any person to whom a private hire vehicle is transferred.

**10. Accidents and vehicle damage**

**10.1** The licensee shall report to the authorised officer any accident (motoring or otherwise) involving the vehicle and/or any damage materially affecting the safety, performance or appearance of the vehicle within 72 hours of the accident using the form issued by the Council. The report must be submitted via the online portal which can be found on the Council's website.

**10.2** In the interests of public safety, the licensee of any vehicle involved in an accident will be required to submit a compliance certificate to the Council. The licensee shall ensure that the vehicle is not used for hire until it has been inspected and approved by the authorised officer or a new compliance certificate has been obtained where appropriate as considered by the Council on receipt of the reported details of the incident.

**10.3** Should a Section 60 or 68 notice be issued the licensee shall ensure that no further bookings are undertaken until the vehicle has passed a compliance test and the certificate issued has been provided to the Council.

**11. Insurance**

**11.1** All private hire vehicles must be licensed and insured for private hire use. Such insurance must be comprehensive, continuous and include full legal liability for passengers and luggage.

**11.2** Proof of insurance must be submitted with each application for a licence and, where it expires during the term of the licence, a new certificate or cover note must be supplied to the Licensing team.

**11.3** If a vehicle is temporarily removed from use as a Private Hire vehicle, the licensee, on notification must return the internal and external plates to the licensing Officer. The vehicle can be temporarily removed from the public highway and its use as a private hire vehicle, thus removing the need to insure and document the vehicle for that period. The vehicle must not be used for private use during this time.

**11.4** A certificate of insurance must be provided to the relevant officer within 7 working days of any such request.

**12. Lost property**

**12.1** The licensee shall ensure that, immediately after the termination of any hiring or as soon as practicable thereafter, the vehicle is searched thoroughly for any property which may have been accidentally left therein.

**12.2** The licensee shall ensure that any property accidentally left or found or handed to him or her in the vehicle will be, taken to a police station within 48 hours of it being found.

**13. Change of address and personal details**

**13.1** The licensee shall notify the Council in writing of any change of his address during the period of the licence within 7 days of such change-taking place. This shall include name, address, telephone/mobile numbers and email address.

**13.2** The owner of the private hire vehicle must also provide a new V5 registration document and insurance documents showing the new address details.

**14. Proprietor to hold driver's licence**

**14.1** Before the licensee permits or employs another person to drive the vehicle as a private hire, he shall, have retained a copy of the drivers licence. This shall be retained until such time as the driver ceases to be permitted or employed to drive the vehicle. On cessation of service or employment the licensee shall return the drivers licence to the driver.

**14.2** The licensee/ proprietor must also ensure the driver holds a current driving licence in respect of the number of passengers authorised on the vehicle licence/plate.

**15. Copy of vehicle licence conditions**

The licensee shall ensure that a copy of the vehicle licence conditions is kept in the vehicle and must make them available for inspection by any authorised officer, the hirer or any passenger on request.

**16. Validity inspections**

Any authorised officer of the Council or a police constable shall have power at all reasonable times to inspect and test for the purpose of ascertaining its fitness any private hire vehicle and to serve notice to require further inspection and testing if not so satisfied.

**17. Notification of convictions, cautions and arrest**

**17.1** The licensee shall within 72 hours disclose to the licensing officer in writing if they are arrested, cautioned, or convicted of any offence (including motoring offences) during the period of this licence. A representative must fulfil this obligation if the licensee is detained by the Police.

**17.2** DVLA penalty notices must be declared when received, and not when the DVLA driving licence is updated.

**17.3** The licensee shall ensure that any licensed driver employed by them in any capacity is made aware that they are required to disclose all the information contained in point (i) above to the vehicle licence holder during their period of employment.

**17.3** If the licensee is a company or partnership section (i) applies equally to all directors or partners

**18. Private Hire vehicles may not operate from taxi ranks and stands**

Private Hire vehicles may not park in or operate from Hackney Carriage ranks or stands or ply the carriageway for hire..
Private hire vehicles must not wait or park on the public highway within 75 metres of an authorised rank.

**19. Giving of information**

Every proprietor shall within 7 days (5 working days) furnish on request the details, of any person who was authorised to drive the private hire vehicle, to an authorised officer or to a police officer. The details would include the name and address of the person.

## 20. Assistance dogs

**20.1** All hackney and private hire vehicle drivers are required to comply with Section 37 of the Disability Discrimination Act 1995 and Equality Act (2010) requiring them to carry assistance dogs assisting disabled persons and to do so without charge. Holders of exemption certificates must display the certificate in a prominent position.

**20.2** It is an offence to refuse to carry a guide or assistance dog.

## 21. Smoking

**21.1** It is prohibited for anyone (driver or passenger) to smoke within the vehicle at any time. Appropriate signage must be displayed inside the vehicle in accordance with the Health Act 2006. Any driver witnessed by an authorised officer to be smoking or vaping in a licensed vehicle will be issued with 12 contravention points and/or a fixed penalty notice.

**21.2** The Council requires that an international no-smoking symbol at least 70mm in diameter must be displayed in the front passenger window or on the dashboard, and in the rear passenger window.

**21.3** The no smoking signs must be clearly visible from inside and outside of the vehicle.

## 22. CCTV in vehicles

The licensee shall ensure that their licensed vehicle does not contain any facilities to record visual or audio sources without first obtaining authorisation from the Council. Any proposed CCTV system must satisfy the requirements of the CCTV conditions contained in the hackney carriage and private hire licensing Policy.

## 23. Roof boxes and roof racks

The use of roof boxes and roof racks is strictly prohibited unless there is roof space or storage already integrated into the vehicle.

**Appendix 6**

**Conditions and requirements relating only To Hackney Carriage Vehicles**

**Town Police Clauses Act 1847 ("the 1847 Act")**
**Local Government (Miscellaneous Provisions) Act 1976 ("the 1976 Act")**

## 1. General

To assist the Hackney trade TRDC will permit applications for 3 x saloon style vehicles to be licensed as Hackney carriage vehicles from the date that the policy is formally adopted. Applications will be determined on a first come first served basis and issued in order of validation.

The vehicles must have a taxi meter fitted and display a roof light.

The driver of the vehicle must also hold a current Three Rivers Hackney Carriage or Dual driver licence.

**1.1** Apart from the three aforementioned saloon style vehicles, all other new Hackney Carriage vehicle licences issued shall be for a purpose-built Hackney Carriage, capable of conveying a disabled person whilst seated in a wheelchair. The vehicle must be adapted or designed by the manufacturer or his agent, to carry at least one wheelchair bound passenger. Please check with the Licensing Department that the vehicle you intend to purchase meets the condition. Vehicles of a type currently licensed as a Hackney Carriage in London are acceptable.

**1.2** Other wheelchair accessible vehicles will be specifically approved by the Council for use as Hackney Carriages, subject to them meeting the following minimum requirements;

i. The wheelchair access can be available from the kerbside with the wheelchair facing forward or the rear of the vehicle and being secured to a CE type approved, manufacturer installed anchorage system for the chair.

ii. To improve access to disabled persons all Hackney Carriages licensed in compliance with the wheelchair accessibility requirements may only be changed to vehicles that similarly meet that standard.

iii. The vehicle shall have three or four doors for entry and egress including a rear-opening door or ramp, for a purpose built or modified vehicle to M1 standard.

## 2. Standards for conditions of appearance of a Hackney Carriage vehicle

The vehicle must comply with the following:

(a) **External advertising:** Not more than two external advertisements (excluding the roof signs) may be carried on any vehicle, confined to the side panels and must comply with the Advertising Standards Authority code of advertising.
Although minor blemishes should not constitute a failure, the following general criteria should be followed:

(b) **Rust**: Any vehicle presented should be free from any significant areas of visible rusting and any vehicle with visible rust patches should be failed.

(c) **Dents:** Any vehicle with dents on one or more panels where such dents are more than 5cm in diameter/length should be failed.

(d) **Scratches:** Any vehicle with un-repaired scratches down to bare metal on three or more panels, of 5cm in length, or a single scratch of more than 20cms in length, should be failed.

(e) **Paintwork:** All panels on all vehicles shall be painted in manufacturer's colour; panels with unmatched colours or in primer should be deemed as failures.

(f) **Seats**: In conventional vehicles where it is intended that the licence be for four passengers, the rear seat must be at least 1220mm (48 inches) in width. All seats shall have a minimum of 410mm (16 inches) per person and in respect of seating comply with the Road Vehicle (Registration and Licensing) Regulations 2002. All seats, including the driver's, must be free from repaired cuts, tears or cigarette burns, except of a very minor nature. Any repairs must have been carried out in a professional and neat manner. All seats must be kept clean and tidy and free from all extraneous matter.

(g) **Carpets/floor covering**: all carpets and floor covering shall be complete and free from cuts, tears, staining and soiling.

(h) **Headlining and other trim:** All interior trim, including headlining shall be clean, complete, properly fitted and free from cuts, tears or soiling.

(i) **Boot/luggage compartment**: This should be empty, except for spare wheel, essential tools and first aid kit, (to comply with Health and Safety and First Aid Regulations. The compartment should be clean and any covering free from major cuts, tears or other damage or staining.

(j) **Interior:** The interior must be kept clean, tidy and free of any water penetration or litter or other rubbish.

(k) **Vehicle emissions:** The vehicle must comply with the Motor Vehicle (Emission Test) Regulations.https://www.gov.uk/government/publications/in-service-exhaust-emission-standards-for-road-vehicles.

(l) **All glazing:** All vehicles will be tested with a light meter. Any vehicle with a reading lower than the following will not be licensed. Front Windscreen 75%, Front Side Windows 70%, All other Windows 30%. The lower the number, the darker the tint.
There may be exemptions to allow factory fitted tinted windows in exceptional circumstances for example vehicles working under an applied exemption whereby the vehicle is used for Corporate, executive or Chauffer hire service'. All vehicles that are used for schools contracts must not be fitted with tinted windows which are darker than required standards. Vehicles that are found to have such tints will be removed from service immediately and the tints must be replaced with more appropriate glazing at the cost to owner of the vehicle.

(m) **Colour:** All approved vehicles must be painted their original colour.

(n) **Mirrors:** Either two wing mirrors or two door mirrors must be fitted, one on each side of the vehicle, so as to afford the driver adequate vision to the rear. Additional mirrors may be fitted, but not in such a position s to obstruct the driver's clear view of the two mirrors required by this condition.

**3. Hackney Carriage Occupancy Plate**

**3.1** For the duration of the licence, the vehicle shall have an authorised occupancy plate issued by the Council, fixed to the rear of the vehicle. The plate shall be securely and permanently fixed to the vehicle using a bracket. If a bracket is not suitable or practicable, then the plate shall be fixed with the aid of screws or bolts, on or above the bumper and at all times be kept clean and clearly visible, which will display the following:

- the number of the licence granted in respect of the vehicle;
- the maximum number of passengers that the vehicle can carry;
- the expiry date of the licence granted in respect of the vehicle;
- the words "Three Rivers District Council Hackney Carriage";
- the vehicle registration number of the Hackney Carriage it is assigned to, and
- any other information that the Council considers necessary.

**3.2** In the event of revocation or suspension and on the service of a notice under section 58, of 'the 1976 Act' or upon expiry of the licence, the licensee shall return the said plate to the Council's licensing office within seven days.

**3.3** The plate can be removed by the licensing officer or Police officer for reasons of gathering evidence under the Police and Criminal Evidence Act 1984 and will be returned when a photocopy of the plate is made.

**4. Hackney Carriage Internal Plate**

**4.1** When licensed, the vehicle shall be issued with an authorised internal plate. This is to be displayed in the front of the vehicle in such a way as to be clearly visible from the inside and the outside of the vehicle and not wilfully or neglectfully concealed from public view and shall display the following:

- the number of the licence granted in respect of the vehicle;
- the maximum number of passengers that the vehicle can carry;
- the expiry date of the licence granted in respect of the vehicle;
- the words "Three Rivers District Council Hackney Carriage";
- the vehicle registration number of the Hackney Carriage it is assigned to, and
- any other information that the Council considers necessary.

**4.2** The licensee shall ensure that no person uses or permits the use of the vehicle unless the Hackney Carriage internal plate issued is exhibited in the manner described under these conditions.

**4.3** In the event of revocation or suspension and on the service of a notice under sections 58, 60 or 68 of 'the 1976 Act' or upon expiry of the licence, the Licensee shall return the said disc to the Council's licensing officer within 7 days (5 working days).

**5. Taximeter**

All Hackney Carriage vehicles shall be fitted with a taximeter installed by an authorised taximeter company and so constructed, attached, and maintained as to comply with the following requirements:

- All new Hackney Carriage vehicles shall require a calendar-controlled tariff taximeter
- The taximeter shall be fitted with a key flag or other device the turning of which will bring the machinery of the taximeter into action and cause the word “hired” to appear on the face of the meter
- Such key, flag or other device shall be capable of being locked in such a position indicating that the machinery of the taximeter is not in action and that no fare is recorded on the face of the taximeter
- When the machinery of the taximeter is in action there shall be recorded on the face of the taximeter in clearly legible figures a fare not exceeding the rate or fare which the licensee or driver is entitled to demand and take for hire of the vehicle by distance in pursuance of the table of fares made by the Council in that behalf
- The word “fare” shall be printed on the face of the taximeter in plain letters so as clearly to apply to the fare recorded thereon
- The taximeter shall be so placed that all letters and figures on the face thereof are at all times plainly visible to any person being conveyed in the vehicle, and for that purpose the letters and figures shall be capable of being suitably illuminated during any period of hiring
- The taximeter shall be kept properly illuminated throughout any part of a hiring which is during the hours of darkness as defined for the purposes of the Road Traffic Act 972, and also at the request of the hirer
- The taximeter shall have connected thereto a roof sign bearing the words “TAXI” in accordance with paragraph 8 below and such sign shall be plainly visible and legible to persons wishing to hire the vehicle and for that purpose it shall be capable of being suitably illuminated when the vehicle is plying or standing for hire
- The taximeter and all its fittings shall be so affixed to the vehicle with seals or other appliances that it shall not be practicable for any person to tamper with them except by breaking, damaging or permanently displacing the seals or other appliances
- When the vehicle is standing or plying for hire or returning from another district the key flag or other device fitted with the taximeter shall be locked in the position in which no fare is recorded on the face of the taximeter
- Before beginning a journey for which a fare is to be charged for distance and time, the taximeter should be brought into action so that the word “hired” is legible on the face of the taximeter and the taximeter should be kept on until the hiring has terminated
- The taximeter and its fittings will be sealed by the installer
- The taximeter shall be calibrated and sealed by the taximeter company at first installation and then when a seal is broken or missing, following a change to the table of fares, or when requested by the Council. The certificate of calibration is to be provided by the taximeter installer. A valid certificate should be produced on transfer, change or renewal of a licence.

**6. Signs etc**

No signs, notices, advertisements, marks, numbers, letters, figures, symbols, emblems or devices whatsoever shall be displayed on, in or from the vehicle except as required by any statutory provision or in conformity with the following conditions and with written approval of Three Rivers District Council.

**7. Roof signs**

The minimum sign dimensions for roof signs are 10” wide 5” deep and 4” high, there are no maximum measurements. The word taxi only in black capital letters to be clearly legible on the front and rear side of the roof sign. The front of the sign must be white and the back red or white. Purpose built taxis are exempt from these requirements.

The sign must be illuminated when plying or available for hire during the hours of darkness and must be linked to the taximeter so that when a fare is being carried, the roof sign is not illuminated.

**8. Passengers**

**8.1** The licensee shall not:-

a) Convey or permit to be conveyed in the vehicle a greater number of persons than that prescribed in the licence for the vehicle
b) Without the consent of the hirer, convey or permit to be conveyed any other person in the vehicle.
c) Allow to be conveyed in the front of the vehicle:
    - Any child below the age of three years
    - More than one person above the age of three years
    - An infant in arms.

**8.2** The licensee shall ensure that all passengers between three and twelve years of age or 135cm in height wear an appropriate child restraint to travel in the front of a vehicle. If not available, these passengers must use an adult seat belt in the rear of the vehicle.

**9. Alteration of vehicle**

No alterations in the specification, design or appearance of the vehicle shall be made without the written approval of the licensing officer while the licence is in force.

**10. Records of vehicle use**

Where more than one licensed driver has use of the Hackney Carriage, the licensee shall ensure that a record of usage is kept for the vehicle. This record shall include the name of the driver, the date of usage, and the start and end times of the individual's usage. It shall be kept inside the vehicle at all times, and made available to an authorised officer upon request.

**11. Transfer of ownership of vehicle**

If the licensee wishes to transfers his/her interest in the vehicle to a person they shall within 7 working days inform the Council, specifying the name and address of the person to whom the vehicle is being transferred.

The Council reserves the right to refuse to grant a licence to any person to whom a Hackney Carriage vehicle is transferred

Under no circumstances may the new owner use the vehicle as a licensed vehicle until the licence has been transferred to that person and all documentation and any necessary fees paid.

**12. Accidents and damage to the vehicle**

**12.1** The licensee shall report to the authorised officer any accident (motoring or otherwise) involving the vehicle within 72 hours of the accident using the form issued by the Council.

**12.2** In the interests of public safety the licensee of any vehicle involved in an accident will be required to submit a compliance certificate to the Council.

**12.3** The licensee shall ensure that the vehicle is not used for hire until it has been inspected and approved by the authorised officer or a new compliance certificate has been obtained where appropriate as considered by the Council on receipt of the reported details of the incident.

**13. Insurance**

**13.1** All Hackney Carriage vehicles must be licensed and insured for public hire use. The insurance must include legal liability for both passengers and luggage, and proof of insurance must be submitted with each application. If the insurance expires during the term of the licence, a new cover note or certificate of insurance must be produced to the licensing team.

**13.2** A certificate of insurance must be provided to the authorised officer within 7 days of any such request.

**14. Lost property**

**14.1** The Licensee shall ensure that, immediately after the termination of any hiring or as soon as practicable thereafter, the vehicle is searched thoroughly for any property which may have been accidentally left therein.

**14.2** The licensee shall ensure that any property accidentally left or found or handed to him in the vehicle will be, taken to a police station within 48 hours of it being found.

**15. Table of fares**

The licensee shall ensure a copy of the tables of fares as determined by the Council to be fixed inside the vehicle. The table of fares should be clearly readable by the passenger.

**16. Change of address and personal details**

The licensee shall notify the Council in writing of any change of his address during the period of the licence within 7 days of such change-taking place. This shall include, name, address, telephone/mobile numbers and e-mail address.

**17. Proprietor to hold driver's licence**

**17.1** Before the licensee permits or employs another person to drive the vehicle as a Hackney Carriage, he shall, have retained a copy of the Hackney Carriage driver's licence. This shall be retained until such time as the driver ceases to be permitted or employed to drive the vehicle. On cessation of service or employment the licensee shall return the Hackney Carriage driver's licence to the driver.

**17.2** The licensee/proprietor must also ensure the driver holds a current DVLA driving licence in respect of the number of passengers authorised on the vehicle licence/plate.

**18. Copy of vehicle licence conditions**

The licensee shall ensure that a copy of the vehicle licence conditions are kept in the vehicle and must make them available for inspection by any authorised officer, the hirer or any passenger on request.

**19. Validity inspections**

Any authorised officer of the council or a Police constable shall have power at all reasonable times, to inspect and test for the purpose of ascertaining its fitness any Hackney Carriage or any taximeter fixed to such vehicle and to serve notice to require further inspection and testing if not so satisfied.

**20. Convictions and cautions**

**20.1** The licensee shall, within 72 hours, disclose to the licensing officer in writing if they are arrested, cautioned, or convicted of any offence (including motoring offences) during the period of this licence. A representative must fulfil this obligation if the licensee is detained by the police.

**20.2** DVLA penalty notices must be declared when received and not when the DVLA driving licence is updated.

**20.3** The licensee shall ensure that any licensed driver employed by them in any capacity is made aware that they are required to disclose all the information contained in point (16) above to the vehicle licence-holder during their period of employment.

**20.4** If the licensee is a company or partnership section (16) applies equally to all directors or partners

**20.5** The licensee shall make his or her DVLA driving licence available for inspection by an authorised officer of the Council or a police officer upon request.

**21. Taxi ranks and stands**

Hackney Carriages can operate from authorised ranks or stands, including 'shared' stands or ply the carriageway for hire or can be pre-booked.

**22. Giving of information**

Every proprietor shall within 7 days furnish on request the details, of any person who was authorised to drive the vehicle, to an authorised officer or to a Police officer. The details would include the name and address of the person.

**23. Assistance dogs**

**21.1** All Hackney Carriage vehicle drivers are required to comply with Section 37 of the Disability Discrimination Act 1995 and Equality Act (2010) to carry assistance dogs assisting disabled persons and to do so without charge. Holders of exemption certificates must display the certificate in a prominent position.

**21.2** It is an offence to refuse to carry a guide or assistance dog.

**24. Smoking**

**24.1** It is prohibited for anyone (driver or passenger) to smoke within the vehicle at any time. Appropriate signage must be displayed inside the vehicle in accordance with the Health Act 2006. Any driver witnessed to be smoking or vaping in their licenced vehicle at any time by an authorised officer will be issued with 12 contravention points and/or a Fixed Penalty Notice.

**24.2** An international no-smoking symbol at least 70mm in diameter must be displayed in the front passenger window or on the dashboard, and in the rear passenger window.

**24.3** The signs must be clearly visible from inside and outside of the vehicle.

## 25. CCTV in vehicles

The licensee shall ensure that their licensed vehicle does not contain any facilities to record visual or audio sources without first obtaining authorisation from the Council. Any proposed CCTV system must satisfy the requirements of the CCTV conditions contained in the Hackney Carriage and private hire licensing policy.

## 26. Fees

The fees payable for Licences and other charges described in these conditions will be in accordance with the scale approved by the Council from time to time.

## 27. Byelaws

The vehicle will also be subject to compliance with such Byelaws relating to Hackney Carriages that are in force within the Three Rivers District.

## 28. Appeals procedure

Any person aggrieved by any conditions specified in this licence may appeal to the Magistrates' Court within 21 days of the decision being made.

**Appendix 7**

**Conditions relating to non-standard Private Hire vehicles**
**(e.g. stretched limousines and novelty vehicles)**

## 1. General

**1.1** A limousine, or other novelty vehicle capable of carrying no more than 8 passengers for hire or reward is a private hire vehicle, and all other interpretations, policies and conditions relevant to licensed private hire vehicles also apply, except where described below:-

**1.2** For the purposes of this policy and licence conditions, a stretched limousine is defined as a luxurious vehicle that has been modified (stretched) to extend the length of the vehicle. The stretch shall not exceed 120 inches (measured between the rear edge of the front door and the front edge of the rear door). The vehicle shall be capable of carrying up to, but not exceeding eight seated passengers. Each passenger seating area will be at least 400mm wide.

For the purposes of this policy, a novelty vehicle shall be defined as follows:-

a) any vehicle that has been specially constructed, adapted or converted by a low volume specialist vehicle manufacturer or modifier;
b) any vehicle that has been specially modified from its original design specification;
c) that is capable of carrying up to but not exceeding 8 passengers;
d) vehicles intended for the carriage of fare-paying passengers that, prior to the introduction of this policy/conditions, would not be licensed by the authority as a private hire vehicle because they did not comply with one or more of the standard conditions relating to private hire vehicles
e) any vehicle that, in the opinion of the licensing officer, because of its specialist design/styling or origin or age is required to be classed as a Novelty Vehicle.

## 2. Age of vehicle

Stretch limousines and other novelty vehicles are not subject to an age limit and will be licensed provided the vehicle presented meets all of the Council's other criteria in terms of appearance and maintenance.

## 3. Licence plates

**3.1** The external vehicle licence plate must be kept in the boot of the vehicle at all times whilst the vehicle is licensed as a private hire vehicle.

**3.2** The internal plate must be displayed in the front windscreen at all times so that the details are clearly visible.

## 4. Driver

**4.1** Only a Three Rivers District Council licensed private hire driver is permitted to drive the vehicle whilst it is licensed.

**4.2** The driver must ensure that they wear or clearly display their Council-issued identity badge in a prominent position at all times whilst working or driving the vehicle.

**4.3** The driver shall at all times be clean and respectable in their dress and behave in a civil and orderly manner.

## 5. Signs etc.

**5.1** No signs, notices, advertisements, marks, numbers, letters, figures, symbols, emblems or devices whatsoever shall be displayed on, in or from the vehicle except as required by any statutory provision or in conformity with the following conditions and with written approval of Three Rivers District Council.

**5.2** Approval of the type of advertising should be sought from the Licensing team and written authorisation must be obtained prior to use.

**5.3** No signs or advertising containing the word "taxi" or "cab" will be permitted on any private hire vehicle.

## 6. Smoking

**6.1** It is prohibited for anyone (driver or passenger) to smoke within the vehicle at any time. Appropriate signage must be displayed inside the vehicle in accordance with the Health Act 2006. Any driver witnessed to be smoking or vaping in their licenced vehicle at any time by an authorised officer will be issued with 12 contravention points and/or a Fixed Penalty Notice.

**6.2** The Council requires that an international no-smoking symbol at least 70mm in diameter must be displayed in the front passenger window or on the dashboard, and in the rear passenger window. Licence holders must ensure that all vehicles display appropriate signage inside the vehicle in accordance with the Health Act 2006.

**6.3** The signs must be clearly visible from inside and outside of the vehicle.

## 7. Application procedure

In relation to stretch limousines and novelty vehicles the following must be provided on application (this is in addition to the requirements for a standard Private Hire vehicle):

a) Single vehicle approval certificate
b) Documentation to confirm the overall weight of the vehicle
c) The vehicle identification number (VIN) plate must display '1L1' to confirm that the conversion has been completed by an authorised dealer. This will be confirmed by inspection prior to any licence being issued.
d) Completed importation document (where applicable)
e) V5 vehicle registration

The licence shall remain in force for one year.

## 8. Passengers and passenger safety

**7.1** The proprietor shall not permit the limousine/novelty vehicle to be used to carry a greater number of passengers than the number prescribed in the licence.

**7.2** Passengers will not be carried in the front of the vehicle.

**7.3** All passengers must remain seated at all times when the vehicle is in motion.

**7.4** The proprietor of the vehicle must:

i) Provide sufficient means by which any person in the vehicle may communicate with the driver;
ii) Ensure that the interior of the vehicle is kept wind and watertight.
iii) Ensure that the seats in the passenger compartment are kept properly cushioned and covered;
iv) Ensure that the floor in the passenger compartment is provided with a proper carpet, mat or other suitable covering;
v) Provide at least two doors for use of persons conveyed in limousine/novelty vehicle and a separate means of ingress and egress for the driver;
vi) Ensure that the interior and exterior of the limousine/novelty vehicle is kept in a clean condition;
vii) Ensure that seatbelts are fitted to all forward and rear-facing seats and, in accordance with Construction and Use Regulations, where seat belts are fitted they must be worn by passengers at all times when the vehicle is in motion;
viii) Ensure that no seat is required to be moved to allow any passenger to enter or exit the vehicle;
ix) Ensure that an approved first aid kit will be carried in the vehicle at all times;
x) Report to the Council any alteration in the design of the vehicle, whether to the machinery or to the body. The Council may require the proprietor to submit the vehicle for further examination.

## 9. Interior lighting

There shall be maintained in the vehicle adequate internal lighting to enable passengers to enter and leave the vehicle with safety.

## 10. Maximum stretch

The maximum length of a limousine "stretch" shall not exceed 120 inches [3048 millimetres].

## 11. Left- and right-hand drive vehicles

Both left- and right-hand drive vehicles will be considered for licensing as private hire novelty vehicles.

**12.** Tyres and road wheels

**12.1** The vehicle shall be equipped with a minimum of 4 road wheels and 1 full-sized spare wheel. The tyres shall be of an approved rating as specified by the manufacturer and not more than 10 years old.

**12.2** Vehicles with a 'space-saving' wheel are to comply with the manufacturer's specifications as to use. When such a tyre is in use, the vehicle must not be used for plying for hire, or private hire.

**12.3** Any change in the type or size of the tyres fitted to the vehicle must be reported to the licensing officer at once.

**12.4** Tyres must have a minimum tyre tread depth of 3 mm over the central 3/4 of the tread pattern (including spare tyre).

**13.Windows**

The front windscreen shall allow a minimum level of 75% light transmittance and the front driver and passenger windows shall allow a minimum level of 70% light transmittance.

**14. Decommissioned vehicle markings**

Novelty vehicles based on decommissioned military or emergency response vehicles must have all official marking or lights removed. Any colour scheme must be of a contrast to the original colour scheme and to that of any previous or current military or emergency response vehicles.

**15. Roof racks**

A roof rack or any other device for storing luggage shall not be installed or maintained on any part of the vehicle except with the approval of the Council.

**16. Exemption notice for displaying a licence plate / door stickers**

A certificate exempting the vehicle from displaying a licence plate and Council-issued door stickers will be issued by the Council. This certificate must be carried in the vehicle at all times and be available for inspection on request by an authorised officer of the Council or a Police constable.

**17. Insurance**

**17.1** The Council will require proof that the vehicle is insured during the period of the licence and, on request by an authorised officer, the proprietor shall produce within 5 working days a current insurance certificate/cover note for private hire purposes. Failure to produce proof of insurance as detailed above may result in the suspension of the licence.

**17.2** The proprietor is advised that they should, following the expiry of an insurance certificate/cover note, provide a current insurance policy to the Council

**18. Alcohol and the Licensing Act 2003**

**18.1** Alcoholic drinks provided in the vehicle shall be available only under the terms of an appropriate licence relating to the sale and supply of alcohol.

**18.2** Alcohol shall only be consumed while the vehicle is stationary, and the bottle shall immediately afterwards be placed in a secure receptacle.

**18.3** If all of the passengers are below the age of 18, there shall be no alcohol in the vehicle for consumption or otherwise.

**18.4** Any glassware used in the vehicle must be made of shatterproof glass or plastic.

**18.5** The driver shall not play or permit the performance of any media that, given its age classification or content, are unsuitable for the age of the passengers in the vehicle.

**18.6** The limousine operator shall ensure that a performing rights licence is held where appropriate.

**18.7** A Premises Licence will be required for the provision of any form of regulated entertainment within the scope of the Licensing Act 2003 when the vehicle is parked.

**19. Vehicle condition**

The vehicle shall be maintained in pristine condition with no visible defects, dents or blemishes to the external bodywork or internal trim or seating.

**20. Driver and operator licensing requirements**

**20.1** In addition to the limousine being licensed as a private hire vehicle with Three Rivers District Council, the limousine operator is required to hold a private hire operator's licence with Three Rivers District Council.

**20.2** All bookings for a limousine licensed as a private hire vehicle must be booked through the licensed private hire operator.

**20.3** Once licensed as a private hire vehicle the limousine can only be driven by a licensed private hire driver who is also licensed by Three Rivers District Council.

**21. Vehicle testing stations**

Licensed stretch limousines must be submitted for testing at six-monthly intervals, to the appropriate Class MOT standard from a testing station nominated by the Licensing team.

**22. Accidents and damage to the vehicle**

**22.1** The licensee shall report to the authorised officer any accident (motoring or otherwise) involving the vehicle and/or any damage materially affecting the safety, performance or appearance of the vehicle within 72 hours (3 working days) of the accident using the form issued by the Council. The report must be submitted via the online portal on the Council website.

**22.2** In the interests of public safety, the licensee of any vehicle involved in an accident will be required to submit a compliance certificate to the Council. The licensee shall ensure that the vehicle is not used for hire until it has been inspected and approved by the authorised officer or a new compliance certificate has been obtained where appropriate as considered by the Council on receipt of the reported details of the incident.

**23. Rights of appeal**

The Local Government (Miscellaneous Provisions) Act 1976 sections 48 and 77 detail an applicant's right of appeal. In general terms where an applicant is aggrieved by the Council's decision to refuse to grant a private hire vehicle licence or by any conditions imposed on a private hire licence the applicant has a right of appeal to Magistrates' Court within 21 days of the applicant being notified of the Council's decision.

**24. Right to vary conditions**

The Council reserves the right to vary, delete or waive any of the foregoing conditions.

**Appendix 8**

## Requirements relating to Private Hire Operators

### 1. Fit and proper person

**1.1** Applicants for private hire operator licences are required to pass the private hire knowledge test.

**1.2** With regard to criminal convictions/cautions, an operator is not an exempted profession under the Rehabilitation of Offenders Act 1974; therefore, only unspent convictions will be taken into consideration when determining whether an applicant is a fit and proper person. In assessing an application for an operator's licence, the policy on criminal convictions and behaviour in sections 19 and 20 of this policy will be referred to.

The decision whether to grant or refuse a licence will be based on whether the convictions/cautions were declared, the type of offences and the total number of convictions/cautions recorded against each individual applicant.

The overriding consideration in reaching a decision will be based on whether the operator (the individuals listed as licensees on the application) can fulfil their roles and run the company without posing any likely threat to the general safety of the public.

**1.3** If a situation arises where an operator licence application from a registered company is likely to be refused solely on the declared convictions of one individual within the organisation, the application may still proceed if the applicant decides to withdraw the name of that individual from the licence application.

**1.4** Accordingly, when applying to be a registered private hire operator, you must declare any unspent cautions or convictions you may have, whether they are foreign or domestic. Failure to declare convictions and/or cautions or giving false information to obtain a licence is an offence and will be treated very seriously. Likewise giving false information or withholding information to keep a licence will be treated very seriously. If you have not been a resident in the UK for a period of five years, you will need to obtain a dated 'certificate of good conduct' or similar document from your relevant embassy.

**1.5** Applicants will need to obtain a basic disclosure certificate which will reveal any unspent convictions or cautions. The Disclosure certificate, issued within the last 3 months, must be submitted with the application in order to validate it.

**1.6** Where an existing operator has been charged or convicted of an offence, or other relevant information comes to the attention of the Council which brings into question whether the driver is still a fit and proper person to hold an operator's licence, action may be taken, as outlined in this policy.

**1.7** The existence of a criminal record or disclosure of other information will not necessarily stop a person from gaining or keeping a licence. The decision will be based on the policy on criminal convictions and behaviour at sections 21 and 22 of this policy, and in accordance with this section.

**1.8** We will not accept disclosures obtained on behalf of another authority unless the applicant has signed up to the DBS Update Service and that the original DBS is for the appropriate workforce as defined by DBS guidelines.

### 2. Previous applications

If anyone named on an application has previously been refused an operator's licence or held an operator's licence which was suspended or revoked elsewhere, they will be expected to provide details of the refusal, suspension, or revocation on their application.

### 3. Planning permission

All premises to be used as a private hire operator base or operations running from a residential address will require the appropriate planning consent or permitted development rights for that use class. All applicants must provide a certificate of lawfulness or planning consent in relation to the premises they intend to use.

### 4. Use of mobile applications

The use of mobile applications (apps) is becoming increasingly common for a wide range of uses, including many taxi companies and private hire operators. The Council supports the use of such innovation, which has many potential public safety benefits.

Apps must be approved by the Council prior to their use and must not have a negative impact on public safety.

**5. Training**

All operators will be required to attend all mandatory training sessions organised or required by the Council. Failure to attend mandatory training sessions will constitute a breach of the Council's Hackney Carriage and private hire policy. At the first instance, contravention points will be issued; any subsequent failure to attend will result in further action being taken again the operator's licence.

**Appendix 9**

**Conditions relating to Private Hire Operators**

**Local Government (Miscellaneous Provisions) Act 1976 ("the 1976 Act")**

**General**

An operator makes provision for the invitation or acceptance of bookings for a private hire vehicle.

Any legislative requirement shall be regarded as if they are conditions of the Private Hire Operator's Licence. In determining what matters should be considered for a person to be a Fit and Proper Person to be an operator the following applies

**1. Record of bookings**

1.1 The record required to be kept by the operator under Section 56(2) of the Local Government (Miscellaneous Provisions) Act 1976 shall be kept in a suitable written or electronic form approved by the Council, provided at nominal cost by the Council, or on a spreadsheet provided by the Council, or on a nationally recognised piece of computer software. This software must be capable of providing the information listed below. The entries must be numbered consecutively, and no pages should be removed. The operator shall enter the required information for each booking invited or accepted by him, before the commencement of each journey.

- The time and date of the booking
- The name and address of the hirer
- How the booking was made (i.e. by telephone, personal call etc.)
- The time of pick-up
- The point of pick-up
- The destination
- The time at which a driver was allocated to the booking
- The name of the driver and the registration number of the vehicle allocated for the booking.
- Remarks (including details of any sub-contract).

1.2 All records kept by the operator shall be preserved for a period of not less than 18 months following the date of the last entry. In the case of computer records, the entries must be capable of being printed on demand at the request of a Police officer or the licensing officer.

1.3 All records must be available for inspection and copying if required by licensing officer or Police officer.

**2. Use of licensed vehicles and drivers**

The Operator shall ensure that all vehicles used by him and all drivers employed by or contracted to him are properly licensed.

**3. Details of current drivers**

A list of all current drivers and vehicles representing your company must be submitted as part of a renewal application and on request.

**4. Number of vehicles**

The licence holder will ensure that the number of vehicles operated under the licence does not exceed the number of vehicles as specified in the licence.

**5. Record of vehicles**

In accordance with the provisions of Section 56(3) of the 1976 Act the Operator shall keep a record of all private hire vehicles operated by him and such record shall include the following particulars:

- The registration mark of each vehicle
- The make of the vehicle
- The name and address of the registered keeper
- The names, addresses and driver's licence numbers of drivers driving the vehicles
- Details of any radio call sign used

Such records shall be retained for a period of 18 months and shall not be destroyed or otherwise disposed of before the expiry of such period without the previous written consent of the Council.

**6. Condition of vehicle**

**6.1** The Operator shall ensure that any private hire vehicle operated by him (regardless of who owns the vehicle or holds the vehicle licence) is maintained in the condition required by the private hire vehicle licensing conditions or Hackney Carriage vehicle licensing conditions.

**6.2** The Operator will ensure the vehicle is maintained in a suitable mechanical condition, safe, comfortable, clean and presentable and that the external licence plate and internal licence disc provided by the Council is affixed to the vehicle in such a manner and position as shall be prescribed by the Council.

**7. Operator to hold copies of driver's licences**

**7.1** The Operator shall keep a copy of all driver and vehicle licences and the vehicle insurance details on file.

**7.2** The Operator shall notify the Council within 7 days (5 working days) of the details of any driver no longer working for them.

**8. Fares and fare table**

**8.1** The Operator upon request shall agree the fare for a journey booked, or provide an estimate of the fare, or explain that the journey will be metered.

**8.2** Should the Operator dispatch a vehicle fitted with a taximeter, they shall ensure that the meter is calibrated and correctly tariffed, and that the published table of fares is clearly displayed in the vehicle.

**8.3** The Operator shall ensure that the fare for such bookings does not exceed the rate on the meter

**9. CCTV in vehicles**

The Operator shall ensure that they retain a copy of the CCTV authorisation certificate from Three Rivers District Council for any vehicle containing a CCTV system. No vehicle is to contain facilities to record visual or audio sources without the vehicle licence-holder holding a certificate of authorisation from the Council.

**10.Disposal and acquisition of vehicles**

When an Operator ceases to operate a particular vehicle or begins to operate a new vehicle, they shall inform the Council in writing as soon as possible but not later than within 7 days (5 working days) of such fact.

**11.Standard of service**

The operator shall provide a prompt, efficient and reliable service to members of the public at all reasonable times and for this purpose shall in particular:

(a) Ensure that when a private hire vehicle has been hired to be in attendance at an appointed time and place, the vehicle shall, unless delayed or prevented by sufficient cause, punctually attend at that appointed time and place;
(b) Keep clean, adequately heated, ventilated and lit any premises which the operator provides and to which the public have access, whether for the purpose of booking or waiting;
(c) Ensure that any waiting area provided by the operator has adequate seating facilities;
(d) Ensure that any telephone facilities and radio equipment provided are maintained in a sound condition and that any defects are repaired promptly.

**12. Smoking and Vaping in private hire operator base**

**12.1** Operators must ensure that the operator base is smoke-free and that if they allow staff, drivers or members of public smoke inside the premises the licence private hire operator would be liable for further action.

**13.Basic disclosure check**

An annual basic disclosure certificate will be required from any person named on the Operator licence. This certificate will be due on or before expiry of the previous year's certificate. Failure to submit a new basic disclosure certificate before the check date will result in a suspension being issued on the licence.

**14. Convictions and cautions**

**14.1** Convictions and cautions will be considered in accordance with the Hackney Carriage and Private Hire Policy.

**14.2** In order to ensure protection of the public an Operator must ensure disclosure in writing to the licensing department within 72 hours if they are arrested, cautioned, convicted or have any involvement with the Police regarding any offence during the period of their licence. Should knowledge of any offences or involvement with Police be withheld, this could reflect on a person's fitness to hold a Private Hire Operator licence and may lead to a licence being suspended.

**14.3** If the operator licence is held by a company or partnership, the requirements of this section apply equally to all directors and partners.

**15. Notification of change of details**

The Operator shall within 7 days, notify the Council in writing of any change of personal details during the period of the licence. A notification of change of details must be submitted online along with the required fee(s)

## 16. Address

**16.1** The Operator must operate from an address within Three Rivers and give the definition of 'operate' as defined by the Local Government (Miscellaneous Provisions) Act 1976 paragraph 80(1) as meaning *"in the course of business to make provision for the invitation or acceptance of bookings for a private hire vehicle" and where the operator licence is granted for is where all bookings must be taken and all records must be kept.*

**16.2** Once granted, an operator licence cannot be transferred to a different address. In the event of the business moving to a new address a new application will be required for the new premises.
**NB: Planning approval, where required, must be obtained for any premises used for operating Private Hire business**

## 17. Trading names

**17.1** Only trading or business names which have been authorised in writing by the Licensing Department can be used. This requirement includes any names used on promotional material, advertisements, website information or any other written documents.

**17.2** To prevent confusion to the public, trading names will generally not be authorised if they are similar to a name actively being used by a company in the district or actively being used by a company in an adjoining authority and, in these circumstances, any trading names would not then normally be authorised until they had not been actively used for a period of at least 18 months. Trading names will only be authorised or retained where there is evidence that they are actively used by the operator. Trading names can also be removed in appropriate circumstances.

**18. Advertisements**

**18.1** The Operator shall not cause any advertisement in respect of his business or the vehicles used for that purpose to include the words 'taxi' or 'cab', whether in the singular or plural, or any such other words that may be similar in meaning or appearance to either of those words, whether alone or as part of another word(s) to prevent giving the impression their vehicles can be hired without being pre-booked.

**18.2** The Operator shall ensure that private hire vehicles that he dispatches/operates does not display any roof sign. This is because a private hire vehicle must not be of a design or appearance of a Hackney Carriage.

**18.3** Only Three Rivers District Council licensed vehicles may carry advertisements in relation to the private hire operator and any such advertisements must be submitted to and approved by the Licensing Officer at the Council prior to being used. Only the private hire operator business name and telephone number will

be allowed. In addition to this requirement, it is recommended that an advertisement bear the words 'Advanced Booking Only' or 'Must be pre-booked'.

**19. Conduct**

The Operator of a private hire vehicle shall not by calling out or otherwise importune any person to hire such vehicle and shall not make use of the services of any other person for that purpose.

**19. Complaints**

The operator shall notify the Council in writing within 72 hours of any complaints concerning a contract for hire or purported contract for hire relating to or arising from his business and of the action (if any) which the operator has taken or proposes to take in respect thereof.

**20.Insurance**

**21.1** The Operator shall ensure that any vehicle they dispatch is covered by valid insurance for the purposes of private hire and shall ensure that they do not act in any way which might invalidate the insurance.

**21.2** The Operator shall where applicable maintain and provide evidence of Employer's Liability Insurance upon request in accordance with the Employer's Liability Compulsory Insurance Act 1969.

**21.3** In the case where members of the public have access to the operating centre, the Operator shall maintain at all times and provide evidence of Public Liability Insurance upon request.

**22. Employees of operator business**

**22.1** The Operator must view a basic DBS certificate (dated within one month of the check) of any staff that have access to booking records or dispatch vehicles.

**22.2** The operator must maintain a register of all such staff which shall include a record of when each DBS check has been undertaken. This register must be available for inspection by an authorised officer of the Licensing Authority upon request. The register should include the following:

i. the date that person's employment in that role commenced
ii. the date the operator checked the DBS certificate
iii. the name of the person that checked the DBS certificate
iv. the date the person ceased to perform that role

The register must be retained for 6 months in line with the booking records. Should an employee cease to be on the register and later re-enter the register a new basic DBS certificate (or use of the Update Service) should be viewed by the operator.

**22.3** Where the applicant/operator employs or intends to employ persons involved in taking bookings or the dispatch of vehicles, the operator must produce a policy on the employment of ex-offenders in those roles. The policy must be available for inspection on request of an authorised officer of the Licensing Authority.

**22.4** The Operator must require that all staff employed in taking bookings or dispatching vehicles to report to them within 48 hours of any conviction, binding over, caution, warning, reprimand or arrest for any criminal matter whilst they are employed in this role.

**22.5** The operator must have knowledge of and be compliant employment law

**22.6** All operator must ensure health and safety measures are in place and all staff are trained accordingly. Logs of training and refresher training must be kept and produced when requested by an authorised officer.

**22.7** The operator must make certain that any outsourced booking and dispatch functions have adequate safeguarding measures in place for the protection of children and vulnerable adults. The operator must have required evidence of this from the company before outsourcing these functions.

**23. Compliance with legislation**

**23.1** Operators must comply with all applicable legislation, i.e. the provisions of the Town Police Clauses Act 1847, the Local Government (Miscellaneous Provisions) Act 1976, the byelaws made in respect of Hackney Carriages. They shall also ensure compliance with Section 37 of the Disability Discrimination Act 1995 and the Equality Act (2010) in respect of Carrying of guide dogs and hearing dogs: https://www.legislation.gov.uk/ukpga/1995/50/section/37/enacted

**24. Appeals procedure**

Any person aggrieved by any conditions specified in this licence may appeal to the Magistrates' Court within 21 days of a decision being made.
Version Control:

**Appendix 10**

## Use of CCTV, mobiles and audio devices in Hackney Carriage & private hire vehicles

### 1. Introduction

These guidelines set out to ensure that CCTV systems installed in Hackney Carriages and private hire vehicles licensed by the Council are properly managed whilst being used to prevent and detect crime; and enhance the health, safety and security of both drivers and passengers.

The decision whether to install CCTV in a licensed vehicle is at the discretion of the vehicle licence-holder and vehicle owner (if these are different), all costs would need to be met by these individuals as the Council will not provide funding or assist in finding funding.

Vehicle owners, who may also be the driver and/or operator, installing CCTV systems must fully comply with the requirements set out in these guidelines.

For the purposes of these guidelines the term "CCTV system" will include any electronic recording device attached to the inside of vehicle having the technical capability of capturing and retaining visual images and audio recording from inside or external to the vehicle. In addition to the standard CCTV camera system these may include for example, such devices as events/incident/accident data recording devices.

### 2. The purpose of CCTV

The purpose of the CCTV system shall be to provide a safer environment for the benefit of the driver and passengers by:

- Deterring and preventing the occurrence of crime
- Reducing the fear of crime
- Assisting the Police in investigating incidents of crime
- Assisting insurance companies in investigating motor vehicle accidents

### 3. General requirements

Any CCTV system to be fitted must, as a minimum, meet the requirements set out in this document. Only CCTV systems meeting these requirements and approved by the Council can be installed into licensed vehicles.

CCTV systems installed will be inspected as part of the annual licensing inspection to ensure they do not pose a risk to the safety of the passengers or the driver and are fitted safely and securely.

The installation and operation of CCTV must comply with the requirements of the Information Commissioner's CCTV Code of Practice.

All equipment must comply with any legislative requirements in respect of Motor Vehicle Construction and Use Regulations 1986. CCTV installed must also meet any other relevant legislation, including any new legislation which may be introduced following the installation of such systems.

All equipment must meet all requirements as regards safety, technical acceptability and operational/data integrity.

All equipment must be designed, constructed and installed in such a way and in such materials as to present no danger to passengers or driver, including impact with the equipment in the event of a collision or danger from the electrical integrity being breached through vandalism, misuse, or wear and tear.

### 4. Automotive Electromagnetic Compatibility Requirements (EMC)

CCTV equipment must not interfere with any other safety, control, electrical, computer, navigation, satellite, or radio system in the vehicle.

Any electrical equipment such as an in-vehicle CCTV system fitted after the vehicle has been manufactured and registered, is deemed to be an Electronic Sub Assembly (ESA) under the European Community Automotive Electromagnetic Compatibility Directive and therefore must meet with requirements specified in that Directive.

CCTV equipment should be e-marked or CE-marked. If CE marked confirmation by the equipment manufacturer as being non-immunity related and suitable for use in motor vehicles is required.

**5. Camera design requirements**

The camera(s) must be fitted safely and securely, should not adversely encroach into the passenger area and must not impact on the safety of the driver, passenger or other road users.

**6. Installation**

All equipment must be installed as prescribed by the equipment and/or vehicle manufacturer installation instructions.

The installed CCTV system must not weaken the structure or any component part of the vehicle or interfere with the integrity of the manufacturer's original equipment.

All equipment must be installed in such a manner so as not to increase the risk of injury and/or discomfort to the driver and/or passengers. For example, temporary fixing methods such as suction cups will not be permitted, or lighting, such as infra-red, which emits at such a level that may cause distraction or nuisance to the driver and/or passengers.

All equipment must be protected from the elements, secure from tampering and located such as to have the minimum intrusion into any passenger or driver area or impact on the luggage carrying capacity of the vehicle.

It is contrary to the Motor Vehicle (Construction and Use) Regulations 1986 for equipment to obscure the view of the road through the windscreen.

Equipment must not obscure or interfere with the operation of any of the vehicle's standard and/or mandatory equipment, i.e. not mounted on or adjacent to air bags/air curtains or within proximity of other supplementary safety systems which may cause degradation in performance or functionality of such safety systems.

Viewing screens within the vehicle for the purposes of viewing captured images are not permitted.

All wiring must be fused as set out in the manufacturer's technical specification and be appropriately routed.

If more than one camera is being installed their location within the vehicle must be specific for purpose i.e. to provide a safer environment for the benefit of the Taxi/ PHV driver and passengers.

All equipment must be checked regularly and maintained to operational standards, including any repairs after damage.

All system components requiring calibration in situ should be easily accessible.

**7. Camera Activation Methods**

Activation of the equipment may be via a number and combination of options, including:

- door switches
- time delay
- driver's panic button
- or,
- in the case of an incident/event recorder, predetermined G-Force parameters set on one or more axis (i.e. braking, acceleration, lateral forces)

The CCTV system may be configured to record images for a short period of time before the trigger event, during the related incident and a short period following the related incident.

A direct wired link to the vehicle's taximeter, in the case of a Taxi, will not be acceptable.

**8. Audio Recording**

CCTV systems must not be used to record conversations between members of the public as this is highly intrusive and unlikely to be justified except in very exceptional circumstances. You must choose a system without this facility wherever possible; however, if the system comes equipped with sound recording facility then this functionality should be disabled.

There are limited circumstances in which audio recording may be justified due to a specific threat to an individual's personal safety, e.g. when a 'panic button' is utilised in response to a threat of physical violence.

Where this audio recording facility is utilised a reset function must be installed which automatically disables audio recording and returns the system to normal default operation after a specified time period has elapsed. The time period that audio recording may be active should be the minimum possible and should be declared at the time of submission for approval of the equipment.

In the limited circumstance where audio recording is justified, signs must make it very clear that audio recording is being or may be carried out.

**9. Image Security**

Images captured must remain secure at all times.

The captured images must be protected using approved encryption software which is designed to guard against the compromise of the stored data, for example, in the event of the vehicle or equipment being stolen.

The Information Commissioner's Office has published guidance on how to keep personal data (including personal data contained in CCTV images) secure, on their website.

**10.Retention of CCTV images**

The CCTV equipment selected for installation must have the capability of retaining images either:

- within its own secure, encrypted hard drive;
- using a fully secured and appropriately encrypted detachable mass storage device, for example, a compact flash solid state card;
- or
- where a service provider is providing storage facilities, transferred in real time using fully secured and appropriately encrypted GPRS (GSM telephone) signalling to a secure server within the service provider's monitoring centre.

Images must not be downloaded onto any kind of portable media device (e.g. CDs or memory sticks) for the purpose of general storage outside the vehicle.

CCTV equipment selected for installation must include an automatic overwriting function, so that images are only retained within the installed system storage device for a maximum period of 28 days from the date of capture. Where a service provider is used to store images on a secure server, the specified retention period must also only be for a maximum period of 28 days from the date of capture.

Where applicable, these provisions shall also apply to audio recordings.

**11.Notification to the Information Commissioner's Office**

The Information Commissioner's Office (ICO) is the official regulatory body responsible for enforcing compliance with privacy and data protection legislation

The law defines a "data controller" as the individual or organisation which has ultimate responsibility for how personal data is collected and processed. For the purpose of the installation and operation of in-vehicle CCTV, the "data controller" is the company, organisation or individual which has decided to have a CCTV system installed and operating within the vehicle. The data controller is ultimately responsible for how the images are stored and used and determines in what circumstances the images should be disclosed.

'Notification' is the process by which a data controller informs the ICO of certain details about their processing of personal information. These details are used to make an entry in the public register of data controllers.

This means that any company, organisation or individual vehicle owner who has a CCTV system installed within a licensed vehicle must register with the ICO and obtain documented evidence of that registration. This documentary evidence may have to be presented to the Council at any time during the term of the vehicle licence.

The notification requires renewal on an annual basis, and payment of the appropriate fee specified on the ICO's website.

**12.Using a third-party service provider (data processor)**

Where a service provider is used for the remote storage and/or management of CCTV data they will act as a 'data processor'.

A data processor, in relation to personal data, means any person (other than an employee of the data controller) who processes data on behalf of the data controller, in response to specific instructions. The data controller retains full responsibility for the actions of the data processor.

There must be a formal written contract between the data controller and data processor (service provider). The contract must contain provisions covering security arrangements, retention/deletion instructions, access requests and termination arrangements.

Documentary evidence of the contractual arrangements may be required to be presented to a Council official at any time during the term of the vehicle licence.

**13.Using recorded CCTV images**

The data controller is responsible for complying with all relevant data protection legislation, as well as being legally responsible for the use of all images including any breaches of privacy and data protection legislation.

Any images and/or audio recordings should only be used for the purposes described earlier in these guidelines.

Requests to view captured images may be submitted to the data controller by the Police or other statutory law enforcement agencies; the Council; insurance companies/brokers/loss adjusters; or in exceptional circumstances, other appropriate bodies. The data controller is responsible for responding to these requests in accordance with the law. Police or other law enforcement agencies should produce a standard template request form, setting out the reasons why the disclosure is required. Alternatively, a signed statement may be accepted.

All requests should only be accepted where they are in writing and specify the reasons why disclosure is required.

Under the DPA, members of the public may also make a request for the disclosure of images, but only where they have been the subject of a recording. This is known as a 'Subject Access request'. Such requests must only be accepted where they are in writing and include sufficient proof of identity (which may include a photograph to confirm they are in fact the person in the recording).

Data Controllers are also entitled to charge a fee for a subject access request (currently a maximum of £10). More guidance on handling subject access requests can be found in the ICO's Subject Access Request Code of Practice, which is available on their website.

**14.Signage**

All vehicles fitted with a CCTV system must display the sign shown below in a prominent position. The driver may also verbally bring to the attention of the passengers that CCTV equipment is in operation within the vehicle, if it is felt necessary or appropriate.

The signage must be displayed in such positions so as to minimise obstruction of vision and to make it as visible as possible to passengers, before and after entering the vehicle.

The name and contact details of the Data Controller must be provided in the blank space included on the sign template. The contact details can be in the form of either a telephone number, email address or website URL.

**15.Signage for external-facing CCTV systems**

Where a CCTV system is installed in order to record incidents outside the vehicle, it will not be practical to display a sign. Instead, when the CCTV is activated in response to an incident, the driver of the vehicle must inform the person(s) recorded that their personal data was captured as soon as practicable after the incident.

They should also be informed of the purpose for which the device has been installed, for example to facilitate their insurance company's investigation of insurance claims.

**16.Annual Certification from installer**

Any CCTV system should be checked annually by the installer and evidence of this must be provided to the Council. Where an installation company ceases to exist, a similar installation company should be used.

**17.CCTV Checklist**

To assist individual drivers, owners and operators who are considering the installation of a CCTV system, the Council has produced the summary checklist below to help ensure that all of the relevant approval requirements/standards are complied with.

Please tick

- ☐ Notification submitted to the Information Commissioner's Office (ICO). www.ico.org.uk
- ☐ Has the ICO provided you with documentation to evidence your notification as the "data controller" associated with your system?
- ☐ Do you have documentary evidence regarding contractual arrangements with any data processor or service provider associated with the operation or management of the CCTV system? (where applicable)
- ☐ Have you displayed the required signage, including the relevant contact details?
- ☐ Does the CCTV system meet the installation standards as set out in this policy?

**18. Use of communication, audio and visual devices whilst driving**

Mobile devices should only be used if they are held in a cradle and are used completely hands-free.

All communications devices must be securely fitted within the vehicle and appropriately located so as to not interfere with the operation of the vehicle.

The use of headphones is not permitted whilst driving.

To protect passenger confidentiality, a licensed driver must neither retain nor publish any image, sound or information of any passenger(s) captured on a hand-held recording device or any other form of recording device, except where this is to an authorised officer of the Council or Police.

| Version | Adoption | Changes |
|---|---|---|
| V1 Original | Adopted on 24 May 2022 (Annual Council) | Original policy |
| V2 | Amended by Head of Regulatory Services on 13 June 2023 | Changes to medical process to enable a medical report to be signed by a registered GP or Medical Practitioner who must be a qualified GP. |
| V3 | 2025 | Changes made following update of the DfT guidance, vehicle standards. |

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**Appendix 4:** Public consultation responses

| Consultation from 1 August to 29 September 2025 | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Responses | Do you agree with the suggested changes to the emission/age standards? | As you have answered no, please expand upon any possible implications which may arise from the changes | Please provide any comments on the dates for implementation | Do you believe that zero-emission vehicles should be exempt from the age | Do you believe that greater consideration should be given to extending the age criteria for wheelchair accessible vehicles | Please provide any alternative suggestions | Do you agree with the use of saloon vehicles as Hackney Carriages? | As you have answered no, please expand on any possible implications which may arise | Do you believe an initial cap of 3 salon vehicles is appropriate? | What other suggestions do you believe could be considered to assist the black taxi | If you have any further questions or comments to make regarding the changes to the policy please enter them here |
| 1 | Yes | | | No | 12 years is reasonable | | Yes | | Yes | | |
| 2 | Yes | | | No | 12 years is reasonable | | Yes | | Yes | | |
| 3 | Yes | | Perfect | Yes | 12 years is reasonable | Any vehicle more than 10 years old Compliance certificate should be two times a year Three times too | Yes | | Yes | N/a | |
| 4 | Yes | | | Yes | 12 years is reasonable | | Yes | | Yes | | |
| 5 | Yes | | | No | 12 years is reasonable | | Yes | | No | | |
| 6 | No | | | Yes | 12 years is reasonable | | Yes | | Yes | | |
| 7 | Yes | | | Yes | 12 years is reasonable | | Yes | | Yes | | |
| 8 | No | Rising vehicle and insurance costs, combined with limited earning opportunities because platforms like Uber do not accept Three Rivers licences, already make it difficult for drivers to sustain a living. Tightening vehicle age standards would force costly replacements at the worst possible time, deepening financial hardship during a cost-of-living crisis. The risk is not only to driver livelihoods, but also to the availability of affordable local transport provision for residents if licence holders are forced to exit the market. Maintaining the current standards is therefore essential to balance safety with economic viability for drivers. | | No | 12 years is reasonable | | Yes | | Yes | | The licensing process in Three Rivers urgently needs modernisation. New applicants face an unclear and outdated knowledge test with no guidance or preparatory support, unlike neighbouring councils that offer structured courses. Requiring detailed knowledge of road names is no longer relevant in an age where GPS and digital navigation are standard, and numerical "pence counting" questions are equally outdated given that most payments are now digital, especially post-Covid. At the same time, licence fees for new applications in Three Rivers exceed £800, far higher than Transport for London (£477 including DBS, excluding medical) and Watford Borough, both of which are more competitive. Raising costs further would deter new applicants and weaken the trade. In today's market, customers predominantly use apps such as Uber or Bolt, yet these large operators like Uber, do not accept Three Rivers licences, leaving drivers at a competitive disadvantage. Meanwhile, cost of vehicle, insurance, and maintenance continue to rise, and drivers are already struggling to cope with reduced margins in a highly competitive environment where private operators also take 20–30% commission. If vehicle standards, particularly age limits, (as proposed) are tightened further, it would impose an additional and unsustainable financial burden, creating a domino effect that undermines drivers ability to earn a basic living. Furthermore, the market is shifting rapidly toward electric vehicles, with operators like Uber requiring drivers licensed under TfL to adopt EVs. In London, the charging infrastructure is in place to support this transition.<br>However, in Hertfordshire such infrastructure is lacking, making it unrealistic to expect drivers to invest in EVs without proper support. For these reasons, Three Rivers Council should modernise its licensing process, align fees with neighbouring authorities, avoid raising vehicle standards prematurely, and explore partnerships with major operators to ensure local drivers can compete fairly in the current market. |
| 9 | No | Only 2 cabs operating in South Oxhey, 1 being euro 5.<br><br>Cab drivers aren't rich, these changes will push the price of a previously owned taxi (not new) to our £40k. Lack of drivers now, this will destroy the trade. This will also decimate the school transportation for vulnerable children! | Too soon! | No | Greater consideration required | If a vehicle passes compliance and mot with a clean and tidy passenger section, let it be used to provide a service! | No | They're mini cabs/ Private Hire.<br><br>They haven't got the space for walkers, wheelchairs, buggies, shopping and often a combination of these! | No | Busses, such as vitos, transporters and simular vehicles without wheelchair would work. | If this goes ahead I'm unable to carry on a service to my community. The initial financial burden along with the monthly payments, maintenance and repairs make it untenable! This needs to be thought through properly and the outcome that this creates achieves anything at all positive.<br><br>1% of the world pollution is all the UK creates, the country could shutdown tomorrow and it wouldn't make a blind bit of difference to the $CO^2$ percentage in the atmosphere. 0.04% is the amount of $CO^2$ in the air BTW, up from 0.03 since the industrial revolution! 0.02 or below all plant life dies? Perhaps stopping the shipping wooden pellets from The Americas, cutting down the amazon and blowing things up in the forever wars would be a better place to start! |

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**BOILERPLATE: Licensed Vehicle Age and Emissions Policy**

This is a boilerplate Policy. It has been designed to either:
• stand alone for those local licensing authorities who wish to adopt the text in its entirety, or
• to provide sections which can be extracted to augment existing licensing work , or
• to be modified to suit the licensing policy context.

Licensing Teams should take steps to satisfy themselves as to the suitability of materials they wish to adopt. HCCSP and Herts Licensing Officers Group do not warrant the contents of this boilerplate to all local licensing authority contexts.

We will be happy to discuss locally proposed modifications with a senior licensing officer from any Hertfordshire LA.

BOILERPLATE LICENSING POLICY

The purpose of this policy is to ensure taxis are as safe, reliable and comfortable as possible while at the same time minimising emissions. The policy aims to have a positive impact on emissions as it is recognised that the age of vehicles and the exhaust emission specification are critical to the level of pollutants emitted. Consequently, this Council is working to improve air quality and reduce emissions from the taxi fleet, by cross-county alignment of standards relating to the exhaust emissions in addition to the requirements regarding the age of vehicles.

Hertfordshire Climate Change and Sustainability Partnership recognises that there is a current and future climate change emergency that requires urgent planning and action. One of the agreed plans of the Partnership is to support businesses to make the maximum possible impact in challenging the extent and causes of climate change.

In order to be licensed, a vehicle must ***meet both the age and emissions criteria of the Local Authority in which it is licensed***. Applications to licence vehicles which fall outside of the policy will be considered on their own merits.

**Vehicle Age**

**At first application -** Vehicle licences will not be granted in respect of vehicles that were first registered (or, in the case of imported vehicles, manufactured) more than 5 years prior to the date that the application is made.

**At renewal -** Vehicle licences will not be renewed in respect of any licensed vehicle that was first registered (or, in the case of imported vehicles, manufactured) more than 10 years prior to the date of renewal (or 12 years in the case of purpose-built or fully wheelchair accessible vehicles).

A vehicle will be considered for licensing beyond these upper age limits if it is in **'exceptional condition'**. The criteria for meeting this standard are below.

**Exceptional Condition Criteria**

A vehicle will be in 'exceptional condition' if **ALL** of the following apply:

1. The vehicle must not have failed the council's vehicle inspection (where applicable) or standard MOT on any significant item within the previous five years.
2. In the previous 5 years any MOT advisory in relation to tyres or brakes has been rectified before the vehicle was retested.
3. The vehicle meets or exceeds the vehicle standards contained within the local authority's policy in relation to vehicle condition.
4. The interior trim, panels, seating and carpets and upholstery are in excellent condition, clean and free from damage and discolouration.
5. The boot or luggage compartment is in good condition, clean and undamaged.
6. Passenger areas are free from damp and any unpleasant odours.

Items 1 & 2 will only apply for the period the vehicle has been owned by the applicant. Vehicle proprietors should have regard to the MOT history of a vehicle they wish to purchase as it is an indication of how well a vehicle has been maintained by the previous owner and whether there is likely to be significant issues going forward.

BOILERPLATE LICENSING POLICY

The criteria will be checked by an officer of the council and the proprietor of the vehicle must provide all the necessary documentation to support their request for a vehicle licence to be granted outside of this policy. An appointment will need to be made for this and a fee will be charged.

If the above criteria are satisfied then the proprietor of the vehicle must book and pay for the council's approved vehicle inspection from a nominated garage and produce the pass certificate to the council. This test CANNOT be carried out before the vehicle is inspected by a council officer.

BOILERPLATE LICENSING POLICY

**Emissions Standards**

**At first application –** Vehicles must meet or exceed Euro 6 emissions standards

**At renewal –** From 1 April 2024 vehicle licences will not be renewed in respect of any licensed vehicle that does not meet or exceed Euro 6 emissions standards.

Where vehicles do not meet the relevant emissions criteria the proprietor may:

- have the vehicle adapted / modified to meet the standard and provide evidence of this;
- change the fuel that is used to a cleaner alternative, such as bio diesel; or
- replace the vehicle with one that meets the emission standard.

Notwithstanding that each application will be considered on its own merits.

**When will the different criteria be applied?**

If the licence of a currently licensed Hackney Carriage or Private Hire Vehicle is allowed to **EXPIRE** by its proprietor then any subsequent application **CANNOT** be considered as a renewal. This means that where an existing vehicle licence expires, a subsequent application for a licence for that vehicle will be treated as a first time application and the standards and criteria relating to first time applications will be applied.

For the avoidance of doubt when a new vehicle has an existing plate transferred onto it the vehicle will be considered under the criteria for a vehicle being licensed for the first time.

**Low Emission and Electric Vehicles**

The Council encourages the uptake of low emission and electric vehicles in the District. The authority will seek to examine the feasibility of introducing schemes which help improve the charging network and aid drivers in testing and purchasing electric vehicles. If you are struggling to transition to a low emission vehicle, please contact your Licensing Authority for the latest guidance on support and funding available.

BOILERPLATE LICENSING POLICY

**Appendix 6 - Benchmarking Age & Emission Requirements with other Licensing Authorities / TfL**

| Authority | Age | Emissions |
|---|---|---|
| **TRDC** – New (current) | No more than 7 years | Euro 5 emissions |
| **TRDC** – Renewal (current) | 10+ years must pass compliance every 4 months | Euro 5 emissions |
| **TRDC** – New (proposal) | No more than 5 years | Euro 6 from 1/9/2026 |
| **TRDC** – Renewal (proposal) | 10 / 15 years if wheelchair accessible | Euro 6 from 1/4/2028 |
| **Watford** – New | No more than 7 years<br>Hybrid / elec no more than 9 years | New Hackney Carriage must be fully electric (zero emissions)<br>Euro 6 or Euro 5 if hybrid / electric |
| **Watford** – Renewal | Must pass MOT every 6 months | Euro 6 or Euro 5 if hybrid / electric |
| **Dacorum** – New | | Euro 6 |
| **Dacorum** – Renewal | 10+ years must pass MOT & compliance every 6 months | Euro 6 |
| **Hertsmere** – New | No more than 6 years | Euro 6 |
| **Hertsmere** – Renewal | 8+ years must pass MOT every 6 months | Euro 6 |
| **St Albans** – New | | Euro 6 |
| **St Albans** – Renewal | 7+ years must pass compliance every 6 months | Euro 6 |
| **Buckinghamshire** – New | No more than 5 years | Euro 6 |
| **Buckinghamshire** – Renewal | No more than 10 years unless the vehicle is:<br>Prestigious / limousine (limit 15 years)<br>Producing ultra-low / zero emissions (limit 15 years) | Euro 5 if vehicle first registered since Jan 2011, up to age 10 years |
| **Wolverhampton** – New | No more than 12 years unless producing ultra-low / zero emissions | |
| **Wolverhampton** – Renewal | No more than 12 years. 10-12 years may only have 6 month licence issued.<br>Must pass annual vehicle inspection, or every 6 months up to 16 years<br>Cannot transfer licences to older vehicles, must be newer | |
| **TFL** – New | No more than 12 years | Less than 18 months old must be zero emissions<br>Euro 6 if over 18 months old |
| **TFL** – Renewal | No more than 10 years unless the below applies then this extends to 15 years:<br>▪ Alternative fuel conversions;<br>▪ Historic, classic and niche vehicles;<br>▪ Vehicles used for specialist needs transport;<br>▪ Wheelchair accessible vehicles; and<br>▪ Vehicles used by Blue Badge Driver Guides. | Euro 6 |

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# Treasury Management Mid-Year Report 2025/06

# Full Council

09/12/2025



THREE RIVERS DISTRICT COUNCIL

**Full Council**

PART I

**TREASURY MANAGEMENT MID-YEAR REPORT 2025-26**
**(DoF)**

## 1 Summary

1.1 The Treasury Management mid-year report is prepared in compliant with CIPFA's Code of Practice on Treasury Management and covers performance against the Council's Capital Strategy and Treasury Management Policy.

1.2 The report is presented to the Audit Committee as the body delegated by Council to undertake the role of scrutiny of treasury management strategy and policies.

1.3 The report covers the period from 1st April to 30th September 2025.

1.4 The Council receives Treasury Management Advice under a contract with Arlingclose limited.

## 2 Recommendation

2.1 The committee is invited to note the Treasury Management Mid-Year Report 2025-26

Report prepared by: Robert Thurlow, Chief Accountant

## 3 Details

3.1 The report summaries treasury management activity, compliance and performance during the first two quarters of 2025/26.

3.1.1 The Council was a net investor throughout the period and managed its cash balances through a combination of instant access bank deposits, term deposits placed with the UK Debt Management Officer and loans of up to 12 months to other local government bodies.

3.1.2 The Council's investment risk score and rate of return are benchmarked against peer authorities by the treasury advisors. These benchmarks indicated that the Council is achieving better than typical investment returns with lower than typical risk exposure.

3.1.3 The Council's Capital Financing Requirement is projected to increase by £15.929m, as a result of Capital Expenditure funded by borrowing.

3.1.4 There was no additional external borrowing during the period, and no external borrowing is forecast to be required for the remainder of the year. Additional borrowing requirement from in-year capital investment will be offset against cash balances (known as 'internal borrowing') in line with the Council's Borrowing Strategy.

3.1.5 The Council has complied with all limits and indicators set out in the Treasury Management Policy.

3.1.6 A review of the external context for the period, which covers economic background, financial markets and credit conditions provided by the Council's Treasury Management Advisors, Arlingclose, is included as appendix 2.

## 4 Policy/Budget Reference and Implications

4.1 The recommendations in this report are within the Council's agreed policy and budgets.

## 5 Legal Implications

5.1 There are no legal implications arising directly from this report.

**Data Quality**

Data sources:

Treasury Live (Treasury Management System)

Arlingclose Investment Benchmarking

Data checked by:

Robert Thurlow, Chief Accountant

Data rating:

| | | |
|---|---|---|
| **1** | **Poor** | |
| **2** | **Sufficient** | |
| **3** | **High** | **X** |

**Background Papers**
**Capital Strategy and Treasury Management Policy 2025/26.**

**APPENDICES / ATTACHMENTS**
Appendix 1 – Mid-Year Treasury Management Report 2025/26.
Appendix 2 – External Context for the Mid-Year Treasury Report 2025/26

Treasury Management Mid-Year Report 2025/26

## 1. Introduction

1.1. This report has been prepared in compliance with the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice* (the CIPFA Code) which requires Council to approve, as a minimum, treasury management semi-annual and annual outturn reports.

1.2. This report includes the requirement in the 2021 Code of quarterly reporting of the treasury management prudential indicators.

1.3. The Council's treasury management strategy for 2025/26 was approved at a meeting of Full Council on 25 February 2025. The Council has invested substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of risk remains central to the Council's treasury management strategy.

## 2. Local Context

2.1. On 31st March 2025, the Council had net investments of £33.346m arising from its revenue and capital income and expenditure. The underlying need to borrow for capital purposes is measured by the Capital Financing Requirement (CFR), while balance sheet resources are the underlying resources available for investment. These factors are summarised in Table 1 below.

Table 1: Balance Sheet Summary

| | **31.3.25 Actual £m** | **31.3.26 Forecast £m** |
|---|---|---|
| **Total CFR** | **66.943** | **82.872** |
| Wimbledon Finance Lease CFR | 46.365 | 46.365 |
| **Borrowing CFR** | **20.578** | **36.507** |
| External borrowing – TRDC | 8.000 | 8.000 |
| **Internal borrowing** | 12.578 | 28.507 |

The treasury management position at 30th September and the change over the six months is shown in Table 2 below.

Table 2: Treasury Management Summary

| | 31.3.25 Balance £m | Movement £m | 30.9.25 Balance £m | 30.9.25 Rate % |
|---|---|---|---|---|
| Long-term borrowing<br>- PWLB | 8.000 | 0.000 | 8.000 | 2.41 |
| **Total borrowing** | **8.000** | **0.000** | **8.000** | **2.41** |
| Short-term investments | 19.048 | 9.653 | 28.701 | 4.522 |
| Pooled Fund Investments | 5.001 | 0.010 | 5.011 | - |
| Cash and cash equivalents | 9.297 | (1.080) | 8.217 | 3.77 |
| **Total investments** | **33.346** | **8.583** | **41.929** | **-** |
| **Net investments** | **25.346** | | **33.929** | |

## 3. Borrowing Strategy and Activity

3.1. As outlined in the treasury strategy, the Council's chief objective when borrowing has been to strike an appropriate risk balance between securing lower interest costs and achieving cost certainty over the period for which funds are required, with flexibility to renegotiate loans should the Council's long-term plans change being a secondary objective. The Council's borrowing strategy continues to address the key issue of affordability without compromising the longer-term stability of the debt portfolio.

3.2. After substantial rises in interest rates since 2021 central banks have now begun to reduce their policy rates, albeit slowly. Gilt yields however have increased over the period amid concerns about inflation, the UK government's fiscal position and general economic uncertainty.

3.3. The PWLB certainty rate for 10-year maturity loans was 5.38% at the beginning of the period and 5.53% at the end. The lowest available 10-year maturity certainty rate was 5.17% and the highest was 5.62%. Rates for 20-year maturity loans ranged from 5.71% to 6.30% during the period, and 50-year maturity loans from 5.46% to 6.14%. The cost of short-term borrowing from other local authorities has been similar to Base Rate during the period at 4.0% to 4.5%.

3.4. CIPFA's 2021 Prudential Code is clear that local authorities must not borrow to invest primarily for financial return and that it is not prudent for local authorities to make any investment or spending decision that will increase the capital financing requirement and so may lead to new borrowing, unless directly and primarily related to the functions of Council. PWLB loans are no longer available to local authorities planning to buy investment assets primarily for yield unless these loans are for refinancing purposes. The Council has no new plans to borrow to invest primarily for financial return.

3.5. **Loans Portfolio:**

3.5.1. At 30th September the Council held 1 £8m loan, which was unchanged from 31st March 2025, as part of its strategy for funding previous years' capital programmes. Outstanding loans on 30th September are summarised in Table 3A below.

Table 3A: Borrowing Position

| | 31.3.25 Balance £m | Net Movement £m | 30.9.25 Balance £m | 30.9.25 Weighted Average Rate % | 30.9.25 Weighted Average Maturity (years) |
|---|---|---|---|---|---|
| Public Works Loan Board | 8.000 | 0.000 | 8.000 | 2.41 | 42.99 |
| **Total borrowing** | **8.000** | **0.000** | **8.000** | **2.41** | **42.99** |

3.5.2. The Council's borrowing interest costs are fixed and as there has been no borrowing activity are not affected by movements in market rates.

3.6. **Other Debt Activity**

3.6.1. Debt other than borrowing stood at £46.438m on 30th September 2025, taking total debt to £54.438m. The lease liability of £46.438m relates entirely to the Wimbledon Investment.

## 4. Treasury Investment Activity

4.1. The CIPFA Treasury Management Code defines treasury management investments as those investments which arise from the Council's cash flows or treasury risk management activity that ultimately represents balances that need to be invested until the cash is required for use in the course of business.

4.2. The Council holds significant invested funds, representing income received in advance of expenditure plus balances and reserves held. During the half year, the Council's investment balances ranged between £32.850 and £53.942 million due to timing differences between income and expenditure. The investment position is shown in table 4 below.

Table 4: Treasury Investment Position

| | 31.3.25 Balance £m | Net Movement £m | 30.9.25 Balance £m | 30.9.25 Income Return % | 30.9.25 Weighted Average Maturity days |
|---|---|---|---|---|---|
| Banks & building societies (unsecured) | 9.297 | (1.144) | 8.153 | 4.04 | 1 |
| Debt Management Office (HM Treasury) | 5.048 | 8.653 | 13.701 | 4.11 | 20 |
| Local authorities and other govt entities | 14.000 | 4.000 | 18.000 | 5.35 | 182 |
| Royal London Short-Term Fixed Income Fund | 5.001 | 0.011 | 5.012 | 4.57 | - |
| **Total investments** | **33.346** | **11.520** | **44.866** | **4.53** | **-** |

4.3. Both the CIPFA Code and government guidance require the Council to invest its funds prudently, and to have regard to the security and liquidity of its treasury investments before seeking the optimum rate of return, or yield. The Council's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income.

4.4. As demonstrated by the liability benchmark in this report, the Council expects to be a long-term investor and treasury investments therefore include both short-term low risk instruments to manage day-to-day cash flows and longer-term instruments where limited additional risk is accepted in return for higher investment income to support local public services.

4.5. Bank Rate reduced from 4.50% to 4.25% in May 2025, followed by a further reduction to 4.00% in August 2025. Short term interest rates have largely followed these levels. The rates on DMADF deposits ranged between 3.91% and 4.45% and money market rates between 3.9% and 4.5%.

4.6. The progression of risk and return metrics are shown in the extracts from Arlingclose's quarterly investment benchmarking in Table 5 below.

Table 5: Investment Benchmarking – Treasury investments managed in-house

| | Credit Score | Credit Rating | Bail-in Exposure | Weighted Average Maturity (days) | Rate of Return % |
|---|---|---|---|---|---|
| 31.03.2025 | 5.01 | A+ | 33% | 137 | 4.94 |
| 30.09.2025 | 4.30 | AA- | 22% | 85 | 4.39 |
| **Similar LAs** | **4.53** | **A+** | **64%** | **53** | **4.27** |
| **All LAs** | **4.53** | **A+** | **62%** | **1** | **4.20** |

*Weighted average maturity

## 5. Compliance

5.1. The Director of Finance reports that all treasury management activities undertaken during the half year complied fully with the principles in the Treasury Management Code and the Council's approved Treasury Management Strategy.

5.1.1. Compliance with specific investment limits is demonstrated in table 7 below.

Table 7: Investment Limits

| | 2025/26 Maximum £m | 30.9.25 Actual £m | 2025/26 Limit £m | Complied? |
|---|---|---|---|---|
| Any single organisation, except the UK Government | 9.902 | 8.346 | 10.000 | Yes |
| Unsecured investments with banks and building societies | **9.902** | **8.346** | **10.000** | Yes |
| Money Market Funds | **5.012** | **5.012** | **5.000** | Yes* |

* The balance of £5.012m includes unrealised gains of £0.014m. The actual amount invested is £4.998m

5.1.2. Compliance with the Authorised Limit and Operational Boundary for external debt is demonstrated in table 8 below.

Table 8: Debt and the Authorised Limit and Operational Boundary

| | H1 2025/26 Maximum £m | 30.9.25 Actual £m | 2025/26 Operational Boundary £m | 2025/26 Authorised Limit £m | Complied? |
|---|---|---|---|---|---|
| **Borrowing** | **8.000** | **8.000** | **20.000** | **25.000** | **Yes** |

5.1.3. Since the operational boundary is a management tool for in-year monitoring it is not significant if the operational boundary is breached on occasions due to variations in

cash flow, and this is not counted as a compliance failure

## 6. Treasury Management Prudential Indicators

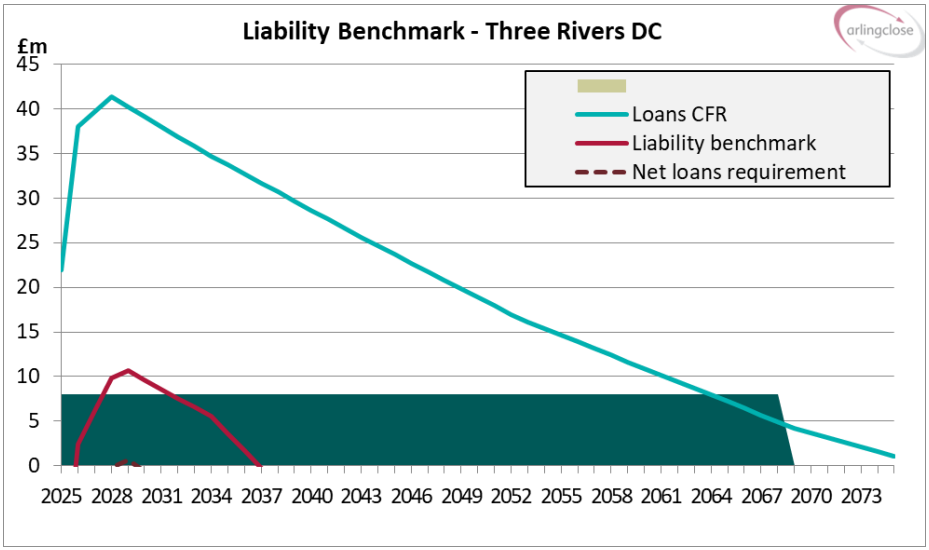
6.1. As required by the 2021 CIPFA Treasury Management Code, the Council monitors and measures the following treasury management prudential indicators.

6.2. **TMI1 - Liability Benchmark:**

This indicator compares the Council's actual existing borrowing against a liability benchmark that has been calculated to show the lowest risk level of borrowing. The liability benchmark is an important tool to help establish whether the Council is likely to be a long-term borrower or long-term investor in the future, and so shape its strategic focus and decision making. It represents an estimate of the cumulative amount of external borrowing the Council must hold to fund its current capital and revenue plans while keeping treasury investments at the minimum level of £0.1m required to manage day-to-day cash flow.

| | **31.3.25 Actual £m** | **31.3.26 Forecast £m** | **31.3.27 Forecast £m** | **31.3.28 Forecast £m** |
|---|---|---|---|---|
| Loans CFR | 21.900 | 38.000 | 39.7000 | 41.400 |
| Less: Balance sheet resources | (47.600) | (45.600) | (43.600) | (14.600) |
| **Net loans requirement** | (25.600) | (7.600) | (3.800) | (0.200) |
| Plus: Liquidity allowance | 10.000 | 10.000 | 10.000 | 10.000 |
| **Liability benchmark** | **(15.600)** | **2.400** | **6.200** | **9.800** |
| **Existing borrowing** | **8.000** | **8.000** | **8.000** | **8.000** |

Following on from the medium-term forecast above, the long-term liability benchmark assumes capital expenditure funded by borrowing of £2.700m a year, minimum revenue provision on new capital expenditure based on a 50 year asset life and income, expenditure and reserves all increasing by inflation of 2.5% p.a. This is shown in the chart below together with the maturity profile of the Council's existing borrowing.




Whilst borrowing may be above the liability benchmark, strategies involving borrowing which is significantly above the liability benchmark carry higher risk.

### 6.3. TMI2 - Maturity Structure of Borrowing

This indicator is set to control the Council's exposure to refinancing risk. The upper and lower limits on the maturity structure of all borrowing were:

| | Upper Limit | Lower Limit | 30.9.25 Actual | Complied? |
|---|---|---|---|---|
| 10 years and above | 0% | 100% | 100% | Yes |

### 6.4. TMI3 Long-term Treasury Management Investments

The purpose of this indicator is to control the Council's exposure to the risk of incurring losses by seeking early repayment of its investments. The prudential limits on the long-term treasury management limits are:

| | 2025/26 | 2026/27 | 2027/28 |
|---|---|---|---|
| Limit on principal invested beyond year end | £10m | £10m | £10m |
| Actual principal invested beyond year end | 0 | 0 | 0 |
| Complied? | Y | Y | Y |

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## External Context

**Economic background:** The first quarter was dominated by the fallout from the US trade tariffs and their impact on equity and bond markets. The second quarter, still rife with uncertainty, saw equity markets making gains and a divergence in US and UK government bond yields, which had been moving relatively closely together.

From late June, amid a UK backdrop of economic uncertainty, concerns around the government's fiscal position and speculation around the autumn Budget, yields on medium and longer term gilts pushed higher, including the 30-year which hit its highest level for almost 30 years.

UK headline annual consumer price inflation (CPI) increased over the period, rising from 2.6% in March to 3.8% in August, still well above the Bank of England's 2% target. Core inflation also rose, from 3.4% to 3.6% over the same period, albeit the August reading was down from 3.8% the previous month. Services inflation also fell from July to August, to 4.7% from 5.0%.

The UK economy expanded by 0.7% in the first quarter of the calendar year and by 0.3% in the second quarter. In the final version of the Q2 2025 GDP report, annual growth was revised upwards to 1.4% y/y. However, monthly figures showed zero growth in July, in line with expectations, indicating a sluggish start to Q3.

Labour market data continued to soften throughout the period, with the unemployment rate rising and earnings growth easing, but probably not to an extent that would make the more hawkish MPC members comfortable with further rate cuts. In addition, the employment rate rose while the economic inactivity rate and number of vacancies fell.

The BoE's Monetary Policy Committee (MPC) cut Bank Rate from 4.5% to 4.25% in May and to 4.0% in August after an unprecedented second round of voting. The final 5-4 vote was for a 25bps cut, with the minority wanting no change. In September, seven MPC members voted to hold rates while two preferred a 25bps cut. The Committee's views still differ on whether the upside risks from inflation expectations and wage setting outweigh downside risks from weaker demand and growth.

The August BoE Monetary Policy Report highlighted that after peaking in Q3 2025, inflation is projected to fall back to target by mid-2027, helped by increasing spare capacity in the economy and the ongoing effects from past tighter policy rates. GDP is expected to remain weak in the near-term while over the medium term outlook will be influenced by domestic and global developments.

Arlingclose, the authority's treasury adviser, maintained its central view that Bank Rate would be cut further as the BoE focused on weak GDP growth more than higher inflation. One more cut is currently expected during 2025/26, taking Bank Rate to 3.75%. The risks to the forecast are balanced in the near-term but weighted to the downside further out as weak consumer sentiment and business confidence and investment continue to constrain growth. There is also considerable uncertainty around the autumn Budget and the impact this will have on the outlook.

Against a backdrop of uncertain US trade policy and pressure from President Trump, the US Federal Reserve held interest rates steady for most of the period, before cutting the Fed Funds Rate to 4.00%-4.25% in September. Fed policymakers also published their new economic projections at the same time. These pointed to a 0.50% lower Fed Funds Rate by the end of 2025 and 0.25% lower in 2026, alongside GDP growth of 1.6% in 2025, inflation of 3%, and an unemployment rate of 4.5%.

The European Central Bank cut rates in June, reducing its main refinancing rate from 2.25% to 2.0%, before keeping it on hold through to the end of the period. New ECB projections predicted inflation averaging 2.1% in 2025, before falling below target in 2026, alongside improving GDP growth, for which the risks are deemed more balanced and the disinflationary process over.

**Financial markets:** After the sharp declines seen early in the period, sentiment in financial markets improved, but risky assets have generally remained volatile. Early in the period bond yields fell, but ongoing uncertainty, particularly in the UK, has seen medium and longer yields rise with bond investors requiring an increasingly higher return against the perceived elevated risk of UK plc. Since the sell-off in April, equity markets have gained back the previous declines, with investors continuing to remain bullish in the face of ongoing uncertainty.

Over the period, the 10-year UK benchmark gilt yield started at 4.65% and ended at 4.70%. However, these six months saw significant volatility with the 10-year yield hitting a low of 4.45% and a high of 4.82%. It was a broadly similar picture for the 20-year gilt which started at 5.18% and ended at 5.39% with a low and high of 5.10% and 5.55% respectively. The Sterling Overnight Rate (SONIA) averaged 4.19% over the six months to 30th September.

**Credit review:** Arlingclose maintained its recommended maximum unsecured duration limit on the majority of the banks on its counterparty list at 6 months. The other banks remain on 100 days.

Early in the period, Fitch upgraded NatWest Group and related entities to AA- from A+ and placed Clydesdale Bank's long-term A- rating on Rating Watch Positive. While Moody's downgraded the long term rating on the United States sovereign to Aa1 in May and also affirmed OP Corporate's rating at Aa3.

Then in the second quarter, Fitch upgraded Clydesdale Bank and also HSBC, downgraded Lancashire CC and Close Brothers while Moody's upgraded Transport for London, Allied Irish Banks, Bank of Ireland and Toronto-Dominion Bank.

After spiking in early April following the US trade tariff announcements, UK credit default swap prices have since generally trended downwards and ended the period at levels broadly in line with those in the first quarter of the calendar year and throughout most of 2024.

European banks' CDS prices has followed a fairly similar pattern to the UK, as have Singaporean and Australian lenders while Canadian bank CDS prices remain modestly elevated compared to earlier in 2025 and in 2024.

Overall, at the end of the period CDS prices for all banks on Arlingclose's counterparty list remained within limits deemed satisfactory for maintaining credit advice at current durations.

Financial market volatility is expected to remain a feature, at least in the near term and, credit default swap levels will be monitored for signs of ongoing credit stress. As ever, the institutions and durations on the Authority's counterparty list recommended by Arlingclose remain under constant review.

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# Council Tax Base Financial

09/12/2025

THREE RIVERS DISTRICT COUNCIL

**COUNCIL TAX BASE FINANCIAL YEAR 2026/27**
(DoF)

1. **Summary**

1.1 This report details the Authority's council tax base for 2026/27 which must be approved between 1 December 2025 and 31 January 2026.

2. **Details**

2.1 The Local Government Finance Act 1992 Section 31B (1) - (the Act), requires a billing authority to calculate a base which it, and the major precepting authorities, can use in the formula for setting their respective council tax charges.

2.2 Section 34(3) requires the billing authority to calculate the base for a part, or parts, of its area to which special items apply.

2.3 The methodology to be employed is contained within The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, Statutory Instrument No 2914/2012 – (the Regulations)

2.4 The calculation is made by applying the following formula:-

A x B

where -

A is the total of the "relevant amounts" for that year for each of the valuation bands shown in the billing authority's valuation list as applicable to one or more dwellings situated in its area;

B is the authority's estimate of its collection rate for that year.

2.5 The "relevant amounts" in 'A' above are calculated in accordance with the formula:-

$$((H - Q + J) - Z) \times \frac{F}{G}$$

where -

H is the number of chargeable dwellings in the area listed in the band at November 2025 (described as 'Dwellings' in the Appendices); less the number of dwellings which were exempt on that day; plus or less the net number of full-year equivalent dwellings in each band resulting from properties being placed in a lower valuation band reflecting reductions for disabled persons under Section 13 of the Act (described as "Disabled Relief" in the Appendices)

| | |
|---|---|
| Q is | a factor to take into account the amount of discounts of council tax payable and is calculated by multiplying the number of dwellings affected by the relevant percentage discount |
| J is | the amount of any adjustment in respect of changes in the number of chargeable dwellings (described as “Additions and Reductions” in the Appendices). |
| Z is | the total amount that will be applied in accordance with the Council’s council tax reduction scheme in relation to the band expressed as an equivalent number of chargeable dwellings in that band. |
| F is | the number in the proportions 5:6:7:8:9:11:13:15:18 applicable to properties in Bands A Disabled to H respectively. |
| G is | the number, which, in that proportion, is applicable to dwellings in valuation Band D (i.e. 9). |

2.6 The Council must estimate the amounts of council tax that are likely to be paid to the Authority against the amount of council tax payable. It is important to set the estimate of the collection rate at a realistic level. It is recommended that the collection rate for the District and each part thereof, be set at 99.00%.

2.8 “Contributions in Lieu” are amounts paid to this Authority by the Secretary of State for Defence. They are paid in respect of certain dwellings used for the purposes of home forces’ accommodation which are exempt for the purposes of council tax.

## 3. Options/Reasons for Recommendation

3.1 The recommendation is made in order to determine the council tax base for 2026/27.

## 4. Policy/Budget Reference and Implications

4.1 The recommendations in this report are within the Council’s agreed policies relating to the tax base.

## 5. Financial Implications

5.1 There is an increase in the Council Tax Base from last year, largely due to the projected additions between now and March.

## 6. Legal Implications

6.1 Included in the report.

## 7. Risk Management and Health & Safety Implications

7.1 The Council has agreed its risk management strategy which can be found on the website at http://www.threerivers.gov.uk. In addition, the risks of the proposals in the report have also been assessed against the Council’s duties under Health and Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.

7.2 The subject of this report is covered by the Revenue & Benefits service plan. Any risks resulting from this report will be included in the risk register and, if necessary, managed within this/these plan(s).

| **Nature of Risk** | **Consequence** | **Suggested Control Measures** | **Response** *(tolerate, treat terminate, transfer)* | **Risk Rating** *(combination of likelihood and impact)* |
|---|---|---|---|---|
| The Council does not approve the Council Tax base | Failure to meet the statutory requirement to set the council tax base | Continue with previous years' approved tax base | Tolerate | 4 |

7.3 The above risks are scored using the matrix below. The Council has determined its aversion to risk and is prepared to tolerate risks where the combination of impact and likelihood scores 6 or less.

| Likelihood: Very Remote ▼ Likely | | | | |
|---|---|---|---|---|
| | **Low** 4 | **High** 8 | **Very High** 12 | **Very High** 16 |
| | **Low** 3 | **Medium** 6 | **High** 9 | **Very High** 12 |
| | **Low** 2 | **Low** 4 | **Medium** 6 | **High** 8 |
| | **Low** 1 | **Low** 2 | **Low** 3 | **Low** 4 |
| | **Impact** | | | |
| | **Low** ----------► **Unacceptable** | | | |

7.4 In the officers' opinion none of the new risks above, were they to come about, would seriously prejudice the achievement of the Strategic Plan and are therefore operational risks. The effectiveness of the management of operational risks is reviewed by the Audit Committee annually.

8. **Staffing, Equalities, Environmental, Community Safety, Customer Services Centre, Communications & Website and Health & Safety Implications**

8.1 None specific.

9. **Recommendation**

9.1 That the calculation of the Council's tax base for the year 2026/27 be approved.

9.2 That in accordance with the Local Authorities (Calculation of Tax Base) (England) Regulations 2012, the amount calculated by the Three Rivers District Council as its council tax base for the year 2026/27 shall be:-

| Parish | Band D Equivalents 2026/27 |
|---|---|
| Abbots Langley | 8,968.7 |
| Batchworth | 6,632.5 |
| Chorleywood | 6,354.8 |
| Croxley | 5,748.5 |
| Sarratt | 1,108.9 |
| Watford Rural | 7,625.2 |
| Unparished | 3,686.2 |
| Total | 40,124.8 |

**Background Papers**

Local Government Finance Act.
Statutory Instrument No 2914 of 2012.

Report prepared by:

Jane Walker, Head of Revenues & Benefits
Alison Scott, Director of Finance

**APPENDICES**

Appendix 1: Tax base calculations for Three Rivers District Council
Appendix 2: Tax base calculations broken down by each Parish and Unparished area

**APPENDIX 1**

**2026/27**

| Area | **THREE RIVERS DISTRICT COUNCIL** | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Description | **Band A Disabled** | **Band A** | **Band B** | **Band C** | **Band D** | **Band E** | **Band F** | **Band G** | **Band H** | **TOTAL** |
| DWELLINGS | 0.0 | 888.0 | 2,433.0 | 6,985.0 | 10,029.0 | 7,554.0 | 4,479.0 | 5,181.0 | 1,625.0 | **39,174.0** |
| Exemptions | 0.0 | 71.0 | 54.0 | 142.0 | 152.0 | 115.0 | 127.0 | 103.0 | 23.0 | **787.0** |
| Demolished | 0.0 | 6.0 | 20.0 | 8.0 | 47.0 | 39.0 | 11.0 | 1.0 | 4.0 | **136.0** |
| Empty Homes Premium | 1.0 | 3.0 | 11.0 | 4.0 | 14.0 | 8.0 | 4.0 | 6.0 | 6.0 | **57.0** |
| Disabled relief (movement) | 0.0 | -3.0 | -1.0 | -22.0 | -48.0 | -62.0 | -34.0 | -37.0 | -30.0 | **-237.0** |
| Disabled relief | 3.0 | 1.0 | 22.0 | 48.0 | 62.0 | 34.0 | 37.0 | 30.0 | 0.0 | **237.0** |
| **Chargeable Dwellings (H)** | **1.0** | **811.0** | **2,369.0** | **6,817.0** | **9,796.0** | **7,346.0** | **4,311.0** | **5,046.0** | **1,574.0** | **38,308.0** |
| Discounts x 25% | 1.0 | 437.0 | 1,606.0 | 2,827.0 | 2,901.0 | 1,746.0 | 868.0 | 712.0 | 139.0 | **11,237.0** |
| Discounts x 50% | 0.0 | 4.0 | 1.0 | 5.0 | 13.0 | 5.0 | 6.0 | 15.0 | 4.0 | **53.0** |
| **Discount Deduction (Q)** | **0.25** | **111.25** | **402.00** | **709.25** | **731.75** | **439.00** | **220.00** | **185.50** | **36.75** | **2,835.8** |
| Additions | 0.0 | 18.0 | 190.0 | 284.0 | 70.0 | 88.0 | 42.0 | 51.0 | 11.0 | **754.0** |
| Reductions | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | **0.0** |
| **Total adjustments (J)** | **0.0** | **18.0** | **190.0** | **284.0** | **70.0** | **88.0** | **42.0** | **51.0** | **11.0** | **754.0** |
| **Sub - Total (H-Q+J)** | **0.8** | **717.8** | **2,157.0** | **6,391.8** | **9,134.3** | **6,995.0** | **4,133.0** | **4,911.5** | **1,548.3** | **36,226.3** |
| **Reduction Scheme (Z)** | 0.0 | 145.4 | 653.9 | 981.2 | 840.1 | 177.7 | 45.2 | 28.0 | 5.9 | **2,877.3** |
| **Net dwellings ((H-Q+J)-Z** | **0.8** | **572.4** | **1,503.1** | **5,410.6** | **8,294.2** | **6,817.3** | **4,087.8** | **4,883.5** | **1,542.4** | **33,348.9** |
| **Band Proportion (F)** | 5.0 | 6.0 | 7.0 | 8.0 | 9.0 | 11.0 | 13.0 | 15.0 | 18.0 | |
| **Band Proportion (G)** | 9.0 | 9.0 | 9.0 | 9.0 | 9.0 | 9.0 | 9.0 | 9.0 | 9.0 | |
| **Band D Equivalents** | **0.4** | **381.6** | **1,169.1** | **4,809.4** | **8,294.2** | **8,332.3** | **5,904.6** | **8,139.2** | **3,084.7** | **40,384.6** |

TAX BASE CALCULATION

| | |
|---|---|
| Total Band D Equivalents | 40,384.6 |
| Collection Rate | 99.00% |
| Adjusted Band D | 39,980.8 |
| Contribution in Lieu | 144.0 |
| Tax Base | 40,124.8 |

**APPENDIX 2**

**2026/27**

| Area | **Abbots Langley** | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Description | **Band A Disabled** | **Band A** | **Band B** | **Band C** | **Band D** | **Band E** | **Band F** | **Band G** | **Band H** | **TOTAL** |
| DWELLINGS | 0.0 | 398.0 | 290.0 | 1,912.0 | 2,820.0 | 1,916.0 | 1,239.0 | 735.0 | 22.0 | **9,332.0** |
| Exemptions | 0.0 | 20.0 | 3.0 | 47.0 | 31.0 | 16.0 | 11.0 | 2.0 | 0.0 | **130.0** |
| Demolished | 0.0 | 4.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | **4.0** |
| Empty Homes Premium | 0.0 | 0.0 | 1.0 | 0.0 | 1.0 | 1.0 | 0.0 | 1.0 | 0.0 | **4.0** |
| Disabled relief (movement) | 0 | -1.0 | 0.0 | -8.0 | -18.0 | -21.0 | -6.0 | -3.0 | -1.0 | **-58.0** |
| Disable relief | 1.0 | 0.0 | 8.0 | 18.0 | 21.0 | 6.0 | 3.0 | 1.0 | 0.0 | **58.0** |
| **Chargeable Dwellings (H)** | **1.0** | **373.0** | **296.0** | **1,875.0** | **2,793.0** | **1,886.0** | **1,225.0** | **732.0** | **21.0** | **9,202.0** |
| Discounts x 25% | 1.0 | 228.0 | 195.0 | 955.0 | 972.0 | 423.0 | 205.0 | 93.0 | 2.0 | **3,074.0** |
| Discounts x 50% | 0.0 | 3.0 | 0.0 | 3.0 | 3.0 | 2.0 | 1.0 | 2.0 | 0.0 | **14.0** |
| **Discount Deduction (Q)** | **0.25** | **58.50** | **48.75** | **240.25** | **244.50** | **106.75** | **51.75** | **24.25** | **0.50** | **775.50** |
| Additions | 0.00 | 4.00 | 35.00 | 89.00 | 30.00 | 69.00 | 24.00 | 5.00 | 0.00 | **256.00** |
| Reductions | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** |
| **Total adjustments (J)** | **0.00** | **4.00** | **35.00** | **89.00** | **30.00** | **69.00** | **24.00** | **5.00** | **0.00** | **256.00** |
| **Sub - Total (H-Q+J)** | **0.8** | **318.5** | **282.3** | **1,723.8** | **2,578.5** | **1,848.3** | **1,197.3** | **712.8** | **20.5** | **8,682.50** |
| **Reduction Scheme (Z)** | 0.0 | 56.6 | 69.4 | 259.4 | 284.5 | 58.9 | 9.8 | 4.8 | 0.0 | **743.4** |
| **Net dwellings ((H-Q+J)-Z** | **0.8** | **261.9** | **212.8** | **1,464.3** | **2,294.0** | **1,789.4** | **1,187.5** | **707.9** | **20.5** | **7,939.1** |
| **Band Proportion (F)** | **5.0** | **6.0** | **7.0** | **8.0** | **9.0** | **11.0** | **13.0** | **15.0** | **18.0** | |
| **Band Proportion (G)** | **9.0** | **9.0** | **9.0** | **9.0** | **9.0** | **9.0** | **9.0** | **9.0** | **9.0** | |
| **Band D Equivalents** | 0.4 | 174.6 | 165.5 | 1,301.6 | 2,294.0 | 2,187.0 | 1,715.3 | 1,179.9 | 41.0 | **9,059.3** |

| TAX BASE CALCULATION | |
|---|---|
| Total Band D Equivalents | 9,059.3 |
| Collection Rate | 99% |
| Adjusted Band D | 8,968.7 |
| Contribution in Lieu | 0.0 |
| Tax Base | 8,968.7 |

**APPENDIX 2**

**2026/27**

| Area | **Batchworth** | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Description | **Band A Disabled** | **Band A** | **Band B** | **Band C** | **Band D** | **Band E** | **Band F** | **Band G** | **Band H** | **TOTAL** |
| DWELLINGS | 0.0 | 119.0 | 369.0 | 488.0 | 738.0 | 710.0 | 775.0 | 1,482.0 | 740.0 | **5,421.0** |
| Exemptions | 0.0 | 21.0 | 11.0 | 18.0 | 42.0 | 22.0 | 67.0 | 57.0 | 19.0 | **257.0** |
| Demolished | 0.0 | 2.0 | 20.0 | 7.0 | 47.0 | 39.0 | 11.0 | 1.0 | 4.0 | **131.0** |
| Empty Homes Premium | 0.0 | 2.0 | 0.0 | 0.0 | 3.0 | 1.0 | 3.0 | 1.0 | 3.0 | **13.0** |
| Disabled relief (movement) | 0.0 | 0.0 | 0.0 | -1.0 | 0.0 | 0.0 | -4.0 | -15.0 | -13.0 | **-33.0** |
| Disable relief | 0.0 | 0.0 | 1.0 | 0.0 | 0.0 | 4.0 | 15.0 | 13.0 | 0.0 | **33.0** |
| **Chargeable Dwellings (H)** | **0.0** | **98.0** | **339.0** | **462.0** | **652.0** | **654.0** | **711.0** | **1,423.0** | **707.0** | **5,046.0** |
| Discounts x 25% | 0.0 | 34.0 | 223.0 | 239.0 | 251.0 | 213.0 | 188.0 | 224.0 | 60.0 | **1,432.0** |
| Discounts x 50% | 0.0 | 1.0 | 1.0 | 1.0 | 0.0 | 0.0 | 1.0 | 2.0 | 3.0 | **9.0** |
| **Discount Deduction (Q)** | **0.0** | **9.0** | **56.3** | **60.3** | **62.8** | **53.3** | **47.5** | **57.0** | **16.5** | **362.5** |
| Additions | 0.0 | 3.0 | 80.0 | 89.0 | 1.0 | 3.0 | 6.0 | 14.0 | 5.0 | **201.0** |
| Reductions | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | **0.0** |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Total adjustments (J)** | **0.0** | **3.0** | **80.0** | **89.0** | **1.0** | **3.0** | **6.0** | **14.0** | **5.0** | **201.0** |
| **Sub - Total (H-Q+J)** | **0.0** | **92.0** | **362.8** | **490.8** | **590.3** | **603.8** | **669.5** | **1,380.0** | **695.5** | **4,884.5** |
| **Reduction Scheme (Z)** | 0.0 | 4.2 | 83.1 | 62.2 | 27.1 | 14.2 | 12.7 | 12.5 | 2.8 | **218.8** |
| **Net dwellings ((H-Q+J)-Z** | **0.0** | **87.8** | **279.6** | **428.5** | **563.2** | **589.5** | **656.8** | **1,367.5** | **692.8** | **4,665.7** |
| **Band Proportion (F)** | **5.0** | **6.0** | **7.0** | **8.0** | **9.0** | **11.0** | **13.0** | **15.0** | **18.0** | |
| **Band Proportion (G)** | **9.0** | **9.0** | **9.0** | **9.0** | **9.0** | **9.0** | **9.0** | **9.0** | **9.0** | |
| **Dwellings** | 0.0 | 58.5 | 217.5 | 380.9 | 563.2 | 720.5 | 948.7 | 2,279.2 | 1,385.5 | **6,554.0** |

| TAX BASE CALCULATION | |
|---|---|
| Total Band D Equivalents | 6,554.0 |
| Collection Rate | 99.00% |
| Adjusted Band D | 6,488.5 |
| Contribution in Lieu | 144.0 |
| Tax Base | 6,632.5 |



**APPENDIX 2**

**2025/26**

| Area | **Chorleywood** | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Description | **Band A Disabled** | **Band A** | **Band B** | **Band C** | **Band D** | **Band E** | **Band F** | **Band G** | **Band H** | **TOTAL** |
| DWELLINGS | 0.0 | 24.0 | 40.0 | 227.0 | 470.0 | 393.0 | 702.0 | 2,018.0 | 649.0 | **4,523.0** |
| Exemptions | 0.0 | 7.0 | 1.0 | 6.0 | 6.0 | 17.0 | 21.0 | 19.0 | 3.0 | **80.0** |
| Demolished | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | **0.0** |
| Empty Homes Premium | 0.0 | 0.0 | 0.0 | 0.0 | 5.0 | 1.0 | 0.0 | 2.0 | 3.0 | **11.0** |
| Disabled relief (movement) | 0.0 | 0.0 | 0.0 | -1.0 | -3.0 | -2.0 | -4.0 | -10.0 | -9.0 | **-29.0** |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Disable relief | 0.0 | 0.0 | 1.0 | 3.0 | 2.0 | 4.0 | 10.0 | 9.0 | 0.0 | **29.0** |
| **Chargeable Dwellings (H)** | **0.0** | **17.0** | **40.0** | **223.0** | **468.0** | **379.0** | **687.0** | **2,000.0** | **640.0** | **4,454.0** |
| Discounts x 25% | 0.0 | 4.0 | 24.0 | 91.0 | 172.0 | 145.0 | 169.0 | 252.0 | 55.0 | **912.0** |
| Discounts x 50% | 0.0 | 0.0 | 0.0 | 0.0 | 2.0 | 0.0 | 2.0 | 4.0 | 0.0 | **8.0** |
| **Discount Deduction (Q)** | **0.0** | **1.0** | **6.0** | **22.8** | **44.0** | **36.3** | **43.3** | **65.0** | **13.8** | **232.0** |
| Additions | 0.0 | 0.0 | 0.0 | 1.0 | 0.0 | 3.0 | 7.0 | 23.0 | 6.0 | **40.0** |
| Reductions | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | **0.0** |
| **Total adjustments (J)** | **0.0** | **0.0** | **0.0** | **1.0** | **0.0** | **3.0** | **7.0** | **23.0** | **6.0** | **40.0** |
| **Sub - Total (H-Q+J)** | **0.0** | **16.0** | **34.0** | **201.3** | **424.0** | **345.8** | **650.8** | **1,958.0** | **632.3** | **4,262.0** |
| **Reduction Scheme (Z)** | 0.0 | 0.8 | 7.6 | 28.3 | 47.8 | 6.5 | 6.2 | 6.9 | 1.9 | **105.8** |
| **Net dwellings ((H-Q+J)-Z** | **0.0** | **15.3** | **26.4** | **173.0** | **376.3** | **339.3** | **644.5** | **1,951.2** | **630.3** | **4,156.2** |
| **Band Proportion (F)** | **5.0** | **6.0** | **7.0** | **8.0** | **9.0** | **11.0** | **13.0** | **15.0** | **18.0** | |
| **Band Proportion (G)** | **9.0** | **9.0** | **9.0** | **9.0** | **9.0** | **9.0** | **9.0** | **9.0** | **9.0** | |
| **Band D Equivalents** | 0.0 | 10.2 | 20.5 | 153.8 | 376.3 | 414.7 | 931.0 | 3,251.9 | 1,260.6 | **6,419.0** |

| TAX BASE CALCULATION | |
|---|---|
| Total Band D Equivalents | 6,419.0 |
| Collection Rate | 99.00% |
| Adjusted Band D | 6,354.8 |
| Contribution in Lieu | 0.0 |
| Tax Base | 6,354.8 |

**APPENDIX 2**

**2026/27**

| Area | **Croxley** | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Description | **Band A Disabled** | **Band A** | **Band B** | **Band C** | **Band D** | **Band E** | **Band F** | **Band G** | **Band H** | **TOTAL** |
| DWELLINGS | 0.0 | 58.0 | 191.0 | 531.0 | 1,205.0 | 2,427.0 | 661.0 | 306.0 | 39.0 | **5,418.0** |
| Exemptions | 0.0 | 6.0 | 3.0 | 15.0 | 13.0 | 22.0 | 13.0 | 9.0 | 0.0 | **81.0** |
| Demolished | 0.0 | 0.0 | 0.0 | 1.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | **1.0** |
| Empty Homes Premium | 0.0 | 0.0 | 0.0 | 0.0 | 4.0 | 1.0 | 0.0 | 0.0 | 0.0 | **5.0** |
| Disabled relief (movement) | 0.0 | -2.0 | 0.0 | -2.0 | -4.0 | -19.0 | -8.0 | -2.0 | -1.0 | **-38.0** |
| Disable relief | 2.0 | 0.0 | 2.0 | 4.0 | 19.0 | 8.0 | 2.0 | 1.0 | 0.0 | **38.0** |
| **Chargeable Dwellings (H)** | **2.0** | **50.0** | **190.0** | **517.0** | **1,211.0** | **2,395.0** | **642.0** | **296.0** | **38.0** | **5,341.0** |
| Discounts x 25% | 0.0 | 41.0 | 139.0 | 225.0 | 347.0 | 472.0 | 119.0 | 45.0 | 3.0 | **1,391.0** |
| Discounts x 50% | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 2.0 | 0.0 | 0.0 | 1.0 | **3.0** |
| **Discount Deduction (Q)** | **0.0** | **10.3** | **34.8** | **56.3** | **86.8** | **119.0** | **29.8** | **11.3** | **1.3** | **349.3** |
| Additions | 0.0 | 0.0 | 20.0 | 82.0 | 2.0 | 0.0 | 3.0 | 9.0 | 0.0 | **116.0** |
| Reductions | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | **0.0** |
| **Total adjustments (J)** | **0.0** | **0.0** | **20.0** | **82.0** | **2.0** | **0.0** | **3.0** | **9.0** | **0.0** | **116.0** |
| **Sub - Total (H-Q+J)** | **2.0** | **39.8** | **175.3** | **542.8** | **1,126.3** | **2,276.0** | **615.3** | **293.8** | **36.8** | **5,107.8** |
| **Reduction Scheme (Z)** | 0.0 | 14.7 | 58.2 | 63.9 | 44.2 | 29.4 | 4.7 | 0.5 | 0.0 | **215.5** |
| **Net dwellings ((H-Q+J)-Z** | **2.0** | **25.1** | **117.0** | **478.8** | **1,082.1** | **2,246.6** | **610.6** | **293.3** | **36.8** | **4,892.3** |
| **Band Proportion (F)** | **5.0** | **6.0** | **7.0** | **8.0** | **9.0** | **11.0** | **13.0** | **15.0** | **18.0** | |
| **Band Proportion (G)** | **9.0** | **9.0** | **9.0** | **9.0** | **9.0** | **9.0** | **9.0** | **9.0** | **9.0** | |
| **Band D Equivalents** | 1.1 | 16.7 | 91.0 | 425.6 | 1,082.1 | 2,745.9 | 881.9 | 488.8 | 73.5 | **5,806.6** |

| TAX BASE CALCULATION | |
|---|---|
| Total Band D Equivalents | 5,806.6 |
| Collection Rate | 99.00% |
| Adjusted Band D | 5,748.5 |
| Contribution in Lieu | 0.0 |
| Tax Base | 5,748.5 |

**APPENDIX 2**

**2026/27**



| Area | **Sarratt** | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Description | **Band A Disabled** | **Band A** | **Band B** | **Band C** | **Band D** | **Band E** | **Band F** | **Band G** | **Band H** | **TOTAL** |
| DWELLINGS | 0.0 | 33.0 | 14.0 | 57.0 | 56.0 | 133.0 | 135.0 | 330.0 | 93.0 | **851.0** |
| Exemptions | 0.0 | 2.0 | 0.0 | 0.0 | 0.0 | 0.0 | 3.0 | 11.0 | 1.0 | **17.0** |
| Demolished | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | **0.0** |
| Empty Homes Premium | 1.0 | 0.0 | 0.0 | 0.0 | 0.0 | 1.0 | 0.0 | 1.0 | 0.0 | **3.0** |
| Disabled relief (movement) | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | -1.0 | 0.0 | -3.0 | 0.0 | **-4.0** |
| Disable relief | 0.0 | 0.0 | 0.0 | 0.0 | 1.0 | 0.0 | 3.0 | 0.0 | 0.0 | **4.0** |
| **Chargeable Dwellings (H)** | **1.0** | **31.0** | **14.0** | **57.0** | **57.0** | **133.0** | **135.0** | **317.0** | **92.0** | **837.0** |
| Discounts x 25% | 0.0 | 13.0 | 3.0 | 33.0 | 28.0 | 46.0 | 26.0 | 65.0 | 9.0 | **223.0** |
| Discounts x 50% | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | **0.0** |
| **Discount Deduction (Q)** | **0.0** | **3.3** | **0.8** | **8.3** | **7.0** | **11.5** | **6.5** | **16.3** | **2.3** | **55.8** |
| Additions | 0.0 | 11.0 | 0.0 | 2.0 | 5.0 | 2.0 | 0.0 | 0.0 | 0.0 | **20.0** |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Reductions | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | **0.0** |
| **Total adjustments (J)** | **0.0** | **11.0** | **0.0** | **2.0** | **5.0** | **2.0** | **0.0** | **0.0** | **0.0** | **20.0** |
| **Sub - Total (H-Q+J)** | **1.0** | **38.8** | **13.3** | **50.8** | **55.0** | **123.5** | **128.5** | **300.8** | **89.8** | **801.3** |
| **Reduction Scheme (Z)** | 0.0 | 0.8 | 0.7 | 12.7 | 9.7 | 5.8 | 1.6 | 1.5 | 0.0 | **32.7** |
| **Net dwellings ((H-Q+J)-Z** | **1.0** | **38.0** | **12.5** | **38.1** | **45.3** | **117.7** | **126.9** | **299.3** | **89.8** | **768.5** |
| **Band Proportion (F)** | **5.0** | **6.0** | **7.0** | **8.0** | **9.0** | **11.0** | **13.0** | **15.0** | **18.0** | |
| **Band Proportion (G)** | **9.0** | **9.0** | **9.0** | **9.0** | **9.0** | **9.0** | **9.0** | **9.0** | **9.0** | |
| **Band D Equivalents** | 0.6 | 25.3 | 9.7 | 33.8 | 45.3 | 143.8 | 183.3 | 498.8 | 179.5 | **1,120.1** |

| TAX BASE CALCULATION | |
|---|---|
| Total Band D Equivalents | 1,120.1 |
| Collection Rate | 99.00% |
| Adjusted Band D | 1,108.9 |
| Contribution in Lieu | 0.0 |
| Tax Base | 1,108.9 |



**APPENDIX 2**

**2026/27**

| Area | **Watford Rural** | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Description | **Band A Disabled** | **Band A** | **Band B** | **Band C** | **Band D** | **Band E** | **Band F** | **Band G** | **Band H** | **TOTAL** |
| DWELLINGS | 0.0 | 191.0 | 1,304.0 | 2,866.0 | 3,069.0 | 1,290.0 | 598.0 | 134.0 | 25.0 | **9,477.0** |
| Exemptions | 0.0 | 6.0 | 27.0 | 43.0 | 41.0 | 30.0 | 7.0 | 1.0 | 0.0 | **155.0** |
| Demolished | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | **0.0** |
| Empty Homes Premium | 0.0 | 0.0 | 6.0 | 3.0 | 1.0 | 2.0 | 1.0 | 1.0 | 0.0 | **14.0** |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Disabled relief (movement) | 0.0 | 0.0 | -1.0 | -7.0 | -18.0 | -15.0 | -10.0 | -2.0 | -3.0 | **-56.0** |
| Disable relief | 0.0 | 1.0 | 7.0 | 18.0 | 15.0 | 10.0 | 2.0 | 3.0 | 0.0 | **56.0** |
| **Chargeable Dwellings (H)** | **0.0** | **186.0** | **1,289.0** | **2,837.0** | **3,026.0** | **1,257.0** | **584.0** | **135.0** | **22.0** | **9,336.0** |
| Discounts x 25% | 0.0 | 73.0 | 879.0 | 917.0 | 667.0 | 279.0 | 88.0 | 10.0 | 5.0 | **2,918.0** |
| Discounts x 50% | 0.0 | 0.0 | 0.0 | 1.0 | 6.0 | 1.0 | 1.0 | 3.0 | 0.0 | **12.0** |
| **Discount Deduction (Q)** | **0.0** | **18.3** | **219.8** | **229.8** | **169.8** | **70.3** | **22.5** | **4.0** | **1.3** | **735.5** |
| Additions | 0.0 | 0.0 | 55.0 | 18.0 | 31.0 | 11.0 | 2.0 | 0.0 | 0.0 | **117.0** |
| Reductions | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | **0.0** |
| **Total adjustments (J)** | **0.0** | **0.0** | **55.0** | **18.0** | **31.0** | **11.0** | **2.0** | **0.0** | **0.0** | **117.0** |
| **Sub - Total (H-Q+J)** | **0.0** | **167.8** | **1,124.3** | **2,625.3** | **2,887.3** | **1,197.8** | **563.5** | **131.0** | **20.8** | **8,717.5** |
| **Reduction Scheme (Z)** | 0.0 | 46.1 | 365.7 | 410.4 | 289.7 | 46.4 | 8.7 | 1.4 | 0.7 | **1,169.0** |
| **Net dwellings ((H-Q+J)-Z** | **0.0** | **121.7** | **758.6** | **2,214.9** | **2,597.6** | **1,151.4** | **554.8** | **129.6** | **20.0** | **7,548.5** |
| **Band Proportion (F)** | **5.0** | **6.0** | **7.0** | **8.0** | **9.0** | **11.0** | **13.0** | **15.0** | **18.0** | |
| **Band Proportion (G)** | **9.0** | **9.0** | **9.0** | **9.0** | **9.0** | **9.0** | **9.0** | **9.0** | **9.0** | |
| **Band D Equivalents** | 0.0 | 81.1 | 590.0 | 1,968.8 | 2,597.6 | 1,407.3 | 801.4 | 216.0 | 40.0 | **7,702.2** |

| TAX BASE CALCULATION | |
|---|---|
| Total Band D Equivalents | 7,702.2 |
| Collection Rate | 99.00% |
| Adjusted Band D | 7,625.2 |
| Contribution in Lieu | 0.0 |
| Tax Base | 7,625.2 |

**APPENDIX 2**

**2026/27**

| Area | **Unparished** | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Description | **Band A Disabled** | **Band A** | **Band B** | **Band C** | **Band D** | **Band E** | **Band F** | **Band G** | **Band H** | **TOTAL** |
| DWELLINGS | 0.0 | 65.0 | 225.0 | 904.0 | 1,671.0 | 685.0 | 369.0 | 176.0 | 57.0 | **4,152.0** |
| Exemptions | 0.0 | 9.0 | 9.0 | 13.0 | 19.0 | 8.0 | 5.0 | 4.0 | 0.0 | **67.0** |
| Demolished | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | **0.0** |
| Empty Homes Premium | 0.0 | 1.0 | 4.0 | 1.0 | 0.0 | 1.0 | 0.0 | 0.0 | 0.0 | **7.0** |
| Disabled relief (movement) | 0.0 | 0.0 | 0.0 | -3.0 | -5.0 | -4.0 | -2.0 | -2.0 | -3.0 | **-19.0** |
| Disable relief | 0.0 | 0.0 | 3.0 | 5.0 | 4.0 | 2.0 | 2.0 | 3.0 | 0.0 | **19.0** |
| **Chargeable Dwellings (H)** | **0.0** | **57.0** | **223.0** | **894.0** | **1,651.0** | **676.0** | **364.0** | **173.0** | **54.0** | **4,092.0** |
| Discounts x 25% | 0.0 | 44.0 | 143.0 | 367.0 | 464.0 | 168.0 | 73.0 | 23.0 | 5.0 | **1,287.0** |
| Discounts x 50% | 0.0 | 0.0 | 0.0 | 0.0 | 2.0 | 0.0 | 1.0 | 4.0 | 0.0 | **7.0** |
| **Discount Deduction (Q)** | **0.0** | **11.0** | **35.8** | **91.8** | **117.0** | **42.0** | **18.8** | **7.8** | **1.3** | **325.3** |
| Additions | 0.0 | 0.0 | 0.0 | 3.0 | 1.0 | 0.0 | 0.0 | 0.0 | 0.0 | **4.0** |
| Reductions | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | **0.0** |
| **Total adjustments (J)** | **0.0** | **0.0** | **0.0** | **3.0** | **1.0** | **0.0** | **0.0** | **0.0** | **0.0** | **4.0** |
| **Sub - Total (H-Q+J)** | **0.0** | **46.0** | **187.3** | **805.3** | **1,535.0** | **634.0** | **345.3** | **165.3** | **52.8** | **3,770.8** |
| **Reduction Scheme (Z)** | 0.0 | 22.3 | 69.2 | 144.3 | 137.2 | 16.6 | 1.5 | 0.5 | 0.5 | **392.1** |
| **Net dwellings ((H-Q+J)-Z** | **0.0** | **23.7** | **118.1** | **660.9** | **1,397.8** | **617.4** | **343.7** | **164.8** | **52.3** | **3,378.7** |
| **Band Proportion (F)** | **5.0** | **6.0** | **7.0** | **8.0** | **9.0** | **11.0** | **13.0** | **15.0** | **18.0** | |
| **Band Proportion (G)** | **9.0** | **9.0** | **9.0** | **9.0** | **9.0** | **9.0** | **9.0** | **9.0** | **9.0** | |
| **Band D Equivalents** | 0.0 | 15.8 | 91.9 | 587.5 | 1,397.8 | 754.6 | 496.5 | 274.7 | 104.6 | **3,723.4** |

| TAX BASE CALCULATION | |
|---|---|
| Total Band D Equivalents | 3,723.4 |
| Collection Rate | 99.00% |

| | |
|---|---|
| Adjusted Band D | 3,686.2 |
| Contribution in Lieu | 0.0 |
| Tax Base | 3,686.2 |

# Full Council

## Barton Way Redevelopment Project

9 December 2025



THREE RIVERS DISTRICT COUNCIL

**FULL COUNCIL**

PART I

**BARTON WAY, CROXLEY GREEN – REDEVELOPMENT PROJECT (DoF)**

## 1 Summary

1.1 This report seeks the endorsement of Full Council to approve the redevelopment of the former British Red Cross (BRC) building situated at Barton Way in Croxley Green.

1.2 This proposal seeks approval to demolish the existing building, transfer the site to Three Rivers Homes Limited (TRHL) and construct a 3-storey property which provides 8no. affordable homes, and grants a lease of the ground floor community meeting space and offices to Croxley Green Parish Council (CGPC).

1.3 To support the development viability of this scheme, Officers are also seeking approval to the commitment of £1m of s.106 'off-site' affordable housing funding which the Council has collected from other development schemes in accordance with planning policy.

1.3.1 The proposed scheme will provide much needed new, affordable homes and will be offered to eligible people with a live application on the council's Housing Register. In addition, the scheme will provide a new administrative office for CGPC and a community space for use by local residents and community groups.

## 2 Recommendation

2.1 It is recommended that Full Council:

2.1.1 Endorse the removal of the Asset of Community Value (ACV) status from the site;

2.1.2 Approve the transfer of the former British Red Cross building and site to Three Rivers Homes Limited, to facilitate the redevelopment of the site;

2.1.3 Agree to the contribution of £1m (one million pounds) in s.106 affordable housing funding from the commuted affordable homes pot to be committed towards this development;

2.1.4 Authorise the grant of a lease of the ground floor of the new development to Croxley Green Parish Council. The exact length of lease and rental levels are to be agreed between the parties.

2.1.5 Delegates any variations or amendments in connection with recommendations 2.1.1 to 2.1.4 (inclusive) as may be necessary to the Chief Executive and Director of Finance, in consultation with the Leader of the Council and Lead Member for Resources, Infrastructure and Economic Development.

Report prepared by: Justin Wingfield, Head of Property Services & Major Projects

## 3 Summary

3.1 The former British Red Cross (BRC) building is located at the junction of Barton Way and Community Way in Croxley Green. It occupies a prominent village-centre location and is adjacent to the library. A plan of the site is included at **Appendix 1**.

3.2 The building was constructed in 1965 and was occupied by the BRC under lease until November 2024. Funding from the building came from the former Rickmansworth Urban District Council and Hertfordshire County Council. A local community scheme raised funds for the fitting out of the building. The use of the hall by community groups was in terminal decline and after the Covid pandemic BRC cease all community rentals leaving only the Welcome Club, as a recognised user within the original lease as the sole user of the community space normally for one afternoon a week. As a condition of the surrender of the lease back the BRC made alternative arrangements for the Welcome Club.

3.3 Following the departure of the BRC, the Council permitted the Welcome Club to temporarily store equipment until February 2025, at which point the premises became vacant. The site has long been identified as suitable for housing redevelopment, and it is fair to say that public opinion has not always been supportive of such proposals. Initially Croxley Green Parish Council expressed an interest in purchasing the building and refurbishing it for their use.

3.4 Following discussions with Officers, the Leader of the Council presented a proposal to Croxley Green Parish Council in October 2024, with the idea that the Parish Council could occupy the whole of the ground floor, with part used as the Parish Council's Offices and part being used as community space, operated by the CGPC, with housing on the upper floors. CGPC expressed support for this option, with the Parish Chairman describing such an option as a *"Win, win"* for the area. The proposal was endorsed at the Full Parish Council meeting of 21 November 2024.

3.5 In order to determine the communities, view on such a proposal, an initial residents meeting hosted by the Croxley Green Residents Association took place on 11 December 2024 where the Council Leader and Parish Chair jointly presented the proposal to residents with outline designs. The residents present positively supported this approach and it was decided to develop a scheme that would satisfy the needs of the community and the respective Councils' ambitions.

3.6 A formal public engagement event was held at Croxley Green Library on 14 July 2025, and this preceded a two-week exhibition held in the Parish Council's offices. Officers are pleased to report that public opinion regarding the proposed development was generally positive and the exercise helped to dispel many myths and rumours that had been circulated about the Council's plans.

3.7 Utilising the feedback from the public, the Parish Council and other stakeholders, the proposals, have been tailored to meet local needs. It is proposed to lease the entire ground floor to Croxley Green Parish Council (CGPC), including a community hall, with kitchen facilities and a new Parish Council Office. On the first and second floors, 8no. affordable flats will be constructed with their own independent access and parking provisions. A copy of the plans as submitted with the recent Planning Application can be found at **Appendix 2**.

3.7.1 The proposals for the site involve satisfying a number of key requirements which are reliant on Full Council approval. The following section of the report sets out these requirements in further detail.

## 4 Key Requirements

4.1 Asset of Community Value – The former Red Cross building is currently listed as an Asset of Community Value[1]. This essentially means that when the owner intends to dispose of the site, they must first notify the nominating party, in this instance, CGPC are the nominating party. Officers understand that CGPC are unlikely to exercise the option to invoke a moratorium period, as they will not want to delay to the process, however such decision will need to be taken by their Full Council, when the ACV process is triggered.

4.2 Triggering the ACV process, effectively provides the nominating party with an initial 6-week moratorium period in which to consider whether they wish to submit an offer. If they decide to submit and offer, they can then request a further 6 months moratorium to prepare their bid. It should be noted however, that even if a bid is submitted by the nominating party, the seller is not obliged to accept the offer.

4.3 The Council could decide that it would prefer to demolish the premises before it transfers the site to Three Rivers Homes Limited. This would not remove the ACV listing from the site, but the allocation can be removed after the nominated premises have been demolished.

4.4 The Council would prefer to agree with the Parish Council that they decline to express an interest in acquiring the property, as this will help to avoid delays and enable the scheme to move forward much more quickly. Officers will continue to work with CGPC to ensure that the project's progress is not unduly delayed.

4.5 Property Transfer –The Council plans to transfer the asset to Three Rivers Homes Limited. When doing so, TRDC is duty bound to consider 'best value' criteria, this is to ensure that the asset is not being disposed of at an undervalue.

4.6 To support the decision-making process the Council has obtained an independent valuation to establish several valuation bases, which include the market rent of the completed ground floor, the value of the scheme with policy-compliant affordable housing, and also as planned, with 100% affordable housing. These valuation bases demonstrate the viability of the scheme.

4.7 The key valuation basis for the proposed transfer is the market value of the existing asset with an approved planning permission for the proposed development, this establishes the benchmark for the value of the asset being transferred into the joint venture. The Valuer has confirmed that the site, based upon the proposed development, currently has a negative value. This means the land will need to be transferred at 'nil' value, to support the viability of the proposed scheme.

4.8 From the extensive preparatory work leading to the submission of the planning application, it is clear that the development viability of the scheme is marginal, this is largely due to the voluntary option to pursue a 100% affordable housing allocation for the development, rather than just the minimal policy compliant approach, the value is further influenced by the provision of the community and

[1] https://assets.publishing.service.gov.uk/media/5a797ea4e5274a6846909fcd/Community_Right_to_Bid_-_Non-statutory_advice_note_for_local_authorities.pdf

office uses on the ground floor, where previously 50% of the ground floor was earmarked for additional residential units.

4.9 The valuation does confirm that the finished scheme will indeed have a positive capital value, but the addition of external funding is key to the viability of this project.

4.10 Affordable Housing (s.106) Contribution – As Members may be aware, the Council's planning policy requires developers to provide affordable housing provision on all residential development sites where there is a net gain of at least one or more dwelling; however, for smaller schemes of between one and nine dwellings, the Council may accept a commuted (financial) payment in lieu of on-site affordable housing. These commuted sums are ring-fenced and used exclusively to deliver or facilitate affordable housing elsewhere in the district, which may include supporting Registered Providers, offering grants or loans, acquiring land, or directly delivering new affordable homes.

4.11 It is proposed that £1m (one million pounds) of retained s.106 commuted funding is committed to the development of the Barton Way scheme to support the delivery of 8no. affordable homes, which will be offered as 'general needs' housing via the council's Housing Register.

4.12 If the Council fails to commit these commuted sums in a reasonable period, developers can in fact recover their contributions. It is therefore prudent to ensure that the commuted sums proposed are used for the benefit of local residents.

4.13 Grant of lease to CGPC – As outlined in Section 3, the site's redevelopment has been contentious in the past. The Parish Council has consistently advocated for keeping a community use on the former Red Cross site, and after extensive negotiations between TRDC and CGPC, it has been agreed that the Parish Council will lease the entire ground floor of the new building. CGPC plans to relocate its offices there and manage the integrated community space.

4.14 It is therefore necessary to grant the Parish Council a long-term lease, to ensure that the space remains open and accessible to local residents and interested parties. It is likely that the lease will be for a term of 99 years, at a rent to be agreed between both parties.

## 5 Options and Reasons for Recommendations

5.1 As explained in section 4, these key requirements form part of the simple option to pursue disposal and development of the former Red Cross site. The options simply become a binary choice to either endorse the decision and proceed with the development, or not.

5.2 The Council's decision to redevelop the former BRC building was in part influenced by the former Tenant's intention to surrender their lease. The redevelopment is driven by severe pressure on the local housing market: Three Rivers is the 17th most expensive authority in England[2], and the high cost of housing is reflected by a distinct population dip of residents aged 20–34 who live in the District, compared with national average. This suggests that younger

[2] https://www.ons.gov.uk/file?uri=/economy/inflationandpriceindices/datasets/ukhousepriceindexmonthlypricestatistics/19november2025/ukhousepriceindexmonthlypricestatistics.xlsx

people are being priced out of the district, limiting their ability to rent or buy locally.

5.3 Local housing need further highlights the issue, as at 21 November 2025 the District currently has 112 live homelessness applications and 48 households in temporary accommodation. Delivering additional affordable housing would help relieve this pressure, enable more permanent solutions for families and individuals, and reduce the significant costs of temporary accommodation.

5.4 There has been a strong lobby for retaining a community use at this location. Whilst usage dropped following the pandemic, the Welcome Club did continue to use the site for two hours every week. It is anticipated that with the Parish Council operating the community space, not only will it complement other local venues, but it will provide a new, conveniently located local centre, with enhanced facilities.

## 6 Policy/Budget Reference and Implications

6.1 The recommendations in this report are within the Council's agreed policy and budgets, supporting the delivery of the Council's Corporate Framework and key objectives, namely: '*support and enable sustainable communities'; 'responsive, responsible and local leadership'* and '*support our ambition for net carbon zero and ensure a climate resilient district'*.

6.2 The commitment of s.106 is consistent with our Local Plan policies and supports the delivery of our statutory housing duties. In line with these objectives—and to further the Council's wider corporate commitments outlined above—the transfer of the asset will be carried out in accordance with statutory 'best value' guidance.

## 7 Financial Implications

7.1 As outlined above, the proposed redevelopment of this asset will be undertaken by Three Rivers Homes Limited, a company jointly owned by Three Rivers District Council and Clarendon Living Limited, a subsidiary company of Watford Community Housing.

7.2 The Council, for its contribution intends to transfer the existing site into the company and will allocate £1m from the s.106 affordable (commuted) fund to support the delivery of the 8no. new affordable homes.

## 8 Legal Implications

8.1 The Localism Act 2011 gives the Council a general power of competence to do anything an individual may do although this is expressly subject to any statutory limitations that predate the commencement of that Act.

8.2 The relevant provision where a Council proposes to dispose of land is Section 123(2) of the Local Government Act 1972 ("LGA") which allows a Council to do so provided a disposal (other than by way of short lease) is for the best consideration reasonably obtainable, otherwise the consent of the Secretary of State is required.

8.3 The transfer for which this report seeks authority does satisfy the requirements, and it is supported by an independent valuation, which makes clear that the value of the site, with the benefit of planning permission, is valued at 'nil'.

8.4 In deciding whether to approve this disposal Members should be aware of their fiduciary and best value duties in terms of the prudent and responsible stewardship of the Council's assets and resources.

## 9 Equal Opportunities Implications

9.1 Relevance Test

| | |
|---|---|
| Has a relevance test been completed for Equality Impact? | Yes |
| Did the relevance test conclude a full impact assessment was required? | No |

9.2 Impact Assessment - The Equality Impact Assessment concludes that the Barton Way redevelopment is expected to have an overall positive impact by delivering eight affordable homes and a new community hall, improving access to housing and local facilities for a wide range of residents. The scheme particularly benefits younger adults, families and vulnerable groups facing housing need or homelessness pressures. Most protected characteristics are not negatively affected, though temporary construction impacts such as noise, dust and reduced accessibility may affect older people, disabled residents, and expectant parents. These impacts are considered manageable with appropriate mitigation. The assessment emphasises the need for accessible design and inclusive management of the new community space to ensure all groups, including those with additional vulnerabilities, can benefit fully from the development.

## 10 Staffing Implications

10.1 There are no direct staffing implications related to this proposal.

## 11 Environmental Implications

11.1 Any environment implications in connection with this project will be addressed through any Planning, statutory and legislative requirements.

11.2 Wherever possible Three Rivers Homes Limited will try to exceed Building Regulation standards to minimise the environmental impact of the proposed development and maximise the energy efficiency of the completed scheme.

## 12 Community Safety Implications

12.1 There are no community safety implications related to this proposal.

## 13 Public Health implications

13.1 There are not considered to be any public health implications related to this proposal.

## 14 Customer Services Centre Implications

14.1 There are no customer services centre implications related to this proposal.

## 15 Communications and Website Implications

15.1 The project to redevelop the former Red Cross Building has had a long gestation period and the former building is viewed by some in the local community as an important community facility. Members & Officers have been keen to engage the local community in the process and have periodically produced updates on the Council's website, and in July 2025, the Council held a public engagement session, so that local residents could see what was proposed for the site.

15.2 It remains Members & Officers intentions to provide continuing updates, in partnership with Croxley Green Parish Council, to ensure local residents are kept informed of progress with the project, and how they may benefit from its use upon completion.

## 16 Risk and Health & Safety Implications

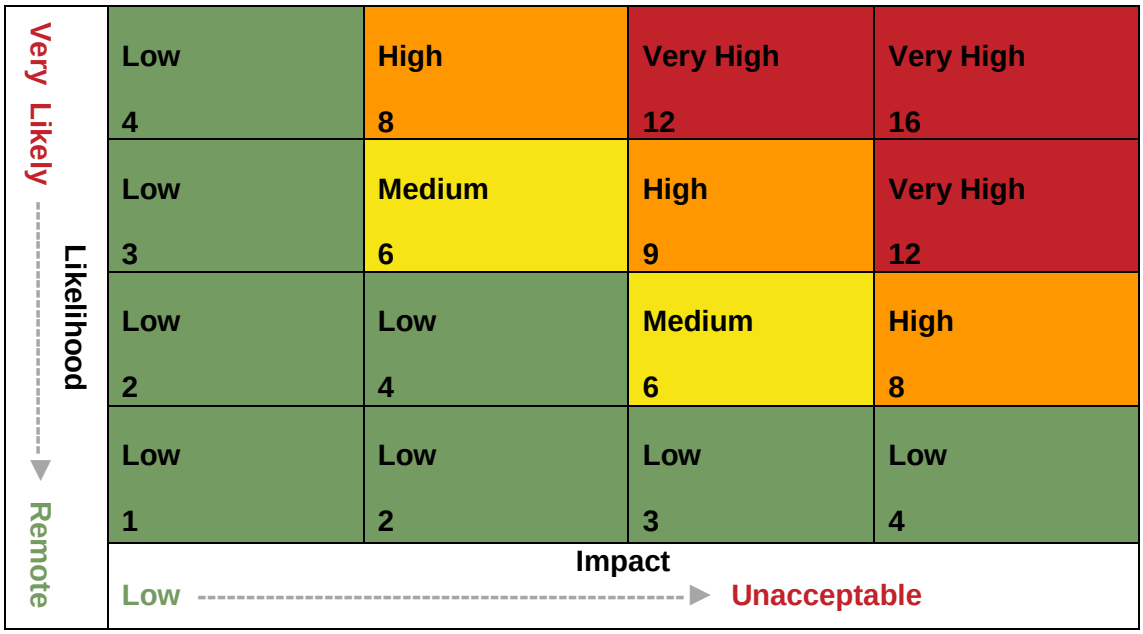
16.1 The Council has agreed its risk management strategy which can be found on the website at http://www.threerivers.gov.uk. In addition, the risks of the proposals in the report have also been assessed against the Council's duties under Health and Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.

16.2 The subject of this report is covered by the Property Services service plan. Any risks resulting from this report will be included in the risk register and, if necessary, managed within this/these plan(s).

| **Nature of Risk** | **Consequence** | **Suggested Control Measures** | **Response** *(tolerate, treat terminate, transfer)* | **Risk Rating** *(combination of likelihood and impact)* |
|---|---|---|---|---|
| Full Council does not endorse the proposed redevelopment of the site. | The scheme stops and agreements with Croxley Green Parish Council & Three Rivers Homes Limited cease. | Explore possibility to satisfy Full Council concerns and address or terminate scheme. | Terminate | Low |
| Parish Council exercises ACV rights / delays ACV process | Project delayed; increased costs; reputational risk | Obtain written confirmation from CGPC of non-interest | Treat | Medium |
| Demolition and transfer sequencing causes delays or cost increases | Increased demolition costs; delays to transfer; potential deterioration of site | Clear programme and sequencing plan; site surveys; early tendering; budget | Transfer | Medium |

| | | | | |
|---|---|---|---|---|
| | | contingency | | |
| Worsening development viability due to market or cost inflation | TRHL may require additional subsidy; stalled project; reputational criticism | Re-check viability prior to contract; fixed-price construction contracts; value engineering options | Transfer | High |
| Planning permission refused or onerous conditions impact the scheme | Project delay; additional design costs; reduced scheme affordability | Closely align proposals with Local Plan; promptly address conditions | Treat | Medium –High |
| Failure to sign-off final lease terms with Croxley Green Parish Council | Delays to practical completion; risk of unlet ground floor; reputational criticism | Continued engagement between parties and referral to Councillors; share independent valuation for rent | Treat | Low–Medium |
| Delivery risk within Three Rivers Homes Limited | Delay to project; cost overrun; reputational damage | Assess TRHL capacity; regular monitoring of delivery; contingency plans; contractor pre-qualification | Transfer | Medium |
| Construction-phase risks (contractor failure, H&S incidents, supply-chain) | Delays; cost overruns; H&S incidents; regulatory intervention | Contractor vetting; robust H&S plans; site inspections; contract management; contingency planning | Transfer | Medium –High |

16.3 The above risks are scored using the matrix below. The Council has determined its aversion to risk and is prepared to tolerate risks where the combination of impact and likelihood scores 6 or less.




| Impact Score | Likelihood Score |
|---|---|
| 4 (Catastrophic) | 4 (Very Likely (≥80%)) |
| 3 (Critical) | 3 (Likely (21-79%)) |
| 2 (Significant) | 2 (Unlikely (6-20%)) |
| 1 (Marginal) | 1 (Remote (≤5%)) |

16.4 In the officers' opinion none of the new risks above, were they to come about, would seriously prejudice the achievement of the Strategic Plan and are therefore operational risks. The effectiveness of the management of operational risks is reviewed by the Audit Committee annually.

The remainder are therefore operational risks. Progress against the treatment plans for strategic risks is reported to the Policy and Resources Committee quarterly. The effectiveness of all treatment plans are reviewed by the Audit Committee annually.

**Data Quality**

Data sources:

- Property Valuation – Braiser Freeth (November 2025)
- Council Planning & Housing Policy

Data checked by:

Jon Boyle - Principal Lawyer (Property) & Deputy Monitoring Officer

Data rating:

| | | |
|---|---|---|
| **1** | **Poor** | |
| **2** | **Sufficient** | |
| **3** | **High** | ✔ |

**Background Papers**

None

**APPENDICES / ATTACHMENTS**

Appendix 1 – Site Location Plan
Appendix 2 - Redevelopment Plans

**PRELIMINARY REPORT TEMPLATE**

| Report Originator | Head of Service sponsor | Date Originated |
|---|---|---|
| | | |
| Lead Member Name: | Area of Responsibility: | |
| | | |
| CMT Date: | | |
| JLT Date: | | |

| **PRELIMINARY PURPOSE** | | |
|---|---|---|
| Reason | JLT/CMT Feedback for Officer and further instructions | Decision required from CMT |
| | | |

| **IF APPLICABLE, PROPOSED ROUTE FOR FURTHER APPROVAL** | |
|---|---|
| | Date |
| Committee | |
| Council (if required) | |

**(All green text to be deleted prior to completion)**

**TITLE HERE**

**(DoF/ADCC/ADSPH/ADLD) Delete as appropriate**

**Purpose of the Preliminary report is to provide CMT with basic information on what work is to come in the future and what involvement from CMT will be required. Preliminary reports will not be required for items that did not have a lead in time, for example, a response to Government consultation.**

**Identify if report needed and when going to Council/Committee or Sub-Committee, whether should be Part I or Part II**

**If report Part II to insert the appropriate Paragraph from the NOT FOR PUBLICATION PARAGRAPHS to be found on the Intranet using the weblink below:**

https://www.watford.gov.uk/intranettrdc/downloads/file/329/not-for-publication-parasdoc

**The wording to read as follows:**

**This report is NOT FOR PUBLICATION because it deals with (insert the appropriate NOT FOR PUBLICATION paragraph).**

**1. Description**

1.1 Why CMT/JLT are considering the synopsis.

**2 Summary of Main Points**

2.1 Summary of the main points.

2.2 If synopsis is presenting strategy, plan or policy please append, even if at draft stage.

**3 Support required from Services**

3.1 In order to complete the full report, additional support will be required from:

| | | |
|---|---|---|
| 3.2 | Legal | ☐ |
| 3.3 | Finance | ☐ |
| 3.4 | Procurement | ☐ |
| 3.5 | Climate Change | ☐ |
| 3.6 | Strategy & Partnerships (equalities) | ☐ |
| 3.7 | Customer Services / Communications | ☐ |

3.8 Other service: please detail

**4 Recommendations**

4.1 Provide recommendations for CMT/JLT to agree to include:

4.1.1 Any recommendations to be presented to Members

4.1.2 The next steps and action to be taken.

Preliminary report prepared by: (Full name, Job Title)

Appendices to the preliminary report: Delete as appropriate

Background Papers: Delete as appropriate

# TRDC Climate and Sustainability Impact Assesment

| Score / Colour Code | Impact and Recommendation |
|---|---|
| Dark green (4) | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. |
| Light green (3) | Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed. |
| Yellow (2) | Some possible negative impacts for sustainability. Recommendation to review these aspects and find mitigations where possible. |
| Red (1) | **Considerable inconsistency with the council's sustainability objectives. Strong recommendation to review these aspects and find mitigations.** |
| Grey (0) | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. |

**Guidance for use**
Please answer all questions from the drop-down options in the 'impact' column (C), including 'not applicable' as needed.

Please email your completed copy of the form to Joanna.Hewitson@threerivers.gov.uk.

Key to the colour coding of answers is given at the top of the page.

| | | |
|---|---|---|
| **Name of project/policy/procurement and date** | | Barton Way, Croxley Green - Redevelopment Project |
| **Brief description (1-2 sentences):** | | Proposal to demolish the former British Red Cross building at Barton Way, Croxley Green, and replace it with a new 3-storey building containing:<br>•8 affordable homes (first and second floors)<br>•A new ground-floor community hall and Parish Council office, leased to Croxley Green Parish Council (CGPC)<br>•£1m of s.106 funding committed to support scheme viability and the delivery of affordable housing |

## Homes, buildings, infrastructure, equipment and energy

| | Question | Impact (select from list) | Score (1 to 4) | Justification or mitigation | Impact (select from list) | Revised Score (1-4) |
|---|---|---|---|---|---|---|
| 1 | **What effect will this project have on overall energy use (electricity or other fuels) e.g. in buildings, appliances or machinery?** | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. | 4 | New building, built to modern standards to replace 1960's property | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. | 4 |
| 2 | **What effect will this project have on the direct use of fossil fuels such as gas, petrol, diesel, oil?** | **Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.** | 4 | Electricity used for heat source only. | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. | 4 |
| 3 | **Does this project further maximise the use of existing building space? *E.g. co-locating services; bringing under-used space into use; using buildings out-of-hours*** | **Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.** | 4 | Property will bring together residential, community and Local Government needs under one roof. | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. | 4 |
| 4 | **Will any new building constructed or refurbished be highly energy efficient in use? *(e.g. high levels of insulation, low energy demand per sq. m., no servicing with fossil fuels such as gas heating, EPC "A" or BREAM "excellent").*** | **Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.** | 4 | | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. | 4 |
| 5 | **Does this make use of sustainable materials / inputs in your project? *E.g. re-used or recycled construction materials; timber in place of concrete*** | **Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.** | 3 | | Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed. | 3 |
| 6 | **Does this use more sustainable processes in the creation of the project? *E.g. modular and off-site construction; use of electrical plant instead of petrol/diesel,*** | **Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.** | 0 | | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 |
| 7 | **Will this increase the supply of renewable energy? *e.g. installing solar panels; switching to a renewable energy tariff*** | **Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.** | 0 | | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this | 0 |
| 8 | **Do any appliances or electrical equipment to be used have high energy efficiency ratings?** | **Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.** | 3 | | Some positive impact for sustainability. Recommendation to further enhance this aspect where | 3 |
| | **Average Score** | | **3.67** | | | **3.67** |

**Ways to optimise sustainability and work towards net zero carbon:**
- Insulate buildings to a high standard.
- Include energy efficiency measures when carrying
- Replace gas boilers with renewable heating, such as heat pumps. Consider District Heat Networks where appropriate.
- Construct new buildings to Passivhaus standard.
- Design and deliver buildings and infrastructure with lower-carbon materials, such as recycled material, wool- or hemp-based insulation, and timber frames.
- Use construction methods that reduce overall energy use, such as modular, factory-built components, or use of electrical plant on-site.
- Install solar panels or other renewable energy generation, and consider including battery storage.
- Switch to a certified renewable energy provider e.g. utilise power purchase agreements (PPA)
- Use energy-efficient appliances.
- Install low-energy LED lighting.
- Install measures to help manage building energy demand, such as smart meters, timers on lighting, or building management systems.

# TRDC Climate and Sustainability Impact Assesment

| Score / Colour Code | Impact and Recommendation |
|---|---|
| Dark green (4) | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. |
| Light green (3) | Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed. |
| Yellow (2) | Some possible negative impacts for sustainability. Recommendation to review these aspects and find mitigations where possible. |
| Red (1) | **Considerable inconsistency with the council's sustainability objectives. Strong recommendation to review these aspects and find mitigations.** |
| Grey (0) | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. |

## Travel

| | Question | Impact | Score (0-4) | Justification or mitigation | Impact (select from list) | Revised Score (0-4) |
|---|---|---|---|---|---|---|
| 9 | Reducing travel: what effect will this project have on overall vehicle use? | Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed. | 3 | Residential on-site paarking, cycle shelter and use of public transport services encouraged. Two bus stops within 75m of the site. | Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed. | 3 |
| 10 | Will this project use petrol or diesel vehicles or EV, hybrid? | **Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.** | 0 | | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 |
| 11 | Will this support people to use active or low-carbon transport? *E.g. cycling, walking, switching to electric transport* | Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed. | 3 | | sustainability. Recommendation to further enhance this aspect where possible and proceed. | 3 |
| 12 | Will it be easily accessible for all by foot, bike, or public transport, including for disabled people? | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. | 4 | | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. | 4 |
| 13 | Has the project taken steps to reduce traffic? *Using e-cargo bikes; timing activities or deliveries to be outside peak congestion times* | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. | 4 | Working with the adjoining Library to accommodate traffic flows at peak times. | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. | 4 |
| | **Average Score** | | **3.50** | | | **3.50** |

**Ways to optimise sustainability and work towards net zero carbon:**

- Reduce the need to travel e.g. through remote meetings, or rationalising routes and rounds.
- Share vehicles or substitute different modes of travel, rather than procuring new fleet.
- Specify electric, hybrid, or most fuel efficient vehicles for new fleet or for services involving transport.
- Support users and staff to walk, cycle, or use public transport e.g. with cycle parking, training, incentives.
- Use zero-emission deliveries
- Model and mitigate the project's effect on traffic and congestion e.g. retiming the service or deliveries

## Goods and Consumption

| | Question | Impact | Score (0-4) | Justification or mitigation | Impact (select from list) | Revised Score (0-4) |
|---|---|---|---|---|---|---|
| 14 | Has this project considered ways to reuse existing goods and materials to the greatest extent possible, before acquiring newly manufactured ones? | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this | 0 |
| 15 | Does it reduce reliance on buying newly manufactured goods? *E.g. repair and re-use; sharing and lending goods between services or people; leasing or product-as-a-service rather than ownership* | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 |
| 16 | Does it use products and resources that are re-used, recycled, or renewable? | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this | 0 |
| 17 | Does it enable others to make sustainable choices within their lifestyles, or engage people about this? | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this | 0 |
| 18 | Is there a plan to reduce waste sent to landfill in manufacture? | Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed. | 3 | During the build phase, materials will be responsibily handled and waste processed to minimise landfill. | Some positive impact for sustainability. Recommendation to further enhance this aspect where | 3 |
| 19 | Is the material used able to be re-used, re-purposed, or recyled at end of its life? | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this | 0 |
| 20 | Has it taken steps to ensure any food it offers is more sustainable? *E.g. less and high-quality (high welfare) meat and dairy; minimises food waste; seasonal produce; locally sourced.* | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this | 0 |
| | **Average Score** | | **3.00** | | | **3.00** |

**Ways to optimise sustainability and work towards net zero carbon:**

- Procure goods through sharing, leasing, or product-as-a-service models rather than ownership.
- Use pre-owned and reconditioned goods, and reduce reliance on procuring new goods.
- Use recycled materials, and procure items that can be reconditioned or recycled at end-of-life.
- Use lifecycle costing in business cases to capture the full cost of operation, repair and disposal of an item.
- Ensure meat and dairy is high-quality, high-welfare.
- Design waste, including food waste, out of business models e.g. separating (and composting) food waste; replacing single-use items with reusable items.
- Use contact points with residents, community groups and businesses to engage and enable them to adopt low-waste, low-carbon behaviours.

# TRDC Climate and Sustainability Impact Assesment

| Score / Colour Code | Impact and Recommendation |
|---|---|
| Dark green (4) | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. |
| Light green (3) | Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed. |
| Yellow (2) | Some possible negative impacts for sustainability. Recommendation to review these aspects and find mitigations where possible. |
| Red (1) | **Considerable inconsistency with the council's sustainability objectives. Strong recommendation to review these aspects and find mitigations.** |
| Grey (0) | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. |

## Ecology

| | Question | Impact | Score (0-4) | Justification or mitigation | Impact (select from list) | Revised Score (0-4) |
|---|---|---|---|---|---|---|
| 21 | What effect does this project have on total area of non-amenity green/blue space? (Amenity green space = playing fields, play areas, sporting lakes etc. Non-amenity= e.g. woodland, grassland, wetland, | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this | 0 |
| 22 | Does the project create more habitat for nature? E.g. native plants, trees, and flowers | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this | 0 |
| 23 | Does it make changes to existing habitats and have a negative impact on nature? *E.g. use of pesticides, reduced extent and variety of plants, planting non-native species* | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this | 0 |
| 24 | Does it help people understand the value of biodiversity, and encourage residents to support it in their private and community spaces? | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this | 0 |
| | **Average Score** | | **#DIV/0!** | | | **#DIV/0!** |

**Ways to optimise sustainability and work towards net zero carbon:**
**(Seek advice from Landscapes Team if required)**

- Avoid converting green space to hard surfacing.
- Use underutilised space for planting, such as green roofs and walls.
- Plant native plants and perennials, rather than non-native ornamental species, to encourage biodiversity.
- Reduce trimming of grass and hedges, and avoid use of synthetic pesticides.
- Provide space for animals e.g. long grass areas, bird boxes, bat boxes, 'insect hotels', ponds, hedgehog hides and passages, log piles
- Consider the ecological impacts from manufacture

## Adaptation

| | Question | Impact | Score (0-4) | Justification or mitigation | Impact (select from list) | Revised Score (0-4) |
|---|---|---|---|---|---|---|
| 25 | Does any planned project, construction or building use include measures to conserve water? | Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed. | 3 | Yes, water cisterns with short flush and water saving devices. | Some positive impact for sustainability. Recommendation to further enhance this aspect where | 3 |
| 26 | Does anythe project , consider how to sustainably protect people from extreme weather? | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. | 4 | Design ensures that residents and users are mitigated from the impact of extremes in temperature | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. | 4 |
| 27 | Has any planned building work or infrastructure considered how to mitigate flood risk? *E.g. Sustainable Drainage Systems (SuDS); de-paving areas; green roofs* | Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed. | 3 | | Some positive impact for sustainability. Recommendation to further enhance this aspect where | 3 |
| 28 | Does any planned infrastructure or building work increase the overall footprint of hard surfacing? (as opposed to green or permeable surfacing) | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | No | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this | 0 |
| 29 | Has the project considered its own resilience to future extreme heat, flood risk, or water shortage? | Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed. | 3 | Yes | Some positive impact for sustainability. Recommendation to further enhance this aspect where | 3 |
| | **Average Score** | | **3.3** | | | **3.25** |

**Ways to optimise sustainability and work towards net zero carbon:**
- Install water-saving devices in taps, showers and toilets
- Re-use grey water in new developments
-Capture and re-use rainwater where possible e.g. water butts for use in car washing, watering garden, toilets
- Ensure all new building or refurbishment (especially of homes) models and mitigates future overheating risk, with adequate ventilation and shading
- Avoid increasing areas of hard surfacing.
- Convert hard surfacing to green and permeable surfacing where possible, and install Sustainable Drainage systems (SUDS).
- Plant drought-tolerant plants and mulch landscapes to avoid water loss through evaporation.

## Engagement and Influence

| | Question | Impact | Score (0-4) | Justification or mitigation | Impact (select from list) | Revised Score (0-4) |
|---|---|---|---|---|---|---|
| 30 | Does this project raise awareness and understanding of the climate and ecological emergency, and the steps that people can take? | Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed. | 3 | | Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed. | 3 |
| | **Average Score** | | **3** | | | **3** |
| | | | | | | |
| | **Total Overall Average Score** | | **3.28** | | | **3.3** |

**Ways to optimise sustainability and work towards net zero carbon:**
- 'Make every contact count', by using contact points with residents, businesses and community groups to promote understanding of the climate emergency.

*Now assesment is compelete copy and paste box into your business case, committee report. (under environmental implications 6).Whole assesment can be an appendix. Procurement tenders are expected to submit complete report with application.*

| Climate and Sustainability Impact Assessment Summary | |
|---|---|
| Homes, buildings, infrastructure, equipment and energy | 3.67 |
| Travel | 3.50 |
| Goods and Consumption | 3.00 |
| Ecology | 3.00 |
| Adaptation | 3.25 |
| Engagement and Influence | 3 |
| **Total Overall Average Score** | **3.3** |

# TRDC Climate and Sustainability Impact Assesment

| Score / Colour Code | Impact and Recommendation |
|---|---|
| Dark green (4) | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. |
| Light green (3) | Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed. |
| Yellow (2) | Some possible negative impacts for sustainability. Recommendation to review these aspects and find mitigations where possible. |
| Red (1) | **Considerable inconsistency with the council's sustainability objectives. Strong recommendation to review these aspects and find mitigations.** |
| Grey (0) | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. |

# Equality Impact and Outcome Assessment (EIA)

## EIAs make services better for everyone and support value for money by getting services right first time.

EIAs enable us to consider all the information about a service, policy or strategy from an equalities perspective and then action plan to get the best outcomes for staff and service-users[1].

They analyse how all our work as a council might impact differently on different groups[2].

They help us make good decisions and evidence how we have reached these decisions[3].

*See end notes for full guidance.*

**For further support or advice please contact Community Partnerships**



## 1. Equality Impact and Outcomes Assessment (EIA) Template

First, consider whether you need to complete an EIA, or if there is another way to evidence assessment of impacts, or that an EIA is not needed[4].

| | | | |
|---|---|---|---|
| **Title of EIA[5]** | | **ID No.[6]** | |
| **Team/Service [7]** | | | |
| **Focus of EIA[8]** | | | |

## 2. Update on previous EIA and outcomes of previous actions [9]

| **What actions did you plan last time?** (List them from the previous EIA) | **What improved as a result?** What outcomes have these actions achieved? | **What <u>further</u> actions do you need to take?** (add these to the Action plan below) |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

## 3. Review of information, equality analysis and potential actions

| **Protected characteristics groups from the Equality Act 2010** | **What do you know[10]?** Summary of data about your service-users and/or staff | **What do people tell you[11]?** Summary of service-user and/or staff feedback | **What does this mean[12]?** Impacts identified from data and feedback (actual and potential) | **What can you do[13]?** All potential actions to:<br>• advance equality of opportunity,<br>• eliminate discrimination, and<br>• foster good relations |
|---|---|---|---|---|
| **Age[14]** | | | | |
| **Disability[15]** | | | | |
| **Gender reassignment[16]** | | | | |
| **Pregnancy and maternity[17]** | | | | |
| **Race/ethnicity[18]** Including migrants, refugees and asylum seekers | | | | |
| **Religion or belief[19]** | | | | |
| **Sex/Gender[20]** | | | | |

| **Protected characteristics groups from the Equality Act 2010** | **What do you know[10]?** Summary of data about your service-users and/or staff | **What do people tell you[11]?** Summary of service-user and/or staff feedback | **What does this mean[12]?** Impacts identified from data and feedback (actual and potential) | **What can you do[13]?** All potential actions to:<br>• advance equality of opportunity,<br>• eliminate discrimination, and<br>• foster good relations |
|---|---|---|---|---|
| **Sexual orientation[21]** | | | | |
| **Marriage and civil partnership[22]** | | | | |
| **Community Cohesion[23]** | | | | |
| **Other relevant groups[24]** | | | | |
| **Cumulative impact[25]** | | | | |
| **Assessment of overall impacts and any further recommendations[26]** | | | | |
| | | | | |

## 4. List detailed data and/or community feedback that informed your EIA

| **Title** (of data, research or engagement) | **Date** | **Gaps in data** | **Actions to fill these gaps: who else do you need to engage with?** (add these to the Action Plan below, with a timeframe) |
|---|---|---|---|
| | | | |
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| | | | |
| | | | |

## 5. Prioritised Action Plan[27]

| Impact identified and group(s) affected | Action planned (Action Owner) | Expected outcome | Measure of success | Timeframe |
|---|---|---|---|---|
| NB: These actions must now be transferred to service plans and/or PDRs and monitored to ensure they achieve the outcomes identified. | | | | |
| | | | | |
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| | | | | |



## EIA sign-off:

**Staff member competing Equality Impact Assessment:** **Date:**

**Head of Service** **Date:**

**TRDC Equality lead:** **Date:**

## Guidance end-notes

[1] The following principles, drawn from case law, explain what we must do to fulfil our duties under the Equality Act:

- **Knowledge:** everyone working for the council must be aware of our equality duties and apply them appropriately in their work.
- **Timeliness:** the duty applies at the time of considering policy options and/or before a final decision is taken – not afterwards.
- **Real Consideration:** the duty must be an integral and rigorous part of your decision-making and influence the process.
- **Sufficient Information:** you must assess what information you have and what is needed to give proper consideration.
- **No delegation:** the council is responsible for ensuring that any contracted services which provide services on our behalf can comply with the duty, are required in contracts to comply with it, and do comply in practice. It is a duty that cannot be delegated.
- **Review:** the equality duty is a continuing duty. It applies when a policy is developed/agreed, and when it is implemented/reviewed.
- **Proper Record Keeping:** to show that we have fulfilled our duties we must keep records of the process and the impacts identified.

NB: Filling out this EIA in itself does not meet the requirements of the equality duty. All the requirements above must be fulfilled or the EIA (and any decision based on it) may be open to challenge. Properly used, an EIA can be a tool to help us comply with our equality duty and as a record that to demonstrate that we have done so.

**[2] Our duties in the Equality Act 2010**

As a public sector organisation, we have a legal duty (under the Equality Act 2010) to show that we have identified and considered the impact and potential impact of our activities on all people with 'protected characteristics' (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, and marriage and civil partnership).

This applies to policies, services (including commissioned services), and our employees. The level of detail of this consideration will depend on what you are assessing, who it might affect, those groups' vulnerability, and how serious any potential impacts might be. We use this EIA template to complete this process and evidence our consideration.

**The following are the duties in the Act. You must give 'due regard' (pay conscious attention) to the need to:**

- **avoid, reduce or minimise negative impact** (if you identify unlawful discrimination, including victimisation and harassment, you must stop the action and take advice immediately).
- **promote equality of opportunity**. This means the need to:
  - Remove or minimise disadvantages suffered by equality groups
  - Take steps to meet the needs of equality groups
  - Encourage equality groups to participate in public life or any other activity where participation is disproportionately low
  - Consider if there is a need to treat disabled people differently, including more favourable treatment where necessary
- **foster good relations between people who share a protected characteristic and those who do not**. This means:
  - Tackle prejudice
  - Promote understanding

[3] EIAs are always proportionate to:

- The size of the service or scope of the policy/strategy
- The resources involved
- The numbers of people affected
- The size of the likely impact
- The vulnerability of the people affected

The greater the potential adverse impact of the proposed policy on a protected group (e.g. disabled people), the more vulnerable the group in the context being considered, the more thorough and demanding the process required by the Act will be.

[4] **When to complete an EIA**:

- When planning or developing a new service, policy or strategy
- When reviewing an existing service, policy or strategy
- When ending or substantially changing a service, policy or strategy
- When there is an important change in the service, policy or strategy, or in the city (eg: a change in population), or at a national level (eg: a change of legislation)



Assessment of equality impact can be evidenced as part of the process of reviewing or needs assessment or strategy development or consultation or planning. It does not have to be on this template, but must be documented. Wherever possible, build the EIA into your usual planning/review processes.

**Do you need to complete an EIA?** Consider:

- Is the policy, decision or service likely to be relevant to any people because of their protected characteristics?
- How many people is it likely to affect?
- How significant are its impacts?
- Does it relate to an area where there are known inequalities?
- How vulnerable are the people (potentially) affected?

If there are potential impacts on people but you decide not to complete an EIA it is usually sensible to document why.

[5] **Title of EIA:** This should clearly explain what service / policy / strategy / change you are assessing

[6] **ID no:** The unique reference for this EIA.

[7] **Team/Department:** Main team responsible for the policy, practice, service or function being assessed

[8] **Focus of EIA:** A member of the public should have a good understanding of the policy or service and any proposals after reading this section. Please use plain English and write any acronyms in full first time - eg: 'Equality Impact Assessment (EIA)'

This section should explain what you are assessing:

- What are the main aims or purpose of the policy, practice, service or function?
- Who implements, carries out or delivers the policy, practice, service or function? Please state where this is more than one person/team/body and where other organisations deliver under procurement or partnership arrangements.
- How does it fit with other services?
- Who is affected by the policy, practice, service or function, or by how it is delivered? Who are the external and internal service-users, groups, or communities?
- What outcomes do you want to achieve, why and for whom? Eg: what do you want to provide, what changes or improvements, and what should the benefits be?
- What do existing or previous inspections of the policy, practice, service or function tell you?
- What is the reason for the proposal or change (financial, service, legal etc)? The Act requires us to make these clear.

[9] **Previous actions:** If there is no previous EIA or this assessment is of a new service, then simply write 'not applicable'.

[10] **Data:** Make sure you have enough data to inform your EIA.

- What data relevant to the impact on protected groups of the policy/decision/service is available?[10]
- What further evidence is needed and how can you get it? (Eg: further research or engagement with the affected groups).
- What do you already know about needs, access and outcomes? Focus on each of the protected characteristics in turn. Eg: who uses the service? Who doesn't and why? Are there differences in outcomes? Why?
- Have there been any important demographic changes or trends locally? What might they mean for the service or function?
- Does data/monitoring show that any policies or practices create particular problems or difficulties for any groups?
- Do any equality objectives already exist? What is current performance like against them?
- Is the service having a positive or negative effect on particular people in the community, or particular groups or communities?
- Use local sources of data (eg: JSNA: and Herts Insight https://www.hertfordshire.gov.uk/microsites/herts-insight/home.aspx ) and national ones where they are relevant.

[11] **Engagement:** You must engage appropriately with those likely to be affected to fulfil the equality duty.

- What do people tell you about the services?
- Are there patterns or differences in what people from different groups tell you?
- What information or data will you need from communities?
- How should people be consulted? Consider:
    (a) consult when proposals are still at a formative stage;
    (b) explain what is proposed and why, to allow intelligent consideration and response;
    (c) allow enough time for consultation;
    (d) make sure what people tell you is properly considered in the final decision.

- Try to consult in ways that ensure all perspectives can be considered.
- Identify any gaps in who has been consulted and identify ways to address this.

[12] Your EIA must get to grips fully and properly with actual and potential impacts.

- The equality duty does not stop decisions or changes, but means we must conscientiously and deliberately confront the anticipated impacts on people.
- Be realistic: don't exaggerate speculative risks and negative impacts.
- Be detailed and specific so decision-makers have a concrete sense of potential effects. Instead of "the policy is likely to disadvantage older women", say how many or what percentage are likely to be affected, how, and to what extent.
- Questions to ask when assessing impacts depend on the context. Examples:
    - Are one or more protected groups affected differently and/or disadvantaged? How, and to what extent?
    - Is there evidence of higher/lower uptake among different groups? Which, and to what extent?
    - If there are likely to be different impacts on different groups, is that consistent with the overall objective?
    - If there is negative differential impact, how can you minimise that while taking into account your overall aims
    - Do the effects amount to unlawful discrimination? If so the plan must be modified.
    - Does the proposal advance equality of opportunity and/or foster good relations? If not, could it?



[13] Consider all three aims of the Act: removing barriers, and also identifying positive actions we can take.

- Where you have identified impacts you must state what actions will be taken to remove, reduce or avoid any negative impacts and maximise any positive impacts or advance equality of opportunity.
- Be specific and detailed and explain how far these actions are expected to improve the negative impacts.
- If mitigating measures are contemplated, explain clearly what the measures are, and the extent to which they can be expected to reduce / remove the adverse effects identified.
- An EIA which has attempted to airbrush the facts is an EIA that is vulnerable to challenge.

[14] **Age**: People of all ages

[15] **Disability**: A person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. The definition includes: sensory impairments, impairments with fluctuating or recurring effects, progressive, organ specific, developmental, learning difficulties, mental health conditions and mental illnesses, produced by injury to the body or brain. Persons with cancer, multiple sclerosis or HIV infection are all now deemed to be disabled persons from the point of diagnosis.

[16] **Gender Reassignment:** In the Act a transgender person is someone who proposes to, starts or has completed a process to change his or her gender. A person does not need to be under medical supervision to be protected

[17] **Pregnancy and Maternity:** Protection is during pregnancy and any statutory maternity leave to which the woman is entitled.

[18] **Race/Ethnicity:** This includes ethnic or national origins, colour or nationality, and includes refugees and migrants, and Gypsies and Travellers. Refugees and migrants means people whose intention is to stay in the UK for at least twelve months (excluding visitors, short term students or tourists). This definition includes asylum seekers; voluntary and involuntary migrants; people who are undocumented; and the children of migrants, even if they were born in the UK.

[19] **Religion and Belief:** Religion includes any religion with a clear structure and belief system. Belief means any religious or philosophical belief. The Act also covers lack of religion or belief.

[20] **Sex/Gender:** Males and Females are covered under the Act. The Equality Act has some exceptions that allow employers or organisations to discriminate because of your sex

[21] **Sexual Orientation:** Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes. There are a small number of circumstances when being treated differently due to sexual orientation is lawful.

[22] **Marriage and Civil Partnership:** Only in relation to due regard to the need to eliminate discrimination.

[23] **Community Cohesion:** What must happen in all communities to enable different groups of people to get on well together.

[24] **Other relevant groups:** eg: Carers, people experiencing domestic and/or sexual violence, substance misusers, homeless people, looked after children, ex-armed forces personnel, people on the Autistic spectrum etc

[25] **Cumulative Impact:** This is an impact that appears when you consider services or activities together. A change or activity in one area may create an impact somewhere else

[26] **Assessment of overall impacts and any further recommendations**

- Make a frank and realistic assessment of the overall extent to which the negative impacts can be reduced or avoided by the mitigating measures. Explain what positive impacts will result from the actions and how you can make the most of these.
- Countervailing considerations: These may include the reasons behind the formulation of the policy, the benefits it is expected to deliver, budget reductions, the need to avert a graver crisis by introducing a policy now and not later, and so on. The weight of these factors in favour of implementing the policy must then be measured against the weight of any evidence as to the potential negative equality impacts of the policy.
- Are there any further recommendations? Is further engagement needed? Is more research or monitoring needed? Does there need to be a change in the proposal itself?

[27] **Action Planning:** The Equality Duty is an ongoing duty: policies must be kept under review, continuing to give ‘due regard’ to the duty. If an assessment of a broad proposal leads to more specific proposals, then further equality assessment and consultation are needed.

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# Equality impact Assessment

## Barton Way Redevelopment Project



THREE RIVERS DISTRICT COUNCIL

| Project Information | |
|---|---|
| **Project Name**<br>*This should clearly explain what service / policy / strategy / change you are assessing* | Barton Way, Croxley Green – Redevelopment Project (Redevelopment of the former British Red Cross site) |
| **Service Area**<br>*Main team responsible for the policy, practice, service or function being assessed* | Property Services & Major Projects |
| **EIA Author**<br>*Name and Job Title* | Justin Wingfield, Head of Property Services & Major Projects |
| **Date EIA drafted** | 26 November 2025 |
| **ID number**<br>*This will be added by the Strategy and Partnerships Team* | PS004 |

| Executive summary | |
|---|---|
| **Focus of EIA**<br>*A member of the public should have a good understanding of the policy or service and any proposals after reading this section.*<br><br>*Please use plain English and write any acronyms in full first time - eg: 'Equality Impact Assessment (EIA)'*<br><br>*This section should explain what you are assessing:*<br>• *If the EIA is attached to a report, summarise the report.*<br>• *Provide information on whether any of the following communities could be affected by the policy, practice, service or function, or by how it is delivered?*<br>• *(age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, and marriage and civil partnership) in addition, TRDC recognises other communities may be vulnerable to disadvantage, this includes carers, people experiencing domestic abuse, substance misusers, homeless people, looked after children, (ex) armed forces personnel.* | This Equality Impact Assessment (EIA) reviews the proposal to demolish the former British Red Cross building at Barton Way, Croxley Green, and replace it with a new 3-storey building containing:<br><br>• 8 affordable homes (first and second floors)<br>• A new ground-floor community hall and Parish Council office, leased to Croxley Green Parish Council (CGPC)<br>• £1m of s.106 funding committed to support scheme viability and the delivery of affordable housing<br><br>The affordable homes will be allocated to eligible applicants on the Council's Housing Register. The project aims to address local housing need, reduce homelessness pressures, and retain a community space in a village-centre location.<br><br>The EIA considers potential impacts on residents and communities with protected characteristics. It also considers groups recognised as vulnerable by Three Rivers District Council.<br><br>Overall, the scheme is expected to have a positive impact on access to affordable housing and community facilities, with some temporary construction-phase impacts that can be mitigated through planning conditions and project management. |

| Mitigations | | |
|---|---|---|
| **Protected Characteristic** | **Potential Issue**<br>*Against each protected characteristics, make a frank and realistic assessment of what issues may or do occur* | **Mitigating Actions**<br>*How can the negative impacts be reduced or avoided by the mitigating measures? Is further engagement with specific communities needed? Is more research or monitoring needed? Does there need to be a change in the proposal itself?* |
| Age | Older or younger residents may be affected by construction noise and disruption.<br>Younger people are disproportionately impacted by local housing affordability pressures, as reported in the council's housing need assessment (population dip in ages 20–34) | Clear communication to local residents regarding construction timelines.<br>Allocation of affordable homes supports younger adults and families priced out of the market. |
| Disability | Construction may limit accessible routes temporarily.<br>Access to the community facility must meet equality legislation requirements. | Ensure suitable adjustments and accommodations are made during construction.<br>Apply Building Regulations Part M requirements, aiming to exceed statutory minimums (as indicated in the report's environmental commitments)<br>Work with CGPC to ensure community hall access is inclusive. |
| Gender reassignment (or affirmation) | No direct negative impacts identified.<br>Community facilities must remain inclusive for all residents. | Ensure community space policies, managed by CGPC support inclusivity. |
| Pregnancy or maternity | Expectant parents may be sensitive to construction impacts (noise, dust).<br>Safe access to community facilities may be temporarily affected. | Construction management plan to minimise dust and noise.<br>Step-free access to new building and internal amenities. |
| Race | No specific risks noted in the redevelopment proposal.<br>Community engagement must be accessible to all racial groups, ensuring representation. | Continue transparent communication and accessible consultation methods, seeking to engage with broadest/most diverse groups.<br>Ensure community space booking and use policies remain non-discriminatory. |
| Religion or belief | Some faith groups may seek community space usage; management policies must not | CGPC should adopt fair, transparent community hall booking policies. |

| | | |
|---|---|---|
| | disadvantage any group. | |
| Sex | No gender-specific disadvantages identified. | |
| Sexual Orientation | No direct issues identified. | Encourage CGPC to adopt inclusive policies.<br>Ensure anti-discrimination policies apply to all users. |
| Marriage and Civil Partnership | No specific issues identified. | |
| The council recognises other communities may be vulnerable to disadvantage, this includes carers, people experiencing domestic abuse, substance misusers, homeless people, looked after children and care leavers, (ex) armed forces personnel. | These groups experience high housing need.<br>Temporary disruption could hinder access to local support networks or services. | Provide clear communication regarding construction impacts.<br>Allocate affordable homes via the Housing Register, benefiting at-risk groups.<br>Ensure the community hall supports inclusive programming (e.g., support groups, veterans' services). |

| **Actions Planned** |
|---|
| *In this section you can add information on additional or proactive steps you are taking that enhance equity, engagement or equality of access to services, as well as those mitigating actions identified in the section above that will be undertaken.*<br>*The Equality Duty is an ongoing duty: policies must be kept under review, continuing to give 'due regard' to the duty. If an assessment of a broad proposal leads to more specific proposals, then further equality assessment and consultation are needed.*<br><br>• Ensure the design and construction exceed minimum accessibility standards where possible.<br>• Maintain ongoing communication with residents, stakeholders and a broad and diverse range of community groups.<br>• Work with CGPC to ensure community hall policies promote equity and accessibility.<br>• Ensure housing allocations meet with TRDC's allocations policy to ensure fairness and transparency.<br>• Continue engagement during construction to mitigate negative impacts. |

| Additional Information |
| --- |
| *Space to provide any additional information in relation to protected characteristics or equity, diversity, equality and inclusion.*<br><br>• Public engagement in July 2025 showed general positive support for the proposed redevelopment, demonstrating responsiveness to community feedback and reducing misinformation<br>• The scheme directly supports households in temporary accommodation and those at risk of homelessness, aligning with the Council's equality and housing duties.<br>• Retaining a community space meets long-standing requests from residents and aligns with inclusive community development. |

**Sign off:**

| Equalities Lead Officer | Date |
| --- | --- |
| Shivani Davé | 27/11/2025 |

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| Rev | Description | Date |
|---|---|---|
| C1 | Issued for planning | 31-10-25 |

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OSBORNE

Client Three Rivers Homes

Project Croxley Green Village Hall
Barton Way, Croxley Green
WD3 3HB

# Site location plan

Approved & accepted

Suitability A3

Scale 1 : 1250 @A4

29-09-25

0 12500 25000 37500 50000

NORTH

Drawing Number

24005-OA-XX-XX-DR-A-19101

Revision C1

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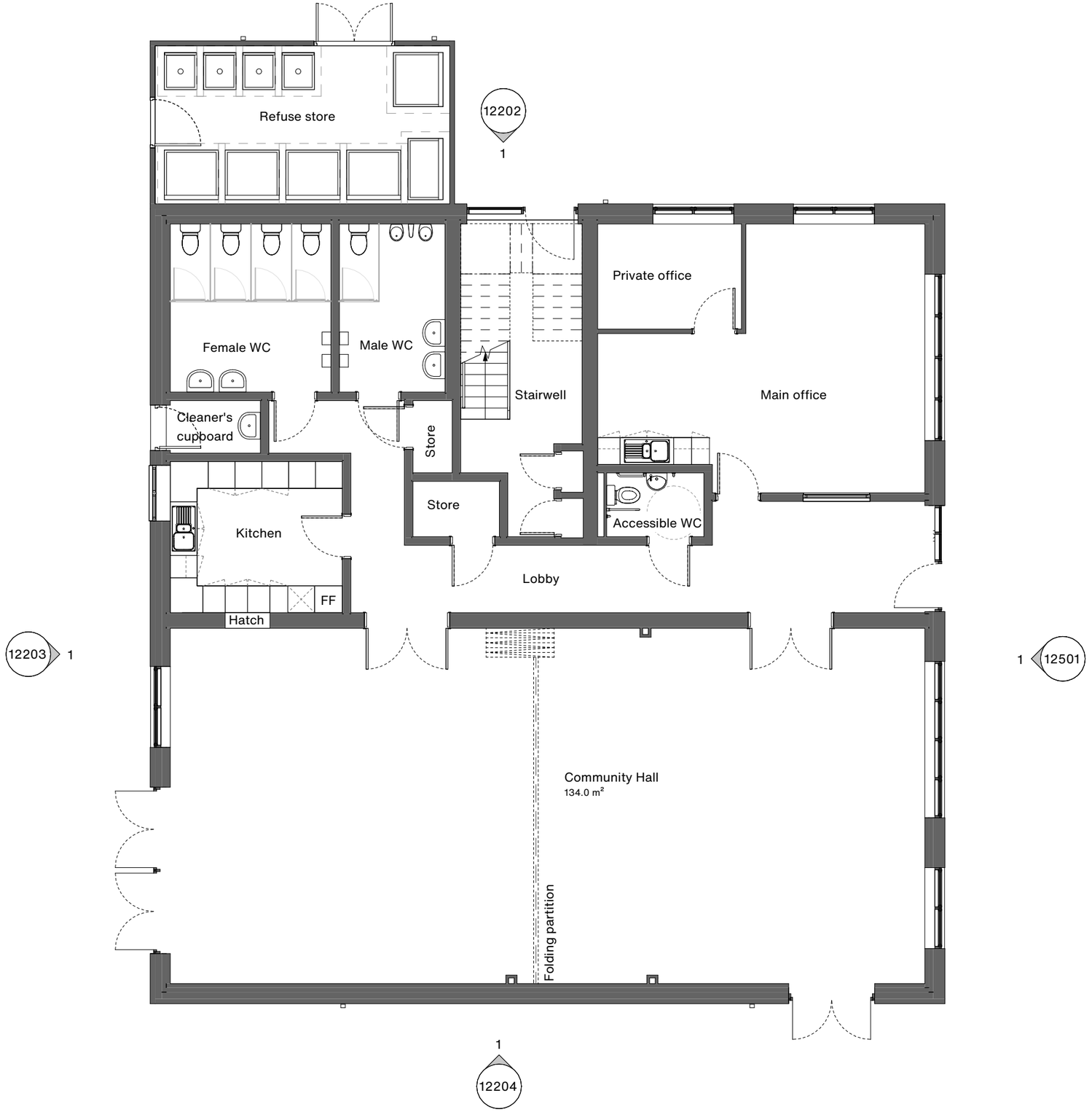


| Rev | Description | Date |
|---|---|---|
| C1 | Issued for planning | 31-10-25 |

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Client Three Rivers Homes

Project Croxley Green Village Hall
Barton Way, Croxley Green
WD3 3HB

# Ground floor plan

Approved & accepted — Suitability A3

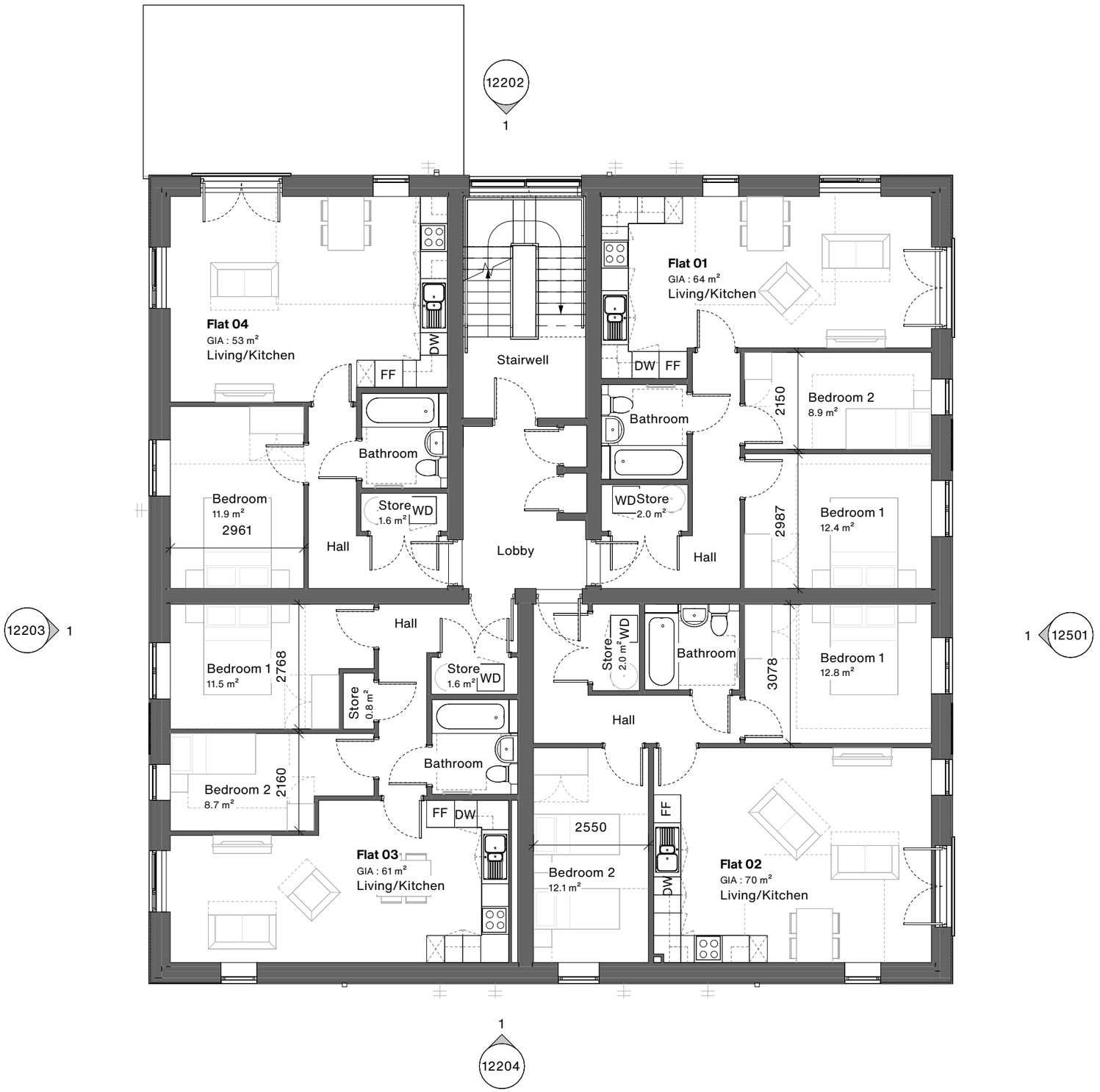
Scale 1 : 100 @A3 — 29-09-25

0 1000 2000 3000 4000 NORTH

Drawing Number

24005-OA-01-00-DR-A-11101

Revision C1




C1 Issued for planning 31-10-25

| Rev | Description | Date |
|---|---|---|

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Client Three Rivers Homes

Project Croxley Green Village Hall
Barton Way, Croxley Green
WD3 3HB

# First floor plan

Approved & accepted Suitability A3

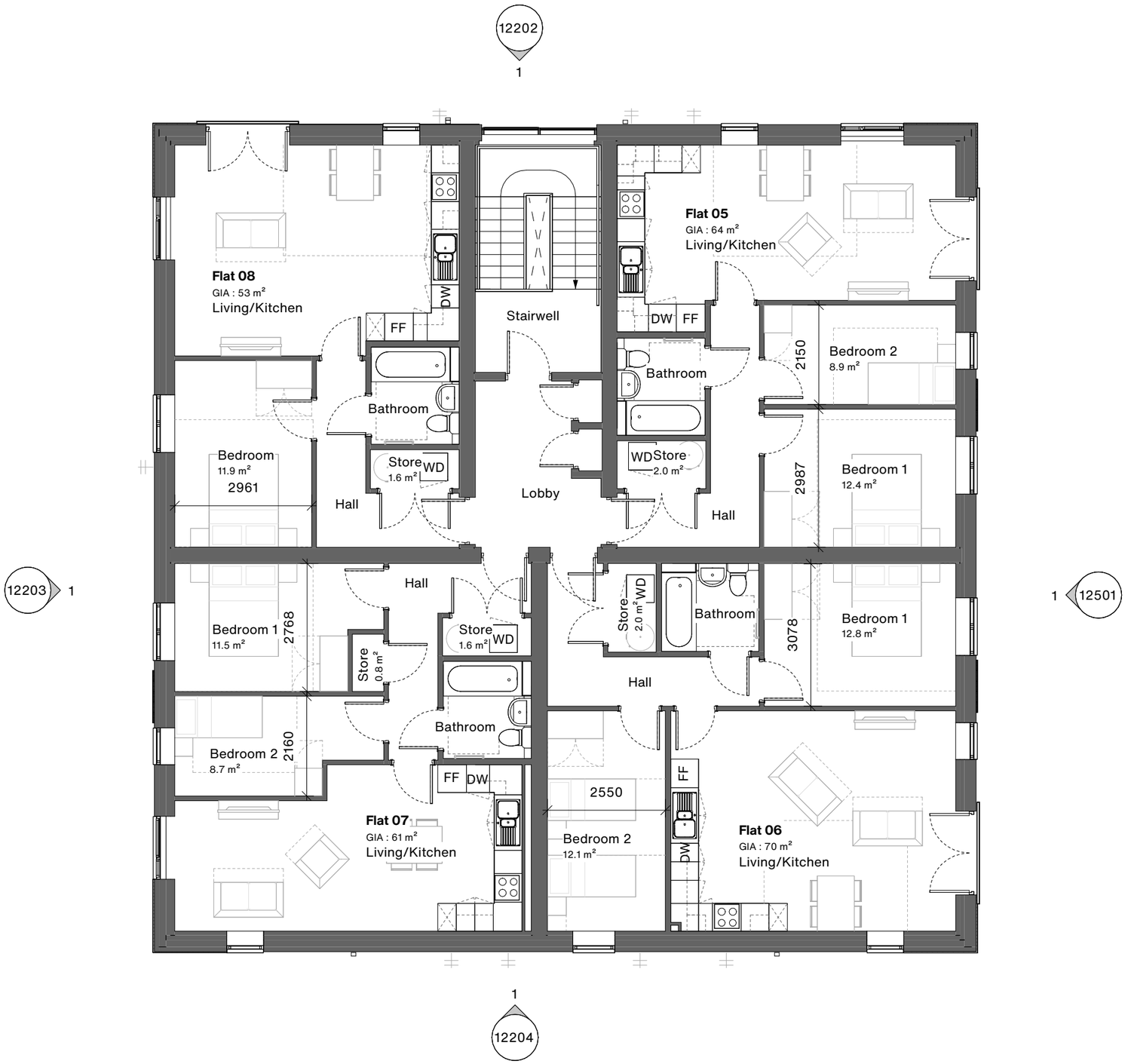
Scale 1 : 100 @A3 29-09-25

0 1000 2000 3000 4000 NORTH

Drawing Number

24005-OA-01-01-DR-A-11102

Revision C1

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|---|---|---|
| C1 | Issued for planning | 31-10-25 |

| Rev | Description | Date |
|---|---|---|

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Client Three Rivers Homes

Project Croxley Green Village Hall
Barton Way, Croxley Green
WD3 3HB

# Second floor plan

Approved & accepted Suitability A3

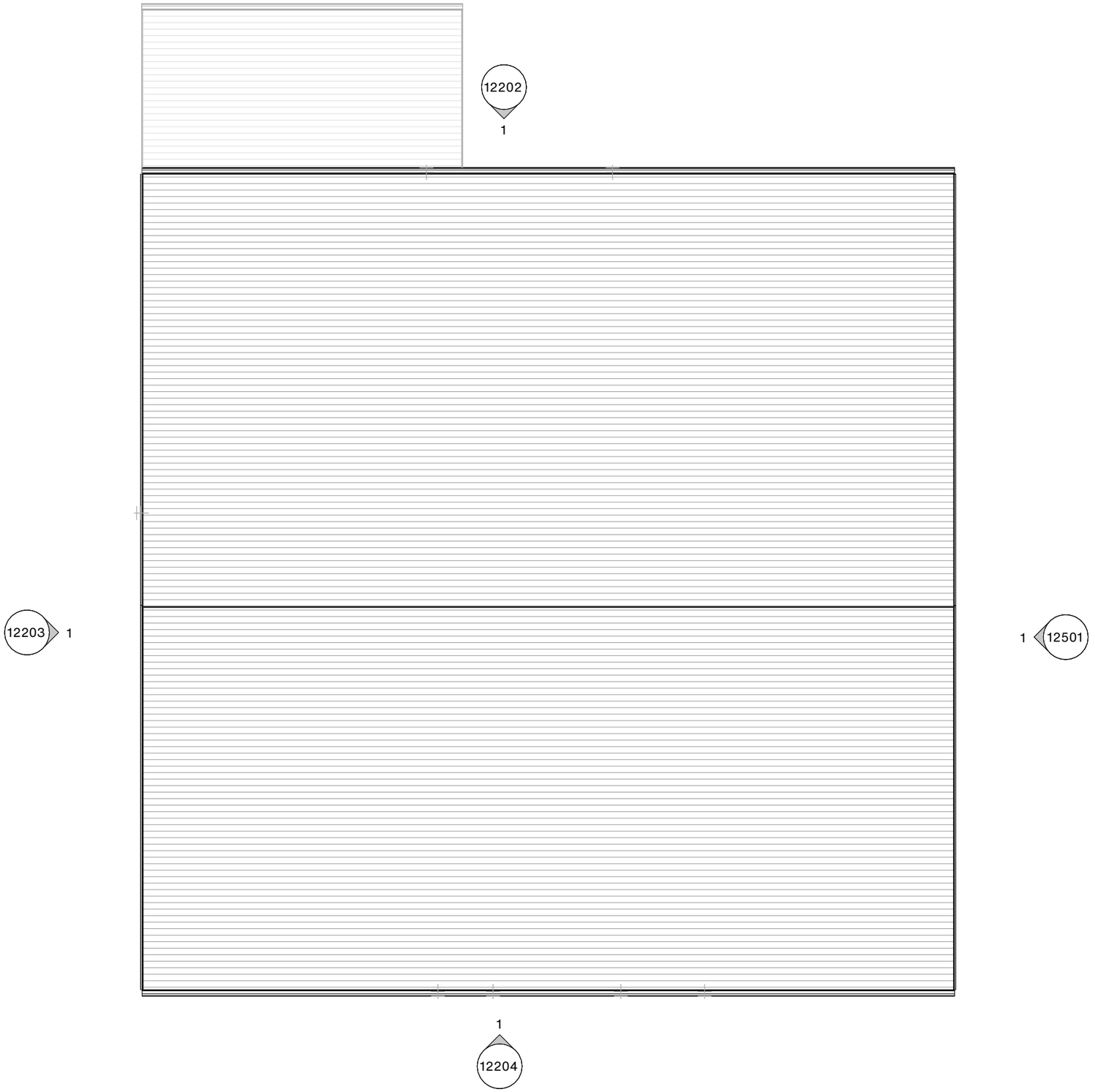
Scale 1 : 100 @A3 29-09-25

0 1000 2000 3000 4000 NORTH

Drawing Number

24005-OA-01-02-DR-A-11103

Revision C1

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Client Three Rivers Homes

Project Croxley Green Village Hall
Barton Way, Croxley Green
WD3 3HB

# Roof plan

Approved & accepted Suitability A3

Scale 1 : 100 @A3 29-09-25

0 1000 2000 3000 4000 NORTH

Drawing Number

24005-OA-01-03-DR-A-11401

Revision C1

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Client Three Rivers Homes

Project Croxley Green Village Hall
Barton Way, Croxley Green
WD3 3HB

# East elevation (Barton Way)

Approved & accepted — Suitability A3

Scale 1 : 100 @A3 — 10-09-25

0 1000 2000 3000 4000

Drawing Number

24005-OA-01-ZZ-DR-A-12201

Revision C1

| Rev | Description | Date |
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Client Three Rivers Homes

Project Croxley Green Village Hall
Barton Way, Croxley Green
WD3 3HB

# North elevation (Community Way)

Approved & accepted — Suitability A3

Scale 1 : 100 @A3 — 10-09-25

0 1000 2000 3000 4000

Drawing Number

24005-OA-01-ZZ-DR-A-12202

Revision C1

| Rev | Description | Date |
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Client Three Rivers Homes

Project Croxley Green Village Hall
Barton Way, Croxley Green
WD3 3HB

# West elevation

Approved & accepted Suitability A3

Scale 1 : 100 @A3 10-09-25

0 1000 2000 3000 4000

Drawing Number

24005-OA-01-ZZ-DR-A-12203

Revision C1

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Client Three Rivers Homes

Project Croxley Green Village Hall
Barton Way, Croxley Green
WD3 3HB

# South elevation

Approved & accepted Suitability A3

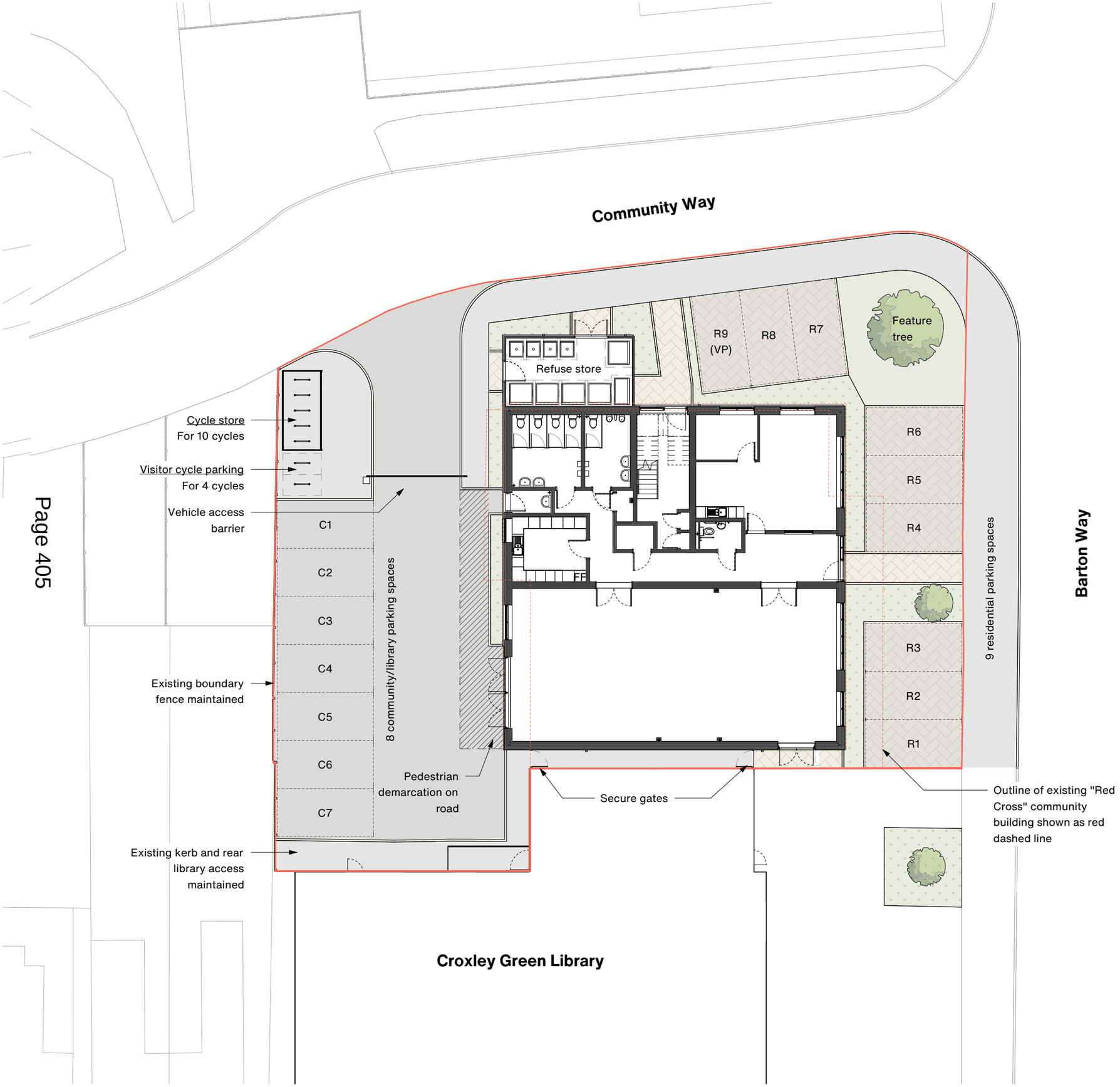
Scale 1 : 100 @A3 10-09-25

0 1000 2000 3000 4000

Drawing Number

24005-OA-01-ZZ-DR-A-12204

Revision C1



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Client Three Rivers Homes

Project Croxley Green Village Hall
Barton Way, Croxley Green
WD3 3HB

# Proposed site plan

Approved & accepted — Suitability A3

Scale 1 : 200 @A3 — 29-09-25

0 2000 4000 6000 8000 NORTH

Drawing Number

24005-OA-XX-XX-DR-A-17102

Revision C1

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# Review of Proportionality

09/12/2025



THREE RIVERS DISTRICT COUNCIL

**COUNCIL**
**9 December 2025**

PART I

**Review of Political Proportionality**
**(CEO)**

## 1. Summary

1.1 The purpose of this report is to consider the impact on the political balance of the Council and the allocation of Committee seats following a Councillor's decision to sit as an independent member.

## 2. Recommendation

2.1 Council notes the political proportionality of committees set out at Appendix A.

2.2 Council appoints the Member nominated by the Conservative Group to the vacant seat on the Climate Change and Leisure Committee.

2.3 Council appoints Councillor Mike Sims to the Audit Committee as an independent councillor.

## 3. Details

3.1 On 22 October 2025 Councillor Mike Sims resigned from the Conservative Group, electing to sit as an independent councillor. As a result, a review of the Council's political proportionality is required.

3.2 Section 15 of the Local Government and Housing Act 1989 imposes a duty on the District Council to review the allocation of seats on its committees between political groups as soon as reasonably possible following any change to the political groups.

3.3 Political groups are allocated seats proportionate to their size, subject to the majority group being first given a majority of seats on the committees.

3.4 The table below shows the number of seats allocated to each committee:

| Committee | Seats Available |
|---|---|
| **Council Tax Setting Committee** | **7** |
| **Planning Committee** | **11** |
| **Regulatory Services Committee** | **9** |
| **Licensing Committee** | **9** |
| **Policy and Resources Committee** | **13** |
| **Climate Change and Leisure Committee** | **9** |
| **General Public Services and Public Engagement** | **9** |
| **Audit Committee** | **9** |
| **TOTAL** | **76** |

3.5 In accordance with the legislation, the following principles should apply to the allocation of seats as far as reasonably practicable:

i. That not all the seats on the body to which appointments are being made are allocated to the same political group;

ii. That the majority of the seats on each committee are allocated to a particular political group if the number of persons belonging to that group is a majority of the authority's membership;

iii. Subject to (1) and (2) above, when allocating seats to a political group, the total number of their seats across all the ordinary committees of the Council, must reflect their proportion of the authority's membership; and

iv. Subject to (1) to (3) above, that the number of seats on each committee is as far as possible in proportion to the group's membership of the authority.

3.6 Following the above changes to Group numbers, the political balance of the Council is as follows:

| Political Party | Conservative | Green | Labour | Lib Dem | Independent G | Independent | Total |
|---|---|---|---|---|---|---|---|
| Council Composition (Groups) | **11** | **3** | **3** | **19** | **2** | **1** | **39** |
| Proportional Allocation * | 28.21% | 7.69% | 7.69% | 48.72% | 5.13% | 2.56% | **100.00%** |

3.7 As no group on the Council has a majority, it is principles iii and iv that are critical. This calculation, which needs to be made in accordance with the Council's constitution, along with the appointment to committees, is included at Appendix A to this report.

3.8 The review of political proportionality means that the Conservative Group need to appoint a Member to fill their vacancy on the Climate Change and Leisure Committee.

## 4. Options and Reasons for Recommendations

4.1. No alternative options. The Council is obligated to ensure that the political make up of their committees is politically proportionate.

## 5. Policy/Budget Reference and Implications

5.1 The recommendations in this report are within the Council's agreed policy and budgets.

5.2 The recommendations in this report do not impact on the achievement of specific performance indicators

## 6. Legal Implications

6.1 The legal implications are contained in the main body of the report.

## 7. Financial, Staffing, Equal Opportunities, Environmental, Community Safety, Public Health, Customer Services Centre, Communications & Website, Risk Management and Health & Safety Implications

7.1 None specific.

Report prepared by: Joanne Wagstaffe, Chief Executive Officer

**Appendix A** – political proportionality of committees

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**2025/26**
**Current Composition - May 2025**

| Political Party | Conservative | Green | Labour | Lib Dem | Independent G | Independent | Total |
|---|---|---|---|---|---|---|---|
| Council Composition (Groups) | **12** | **3** | **3** | **19** | **2** | **0** | **39** |
| Proportional Allocation * | 30.77% | 7.69% | 7.69% | 48.72% | 5.13% | 0.00% | **100.00%** |

| Committee | Seats Available | Conservative | Green | Labour | Lib Dem | Independent G | Independent | Total |
|---|---|---|---|---|---|---|---|---|
| **Council Tax Setting Committee** | **7** | 2 | 1 | 1 | 3 | 0 | 0 | 7 |
| **Planning Committee** | **11** | 4 | 1 | 1 | 5 | 0 | 0 | 11 |
| **Regulatory Services Committee** | **9** | 3 | 1 | 1 | 4 | 0 | 0 | 9 |
| **Licensing Committee** | **9** | 3 | 1 | 1 | 4 | 0 | 0 | 9 |
| **Policy and Resources Committee** | **13** | 4 | 1 | 1 | 6 | 1 | 0 | 12 |
| **Climate Change and Leisure Committee** | **9** | 3 | 1 | 1 | 4 | 0 | 0 | 9 |
| **General Public Services and Public Engagement** | **9** | 3 | 1 | 1 | 4 | 0 | 0 | 9 |
| **Audit Committee** | **9** | 3 | 1 | 1 | 4 | 0 | 0 | 9 |
| **TOTAL** | **76** | **25** | **8** | **8** | **34** | **1** | **0** | **75** |
| | | **33%** | **11%** | **11%** | **45%** | **1%** | **0%** | **99%** |

**2025/26**
**New Composition October 2025/26**

| Political Party | Conservative | Green | Labour | Lib Dem | Independent G | Independent | Total |
|---|---|---|---|---|---|---|---|
| Council Composition (Groups) | **11** | **3** | **3** | **19** | **2** | **1** | **39** |
| Proportional Allocation * | 28.21% | 7.69% | 7.69% | 48.72% | 5.13% | 2.56% | **100.00%** |

| *New - Proposed (decimal place)* | Seats Available | Conservative | Green | Labour | Lib Dem | Independent G | Independent | Total |
|---|---|---|---|---|---|---|---|---|
| Council Tax Setting Committee | 7 | 1.97 | 0.54 | 0.54 | 3.41 | 0.36 | 0.18 | 7 |
| Planning Committee | 11 | 3.10 | 0.85 | 0.85 | 5.36 | 0.56 | 0.28 | 11 |
| Regulatory Services Committee | 9 | 2.54 | 0.69 | 0.69 | 4.38 | 0.46 | 0.23 | 9 |
| Licensing Committee | 9 | 2.54 | 0.69 | 0.69 | 4.38 | 0.46 | 0.23 | 9 |
| Policy and Resources Committee | 13 | 3.67 | 1.00 | 1.00 | 6.33 | 0.67 | 0.33 | 13 |
| Climate Change and Leisure Committee | 9 | 2.54 | 0.69 | 0.69 | 4.38 | 0.46 | 0.23 | 9 |
| General Public Services and Public Engagement | 9 | 2.54 | 0.69 | 0.69 | 4.38 | 0.46 | 0.23 | 9 |
| Audit Committee | 9 | 2.54 | 0.69 | 0.69 | 4.38 | 0.46 | 0.23 | 9 |
| **TOTAL** | **76** | **21.44** | **5.85** | **5.85** | **37.03** | **3.90** | **1.95** | **76** |

| Committee | Seats Available | Conservative | Green | Labour | Lib Dem | Independent G | Independent | Total |
|---|---|---|---|---|---|---|---|---|
| **Council Tax Setting Committee** | **7** | 2 | 1 | 1 | 3 | 0 | 0 | **7** |
| **Planning Committee** | **11** | 4 | 1 | 1 | 5 | 0 | 0 | **11** |
| **Regulatory Services Committee** | **9** | 3 | 1 | 1 | 4 | 0 | 0 | **9** |
| **Licensing Committee** | **9** | 3 | 1 | 1 | 4 | 0 | 0 | **9** |
| **Policy and Resources Committee** | **13** | 4 | 1 | 1 | 6 | 1 | 0 | **13** |
| **Climate Change and Leisure Committee** | **9** | 3 | 1 | 1 | 4 | 0 | 0 | **9** |
| **General Public Services and Public Engagement** | **9** | 3 | 1 | 1 | 4 | 0 | 0 | **9** |
| **Audit Committee** | **9** | 2 | 1 | 1 | 4 | 0 | 1 | **9** |
| **TOTAL** | **76** | **24** | **8** | **8** | **34** | **1** | **1** | **76** |
| **Percentage** | | **32%** | **11%** | **11%** | **45%** | **1%** | **1%** | **100%** |

0

| Difference (New to Current) | Seats Available | Conservative | Green | Labour | Lib Dem | Independent G | Independent | Total |
|---|---|---|---|---|---|---|---|---|
| **Council Tax Setting Committee** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| **Planning Committee** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| **Regulatory Services Committee** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| **Licensing Committee** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| **Policy and Resources Committee** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| **Climate Change and Leisure Committee** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| **General Public Services and Public Engagement** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| **Audit Committee** | **0** | **-1** | **0** | **0** | **0** | **0** | **1** | **0** |
| **TOTAL** | **0** | **-1** | **0** | **0** | **0** | **0** | **1** | **0** |

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# Full Council Report

09/12/2025



THREE RIVERS DISTRICT COUNCIL

**Full Council**
**9th December 2025**

PART I

**Sarratt Neighbourhood Development Plan: Result of Referendum**

**(DoF)**

## 1 Summary

1.1 The purpose of this report is following a positive referendum result, to enable Full Council to 'make' the Sarratt Neighbourhood Development Plan (SNDP) part of the Development Plan for Three Rivers District Council in accordance with Regulation 19 of the Neighbourhood Planning (General) Regulations 2012. In this context 'make' refers to adopting the Neighbourhood Development Plan.

## 2 Recommendation

2.1 That:

- Full Council acknowledges the results of the referendum where 96.7% voted YES to the question 'Do you want Three Rivers District Council to use the Neighbourhood Plan for Sarratt to help it decide planning applications in the neighbourhood area?'

- Full Council make the Sarratt Neighbourhood Development Plan in accordance with Section 38A(4)(a) of the Planning and Compulsory Purchase Act 2004

Report prepared by: Aaron Roberts, Senior Planning Policy Officer

## 3 Details

3.1 Neighbourhood planning was introduced through the Localism Act 2011. New powers allowed qualifying bodies (Parish, Community or Town Councils) to produce Neighbourhood Development Plans (NDP). NDPs allow communities to set planning policies for their area.

3.2 Once adopted, NDPs become part of the development plan for the district and they must be considered when planning decisions are made, along with the Local Plan and national planning policy.

3.3 NDPs must be examined by a suitably qualified independent person, appointed by the council and agreed by the qualifying body (Parish/Community Council). Neighbourhood plans must also pass a referendum of local voters by a simple majority. If a plan passes referendum, the council must 'make' (adopt) it, unless it breaches EU[1] obligations or human rights legislation.

3.4 The SNDP has been produced by Sarratt Parish Council in conjunction with the local community. The Plan does not seek to allocate sites for housing but provides policies which are to be considered in the determination of planning applications for development within the Sarratt Neighbourhood Plan Area.

[1] Substituted by the Environmental Assessments and Miscellaneous Planning (Amendment) (EU Exit) Regulations 2018/1232 which came into force on 31 December 2020

3.5 In September 2025 the Policy & Resources Committee resolved to agree that modifications to the SNDP be made in accordance with the Examiner's Report and that the modified Sarratt Neighbourhood Development Plan (Appendix 1) proceed to referendum.

3.6 The SNDP referendum took place on 6 November 2025. Voters were asked 'Do you want Three Rivers District Council to use the Neighbourhood Plan for Sarratt to help it decide planning applications in the neighbourhood area?' Voters were given the opportunity to vote 'Yes' or 'No'.

3.7 The results were as follows:

| | Votes Recorded | Percentage |
|---|---|---|
| **Number of votes cast as Yes** | 666 | 96.7% |
| **Number of votes cast as No** | 23 | 3.3% |

3.8 The electorate was 1494, total votes cast was 689. The turnout was 46.1%.

3.9 The Declaration of Result can be found at Appendix 2.

3.10 As seen above the percentage of "yes" votes was very high and the turnout of 46.1% was high for a neighbourhood plan referendum.

3.11 In terms of next steps, the legislation[2] and regulations[3] require that were more than 50% of those voting in the referendum vote 'yes', then the council is required to 'make' the Plan within 8 weeks. The SNDP would then form part of the statutory Development Plan for the area. In this context 'make' refers to adopting the Neighbourhood Development Plan.

3.12 The Plan has been screened for Strategic Environmental Assessment (SEA) and the Screening Opinion was that SEA is not required. Officers are satisfied that the making of the SNDP does not breach any EU obligations or the European Convention on Human Rights, as enacted in the Human Rights Act 1998.

3.13 Officers recommend that the SNDP should therefore be 'made'.

3.14 It must be noted that given more than half of those who voted in the referendum have voted in favour of the Neighbourhood Plan, significant weight can be given to the plan in Decision Making, even before it is officially 'made' by Full Council.

## 4 Options and Reasons for Recommendations

4.1 The SNDP has been independently examined and has been found to meet the Basic Conditions. The SNDP has been endorsed by the community at referendum and otherwise complies with all the legal requirements of Plan production. It is considered that the SNDP meets European legislation and is compatible with the European Convention on Human Rights within the meaning of the Human Rights Act 1998. The council has therefore no option but to comply

[2] Section 34A(4) of the Planning and Compulsory Purchase Act 2004
[3] Neighbourhood Planning (General) Regulations 2012

with the legislation and proceed the Sarratt Neighbourhood Development Plan to be 'made'.

## 5 Policy/Budget Reference and Implications

5.1 The recommendations in this report are within the Council's agreed policy and budgets.

## 6 Financial Implications

6.1 Producing an NDP allows Parish and Town Councils to increase the amount of Community Infrastructure Levy (CIL) funds they receive from developments within their area from 15% to 25%.

## 7 Legal Implications

7.1 Not choosing to 'make' the plan could leave the council vulnerable to legal challenge.

## 8 Environmental Implications

8.1 Part of the role of the Independent Examiner is to consider whether the neighbourhood plan would breach, or otherwise be incompatible with retained European Union obligations[4]. The Examiner was satisfied that the neighbourhood plan meets this requirement.

## 9 Communications and Website Implications

9.1 All the documents relating to the referendum of the Sarratt Neighbourhood Development Plan are available on the council's website.

## 10 Equal Opportunities, Staffing, Environmental, Community Safety, Public Health, Customer Services Centre Implications

10.1 None specific.

## 11 Risk and Health & Safety Implications

11.1 The council has agreed its risk management strategy which can be found on the website at http://www.threerivers.gov.uk. In addition, the risks of the proposals in the report have also been assessed against the Council's duties under Health and Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.

11.2 The subject of this report is covered by the Planning Policy and Conservation service plan. Any risks resulting from this report will be included in the risk register and, if necessary, managed within this plan.

[4] Substituted by the Environmental Assessments and Miscellaneous Planning (Amendment) (EU Exit) Regulations 2018/1232 which came into force on 31 December 2020

| Nature of Risk | Consequence | Suggested Control Measures | Response *(tolerate, treat terminate, transfer)* | Risk Rating *(combination of likelihood and impact)* |
|---|---|---|---|---|
| If the Council decides not to proceed the SNDP to be 'made' it may result in a legal challenge | Legal costs | Agree to 'make' the NDP | Tolerate | 6 |

11.3 The above risks are scored using the matrix below. The Council has determined its aversion to risk and is prepared to tolerate risks where the combination of impact and likelihood scores 6 or less.

| Likelihood | | | | |
|---|---|---|---|---|
| Very Likely | Low 4 | High 8 | Very High 12 | Very High 16 |
| | Low 3 | Medium 6 | High 9 | Very High 12 |
| | Low 2 | Low 4 | Medium 6 | High 8 |
| Remote | Low 1 | Low 2 | Low 3 | Low 4 |
| | Impact | | | |
| | Low ----------▶ | | | Unacceptable |

| Impact Score | Likelihood Score |
|---|---|
| 4 (Catastrophic) | 4 (Very Likely (≥80%)) |
| 3 (Critical) | 3 (Likely (21-79%)) |
| 2 (Significant) | 2 (Unlikely (6-20%)) |
| 1 (Marginal) | 1 (Remote (≤5%)) |

11.4 In the officers' opinion none of the new risks above, were they to come about, would seriously prejudice the achievement of the Strategic Plan and are therefore operational risks. The effectiveness of the management of operational risks is reviewed by the Audit Committee annually.

**Background Papers**

Town and Country Planning Act 1990 (as amended)

Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011)

Community Infrastructure Levy Regulations 2010 (as amended)

Neighbourhood Planning (General) Regulations 2012 (as amended)

The Neighbourhood Planning (Referendums) Regulations 2012

National Planning Policy Framework (December 2024)

Planning Practice Guidance

Sarratt Neighbourhood Development Plan and supporting documents

Sarratt Neighbourhood Development Plan Independent Examiner's Report

**APPENDICES**

**Appendix 1:** Sarratt Neighbourhood Development Plan (Referendum Version)

**Appendix 2:** Declaration of Result

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# SARRATT PARISH NEIGHBOURHOOD PLAN

## 2024-2039

**John Carter**

John passed away on 17 November 2023. He was the Chairperson of the Neighbourhood Plan Working Committee from its inception, through the public and statutory consultation processes to the preparation of the final document.

The Neighbourhood Plan is dedicated to his memory.

## Quick Reference


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SARRATT
COMMUNITY
POST OFFICE STORES

## FOREWORD

The residents of the parish of Sarratt take immense pride in the area they live in – the unique history and character and the inclusive and vibrant community spirit that enables our area to thrive. To preserve and build on this legacy for future generations, they have developed this Neighbourhood Plan.

The Neighbourhood Plan expresses the development policies of the village to 2036 and beyond, collectively defined by its residents. The Sarratt Neighbourhood Plan Working Group has led the process of drawing up this plan with community members. Key stages of development have been a first public consultation in September 2021 together with presentation to Three Rivers District Council (TRDC). The plan was then amended taking account of the various comments and suggestions and a second public consultation held in August/September 2022. A final draft of the plan is due to be provided to TRDC and will form the basis of a final public consultation prior to going to a referendum in 2023.

In drawing up this document, the Sarratt Neighbourhood Plan Working Group consulted extensively with national and local agencies, including Three Rivers District Council (TRDC) and many special interest groups in the parish. Work was undertaken within the national legislative and regulatory framework, including the Localism Act 2011 and the Neighbourhood Planning (General) Regulations 2012.

I should like to thank all those who have helped to compile the plan.

**John Carter**
**Chairperson**
**Sarratt Neighbourhood Plan Working Group**

The Sarratt Parish Neighbourhood Plan Working Group:
Clare Bennett, Tony Bond, John Carter, Lee Gilmour, Will Hobhouse, and Anthony Soothill

Typesetting, Layout, and Website: Michael Edmund

# INTRODUCTION

Sarratt Neighbourhood Area

N

Contains OS data © Crown Copyright and database right 2022
Ordnance Survey 100018686

1:15,500

## WHY DEVELOP A NEIGHBOURHOOD PLAN FOR SARRATT?

At the end of 2018, Sarratt Parish Council decided that in anticipation of the Local Planning Authority (Three Rivers District Council) issuing a New Local Plan to address housing development targets set by central government, Sarratt would benefit from a Neighbourhood Plan, as provided for in the Localism Act 2012.

Whilst the parish of Sarratt is entirely Green Belt, whose aim is to prevent urban sprawl (with 5% included within the Chilterns National Landscape), TRDC's New Local Plan will provide the means to move or lift Green Belt boundaries.

The Localism Act 2011 gives communities the legal right to prepare a Neighbourhood Plan that will set out policies to direct development and the use of land in a neighbourhood plan area.

This decision enabled Sarratt to benefit from the provisions of the National Planning Policy Framework, which allows communities to use Neighbourhood Plans to set out more detailed policies for specific area (para.28), and to:"*...develop a shared vision for their area...and help deliver the sustainable development...*" (para.29);

This plan does not address how much development there should be – that is for others to decide. It sets out policies that will help ensure that future development protects the rural nature and historic feel of the core hamlets and villages ***and*** meets local needs, so that the parish remains a vibrant community. Most importantly, whilst it does not provide a right of veto, it is a legal requirement that the Local Planning Authority (TRDC) MUST consider the policies within relevant Neighbourhood Plans when making a determination on planning applications. Therefore, having a Neighbourhood Plan is one of the best ways of preventing inappropriate development in our parish. All neighbourhood plan documents are available from the website: *sarrattneighbourhoodplan.org*

## WHAT WAS THE PROCESS FOR DEVELOPING THE NEIGHBOURHOOD PLAN?

In 2018 Sarratt Parish Council resolved that the Neighbourhood Plan, in line with best practice, should be community-led. The Parish Council asked residents to volunteer to help develop a Neighbourhood Plan and a Neighbourhood Plan Working Group was formed from volunteers in 2018 with an independent Chairperson. Experienced consultants (Bell Cornwell) were engaged to support the work of the lay Neighbourhood Plan Working Group and specialists AECOM were engaged to produce specific reports. These include the Sarratt Design Code that has already been adopted by Sarratt Parish Council. After some delays due to Coronavirus restrictions in 2020 and the first half of 2021, a public consultation was scheduled in September 2021, to canvass the views of residents on the draft Neighbourhood Plan.

Following a review of the public consultation, an initial draft of the Neighbourhood Plan was submitted to TRDC for review. After further consultation, the plan will be finalised and sent to TRDC for approval prior to a conducting a public referendum before it is formally adopted, before TRDC's New Local Plan, expected in 2026.

## WHAT ARE THE ESSENTIAL ELEMENTS OF THE NEIGHBOURHOOD PLAN?

As set out in section 2.3 of the Basic Conditions Statement, an early key decision during the consultation process was that the plan should be future-proofed. As such, it is principles-based and does not address specific sites that may be considered for development, either now or in the future. Therefore, it does not include (or exclude) recommendations regarding sites for development; and hence there is no associated map in the SNP.

In brief the plan includes an introduction to the area, an overview of the process of producing and ratifying the overall plan, a list of policies and references to the Housing Needs Assessment and Sarratt Design Code produced by AECOM.

# THE PLAN PROCESS

**Stage 1**

**Gather Baseline Information**

Review relevant policies and plans

Three Rivers Settlement Appraisal

TRDC Local Plan Sustainability Appraisal working note

2018 Parish Plan

**Stage 2**

**Early stage public consultation and independent evidence**

Fact finding questionnaire sent to a cross section of Parish organisations and business, key stakeholders

Attendance at the Sarratt Freshers Fair

AECOM Housing Needs Assessment

AECOM Design Code

**Stage 3**

**Develop Neighbourhood Plan Objectives**

Use information gathered in steps 1 and 2 to draw down a list of issues identified and amend draft plan appropriately

Formulate objectives for the Neighbourhood Plan

**Stage 4**

**Develop List of Policies**

Formulate policies that will deliver Plan objectives

**Stage 5**

**Mid-stage public consultation**

Consultation Forums to evaluate legitimacy of Plan's objectives and policies

Revise Plan based on feedback from consultations

Make revised Plan publicly available for 6 weeks as pre submission consultation in compliance with Regulation 14

**Stage 6**

**Submit draft Plan to TRDC**

The Plan will be submitted to TRDC, who will carry out a 6-week public consultation (Regulation 16). Following this, an independent Examiner will be appointed to carry out an independent examination of the Plan

Examiners Report received

**Stage 7**

**Referendum**

**Stage 8**

**Adoption of the Plan**

# PARISH OVERVIEW

# PARISH OVERVIEW

Sarratt is a village and a civil parish in Three Rivers District, Hertfordshire, England. It is situated 4 miles (6.4 km) north of Rickmansworth on high ground near the county boundary with Buckinghamshire. The chalk stream, the River Chess, rising just north of Chesham in the Chiltern Hills, passes through Sarratt Bottom in the valley to the west of the village to join the River Colne in Rickmansworth.

The village is much loved by residents and is located within the Chilterns National Landscape. Evidence of human habitation and cultivation go back over 4,000 years and include Roman occupation.

It is suggested that a village existed in the 8th century, but written confirmation of a village/parish community does not come until the building of Holy Cross Church around 1190. It is likely that this replaced a previous Saxon place of worship. Until the 18th century Sarratt was a hamlet, a cluster of properties surrounding the church, nearly a mile from the hamlet of Sarratt Green. The latter began to expand during the 17th century and eventually the name of Sarratt was applied to the whole, by which time very little of the development around the church had survived. Farming was the only trade in the village throughout this time and the population would have comprised a small number of the gentry and agricultural workers.

The population of Sarratt Parish in 1831 was about 450, rising to 654 in 1871. This reflects a surge in shops and trades that grew around the Green along with some new housing. The 20th century saw the first significant (by Sarratt standards) housing expansion. Several council house developments were completed between the World Wars and after 1945. Flats in Downer Drive, The Briars and Caroon Drive were built in the 1970s and the Wards Nurseries site was developed in 2005.

Today, the population is around 2,600, including the hamlets of Belsize, Chandlers Cross, Commonwood and parts of Bucks Hill. Sarratt is located in the Green Belt of Hertfordshire and as such is protected by policies related to this. It includes part of the Chilterns National Landscape, Sites of Special Scientific Interest (SSSI), two Conservation Areas; and the Green in Sarratt has 25 Grade II listed buildings.

*Water Pump, Sarratt Village Green*

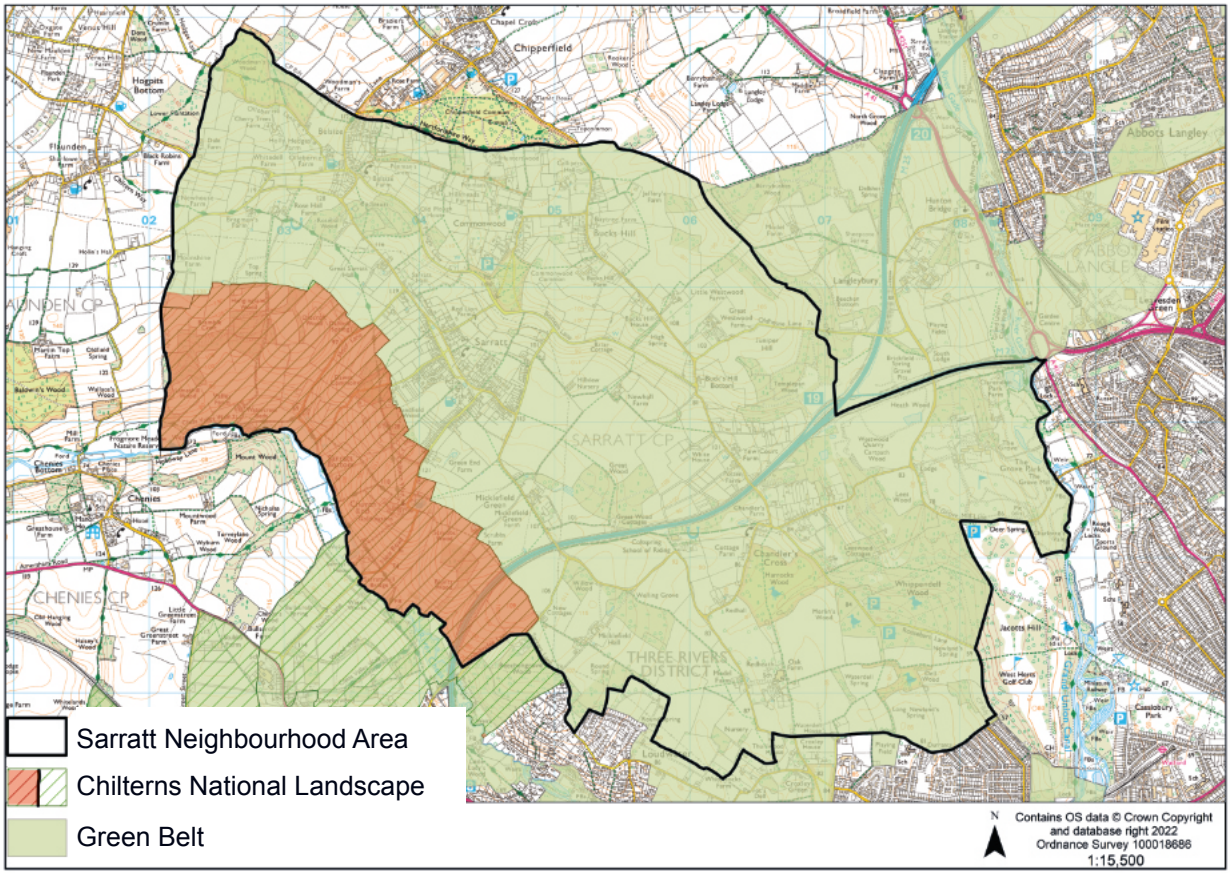
## Green Belt

100% of the Parish is currently in the Green Belt which gives Sarratt much of its green open character and local distinctiveness. The Government gives great importance to Green Belts, which were put in place to prevent urban sprawl by keeping land permanently open. This means that the construction of new buildings is inappropriate apart from the exceptions set out within the NPPF. These exceptions include limited infilling in villages, limited affordable housing for local community needs and, in some cases, limited infilling or redevelopment of previously developed land. These exceptions are consistent with the approach to development that is set out in this Neighbourhood Plan.

## Chilterns National Landscape

Sarratt Parish is located on the eastern edge of the Chilterns National Landscape. Whilst only a relatively small proportion of the wider neighbourhood plan area falls within the National Landscape, a large proportion of the west (particularly south-west) of the plan area is situated within the National Landscape. National Landscapes, formerly Areas of Outstanding Natural Beauty (AONBs)*, are legally designated areas recognised for their exceptional natural beauty under the National Parks and Access to the Countryside Act 1949 and Countryside and Rights of Way Act 2000.

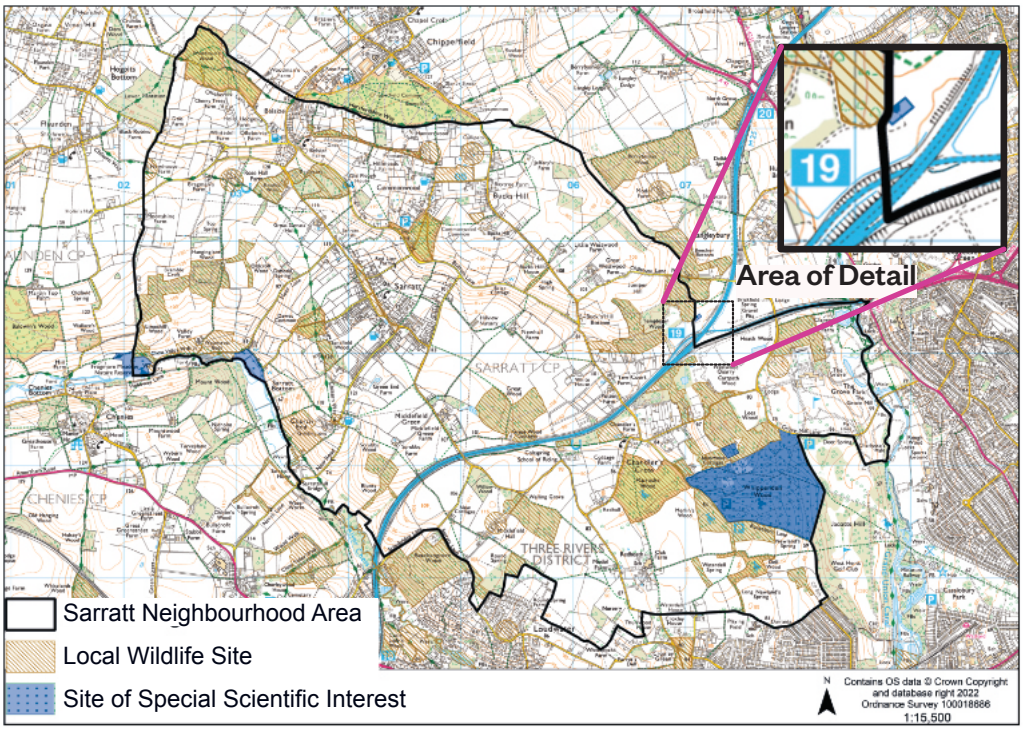
There are several features which contribute to the Chilterns National Landscape's natural beauty, including chalk streams, a chalk escarpment, chalk grassland, extensive woodland and common land with a comprehensive rights of way network, together with distinctive buildings, including those associated with its industrial heritage, and sites of archaeological significance. Full details of the National Landscape's special features and how they should be managed and protected are established within the Management Plan published by the Chilterns National Landscape: https://www.chilterns.org.uk/what-we- do/future-proofing-the-chilterns/management-plan/.




* NOTE Some third party documents refer to AONBs if produced prior to the name change

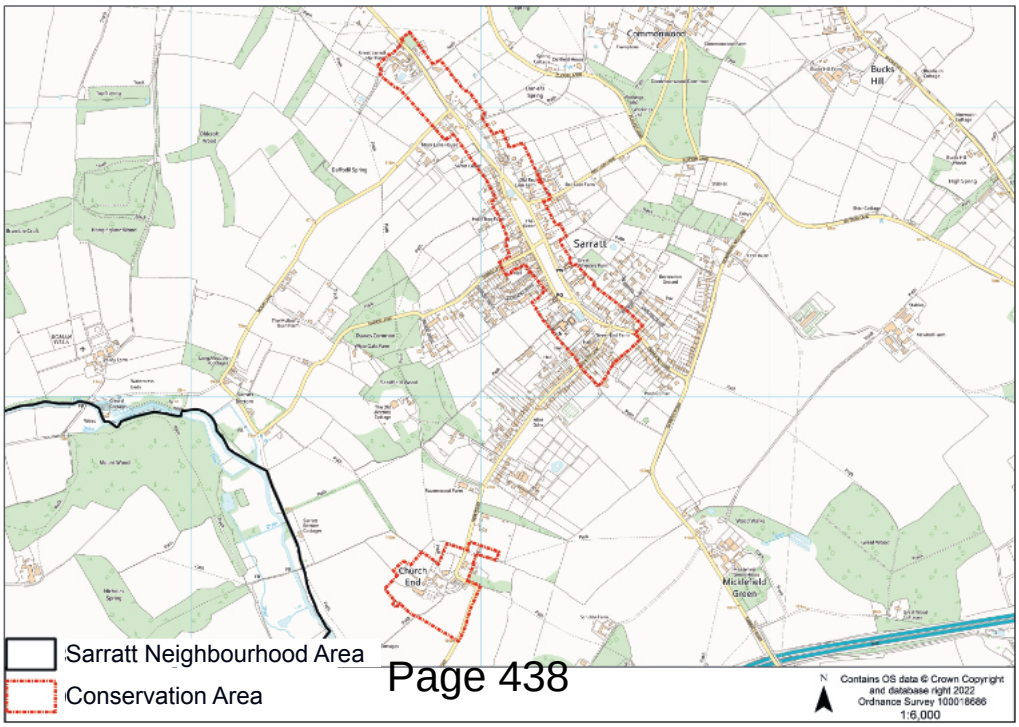
## SSSI

Natural England selects sites that have features of special interest, such as its wildlife, geology or landform. These are then protected from any development and it is an offence to deliberately or recklessly damage the special features of an SSSI.




## Conservation Areas

We have two Conservation Areas in Sarratt. Residents and businesses in a conservation area may need permission from the Local Planning Authority before making alterations such as cladding, inserting windows, installing satellite dishes and solar panels, adding conservatories or other extensions, laying paving or building walls. Demolition of a building within a conservation area will usually require planning permission: it is now a criminal offence to carry out demolition in a conservation area without planning permission.

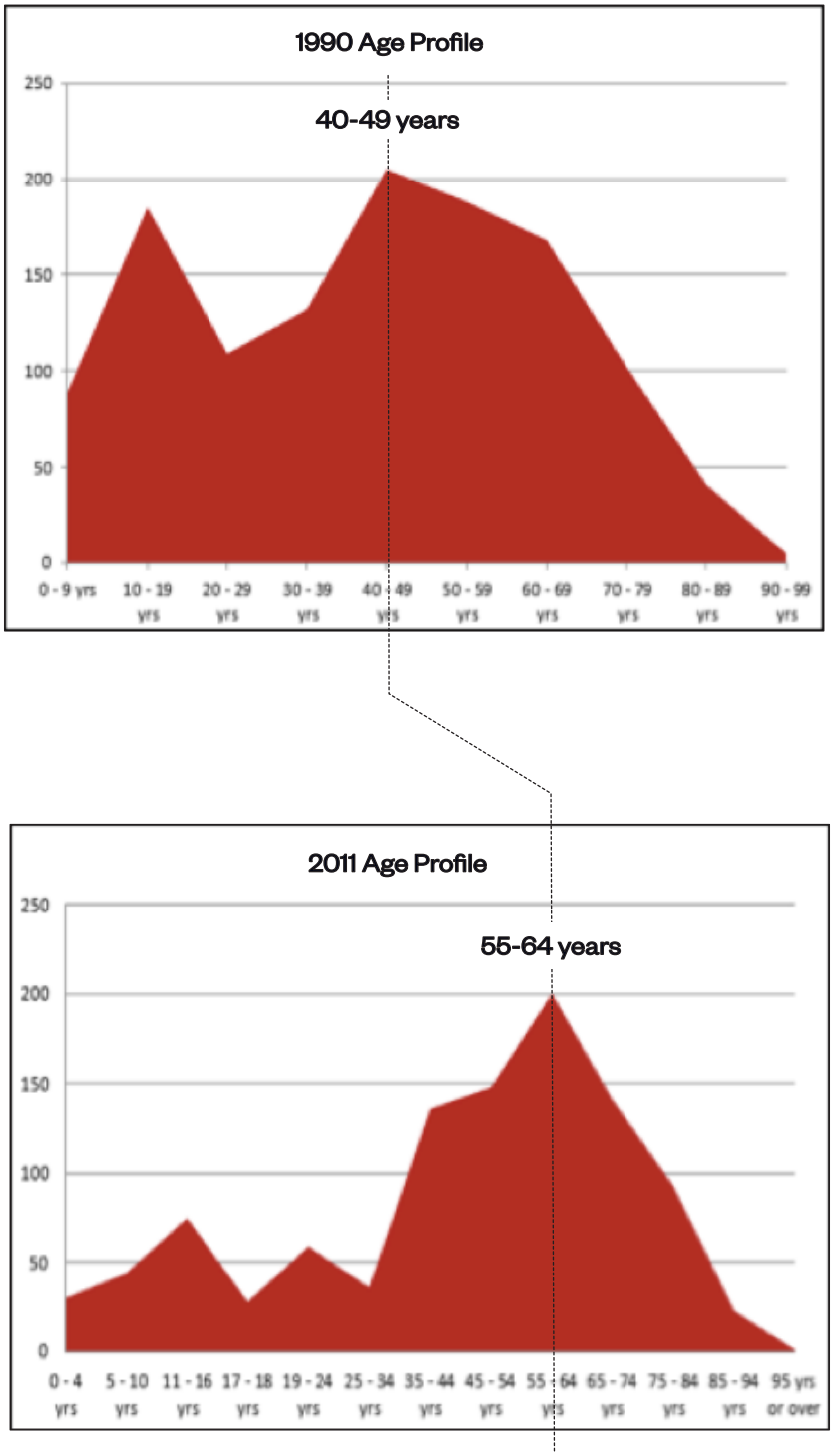


**Demographics**

The 2012 Parish Plan Survey showed a population of the the parish unsurprisingly heavily skewed towards Sarratt with 60% of the total; the only other area with over 10% of the population is Belsize with 12%. 55% of residents have lived in the Parish for more than 50 years and a further 26% for 6 -15 years.

Given this continuity of residence, it is unsurprising that the age distribution across the Parish in the decade to the last Census figures has moved significantly up.

It is now a Parish with a predominantly older population.



### Housing Stock

The Housing Needs Assessment produced by AECOM shows that the proportion of detached homes is more than double that of Three Rivers or the national average, while all other dwelling types exist at correspondingly lower proportions. For example, the proportion of flats in Sarratt is less than one-third that in Three Rivers. Strongly linked to this finding is the fact that Sarratt has generally larger dwellings than Three Rivers, with a greater proportions of all size categories above six rooms, and lower proportions of all smaller dwelling sizes.

**Proportions of Housing Types in Sarratt, Three Rivers, and in England**

*Source:ONS 2011 Census, AECOM calculations*

| Dwelling Type | Sarratt | Three Rivers | England |
|---|---|---|---|
| House or bungalow | | | |
| Detached | 57.8% | 26.3% | 22.4% |
| Semi-detached | 19.3% | 35.0% | 31.2% |
| Terraced | 14.1% | 19.1% | 24.5% |
| Flat or maisonette | | | |
| Purpose-built block of flats | 4.3% | 16.7% | 16.4% |
| Part of a converted or shared house | 1.3% | 3.8% | 3.8% |
| In commercial building | 0.8% | 1.0% | 1.0% |

### Community

The Parish has a rich and diverse set of community activities, with more than 50 clubs and events, societies or activities.

Two organisations typify the strong community spirit in the Parish: Sarratt Care is a highly unusual volunteer organisation, providing such services as transport for hospital appointments, meals on wheels and a luncheon club for the whole Parish. Sarratt Spotlight is a Parish magazine funded by the Church that has become the go-to source of news and information on what's happening in the Parish.

**The following Community Activities have been identified:**

Allotments

Beavers/Cubs/Scouts/Explorers

Bell Ringers

Book Clubs

Bowls Club

Bridge Club

Brownies

Church Home Group

Days Almshouse Charity

Football Club

Friends of Holy Cross

Grey Knights

Horticultural Society

Local History Society

Neighbourhood Watch

Pony Club

Residents Associations:

*Belsize; Chandlers Cross/Bucks Hill/Penmans Green/ Commonwood*

Royal British Legion (Sarratt Branch)

Sarratt C of E School

Sarratt Care

Sarratt Community Garden

Sarratt Evening WI

Sarratt Parents Association

Sarratt Rebels (youth football)

Sarratt Singers

Sarratt WI

Spotlight

Sunrise & Sunset Club

Sustainable Sarratt

Tennis Club

U3A

Wildlife Volunteers

Youth Club

**Community Events**

Antique Fairs

Apple Festival

Firework Display

Boxing Day Vintage Car Rally

Flower Festival

Friendship Club

Grapevine Movies

May Fair

Sarratt Festival of Music

Sunday Markets

Horticultural Shows

Pantomime (SPLAT)

Sarratt Freshers Fair (biennial)

Village Day (biennial)

Village Picnic

CHIPPERFIELD 2
BOVINGDON 3

# BRIEFS

# OBJECTIVES

*These objectives are drawn from the findings of the community engagement and evidence gathering process outlined Section 2 above. They are organised into three broad themes of Economic, Social and Environmental Impact.*

| OBJECTIVE | ACTION | ASSOCIATED POLICIES |
|---|---|---|
| **ECONOMIC** | | |
| Maintain the viability of the businesses and services that are key to the area:<br>• Village Shop<br>• Pubs<br>• Garage<br>• Doctors' surgery<br>• Bus service<br>• School<br>• Church<br>• Village Hall | Ensure any property development in the parish consists of a mix of properties that best meets the housing needs of the community, promoting a thriving and balanced population that will maintain the viability of these businesses and services. | 1, 4, 10 |
| **SOCIAL** | | |
| Ensure that community spirit is supported and enhanced. | Protect sites important for community interaction, such as village hall, church, playing fields. | 8, 9 |
| | If the community grows, ensure there is adequate provision of facilities for community interaction. | 1 |
| Develop a housing stock that meets the needs of all demographics with in the community. | Ensure new developments consist of a mix of housing that promotes a thriving, balanced population. | 1, 4, 5 |
| **ENVIRONMENTAL** | | |
| Maintain the rural nature of the village and conserve its important historical and environmental features. | Protect key historical assets:<br>• Church<br>• ancient settlements<br>• conservation areas<br>• listed buildings | 3 |
| | Protect environmental assets:<br>• Chilterns National Landscape.<br>• 4 SSSIs<br>• 4 county wildlife sites | 6, 7, 11 |
| | Protect distinctive nature of parish settlements | 1, 2, 3 |
| Wherever possible, reduce the community's contribution to climate change | Promote the use of environmentally-friendly building materials and building design. | 2, 12 |
| | Promote the use of renewable forms of energy. | 12 |
| Preserve the character of the settlements within the parish. | Ensure where development occurs it is of a quality and design that enhances the local environment and is in keeping with local design features. Refer to Design Code (Appendix II) | 1, 2, 7, 11 |
| Keep the impact of any development on traffic in the area to a minimum | Ensure there is adequate provision for parking within any new development and design of roads should be in keeping with others in the area. | 2, 10 |

VILLAGE HALL

POLICIES

## Section 1: Development in Villages and Hamlets

*Context:* The 2018 Parish Plan survey established that residents had a strong preference for protecting the character of the core village of Sarratt and the hamlets of Belsize and Bucks Hill; and for preventing village extensions.

*Sarratt Village Green*

*Properties facing Sarratt Village Green*

## Policy 1: Development in Villages and Hamlets

New development must accord with the principles of sustainable development outlined in the NPPF and TRDC Development Plan. To help achieve this, sustainable development that makes the use of previously developed land will be particularly encouraged.

All new development must:

- respond positively to its local context and
- conserve the historic character of the core village of Sarratt and hamlets of Belsize and Bucks Hill.

Proposals for development on the edge of the village and hamlets will only be supported where they are small scale and meet an identified local need, with priority given to previously developed sites.

All major applications shall be comprehensively planned to prevent piecemeal development, having regard to the timely and coordinated provision of infrastructure, services, open space and facilities made necessary by the development. They shall also be accompanied by a statement of community engagement to detail how the local community has been engaged prior to any planning application being made.

## Section 2: Design Principles

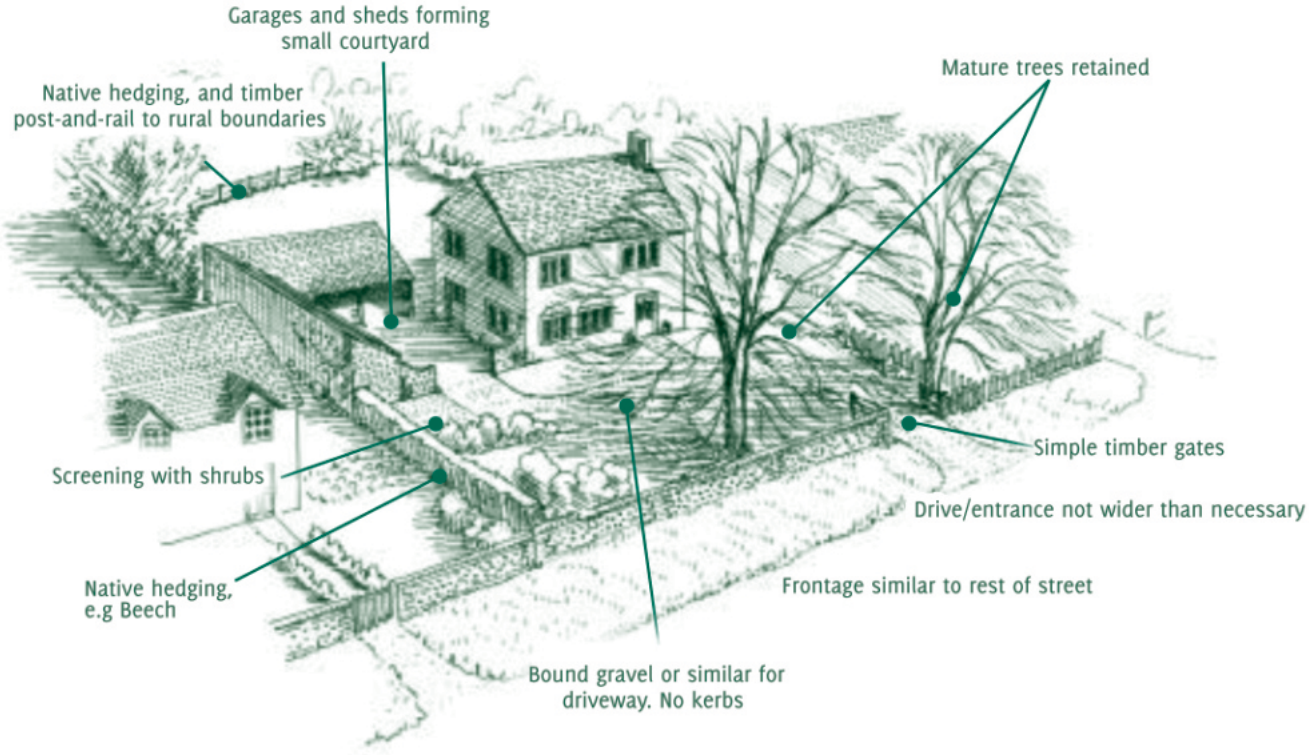
As the Parish overview sets out, Sarratt is a historic village that includes part of the Chilterns National Landscape. In addition, the parish contains four Sites of Special Scientific Interest (SSSI): Sarratt Bottom, Frogmore Meadows, Whippendell Wood, and Westwood Quarry.

There are two conservation areas within the parish, both of which were established in 1969; The Green Conservation Area and Church End Conservation Area. The former encompasses The Green and surrounding properties in the village core, whereas the latter forms a cluster around the Church of Holy Cross to the south-west of the main settlement. There are 93 listed buildings within the parish, most of which are Grade II. The parish also contains many unlisted buildings of architectural interest, and the Green is protected. Some of the most prominent listed buildings and landmarks include:

| | |
|---|---|
| The Church of the Holy Cross (Grade II*) | The Boot public house (Grade II) |
| The Grove (Grade II*) | The Cock Inn public house (Grade II), |
| Sarratt Hall (Grade II) | The pump on the green (Grade II) |

The aim of this policy is to ensure that future developments consider local character and, through design proposals, they further enhance local distinctiveness by creating good quality developments, thriving communities and prosperous places in which to live.

**GOOD PRACTICE**



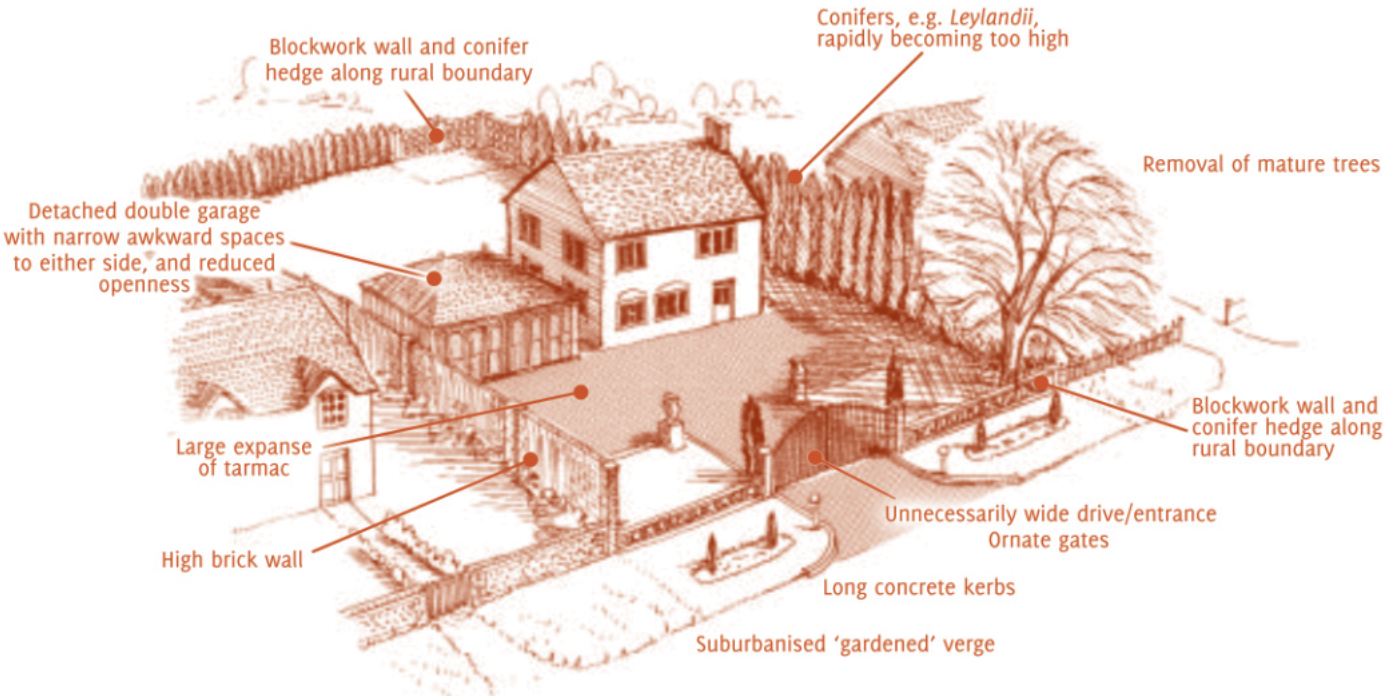

Adapted from the Chilterns Buildings Design Guide

## Policy 2: Design Principles

All development proposals will be required to be of the highest standard of design and take account of the design guidelines in the Sarratt Design Code (January 2020) and any successor document.

It is expected that a proportionate statement will accompany any planning application to demonstrate how the Design Code has been taken into account.

**POOR PRACTICE**



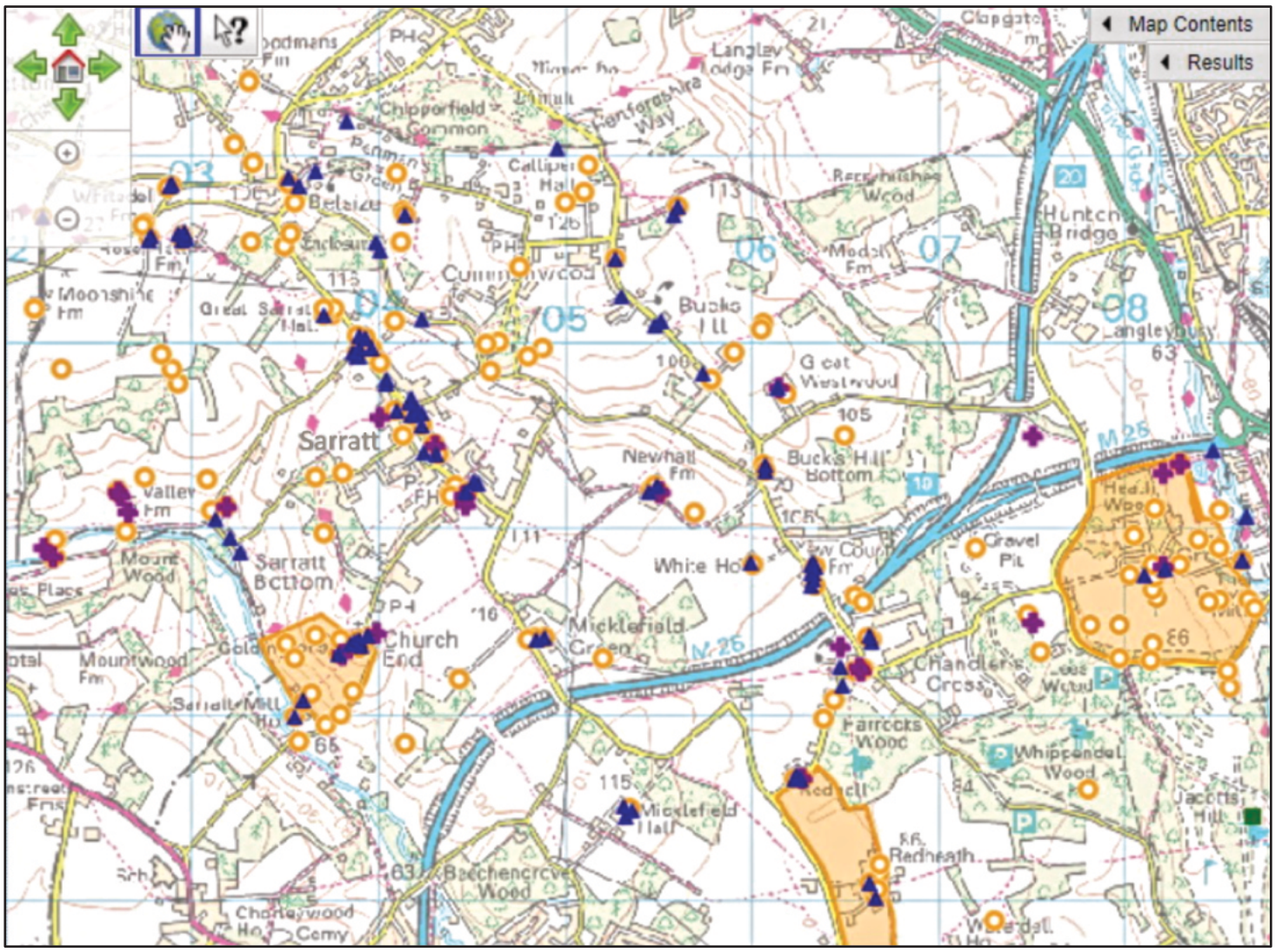

Adapted from the Chilterns Buildings Design Guide

# Section 3: Historic Character

*Context:* Historically, the parish comprised several small medieval hamlets, with Sarratt Green lying centrally in the manor of Sarratt. The settlement is an ancient ribbon development alongside the well preserved green. Sarratt Green had changed very little since the medieval period beyond infilling between existing buildings, until a number of small developments in the 20th century.

The extent of this historic heritage can be seen on this map of Parish assets taken from the national Heritage Gateway record. It emphasises the need to both protect the integrity of these sites and, where appropriate, the viewing corridors of which they are an integral part. Residents were asked during the consultations for their favourite views of the Parish, which were then assessed against a review of the landscape features of the Parish and of the Conservation Area.

The community was asked throughout the consultation process for its input on "important views", which were then considered by the NPWG in the context of both this heritage and of village aspects as a whole, to ensure that they were represented. This was a continuous and iterative process – for example, the output from all previous submissions was included in the second Regulation 14 consultation during the summer of 2022 – thus enabling a process of continued refinement to ensure that the important views were indeed those of the community.




**Legend**

- Listed Building (NHLE)
- Local HER* record points
- Local HER record polygons
- Church Heritage Record (Non Statutory Data)
- NMR Excavation Index

*Historic Environment Record

Sarratt has retained its identity as a village:

- Low-key development and vernacular architecture on a domestic scale
- Mixture of building styles and dates from the 16th century to the present day
- Warm brick nestles next to flint and timber framing
- The rich textures of brick and brick and flint boundary walls
- Presence of boundary walls, railings or hedges provide interest to the street scene
- The Green and associated ponds
- The Conservation areas : The Green and Church End
- The shop, garage, village pubs, community garden, village hall, parish church, primary school and KGV playing fields
- The wide range of societies, clubs and organisations reflecting the interests of a diverse range of inhabitants
- The easy access to the countryside and many footpaths: both ancient rights of way and many permissive paths

Sarratt possesses a range of views across valleys and fields that are intrinsic to the rural character of the Parish and to the setting of its two conservation areas. During the consultations, people were asked about their favourite views, which were matched against a review of the landscape features of the Parish. These views include:

- Views across the Chess valley from the west-facing valley slopes above Sarratt Bottom and northwards towards Latimer
- Views across the Bottom Lane valley to the east of the village
- Extensive views over open fields surrounding the village and between the M25 and Whippendell Woods.
- The Green itself, with an uninterrupted view up and down its spine, and an additional open space at the southern end, bounded by trees on one side.

## Policy 3: Historic Character

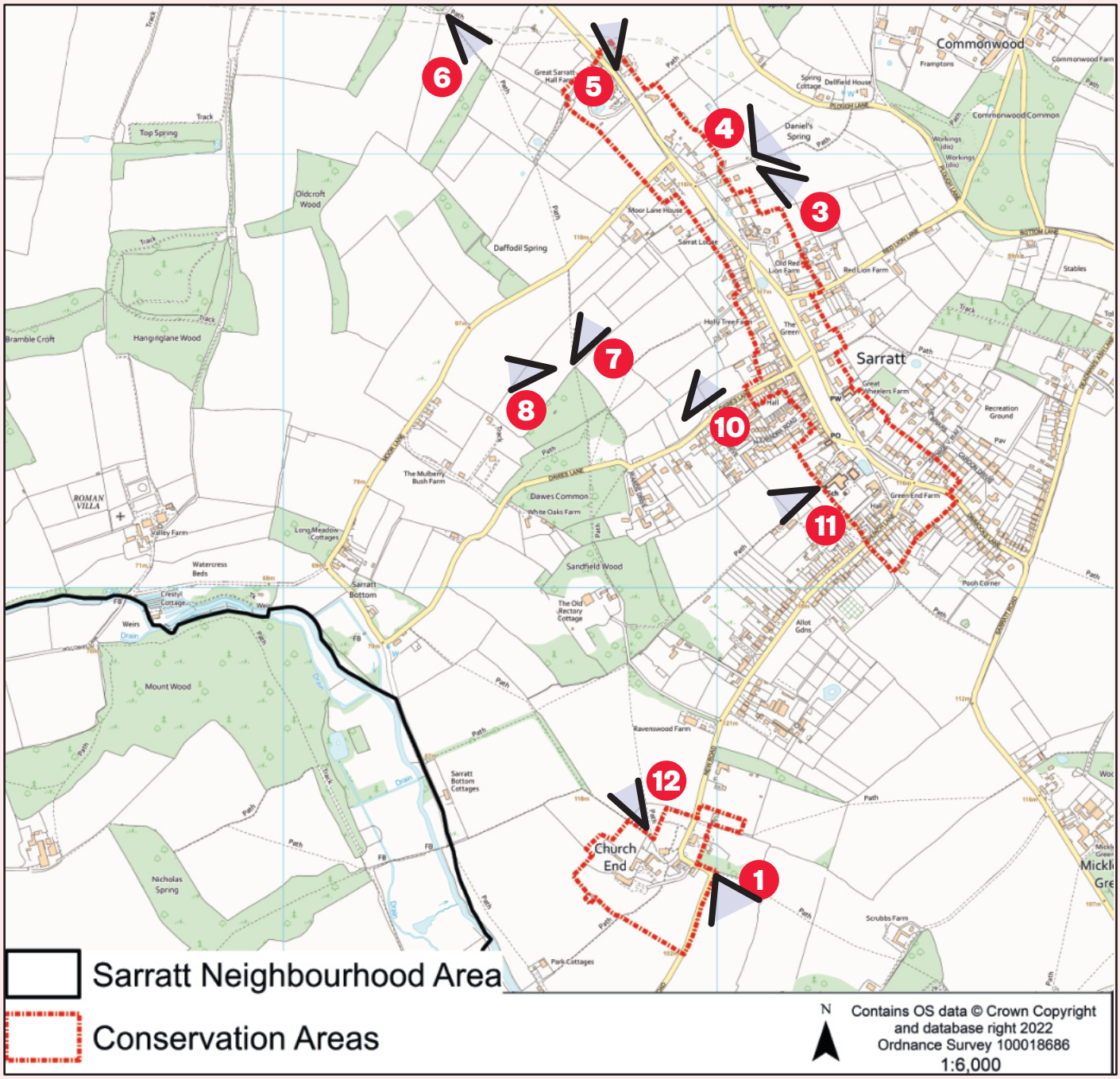
Development proposals within the Green Conservation Area and the Church End Conservation Area, or which affect the settings of either Conservation Area, should conserve or enhance their distinctive character or appearance.

All proposals should take into account the Green, Sarratt Conservation Area Appraisal 1994 and the Church End, Sarratt Conservation Area Appraisal 1994 or any successor documents. In particular, proposals should ensure that the relationship between built structures and open spaces and amount of open space in the Green Conservation Area is conserved as this is a particularly important feature characteristic of this Conservation Area.

Development that adversely affects the key features of the important views in and out of the Conservation Areas identified on Map 3 and described in the Important Views and Local Green Spaces Assessment will not be supported.

## Map 3: Important views

Click on a number to view the corresponding image enlarged online




Map 3

## Policy 3: Important views

1
View from the Church Conservation Area
SE towards the M25

This view is of the Chilterns National Landscape to the south of the Parish. It reinforces the rural openness and separation from surrounding conurbations. It is viewed regularly by many residents and visitors. Any development in this landscape would interrupt this view and its purpose.

3
View towards Chipperfield
from the East Village Conservation Area boundary

This view encompasses ancient farmlands and provides an open separation between the village and the surrounding area. This view is enjoyed by residents and ramblers. Any developments in this landscape would break the rural open setting of the village.

4
View towards Commonwood from the East
Village Conservation Area boundary

This view encompasses ancient woodland and farmland and provides an open separation between the village and the surrounding area. This view is enjoyed by residents and ramblers. Any developments in this landscape would break the rural open setting of the village.

# Policy 3: Important views

5
View from North end of the Village Conservation Area boundary towards Plough and Debardine Woods

This view encompasses ancient farmlands and provides an open separation between the village and the surrounding area. This view is enjoyed by residents and ramblers. Any developments in this landscape would break the rual open setting of the village.

6
View towards Northern end of the Village Conservation Area, with Great Sarratt Hall visible through the trees

This view is part of the historic Chiltern Way and encompasses ancient farmlands and provides an open separation between the village and the surrounding area. This view is enjoyed by residents and ramblers. Any developments in this landscape would break the rural open setting of the village and this recognised significant right of way.

7
View towards the North-West Village Conservation Area boundary

This view is part of the historic Chiltern Way and encompasses ancient farmlands and provides an open separation between the south of the village and the surrounding area. This view is enjoyed by residents and ramblers. Any developments in this landscape would break the rural open setting of the village and this recognised significant right of way.

8
View across the Chess Valley (Chilterns National Landscape)

This view is part of the historic Chiltern Way and encompasses extensive view of Chilterns National Landscape and Chess Valley. This view is enjoyed by residents and ramblers. Any developments in this landscape would break the rural open setting of the village and this recognised significant right of way.

10
View showing the hedge forming
West Village Conservation Area boundary on the lower Green

This view encompasses ancient hedgerow and pasture and provides an open separation between the village and the surrounding area. This view is enjoyed by residents and ramblers. Any developments in this landscape would break the rural open setting of the village.

11
View SE towards Sandfield Wood from
the West Village Conservation Area boundary behind the Village Shop

This view encompasses ancient farmlands and provides an open separation between the village and the surrounding area. This view is enjoyed by residents and ramblers using a very frequently used right of way. Any developments in this landscape would break the rural open setting of the village.

12
Chiltern Way heading North from the Church

This view encompasses ancient farmlands and provides an open separation between the village and the surrounding area. This view is enjoyed by residents and ramblers. Any developments in this landscape would break the rural open setting of the village.

## Section 4: Housing Mix

*Context:* The Housing Needs Assessment (AECOM, Jan 2020) identified an acute shortage of three bed properties in Sarratt that has been caused over the last few decades by owners typically converting 2 or 3 bed bungalows into 4 or 5-bed houses. Specifically, its conclusions state:

> *"142. Seen in the context of Sarratt's comparatively large stock of dwellings, trends towards older households and single occupancy may warrant a Neighbourhood Plan policy intervention to restrict the future supply of larger dwellings to some extent. It may also be the case that the declining number of families in Sarratt is a function of the limited number of dwellings that are both appropriately-sized and affordable to younger families, so it may be beneficial also to encourage the provision of mid-sized housing suitable for this demand segment.*
>
> *143. The results of a life-stage modelling exercise, which looks at the sizes of dwelling occupied by different age groups and projects the growth and decline of those age groups over the Plan period in order to understand what should be built, corroborates this finding. The recommended size mix of new housing focuses on dwellings of three bedrooms (around 50%) and those with one (20%) and two (30%) bedrooms, further suggesting that no further large dwellings are needed."*

Replenishing the 3-bed housing stock as well as building new 1 and 2-bed units will ensure better balance in our housing stock that addresses local needs (including damping spikes in rents for certain property types).

In addition, the need for accessible homes to enable residents to downsize whilst remaining in the community was identified in both the 2018 Parish Plan as well as the Housing Needs Assessment, and self-build as one of the most cost-effective routes to home ownership is to be encouraged.

*Properties facing Sarratt Village Green*

## Policy 4: Housing Mix

### Policy 4.1

Development proposals for all housing types should have a size mix consisting of dwellings of three bedrooms (50%), two bedrooms (30%) and one bedroom (20%) as recommended by the Sarratt Housing Needs Assessment 2020, or as near to this as practical, subject to the available and most up to date evidence of local need.

### Policy 4.2

Development proposals where the provision of bungalows, accessible homes and all types of self-build properties as part of the housing allocation mix above will be looked upon favourably, provided they are 3 bedrooms or fewer, unless a specific identifiable local need can be demonstrated. Permitted development rights shall be removed so as to prevent future development into larger dwellings without planning permission.

# Section 5: Affordable Housing

*Context:* The Housing Needs Assessment identified that social rented homes for those on the lowest incomes are the greatest priority in Sarratt. This backed up the findings from the 2018 Parish Plan survey that indicated housing stock was in short supply and too expensive for family members to be able to stay in Sarratt. A supply of accessible homes for the elderly to be able to downsize and remain in Sarratt was also an important conclusion, which additionally has the benefit of freeing up larger properties and hence a desirable trickle-down effect.

A supply of affordable routes to remain resident in Sarratt through social rental, shared home ownership, First Homes, and accessible homes for the elderly is key to the long-term sustainability of the community.

Whilst TRDC applies an affordable housing requirement to minor sites (with a net gain of 1+ dwellings), for small scale developments commuted sums for affordable housing are generally acceptable. However, this practice does not help address local demand within this rural community where delivery of affordable housing is essential. The policies therefore recognise this specific special local need. The Housing Needs Assessment report by AECOM stated that "The recommended tenure split for Sarratt, based on the HNA and SHMA calculations, and Three Rivers policy, is for 70% of Affordable Housing to be for social or affordable rent, and 30% to be for affordable home ownership products." Following the launch of the First Homes initiative and discussion with TRDC, this recommendation was amended to conform to TRDC's recommended split of 75% /25% respectively.

*Clutterbucks, Sarratt*

## Policy 5: Affordable Housing

### Policy 5.1

Development proposals resulting in a net gain of 1 or more units are required to provide 40% of the units as Affordable Housing. Commuted payments towards provision off site will only be accepted in exceptional circumstances to ensure delivery of affordable housing to the local community.

### Policy 5.2

Proposals for Affordable Housing will usually be required to be 75% for social rent, 25% First Homes or affordable shared ownership products but the precise split will be determined on a case by case basis using the latest available evidence of local need.

### Policy 5.3

Affordable homes will be integrated into developments in design, layout and location so as not to be distinguishable from other homes on the development.

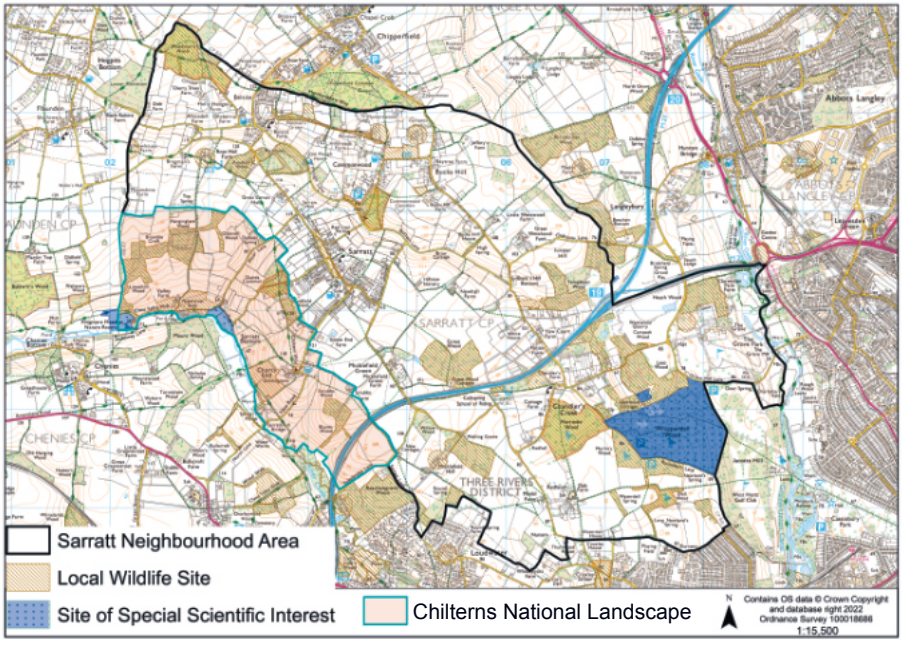
### Policy 5.4

Affordable Housing of all types will be looked upon favourably if provided with a Locality Protection Provision, which gives priority to local residents in perpetuity, but without restricting allocation should no local need be identified in the first instance, whether or not as part of a Rural Exception site.

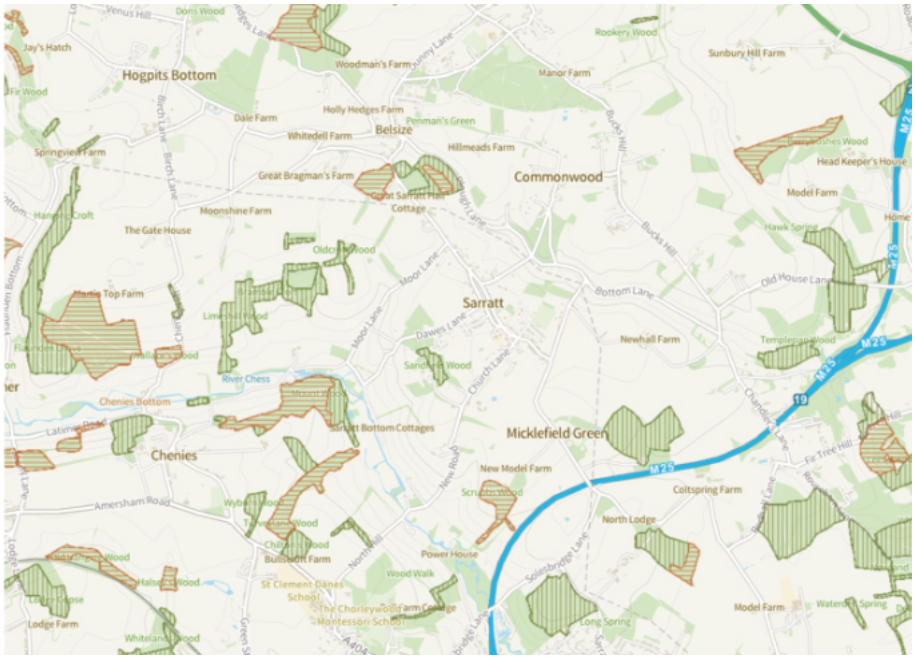
# Section 6: Biodiversity

*Context:* Nature conservation is an integral part of the planning system, and should be taken into consideration in any development. Ensuring that future generations can enjoy the neighbourhood's rich geological and biological inheritance as well as the wider experience that a healthy, functioning natural environment can provide means that we must continue to improve the protection and management of what we have today. Across the UK, biodiversity is shrinking, and our essential ecosystems are losing the robustness and resilience on which our food supplies rely, as well as the beauty and richness that they bring to an area. Any development must not further undermine these systems. The first map opposite shows the National Landscape, local wildlife sites (hatched) and SSSIs (blue) that form part of the plan area. The second map shows ancient woodland – green hatching indicates ancient and semi-natural woodland, and brown hatching, ancient replanted woodland. Sarratt Parish is incredibly fortunate to count 18% of its total land area as woodland, compared to the national average of 12%. This brings with it a significant financial burden and depth of responsibility which is willingly shouldered by the parish council, and evidently valued by both parishioners and visitors to the parish.

Chilterns National Landscape, Wildlife Sites and SSSI




Ancient Woodland




Ancient and semi-natural Woodland

Ancient replanted Woodland

## Policy 6: Biodiversity

### Policy 6.1: General

i. All proposals should achieve a net gain in biodiversity, as measured by the Natural England Biodiversity Metric; and should avoid harm to, or loss of, features that contribute to the local and wider ecological network.

ii. Proposals will be expected to apply the mitigation hierarchy of avoidance, mitigation and compensation, as set out in the NPPF, and integrate ecologically- beneficial planting and landscaping into the overall design – this must be approved by a certified ecologist. Where mitigation and/or compensation are proposed, any sites that may be put forward for compensatory planting should, as a first resort, be as close to the development as possible, as a second resort be elsewhere in the Parish and then in adjoining Parishes and as a last resort elsewhere in the District.

### Policy 6.2: Locally-Designated Nature Conservation Sites

i. Development proposals, land use or activity (either individually or in combination with other developments) which are likely to have a detrimental impact which adversely affects the integrity of a designated site, will not be permitted unless it can be demonstrated that there are material considerations which clearly outweigh the need to safeguard the nature conservation value of the site, and any broader impacts on the international, national, or local network of nature conservation assets.

ii. Evidence will be required in the form of up-to-date ecological surveys undertaken by a competent ecologist prior to the submission of an application. The type of evidence required will be commensurate to the scale and location of the development, the likely impact on biodiversity and the legal protection or other status of a site. Where insufficient data is provided, permission will be refused.

iii. Proposals should avoid impacts on sites of nature conservation value and wherever possible, alternative options which reduce or eliminate such impacts should be pursued. Where adverse impacts are unavoidable, measures to mitigate the impact should be sought, commensurate to the importance of the site in terms of its status in the hierarchy and the contribution it makes to wider ecological networks.

## Policy 6.3: Species and Habitats

i. Development should provide biodiversity net gain in line with statutory requirements. All development is encouraged to provide biodiversity net gain and to create opportunities for wildlife. Proposals must demonstrate how the development improves the biodiversity value of the site and surrounding environment. As appropriate, evidence will be required in the form of up-to-date ecological surveys undertaken by a competent ecologist prior to the submission of an application. Plans must be submitted that determine the maintenance programme for any newly planted trees/hedgerows/ new ponds, and this will be the responsibility of the developer. Thought must be given to water supply and soil type before permission is given for new plantings, as this will determine whether they will survive. The Biodiversity value of a site pre and post development will be determined by applying the Natural England Biodiversity Metric where appropriate. Submitted information must be consistent with BS 42020 2013. Where insufficient data is provided, permission will be refused.

ii. Proposals should detail how required mitigation, compensation or enhancement measures of physical features will be maintained in the long term.

iii. Development which would result in the loss or significant damage to trees, hedgerows or ancient woodland sites will not be permitted. The Council will seek their reinforcement by additional planting of native species whenever appropriate. Protective buffers of complementary habitat will be expected to adjoin these features, sufficient to protect against root damage and support improvement of their long-term condition. A minimum buffer zone of 10m (or greater if required), and of 15m for ancient woodland, is considered appropriate. Replacement of existing woodland or hedges with new plantings will not be accepted, even if the size of the land for replacement is significantly bigger than the original.

iv. Proposals will be expected to protect and enhance locally important biodiversity sites and other notable ecological features of conservation value.

v. Where adverse impacts are unavoidable, exceptional circumstances exist that outweigh any harm or damage to a species or habitat, appropriate mitigation and compensation measures must be employed, commensurate with the importance, the legal protection or other status of the species or habitat. Where appropriate, the Council will impose conditions / planning obligations which seek to:

   a. Facilitate the survival of existing populations as well as encouraging the establishment of new populations;

   b. Reduce disturbance to a minimum;

   c. Provide adequate alternative habitats to sustain at least the current levels of populations.

vi. Development adjoining rivers or streams must provide a minimum of an 8m buffer of complementary habitat between the built environment and top of the bank of the watercourse. Details must be supplied of ongoing ecologically beneficial management of buffer habitats. Where possible, opportunities should be taken to restore degraded aquatic environments to a more semi natural condition.

vii. Integrated bird (e.g. swift) and bat boxes will be expected in all buildings bordering public green space and beneficial habitat.

viii. Protected species: Sarratt Parish hosts a number of species protected by the 1981 Wildlife and Countryside Act. These include badgers, water voles, bats, great crested newts and breeding birds (seasonal). It also welcomes deer (both Muntjac and Roe), foxes and a large variety of birds. According to Natural England, the area contains level 3 'Arable Assemblage farmland birds', which includes the turtle dove, snipe, and yellow wagtail. The Herts & Middx Wildlife Trust has also undertaken a number of lengthy, well-documented and comprehensive surveys of flora and fauna in the Parish. Any development that would undermine the slow recovery of these valued species would be unfavourably looked on.

## Section 7: Landscape

*Context:* Sarratt is a predominantly rural parish with a rich history based on agricultural and rural activities. The way in which people visually experience the parish landscape, their visual amenity, is critical to maintaining this heritage for the future enjoyment of parishioners and visitors. Adverse visual effects occur through the intrusion into established views of features out of keeping in terms of scale and the, crucially, composition of the view.

However, visual effects may also be beneficial where an attractive focus is created in a previously unremarkable view or the influence of previously detracting features is reduced. The significance of effects will vary, depending on the nature and degree of change experienced and the perceived value and composition of the existing view

The maps in the introductory section show the Parish in the wider landscape, including the Chilterns National Landscape, local wildlife areas and Sites of Special Scientific Interest and Conservation areas. All of these contribute context for visual amenity over and above the natural beauty of the Chiltern Hills and valleys.

Part of the Parish lies within the Chilterns National Landscape. The area covered by the Neighbourhood Plan plays an important contribution to the setting of the National Landscape (NL). The requirement for neighbourhood plans to reflect NL designations is set in legislation with the 2023 Levelling Up and Regeneration Act (s245) and subsequent 2024 Government guidance, placing a duty on those bodies preparing a neighbourhood plan to further the purposes of the NL.

Therefore, this Neighbourhood Plan must consider how the duty has been met. The vision and objectives of the Plan are broadly supportive of the NL and align with Chilterns NL Management Plan 2025 – 2030 and there is a specific objective which refers to the NL. In addition, there are several policies throughout the Plan which directly underpin and further the delivery of the duty. Policy 7 directly refers to the NL and the 'Parish Overview' section includes more detail and a link to the Management Plan 2025 - 2030.

Sarratt offers residents and visitors easy access to the countryside through the network of footpaths, both statutory and permitted: these visual amenities form a regular part of village life and the enjoyment of the local environment.

The iterative process of matching the community's favourite views against a review of the landscape features of the Parish, described in Policy 3 above, also applied during the preparation of Policy 7 - as illustrated on the images and map that accompany it.

### Policy 7: Landscape

Development proposals will be required to respect and, wherever possible, enhance the special characteristics, value and visual amenity of the parish landscapes.

A number of Important Views of the Chess Valley and of the open fields that surround habitations have been identified on Map 7 and are described in the Plan and the Important Views and Local Green Spaces Assessment. New development should ensure that there is no detrimental effect on the key features of these identified views.

Planning permission for any proposal within the Chilterns NL or which affects its setting within the NP area, will only be granted when it:

- Conserves and enhances the Chilterns NL's special qualities and natural beauty in accordance with national planning policy and the overall purposes of the NL designation;
- Supports the Chilterns NL Management Plan, including any actions set out for any objective, policy or principle in the Management Plan; and
- Has regard to any supplementary guidance, position statements or technical supporting documents as relevant.

# Policy 7: Landscape

13
View WSW across the Chess Valley

This view is of the Chilterns National Landscape and the Chess (chalk river) valley. This landscape draws ramblers from surrounding areas to enjoy the unspoilt ancient landscape. Any development in this area would disrupt this outstanding view and rural setting.

14
View ENE across the Chess Valley
towards Holy Cross and Church End Conservation Area

This view in the Chilterns National Landscape includes the historically significant Goldingtons. This landscape draws ramblers from surrounding areas to enjoy the unspoilt ancient landscape. Any development in this area would disrupt this outstanding view and disturb the setting of the historic building.

15

View E across Mount Wood towards Latimer

This view is of the Chilterns National Landscape and the Chess (chalk river) valley. This extensive landscape draws ramblers from surrounding areas to enjoy the unspoilt ancient landscape. Any development in this area would disrupt this outstanding view and rural setting.

16

View from Sandfield Wood towards Sarratt

This landscape view encompasses ancient farmlands and provides an open separation between the village and the surrounding area. This view is enjoyed by residents and ramblers using a very frequently used right of way. Any developments in this landscape would break the rural open setting of the village.

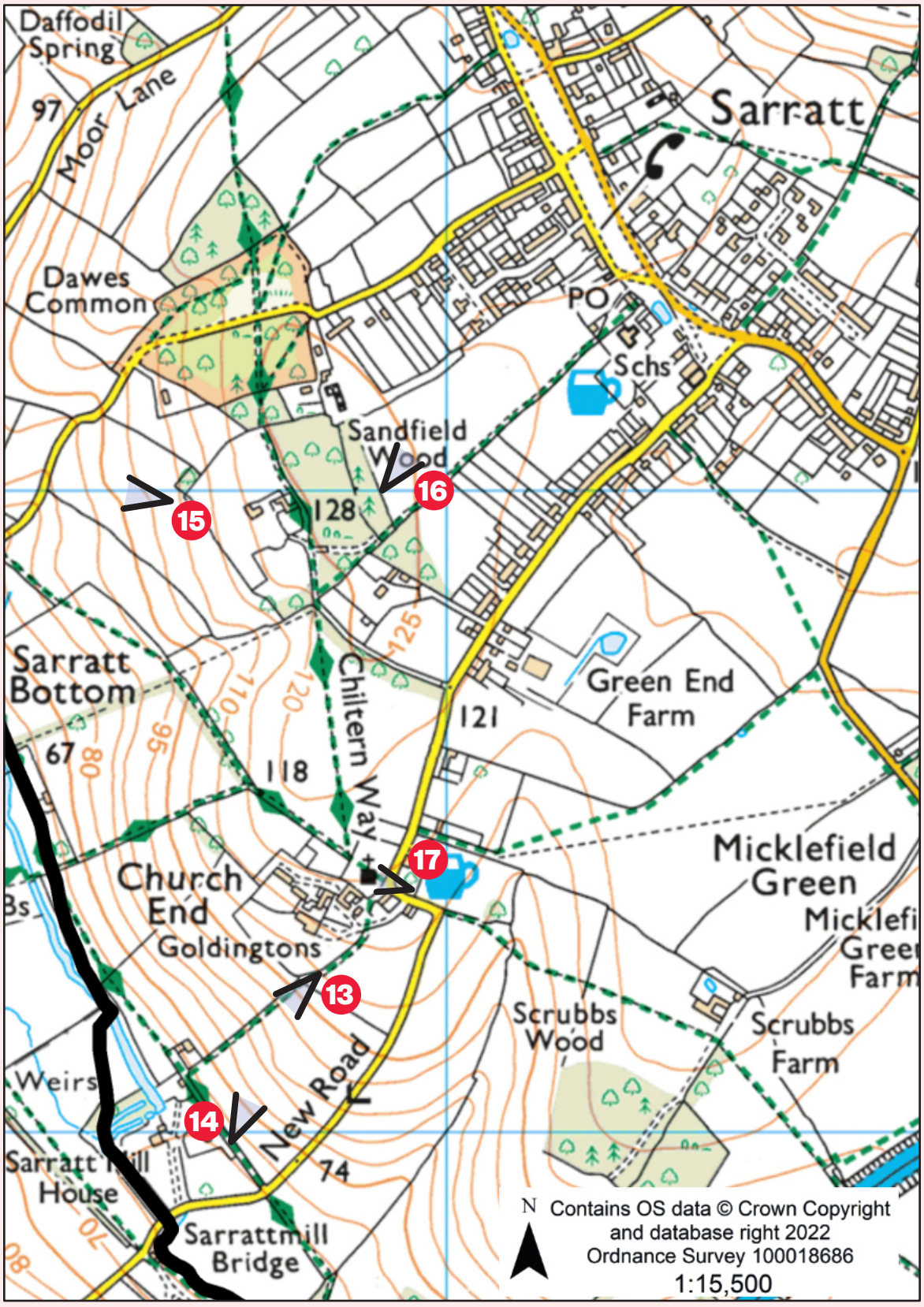
17

Holy Cross Church (12th Century)

The 12th Century Church and surrounding cemetery provides significant historical character at one of the entrances to the village. Unsympathetic development could have a detrimental effect on the setting of the Church.

## Map 7: Landscape

Click on a number to view the corresponding image enlarged online




Map 7

## Section 8: Public Rights of Way

*Context:* With over 27 miles of public footpaths, bridleways and restricted byways in the parish, their use for active travel for short trips within the village and for recreation for residents and visitors underlines their importance. This was emphasised during the consultation process, which also identified width as of particular concern for a wide variety of users, including the elderly and disabled.

*Dawes Common*

### Policy 8: Public Rights of Way

There is a presumption against the loss of a Public Right of Way. Where a proposal requires any existing Public Right of Way to be re-routed, the applicant will be expected to provide evidence that shows public rights of way will be re-provided elsewhere and will be of the same or enhanced status/quality (including width) and in an equally suitable location to service their function. Rural, unmade footpaths should not be replaced by tarmac ones.

*Dawes Common*

## Section 9: Community Facilities

*Context:* Its facilities fulfil an integral role within a community and their loss could begin or accelerate a process of decline. Sarratt has a long history of providing and sustaining community facilities, including the church, built in the twelfth century, through the Alms Houses, gifted to the community by a local benefactor in the nineteenth century, to the KGV Playing Fields, established as a charity in the early twentieth century. The village hall was rebuilt at the Millennium, and the village shop bought by over 80 local residents in 2010 and set up as a Community Interest Company, and subsequently registered as an Asset of Community Value to protect it and its Post Office for the benefit of the community.

The rural nature of the parish means that a number of other premises provide a valuable community facility, either in their primary function (e.g. doctors' surgery and dispensing chemist) or as a secondary function for both informal and formal village organisations. Examples include: Pints of View, a church-based outreach discussion group held monthly in The Plough pub in Belsize and Book Club meetings held in the Cricketers Pub. A significant factor in this latter case was identified in the Herts CC consultation response to the consultation: that in Sarratt, there is an absence of community library facilities.

The following Community Facilities have been identified:

- Doctors' surgery in Church Lane, Sarratt
- Holy Cross Church
- KGV Playing Fields, including Children's Play Area
- Sarratt Alms Houses, Church End, Sarratt.
- Sarratt C. of E. Primary School
- Sarratt Community Garden, The Green, Sarratt
- Sarratt Community Post Office Stores, The Green, Sarratt
- Sarratt Village Hall, The Green, Sarratt
- The allotments in Church Lane, Sarratt.
- The Café on the Green, Sarratt
- The Boot public house, Sarratt
- The Cart & Horses public house, Commonwood
- The Cock public house, Sarratt
- The Cricketers public house, Sarratt
- The Plough public house, Belsize
- The Prime Steak House, Chandler's Cross

## Policy 9: Community Facilities

The loss of any community facility will be resisted unless it can be demonstrated that:

- its continued use as a community facility is no longer viable or
- it is no longer required by the community or
- the facility or service lost will be satisfactorily provided elsewhere in an appropriate, convenient and accessible location and
- there is no reasonable prospect of securing an alternative community use of the land or premises.

Proposals that ensure the retention, improve the quality, and/or extend the range of community facilities in a suitable and accessible location will be supported. Applications for the development of recreation land and facilities must be accompanied by an assessment of the current or last use of the facilities and their viability, together with any proposals to mitigate any material loss to the community.

## Section 10: Car Parking

*Context:* In the village centre, the Green as well as some sections of the adjacent streets such as Church Lane, Alexandra Road, and Dawes Lane provide informal on-street parking. Farther away from the village centre, most roads are too narrow to accommodate on-street parking. Most properties provide on-plot residential parking in the form of front yard parking.

While there are numerous issues involving parking, major continuing ones arise from:

- Parking around Sarratt School and access to the school for HGVs.
- Improved parking for Village Hall area (currently 33 spaces).
- Improved parking for the Dawes Lane area.

Where communal unallocated off-street parking space is provided, the number of parking spaces can be proportionately reduced. Where off-street parking is within a garage, this should be of a sufficient size to accommodate modern car designs and provide cycle storage.

The challenge is to accommodate the inevitable increase in cars in the village while maintaining its rural nature.

*George V Way*

## Policy 10: Car Parking

There is a presumption against the loss of car parking provision in Sarratt Village unless applicants can provide evidence as follows:

a. It can be demonstrated to the satisfaction of the Three Rivers District Council in consultation with Sarratt Parish Council and the Highway Authority that the loss of parking will not have a severe adverse impact on parking provision and/or road safety in the village; or;
b. Adequate and suitable replacement car parking provision is provided on or adjacent to the site or a nearby suitable location in the village.
c. All new housing development schemes will need to demonstrate why any roadways where on-street parking is proposed would be appropriate. Sufficient unallocated parking provision for visitors should be provided and to be marked as such.

For the avoidance of doubt, the standards for residential off-street parking for new residential development are set by TRDC, but are considered a minimum level of provision. However, provision above these standards must be justified specifically in relation to any particular proposed development , as over-provision would be detrimental to the rural nature of the village.

New development should create or improve provision for active travel modes such as walking and cycling.

*Sarratt Village Hall*

*Entrance to Church Lane from the Green*

# Section 11: Local Green Spaces

*Context:* Given the rural nature of Sarratt Parish, local green spaces are an intrinsic part of community life. The footpath network throughout the valley allows access to the Chess valley to the west and the Bottom Lane valley to the east as well as the fields and woods in between. Beyond that to the east lie Commonwood Common and Bucks Hill, to the North the woods towards Belsize and Penman's Green and to the south, Chandlers Cross and the extensive Whippendell Woods. These all give residents and visitors the opportunity to experience green spaces and diversity of flora and fauna in natural habitats.

The village sits above the Chess River valley, which is partly within the Chilterns National Landscape. Chalk stream are rare environments: of the 260 chalk streams globally, 224 of them run through the English countryside. The Chess supports several key species listed in the Government's UK Biodiversity Action Plan:

- **Mammals,** such as the water vole
- **Birds** include the green sandpiper, grey heron, grey wagtail, little egret, osprey, mute swan, stonechat, water rail, and kingfisher
- **Flora,** such as water crowfoot, purple loosestrife, hemp agrimony, water forget-me not, and branched bur-reed
- **Freshwater fish** include brown trout, grayling, and bullhead
- **Invertebrates and insects** include the mayfly, which provide a rich diversity of life supporting the fish population

The Parish has 5 Commons (registered with Herts C.C.). All are protected by statute, under the Commons Registration Act, 1965. These are designated * in both tables below.

Additionally, local green spaces are recognised as an essential requirement for the health and well-being of residents; their preservation is an important social benefit. This policy seeks to assist the management of development applications that may impact on local green spaces. Local Green Spaces may be designated where those spaces are demonstrably special to the local community. The following Local Green Spaces are identified below.

Local Green Spaces

*(see Appendix I for National Planning Policy Framework assessment)*

| | |
|---|---|
| Sarratt Bottom/Chess River Valley | *Dawes Common |
| *Commonwood Common | The Green, Sarratt |

Additional green spaces and woodlands have been identified within the Parish. Some are privately-held.

*Belsize
*Penmans Green
*Rosehall Green
Blunts Wood
Debardine Wood
Frogmore Meadows SSSI *(Wildlife Trust)*
Great Wood
Hanginglane Wood
Harrocks Wood
High Spring Wood
Mead Spring
Oldcroft Wood
Quickmoor pond and orchard, Commonwood
Rosehall Wood
Sandfield Wood
Sarratt Bottom SSSI
Scrubbs Wood
Sheepcote Wood
Sheepyard Spring
Templepan Wood
The Grove Woodlands
Whippendell Wood SSSI *(Watford Borough Council)*
Willow Wood

## Policy 11: Local Green Spaces

### Policy 11.1

Subject to the provisions of the NPPF, the land identified on the maps below will be designated 'Local Green Space' due to its mixture of community, recreational, historic or environmental value, as assessed against proximity to the village, significance to the community and relevance to the character of the plan area.

1. Sarratt Bottom/Chess River Valley
2. Commonwood Common
3. Dawes Common
4. The Green, Sarratt

The maps below should be viewed in conjunction with the following official sources:

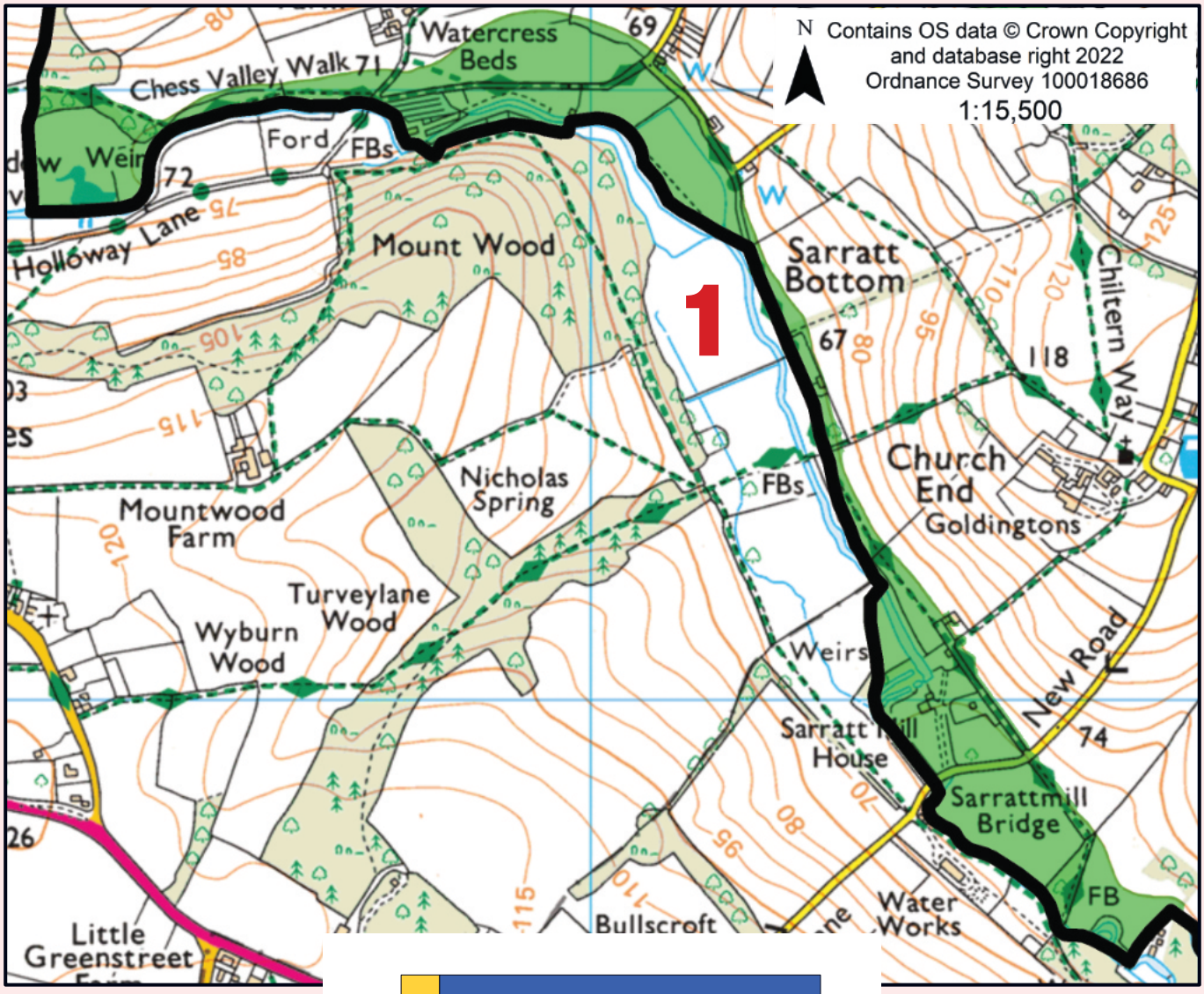
1. Natural England's government-mandated National Landscape
   https://national-landscapes.org.uk/news/welcome-to-national-landscapes

2. DEFRA's Commons Register
   https://www.data.gov.uk/dataset/05c61ecc-efa9-4b7f-8fe6-9911afb44e1a/database-of-registered-common-land-in-england

3. The Green Conservation Area
   https://cdn.threerivers.gov.uk/files/2023/02/9f851060-b1dd-11ed-a36d-4ffc695009c9-the-green-sarratt-conservation-area-appraisal-1994.pdf

### Policy 11.2

The management and development within areas of Local Green Space will be consistent with that for development within Green Belt.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Watercress Beds
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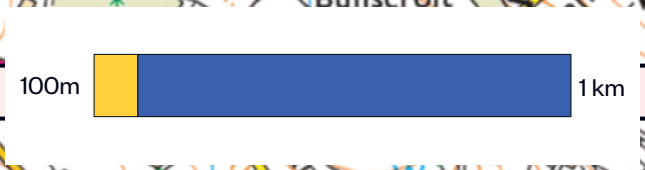
Ford
FBs
Weir
Holloway Lane
Mount Wood
1
Sarratt Bottom
Chiltern Way
Church End
Goldingtons
Nicholas Spring
Mountwood Farm
Turveylane Wood
Wyburn Wood
Weirs
New Road
Sarratt Mill House
Sarrattmill Bridge
FB
Water Works
Bullscroft
Little Greenstreet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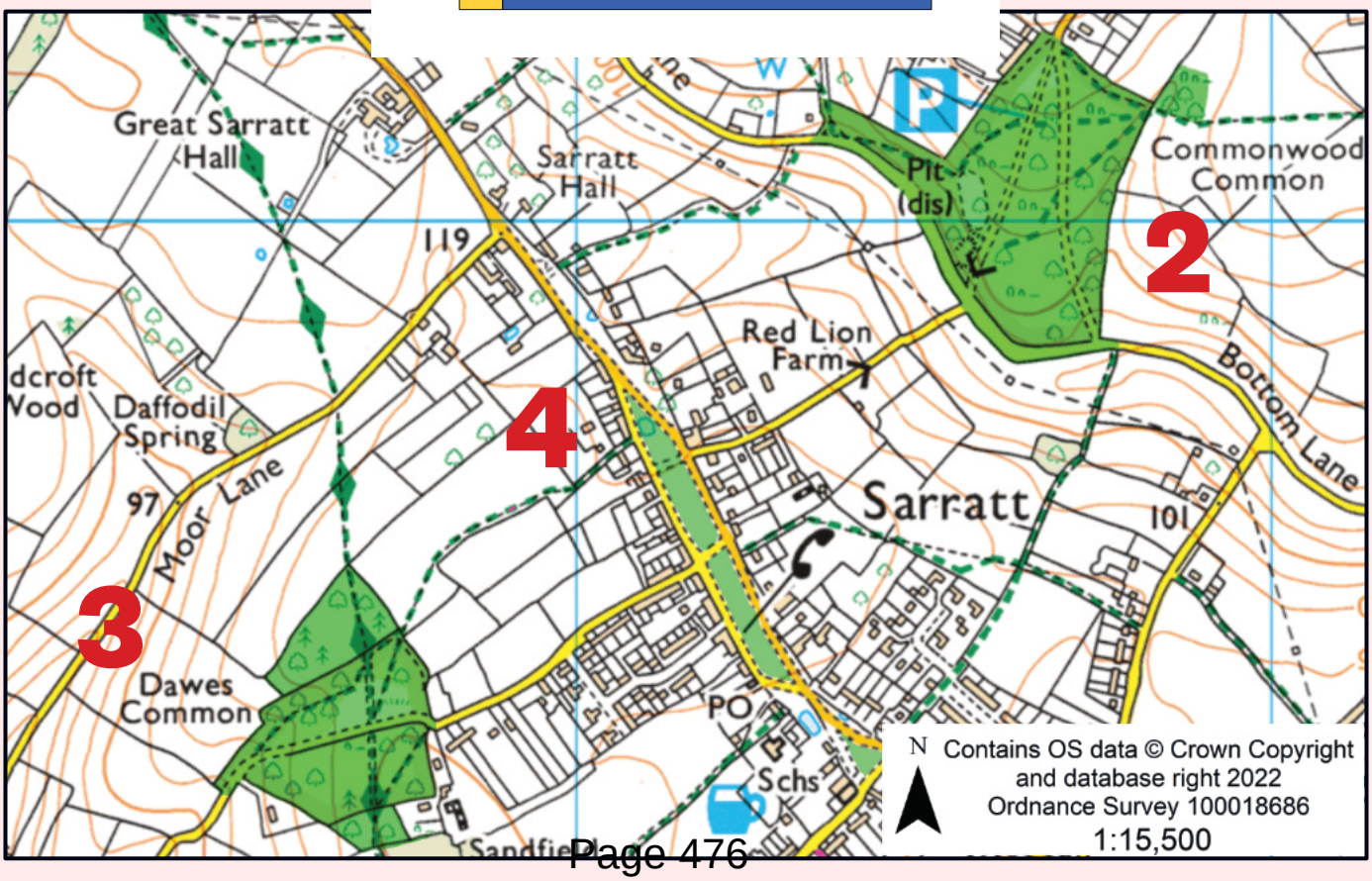
Great Sarratt Hall
Sarratt Hall
Pit (dis)
Commonwood Common
2
Red Lion Farm
Bottom Lane
4
Daffodil Spring
Moor Lane
Sarratt
3
Dawes Common
PO
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and database right 2022
Ordnance Survey 100018686
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## Section 12: Renewable Energy & Green Infrastructure

*Context:* As a rural parish the protection and sustainability of the environment is highly valued. In response to the rapidly evolving green agenda, the Parish Council appointed a Lead for Sustainability for the first time in 2021 and as sponsor of the Neighbourhood Plan is keen to show leadership in local policies, particularly recognizing the opportunities and challenges of a rural parish (e.g. sustainable transport) and the long-term impacts that planning decisions now will have on the community and planet.

### Policy 12: Renewable Energy & Green Infrastructure

Development proposals are encouraged to achieve the highest standards of sustainability, decarbonisation and energy efficiency.

The incorporation of the following in all developments is encouraged:

- Sustainable construction methods that reduce the impact of the build process;
- A fabric first approach that includes materials and aspect and orientation of layout;
- Renewable and low-carbon or zero carbon technologies such as photovoltaic panels, solar thermal panels and heat pumps;
- Locally produced materials (such as flints) and recycled materials (such as old bricks) that both meet design guidelines and have a lower carbon footprint owing to fewer transport miles;
- Steps to encourage the use of sustainable modes of transport – including walking, cycling and public transport - such as an undercover bike park for every house;
- Electric Vehicle charging points for all new residential developments;
- Recycling of water resources;
- Management of surface water including the use of SuDs features where appropriate; and
- Measures to support biodiversity.

# Appendices

I Local Green Spaces: Schedule

II Sarratt Design Code

# Appendix I

## Local Green Spaces: Schedule

| Green Space | Proximity | Special significance to the community | Local in character |
|---|---|---|---|
| Chess River Valley/ Sarratt Bottom | Forms part of the Chess Valley Walk. Accessible to cars and cycles and on foot. | Provides valuable riverside natural green space for local residents, particularly families ands children. | Limited to the stretch from the M25 to the footbridge over the river between New Road and Moor Lane |
| Commonwood Common | Easy walking distance. Accessible to cars and cycles. | Provides valuable natural green space for local residents. | Clearly defined triangular area, bounded by fields. |
| Dawes Common | Easy walking distance. | Provides valuable natural green space for local residents with attractive views and flora and fauna. | Limited in extent with clearly defined boundaries. |
| The Green, Sarratt | In the core of the village. Easily accessible to cars and cycles. In the core of the village. Easily accessible to cars and cycles. | Provides valuable natural green space for local residents, both for walking and meeting. | Limited in extent with clearly defined boundaries. A defining feature of the core of the village. |

# Appendix II

# Sarratt Design Code

AECOM

locality
the power of community

# SARRATT
## Design Code

**FINAL REPORT**

January 2020

## Quality information

| Project role | Name | Position | Action summary | Signature | Date |
|---|---|---|---|---|---|
| Qualifying body | Sarratt Parish Council | QB | Review | Anthony Soothill | 20-12-2019 |
| Researcher | Jimmy Lu | Urban Designer | Research, site visit, drawings | Jimmy Lu | 23-01-2020 |
| Researcher | Davide Locatelli | Urban Designer | Research, drawings | Davide Locatelli | 30-10-2019 |
| Researcher | Blerta Dino | Urban Designer | Research, drawings | Blerta Dino | 30-10-2019 |
| Director /QA | Ben Castell | Technical Director | Revision and approval of Final Report | Ben Castell | 04-12-2019 |
| Project Coordinator | Annabel Osborne | Project Coordinator | Review | Annabel Osborne | 23-01-2020 |

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# Introduction

# 01

# 1. Introduction

This section provides context and general information to introduce the project and its location.

## 1.1. Introduction

Through the Ministry of Housing, Communities and Local Government (MHCLG) Neighbourhood Planning Programme led by Locality, AECOM has been commissioned to provide design support to Sarratt Parish Council. The support is intended to provide design codes to the group's work in producing the Sarratt Neighbourhood Plan (SNP).



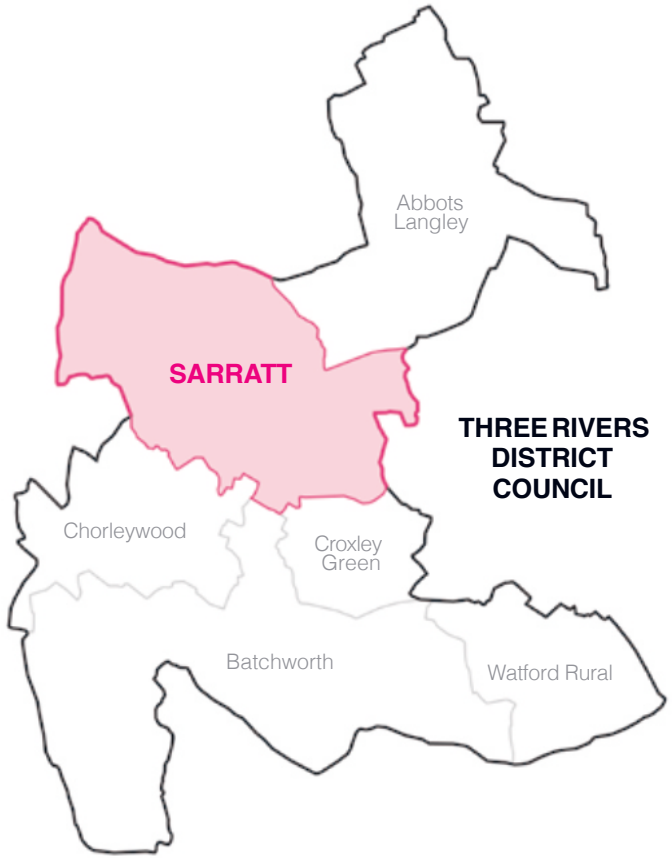
## 1.2. Objective

The main objective of this report was agreed with Sarratt Parish Council at the outset of the project. This report aims to provide design guidance that will influence the form of new development that will come forward in the Neighbourhood Plan area. The design codes will apply not only to infill and village extension sites, but also to potential large new settlements outside the settlement boundaries. A particular emphasis will be put on retaining the scenic character of the area, which is subject to increased development pressures.

## 1.3. Process

Following an inception meeting and a site visit with Sarratt Parish Council members, AECOM carried out a high level assessment of the village. The following steps were agreed with the group to produce this report:

- Initial site visit;
- Urban design analysis;
- Desktop research;
- Preparation of a draft report, subsequently revised in response to feedback provided by Sarratt Parish Council; and
- Submission of a final report.



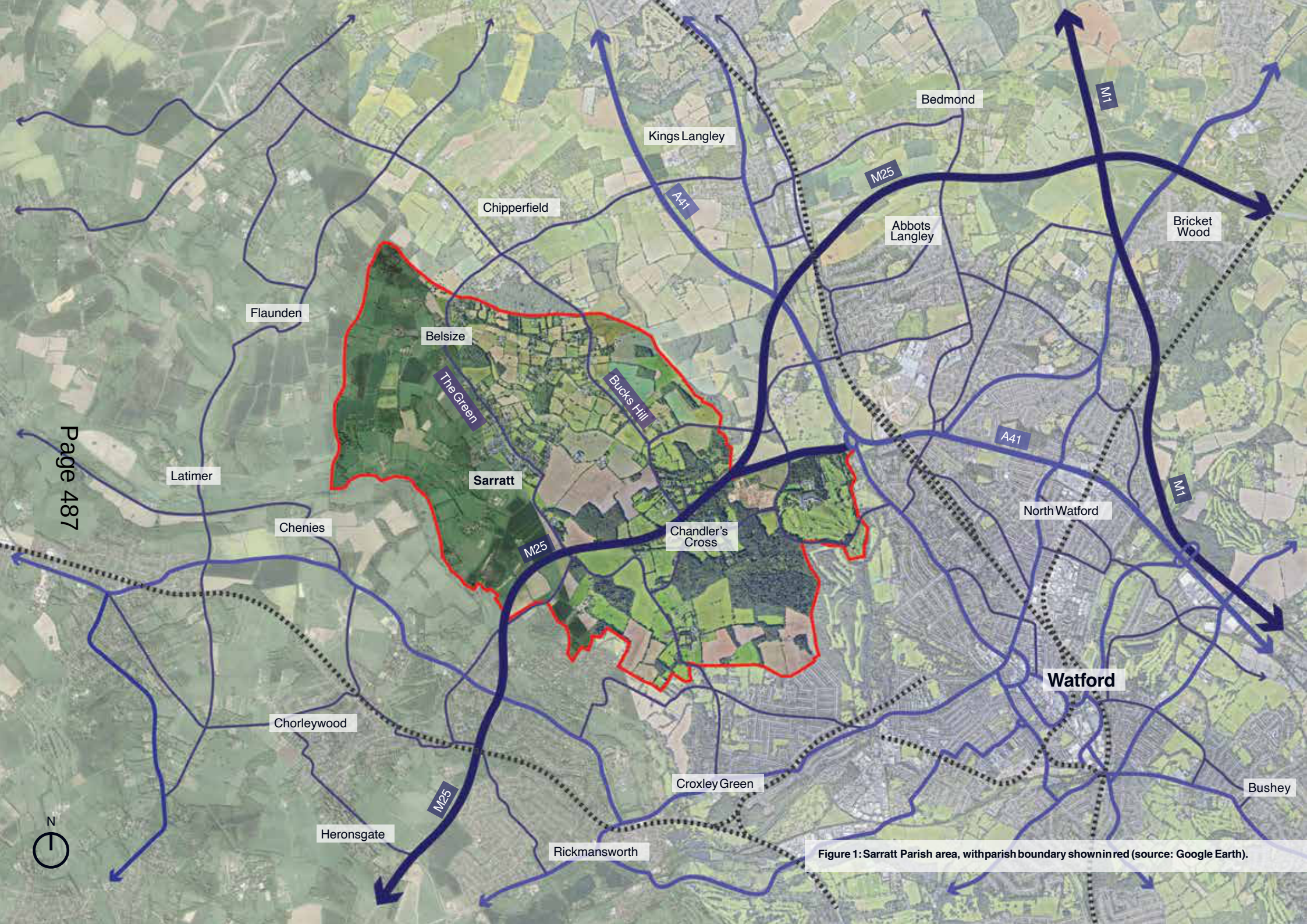



**Figure 1: Sarratt Parish area, with parish boundary shown in red (source: Google Earth).**

# 1.4. Area of Study

## Location

Sarratt is a village and civil parish in Three Rivers District, Hertfordshire. It is located approximately 6.5 km north of Rickmansworth near the Buckinghamshire county boundary, 10.5 km north-west of Watford, and 31 km north-west of London. The M25 crosses the southern half of the parish and forms a natural boundary between Sarratt and the London metropolitan area.



The parish includes the village of Sarratt as well as smaller settlements such as Bucks Hill, Commonwood, Belsize, Chandlers Cross and Micklefield. The parish remains largely rural in character despite its location between the London metropolitan area and (sub)urban settlements such as Watford, Hemel Hempstead, Amersham, and Chesham. The parish is surrounded by fields and bordered to the south by the River Chess and the Chess Valley, designated as an 'Area of Outstanding Natural Beauty' (AONB). The entire parish is located within the London Metropolitan Green Belt.

The main settlement is located in the Sarratt Plateau area of the Hertfordshire Landscape Character Area. The village centre evolved from ancient ribbon development alongside a village green, with gradual infilling on both sides of Sarratt Green since the medieval period. The Church of the Holy Cross, which is used as the parish church, is situated in the distinct settlement of Church End located over 1 km away from the main settlement. The village core occupies an elevated position on a plateau in the middle of the parish that dominates the surrounding countryside. This position enables long outward views but also exposes the settlement to views from across the valley and from the AONB, which constrains the location, size, and design of any new settlements in the parish.

The closest railway stations are Chorleywood and Kings Langley, both located within a 15 minutes drive from the village. Watford J unction station, located within a 20 minutes drive to the south-east, provides direct links to London, St Albans, and Hatfield.

Sarratt has a community-owned village shop, a post office, and six public houses in addition to over 35 local clubs and societies and over 80 small businesses. Within the parish there are two schools -Sarratt Village School and York House Preparatory School. The King George V sports and recreation field is also located within the village.

At the 2011 census the resident population was 1,849 in the parish and 918 in the built-up area.

## Designations

The parish includes part of the Chilterns Area of Outstanding Natural Beauty (AONB). There are two conservation areas within the parish, both of which were established in 1969; The Green Conservation Area and Church End Conservation Area. The former encompasses The Green and surrounding properties in the village core, whereas the latter forms a cluster around the Church of Holy Cross to the south-west of the main settlement.

There is a total of 93 listed buildings within the parish, most of which are Grade II. The parish also contains many unlisted buildings of architectural interest, and the Green is protected as an Area of Archaeological Significance.

Some of the most prominent listed buildings and landmarks include:

- The Church of the Holy Cross (Grade II*)
- The Grove (Grade II*)
- Sarratt Hall (Grade II)
- The Boot and Cock Inn, public houses (Grade II)
- The pump on the green (Grade II)

In addition, the parish contains four Sites of Special Scientific Interest (SSSI): Sarratt Bottom, Frogmore Meadows, Whippendell Wood, and Westwood Quarry. Chorleywood Common is a Local Nature Reserve (LNR) located directly outside of the parish boundaries to the south-west. The parish shares one Registered Park and Garden, Cassiobury Park, with the neighbouring district of Watford.

**Figure 2: The Old School House, part of the Green at Sarratt conservation area.**

**Figure 3: Long distance view across the river Chess towards Church End.**

**Figure 4: Sarratt Community Post Office Stores.**

**Figure 5: Terraced houses along Dawes Lane.**

# Local Character Analysis

# 02

# 2. Local Character Analysis

This section outlines the broad physical, historical, and contextual characteristics of Sarratt. It analyses the pattern and layout of buildings, hierarchy of movements, building heights and roofline, and parking. Images in this section have been used to portray the built form of Sarratt.

## 2.1. Introduction

The array of listed buildings reflects the architectural diversity and historic quality of Sarratt, whose village centre has been protected by a conservation area since 1969. There are 93 listed buildings within the parish boundaries of Sarratt, most of which are Grade II listed, as well as a number of noteworthy (unlisted) buildings such as the Cricketers pub on the Green and the former Providence Mission Hall on Dawes Lane. Cassiobury Park, a Registered Park and Garden, straddles the boundaries of Sarratt and Watford. In addition, the parish includes part of the Chilterns Area of Outstanding Natural Beauty (AONB).

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**Figure 6: Red brick and knapped flint building with red brick decoration to accentuate details.**

**Figure 7: Yellow stock brick and slate roof building with recent porch addition.**

**Figure 8: Church of the Holy Cross (late 12th century) - knapped flint infill, ashlar and red brick quoins, and clay plaintile roof.**

**Figure 9: Building with red brick window trims and quoins and flint infilling.**

**Figure 10: Two-storeyred brick cottage (19thcentury) and single-storey building (17thcentury), The Cricketers.**

**Figure 11: Red brick building with clay plaintile roof.**

**Figure 12: Panoramic view from the Green.**

**Figure 13: Grade II listed K6 telephone kiosk located on the Green.**

# 2.2. Local Character Analysis

## 2.2.1. Streets and Public Realm

Sarratt Green forms the linear armature of the village and is the convergence point of most roads in the parish. Most roads have an organic and meandering layout. In some places they lack pavements and have retained the width of historic country lanes. These characteristics contribute to the informal and rural character of the village. A minority of roads built in the 20th and 21st centuries, such as Wards Drive and the Briars, were laid out as cul-de-sacs. In a few locations near the village centre, some sections are narrow and framed directly by buildings with little or no setbacks. Outside the historic centre and in outlying settlements, they are bordered with landscaping, mature trees, or low walls, and some include planted verges. Although the street network in Sarratt is limited by its topography and rural nature, it is complemented by a dense network of interconnected footpaths that provide pedestrians with a wider choice of routes than the road network suggests.

The M25 constitutes an important severance in the parish but its location 1km away from the main settlement limits its visual and sensory impact.

## 2.2.2. Pattern and Layout of Buildings

The Green forms a long open corridor as the nucleus of the historic village and has strongly shaped the linear development of the village. Most properties that front the Green are detached and semi-detached houses site on large plots. The gently undulating topography and the wedge shape of the Green gives the settlement an informal rural character, with buildings with various heights and setbacks clustered around the Green. The interaction between this singular pattern and the moderate building density helps the village centre achieve a successful balance between enclosure and openness. Successive additions to the built-up area consist mainly in linear developments along roads that branch away from the Green. This pattern is particularly visible along Church Lane, Dawes Lane, and Deadman's Ash Lane. Properties along these roads are a mix of detached, semi-detached, and terraced houses. There is a large variety of plot sizes and recesses, however most houses are set back from the highway by a front garden.

Branching away from side roads are modest areas of 20th and 21st century infilling. Cul-de-sac developments along Caroon Drive, the Briars, and Wards Drive are typically detached houses sited on large plots. Alexandra Road and Downer Drive have a mix of detached and terraced houses as well as flats.

Despite gradual infilling, the village mostly retains a one-house deep linear pattern. As a result, the village edges retain a high degree of openness to the countryside and green spaces.

Outlying areas in the parish are characterised by lower-density settlements and dispersed farmsteads. Bucks Hill, for example, has an elongated linear shape with most houses built along the main road and facing open fields. Belsize, in contrast, is clustered around a village green and is more compact in layout.

## 2.2.3. Building Height and Roofline

Building heights vary between one and two storeys. Typically, the roofline is pitched and punctuated by gables, dormers, and chimneys. There is a high diversity of roof and gable orientation, height, and materials, the most common being clay plain tiles and slate. Due to the low building height and the abundance of mature trees, the canopy conceals most of the settlement from inward long-distance views.

## 2.2.4. Car Parking

Car parking solutions vary depending on the location. In the village centre, the Green as well as some sections of the adjacent streets such Church Lane, Alexandra Road, and Dawes Lane provide informal on-street parking. Farther away from the village centre, most roads are too narrow to accommodate on-street parking.

Most properties provide on-plot residential parking in the form of front yard parking. Most are screened by a combination of soft landscaping, hedges, and low-level masonry walls. A minority of locations, most notably along Downer Drive, have front or back courtyard parking. In a minority of properties, the lack of front yard screening dilutes the overall rural quality of the village by replacing it with a car-and driveway-dominated character.

## 2.2.5. Open Space & Landscape

The parish is set in an undulating landscape within the London Metropolitan Green Belt and the Chiltern AONB, designations that have helped preserve large swaths of land from development. As a result, the parish remains secluded from the London metropolitan area as well as larger (sub)urban settlements. Due to the linear settlement pattern of the village, many properties either face or back on green areas. The village owes much of its open character to its spatial organisation around the Green, which is further enhanced by the Green's elongated shape and incorporation of mature trees and ponds.

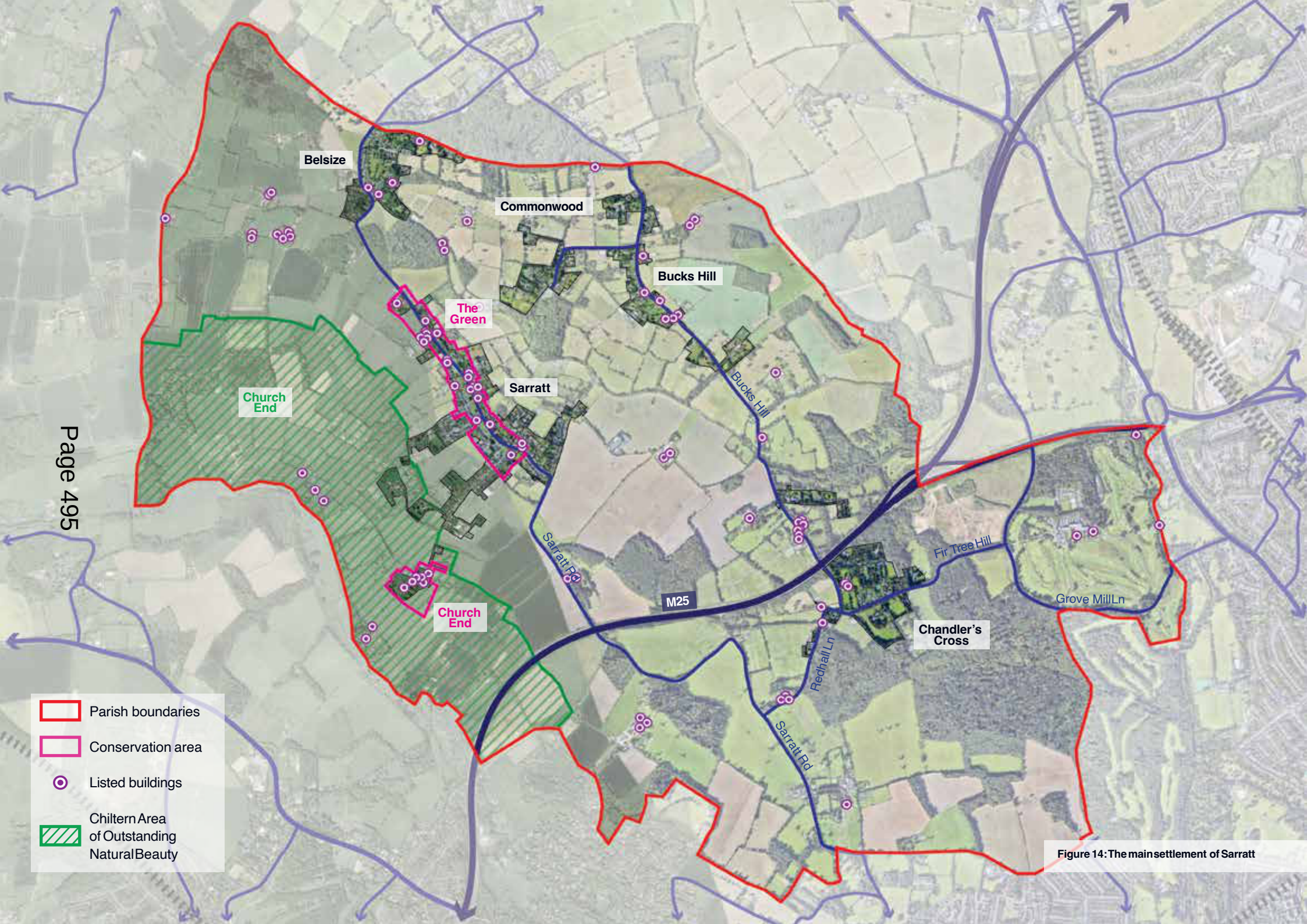


Figure 14: The main settlement of Sarratt

## 2.3. Architectural Details

The following section showcases some local building details which should be considered as positive examples to inform the design guidelines that follow.

**Consistency of arched window and door shapes across the main elevation.**

**Quoins and window trims in yellow stock brick with knapped flint infilling. Detailed brickwork highlighting eaves and house entrance. Boundary wall with matching materials.**

**Façade climbing plants and soft landscaping in a shallow front yard.**

**Large front yard with an attractive mix of boundary treatments (painted timber gate, low masonry wall, and soft landscaping) that mitigates the presence of automobiles.**

**Yellow stock brick house with a symmetrical elevation emphasised by an even distribution of sash windows and consistent treatment of window details.**

**Bay window in a Victorian terraced house.**

**The Boot, a white-painted brick period cottage (source: Sarratt Parish Council).**

**Former Providence Mission Hall with bicolour brickwork around openings.**

**Sarratt House (left) and the White Cottage (right), two listed houses with prominent verandahs (front garden cast-iron railings of Sarratt House also listed).**

**Gable with black weatherboarding.**

**Green End Farmhouse - red brick façade with upper floor horizontal sliding sash windows and ground floor multi-pane casement windows with cambered heads.**

# Design Guidelines

# 03

# 3. Design Guidelines

This section outlines key design elements and principles to consider when assessing applications for village extensions and larger new settlements.

## 3.1. General questions to ask and issues to consider when presented with a development proposal

Based on established good practice, this section provides a number of questions against which the design proposal should be evaluated. The aim is to assess all proposals by objectively answering the questions below. Not all the questions will apply to every development. The relevant ones, however, should provide an assessment as to whether the design proposal has taken into account the context and provided an adequate design solution. As a first step there are a number of ideas or principles that should be present in the proposals. The proposals or design should:

1. Integrate with existing paths, streets, circulation networks and patterns of activity;
2. Reinforce or enhance the established village character of streets, greens and other spaces;
3. Respect the rural character of views and gaps;
4. Harmonise and enhance existing settlement in terms of physical form, architecture and land use;
5. Relate well to local topography and landscape features, including prominent ridge lines and long distance views.
6. Reflect, respect and reinforce local architecture and historic distinctiveness;
7. Retain and incorporate important existing features into the development;
8. Respect surrounding buildings in terms of scale, height, form and massing;
9. Adopt contextually appropriate materials and details;
10. Provide adequate open space for the development in terms of both quantity and quality;
11. Incorporate necessary services and drainage infrastructure without causing unacceptable harm to retained features;
12. Ensure all components e.g. buildings, landscapes, access routes, parking and open space are well related to each other;
13. Make sufficient provision for sustainable waste management (including facilities for kerbside collection, waste separation and minimisation where appropriate) without adverse impact on the street scene, the local landscape or the amenities of neighbours; and
14. Positively integrate energy efficient technologies.

To promote these principles, there are number of questions related to the design guidelines outlined later in the document.

**Street Grid and Layout**

- Does it favour accessibility and connectivity over cul-de-sac models? If not, why?
- Do any new points of access and street layout have regard for all users of the development; in particular pedestrians, cyclists and those with disabilities?
- What are the essential characteristics of the existing street pattern; are these reflected in the proposal?
- How will the new design or extension integrate with the existing street arrangement?
- Are the new points of access appropriate in terms of patterns of movement?
- Do the points of access conform to the statutory technical requirements?

**Local Green Spaces, Views and Character**

- What are the particular characteristics of this area which have been taken into account in the design; i.e. what are the landscape qualities of the area?
- Does the proposal maintain or enhance any identified views or views in general?
- Has the proposal been considered in its wider physical context?
- Has the impact on the landscape quality of the area been taken into account?
- In rural locations, has the impact of the development on the tranquillity of the area been fully considered?
- How does the proposal affect trees on or adjacent to the site?
- How does the proposal affect the character of a rural location?
- How does the proposal impact on existing views which are important to the area and how are these views incorporated in the design?
- Can any new views be created?
- Is there adequate amenity space for the development?
- Does the new development respect and enhance existing amenity space?
- Have opportunities for enhancing existing amenity spaces been explored?
- Will any communal amenity space be created? If so, how this will be used by the new owners and how will it be managed?

**Gateway and Access Features**

- What is the arrival point, how is it designed?
- Does the proposal maintain or enhance the existing gaps between villages?
- Does the proposal affect or change the setting of a listed building or listed landscape?
- Is the landscaping to be hard or soft?

**Buildings Layout and Grouping**

- What are the typical groupings of buildings?
- How have the existing groupings been reflected in the proposal?
- Are proposed groups of buildings offering variety and texture to the townscape?
- What effect would the proposal have on the streetscape?
- Does the proposal overlook any adjacent properties or gardens? How is this mitigated?

**Building Line and Boundary Treatment**

- What are the characteristics of the building line?
- How has the building line been respected in the proposals?
- Have the appropriateness of the boundary treatments been considered in the context of the site?

**Building Heights and Roofline**

- What are the characteristics of the roofline?
- Have the proposals paid careful attention to height, form, massing and scale?
- If a higher than average building(s) is proposed, what would be the reason for making the development higher?

**Building Materials and Surface Treatment**

- What is the distinctive material in the area, if any?
- Does the proposed material harmonise with the local materials?
- Does the proposal use high quality materials?
- Have the details of the windows, doors, eaves and roofs been addressed in the context of the overall design?
- Does the new proposed materials respect or enhance the existing area or adversely change its character?



**Car Parking Solutions**

- What parking solutions have been considered?
- Are the car spaces located and arranged in a way that is not dominant or detrimental to the sense of place?
- Has planting been considered to soften the presence of cars?
- Does the proposed car parking compromise the amenity of adjoining properties?

**Architectural Details**

- If the proposal is within a conservation area, how are the characteristics reflected in the design?
- Does the proposal harmonise with the adjacent properties? This means that it follows the height, massing and general proportions of adjacent buildings and how it takes cues from materials and other physical characteristics.
- Does the proposal maintain or enhance the existing landscape features?
- Has the local architectural character and precedent been demonstrated in the proposals?
- If the proposal is a contemporary design, are the details and materials of a sufficiently high enough quality and does it relate specifically to the architectural characteristics and scale of the site?

**Household Extensions**

- Does the proposed design respect the character of the area and the immediate neighbourhood, and does it have an adverse impact on neighbouring properties in relation to privacy, overbearing or overshadowing impact?
- Is the roof form of the extension appropriate to the original dwelling (considering angle of pitch)?
- Do the proposed materials either match or complement those of the existing dwelling?
- In case of side extension, does it retain important gaps within the street scene and avoid a 'terracing effect'?
- Are there any proposed dormer roof extensions set within the roof slope?
- Does the proposed extension respond to the existing pattern of window and door openings?
- Is the side extension set back from the front of the house?

**Sustainability and Eco Design**

- What effect will services have on the scheme as a whole?
- Can the effect of services be integrated at the planning design stage, or mitigated if harmful?
- Has adequate provision been made for bin storage, waste separation and relevant recycling facilities?
- Has the location of the bin storage facilities been considered relative to the travel distance from the collection vehicle?
- Has the impact of the design and location of the bin storage facilities been considered in the context of the whole development?
- Could additional measures, such as landscaping be used to help integrate the bin storage facilities into the development?
- Has any provision been made for the need to enlarge the bin storage in the future without adversely affecting the development in other ways?
- Have all aspects of security been fully considered and integrated into the design of the building and open spaces? For standalone elements (e.g. external bin areas, cycle storage, etc.) materials and treatment should be of equal quality, durability and appearance as for the main building.
- Use of energy saving/efficient technologies should be encouraged. If such technologies are used (e.g. solar, panels, green roofs, water harvesting, waste collection, etc.), these should be integrally designed to complement the building and not as bolt-ons after construction. Ideally a fabric-first approach would be adopted to ensure energy efficiency in addition to add-on technologies.



## 3.2. Design Guidelines

The aim of this section is to ensure that future developments consider local character and through design proposals they can further enhance local distinctiveness by creating good quality developments, thriving communities and prosperous places to live. It is set out in a way that is straightforward to interpret. It is accompanied by descriptive text, general guidelines and principles, images from Sarratt or other relevant case studies, illustrations, and diagrams. The design elements that this section covers are organised according to the following themes:

- Built forms;
- Street design, including dimensions as well as pedestrian and cycle connectivity;
- Parking solutions;
- Local green spaces and views;
- Traditional materials and architectural details;
- Sustainability; and
- Building extensions.

## 3.2.1. Built Form

### Pattern and Layout of Buildings

- The existing rural character must be appreciated when contemplating new development, whatever its size or purpose.
- Where an intrinsic part of local character, properties should be clustered in small pockets showing a variety of types. The use of a repeating type of dwelling along the entirety of the street should be avoided (to create variety and interest in the streetscape).
- Boundaries such as walls or hedgerows, whichever is appropriate to the street, should enclose and define each street along the back edge of the pavement, adhering to a consistent building line for each development group.
- Properties should aim to provide rear and front gardens or at least a small buffer to the public sphere where the provision of a garden is not possible.
- The layout of new development should optimise the benefits of daylighting and passive solar gains as this can significantly reduce energy consumption.

**Figure 15: Terraced cottages with short front garden.**

**Figure 16: Terraced cottages on the Green with little building setback.**

**Figure 17: Houses along the Green showing a variety of building recesses and front yard depths.**

**Figure 18: Semi-terraced houses along Alexandra Road with large front yards and driveways.**

Developments of 3+ homes to front streets in small clusters

Use of trees and landscaping to shape views and enclose space

Open space benefiting from informal surveillance by overlooking properties

Developments to provide sufficient front and back gardens. Front gardens to be 3m deep minimum, ideally 6m

Change in paving materials denoting traffic-calmed junction and residential speed designed for low speed and traffic

Buildings to be oriented to "turn the corner," and blank walls to be avoided

Network of public rights of way to be retained and enhanced in new development proposals

Visually intrusive developments to be prevented through screening and appropriate scale

A variety of housing types – the use of a repeating type of dwelling along an entire stretch must be avoided

Informal street layout to provide visual interest, evolving views, and traffic calming

Houses acting as gateway elements to signal site entrance

Informal arrangement of buildings

Parking provision integrated into building plot, with soft landscaping and permeable paving to minimise car-dominated character and impervious surfaces



**Figure 19: Illustrative plan for a small development highlighting many of the elements of the Sarratt code where they relate to the pattern and layout of buildings.**

## Gateway and Access Features

- For any future development, the design proposals should consider placing gateway and built elements highlighting the access or arrival to the new developed site.
- Gateway and landmark buildings should reflect local character. This means larger houses in local materials with emphasis on the design of chimneys and fenestration, as well as well laid and cared for landscape.
- Besides building elements acting as gateways, high quality landscaping features, gates or monuments could be considered appropriate to fulfill the same role.

**Figure 20: A gateway for a shared front yard framed by masonry pillars and landscaping.**

**Figure 21: Entrance to Clutterbucks. The sense of arrival is highlighted by the change in paving materials and the careful landscaping that frames the road.**

## Building Line and Boundary Treatment

- Buildings should be aligned along the street with their main façade and entrance facing it, where this is in keeping with local character. The building line should have subtle variations in the form of recesses and protrusions but will generally form a unified whole.
- Buildings should be designed to ensure that streets and/or public spaces have good levels of natural surveillance from buildings. This can be ensured by placing ground floor habitable rooms and upper floor windows overlooking the street.
- Boundary treatments should reinforce the sense of continuity of the property line and help define the street, appropriate to the rural character of the area, without impairing natural surveillance.
- Well vegetated front gardens with low walls or hedges are crucial in maintaining the rural character. The depth of front gardens in new constructions should be 3 m minimum, ideally 6 m.
- If placed on the property boundary, waste storage should be integrated as part of the overall design of the property. Landscaping could also be used to minimise the visual impact of bins and recycling containers.
- Entrance gates should preserve an adequate level of visibility and opportunities for interactions between the private and public spheres. Tall gates must be avoided.

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**Figure 22: Well-kept shrubs acting as a boundary between public and private spaces.**

**Figure 23: Low shrubs concealing low metal fence.**

**Figure 24: Boundary treatment combining a low masonry wall with landscaped hedges.**

**Figure 25: Houses abutting the boundary line (left) and recessed behind a front yard (right).**

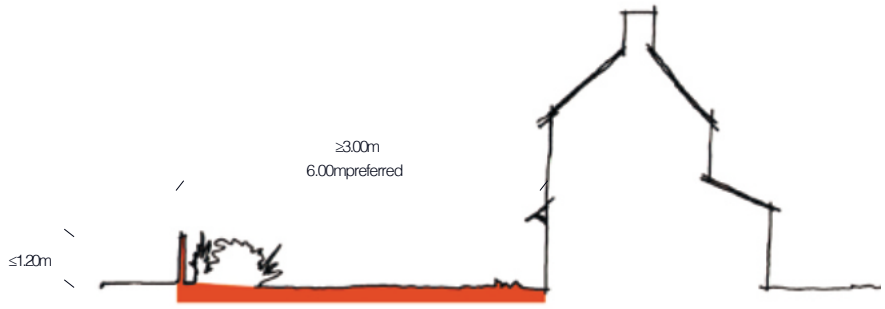



**Figure 26: Recommended front garden depth -and boundary height.**

## Building Heights/Roofline

Creating a good variety in the roofline can be a significant element of designing attractive places. The following elements can be used as guideline in achieving a good variety of roofs:

- The scale of the roof should always be in proportion with the dimensions of the building itself;
- Monotonous building elevations should be avoided, therefore subtle changes in roofline should be ensured during the design process. Roofs that combine too many different shapes and pitches must however be avoided;
- Dormers can be used as design element to add variety and interest to roofs. However, care needs to be taken with their design elements, proportions, and how they are positioned on the roof; and
- To minimise the visual impact of guttering and down pipes these should be integrated with the design of the roof and façade.

**Figure 27: A group of buildings exhibiting a variety of roof heights types. The purple line highlights roofline variations.**

**Figure 28: Street-facing buildings exhibiting an even roofline punctuated by brick chimneys. The purple line highlights roofline variations.**

## 3.2.2. Roads

- Streets must meet the technical highways requirements as well as be considered a 'place' to be used by all, not just motor vehicles. It is essential for the design of new development to include streets and junctions that incorporate the needs of pedestrians, cyclists, and if applicable, public transport users. It is also important that on-street parking, where introduced, does not impede the access of pedestrians and other vehicles.

- Within existing and new settlement boundaries, streets must not be built to maximise vehicle speed or capacity. Streets and junctions must be built or retrofitted to ensure the safety and accessibility of vulnerable groups such as children and wheelchair users. They may introduce a range of traffic calming measures such as raised junction tables and kerb extensions/build-outs.

- New streets must tend to be linear. Gentle meandering may be introduced to provide interest and evolving views while helping with orientation. Routes must be laid out in a permeable pattern allowing for multiple connections and choice of routes, particularly on foot. Any cul-de-sacs must be relatively short and provide onward pedestrian links.

- Streets must incorporate opportunities for tree planting, landscaping, green infrastructure, and sustainable drainage to mitigate the effects of climate change.

- The next pages introduce suggested guidelines and design features including a range of indicative dimensions for street types in new residential areas.



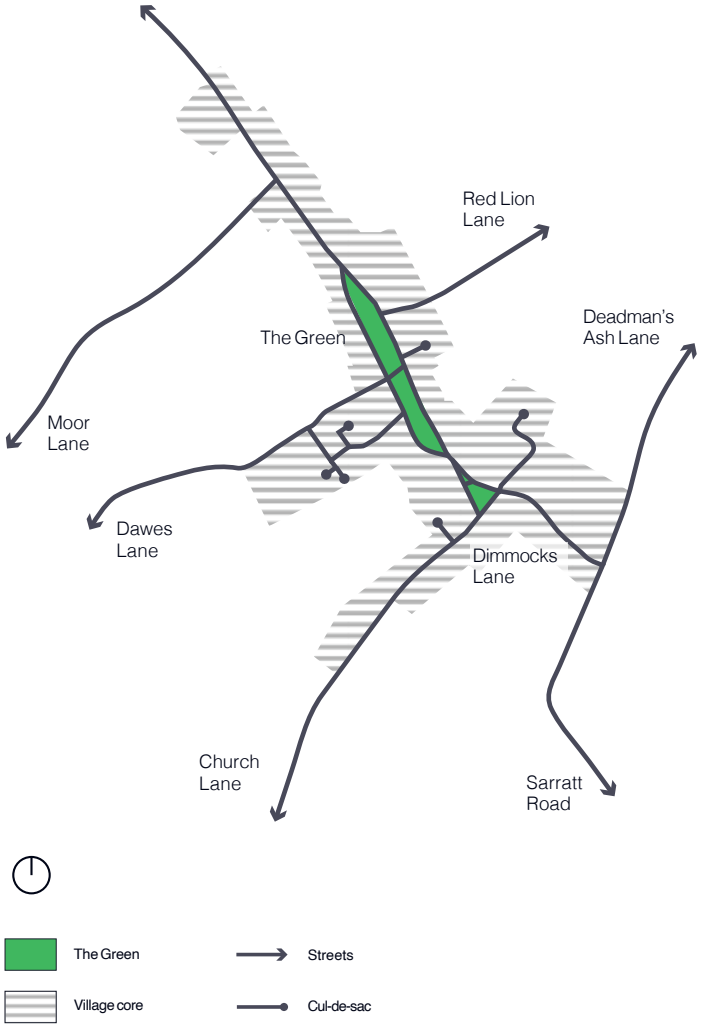



**Figure 29: Street grid in Sarratt.**

**Figure 30: Low-traffic meandering carriageway along the Green, fronted by buildings on one side and green space on the other.**

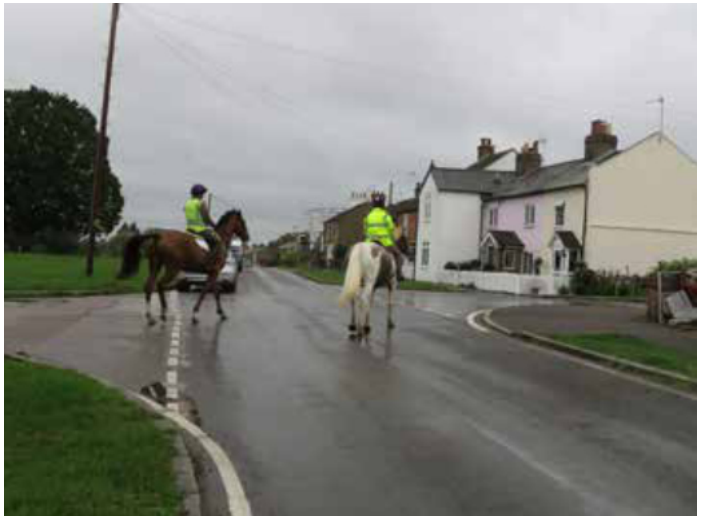
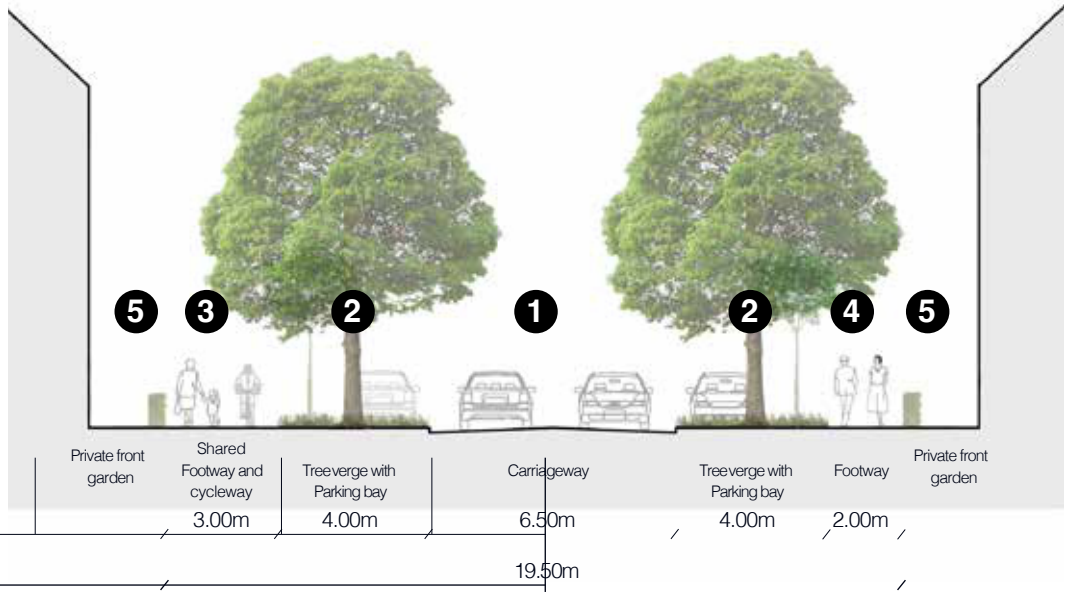


**Figure 31: Horses and riders crossing a junction along the Green.**

## Primary Roads

- Primary roads are the widest neighbourhood roads and constitute the main accesses into new settlements, connecting the neighbourhoods with each other. They are also the main routes used for utility and emergency vehicles, as well as buses, if any.
- The design and character of primary roads must fulfil their place-making role at the heart of the new community while serving as through routes for vehicles.
- Primary roads must be defined by strong building lines with generous set-backs. Blank frontages must be avoided. The quality of the public realm must be of a high standard and consistent throughout the whole primary road, for example through the planting of trees and/or green verges along the road.
- Because primary roads are designed for comparatively higher speed and traffic volumes, they are more appropriate locations for cycle ways that are segregated from traffic, for instance in the form of green ways shared between cyclists and pedestrians.
- Direct access to individual residential car parking must be avoided to minimise disruptions to the relatively high levels of traffic on primary roads. Access to parking servicing buildings that front primary roads can instead be provided via parallel lanes, side streets, or from the rear.






1. **Carriageway (village-wide traffic).**
2. **Green verge with tall trees. The latter are optional but would be positive additions. Parking bays to be inset into the verges to avoid impeding moving traffic or pedestrians.**
3. **Shared footway and cycleway -cyclists to be segregated From vehicle traffic.**
4. **Footway.**
5. **Residential frontage with boundary hedges and front gardens.**

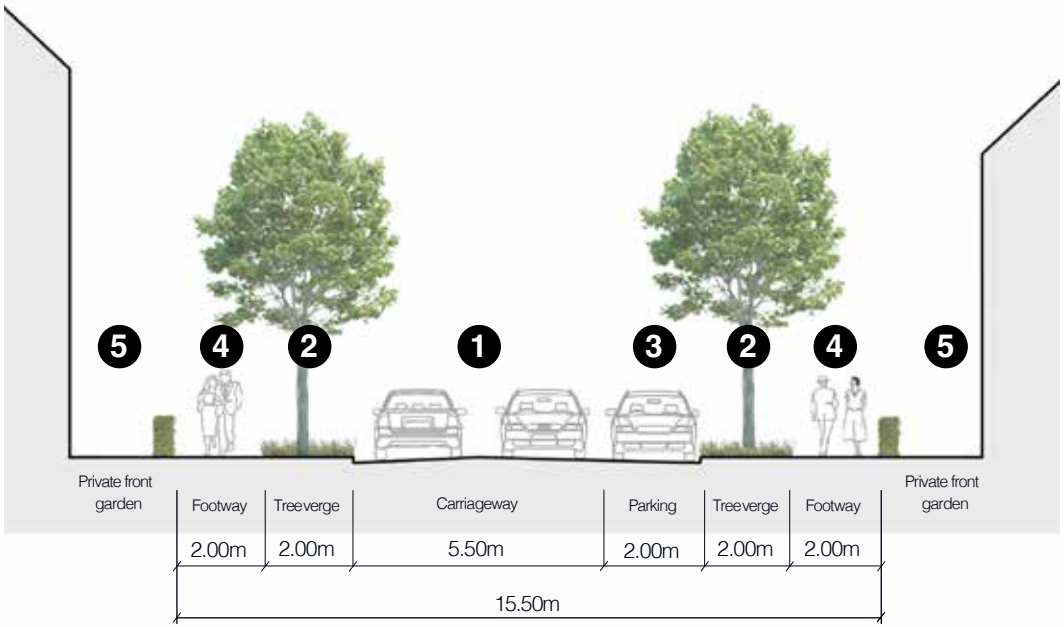
**Figure 32: Section showing indicative dimensions for primary roads. In some places trees may be omitted from one or both sides although they help with placemaking, contribute to local biodiversity, and create a positive micro-climate**

**Figure 33: Primary road framed by wide tree verges in a residential neighbourhood. It is recommended that cycle provisions are separated from moving traffic and that parking bays, where required, are inset into the verges to avoid impeding the movement of pedestrians and vehicles.**

## Secondary Roads

- Secondary roads provide access between primary roads and neighbourhoods and clusters. They must emphasise the human scale and be designed for lower traffic volumes compared to primary roads.
- Secondary roads must accommodate carriageways wide enough for two-way traffic and on-street parallel car parking bays. They may also include tree verges on one or both sides. On-street parking may consist either in marked bays or spaces inset into green verges.
- Carriageways must be designed to be shared between motor vehicles and cyclists. Vertical traffic calming features such as raised tables may be introduced at key locations such as junctions and pedestrian crossings.






1. **Shared carriageway (neighbourhood traffic). Traffic calming measures may be introduced at key locations.**
2. **Green verge with medium trees. The latter are optional but would be positive additions.**
3. **Parking bay (may also be inset into verges).**
4. **Footway.**
5. **Residential frontage with boundary hedges and front gardens.**

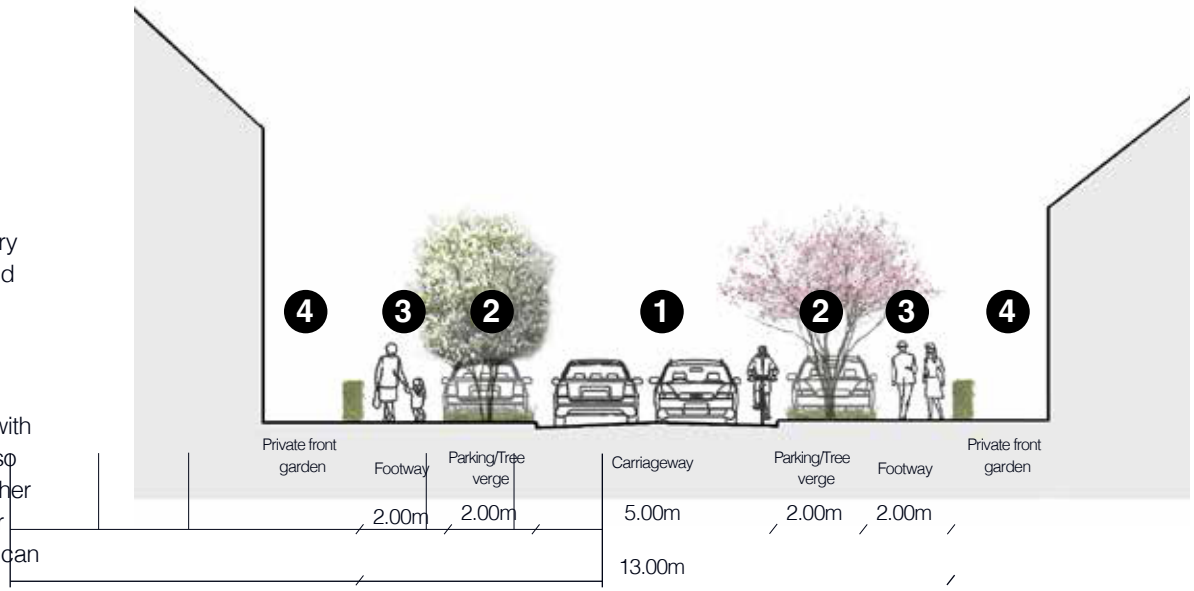
**Figure 34: Section showing indicative dimensions for secondary roads. In some places tree verges may be omitted From one or both sides, and parking bays may alternate with tree verges.**

**Figure 35: Example of a secondary road, Brentham (note: parking bays may be inset into verges).**

## Tertiary Roads

– Tertiary roads have a strong residential character and provide direct access to residences from the secondary roads. They must be designed for low traffic volumes and low speed.

– Carriageways must accommodate two-way traffic and parking bays. They may also include green verges with small trees on one or both sides. Verges may alternate with parking to form inset parking bays. These roads must also accommodate footways with a 2m minimum width on either side, and must be designed for cyclists to mix with motor vehicles. Traffic calming features such as raised tables can be used to prevent speeding.




1. **Carriageway (local access). Traffic calming measures may be introduced at key locations.**
2. **Green verge with small trees. The latter are optional but would be positive additions. Parking bays on both sides of the carriageway to alternate with trees to avoid impeding moving traffic or pedestrians.**
3. **Footway.**
4. **Residential frontage with boundary hedges and front gardens.**

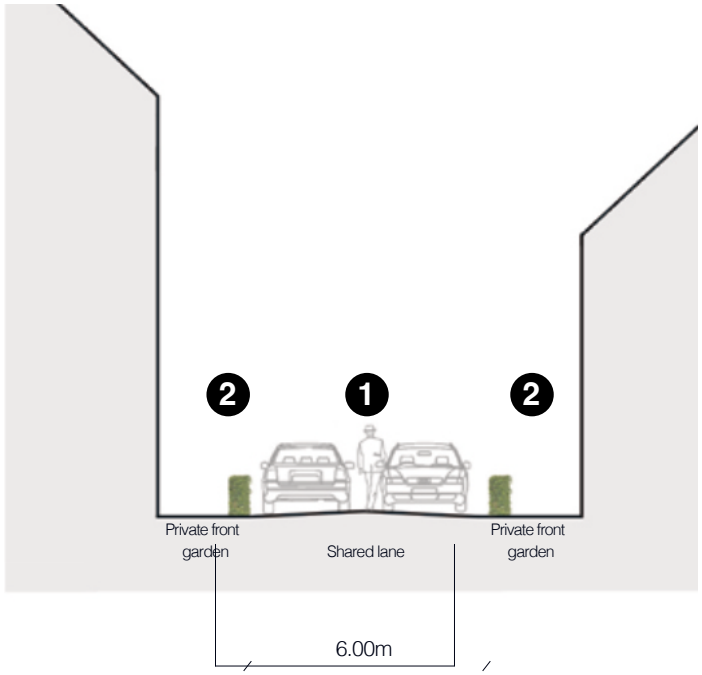
**Figure 36: Section showing indicative dimensions for tertiary roads. In some places tree verges may be omitted from one or both sides.**

**Figure 37: Downer Drive, a tertiary road framed by green verges planted hedges. It is recommended that footways along the street are minimum 2m wide and that parking is provided in the form of inset bays to avoid impeding traffic.**

## Lanes/Private Drives

- Lanes and private drives are the access-only types of streets that usually serve a small number of houses. They must be minimum 6m wide to ensure sufficient space for parking manoeuvre. They must serve all types of transport modes including walking and cycling.
- Opportunities to include green infrastructure, hedges, and/or private gardens to soften the edges must be maximised.






1. **Shared lane (local vehicle access, cyclists, and pedestrians).**
2. **Residential frontage with front hedges and gardens**

**Figure 38: Section showing indicative dimensions for lanes and private drives.**

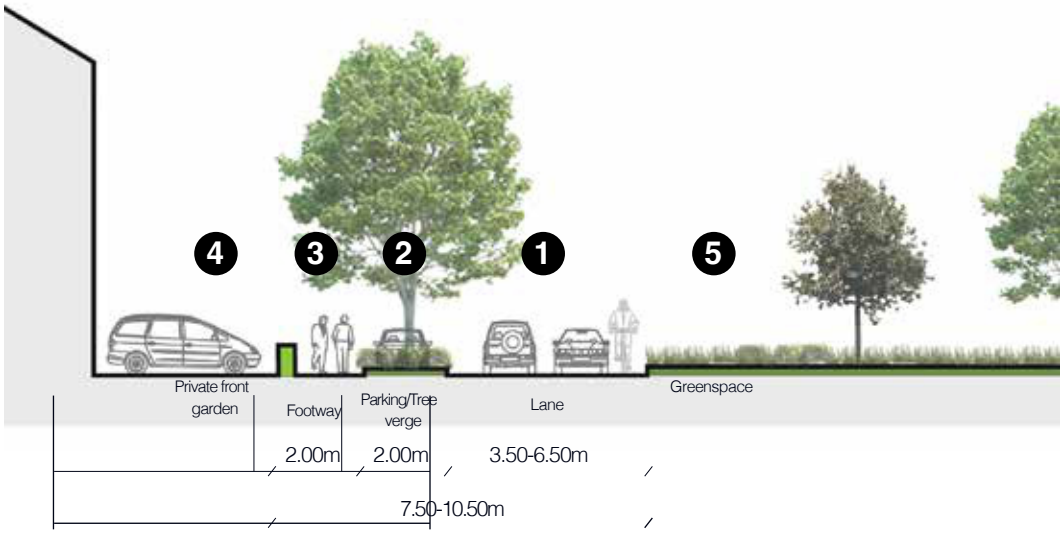
**Figure 39: A low traffic lane shared between vehicles, cyclists, and pedestrians in Long Stratton, Norfolk.**

**Figure 40: Example of a lane/private drive in Cambridge, with a shared surface for all road users.**

## Edge Lanes

- Edge lanes are low-speed and low-traffic roads that front houses with gardens on one side and a green space on the other. Carriageways typically consist of a single lane of traffic in either direction and are shared with cyclists.
- The lane width can vary to discourage speeding and introduce a more informal and intimate character. Variations in paving materials and textures can be used instead of kerbs or road markings.






1. **Shared lane (local access) - width to vary.**
2. **Green verge with trees. The latter are optional but would be positive additions. Parking bays may be interspersed with trees to soften the impact of parked cars.**
3. **Footway.**
4. **Residential frontage with boundary hedges and front gardens.**
5. **Green space.**

**Figure 41: Section showing indicative dimensions for edge lanes. The lane width may vary to discourage speeding or provide space for parking.**

**Figure 42: Examples of edge lanes in Dorchester, with low-speed roads shared between motor vehicles and cyclists, and opportunities for on-street parking (note: some localities may prefer clearly defined footways and parking bays).**

## Pedestrian and Cycle Connectivity

- It is important that all newly developed areas must provide direct and attractive footpaths between neighbouring streets and local facilities. Establishing a robust pedestrian network a) across any new development and b) among new and existing development is key in achieving good levels of permeability among any part of the parish.
- Pedestrian paths must be included in new developments and be integrated with the existing pedestrian routes.
- A permeable street network at all levels provides people with a choice of different routes and allows traffic to be distributed in general more evenly across the network rather than concentrated on to heavily trafficked roads.
- Design features such as barriers to vehicle movement, gates to new developments, or footpaths between high fences must be kept at a minimum and the latter must be avoided.
- On high-traffic and/or high-speed roads, cyclists must be kept away from moving traffic and parked vehicles as much as possible through the use of traffic calming, physical separation, and road markings and signage. On narrow streets with lower traffic and speed limits no higher than 20 mph, the road can be shared between different modes.
- Within residential areas, safe pedestrian crossing points must be provided at regular intervals to retain pedestrian connectivity.

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**Figure 43: Public rights of way overlaid on the street grid in Sarratt.**

## J unctions and Pedestrian Crossings

- Crossing points that are safe, convenient, and accessible for pedestrians of all abilities must be placed at frequent intervals on pedestrian desire lines and at key nodes.
- J unctions must enable good visibility between vehicles and pedestrians. For this purpose, street furniture, planting, and parked cars must be kept away from visibility splays to avoid obstructing sight lines -see table and diagram opposite.
- Traffic calming measures should be introduced at crossing points to increase safety and discourage speeding. Along minor streets, for example, kerb build outs can be used reduce pedestrian crossing distances and reduce the speed of turning vehicles. At junctions with minor roads, the carriageway surface can be raised across a pedestrian crossing to prioritise pedestrian movements.
- Traffic signals, where they are introduced, must be timed to enable the elderly, children, and disabled to cross safely and comfortably.
- Along low-traffic lanes and residential streets, crossing points can be more informal. For example, pedestrians may cross at any section of a street whose surface is shared between different users.

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**Figure 44: Example of a raised mid-block pedestrian crossing on a 20 mph street on Goldsmith Street, Norwich (note: many councils require blister tactile pavers at crossings to guide visually disabled pedestrians).**

**Figure 45: Example of a raised crossing across a main road in Cambridge, with contrasting paving materials and space for low-level planting and street furniture (note: traditional paving materials and muted colours are often preferred in conservation areas).**

The stopping sight distance (SSD) is the distance within which drivers need to be able to see ahead and stop from a given speed. The SSDs for various speeds between 16-60kph (10-37mph) as held within Manual for Streets (MfS) are as shown in the table below.

The distance back along the minor arm from which visibility is measured is known as the X distance; MfS states that an X distance of 2.4m should normally be used in most built-up situations, as this represents a reasonable maximum distance between the front of the car and the driver's eye.

The Y distance represents the distance that a driver who is about to exit from the minor arm can see to his left and right along the main alignment In accordance with MfS, the required visibility splay for a junction within an area where 85th percentile vehicle speeds are 30mph is 2.4m x 43m.



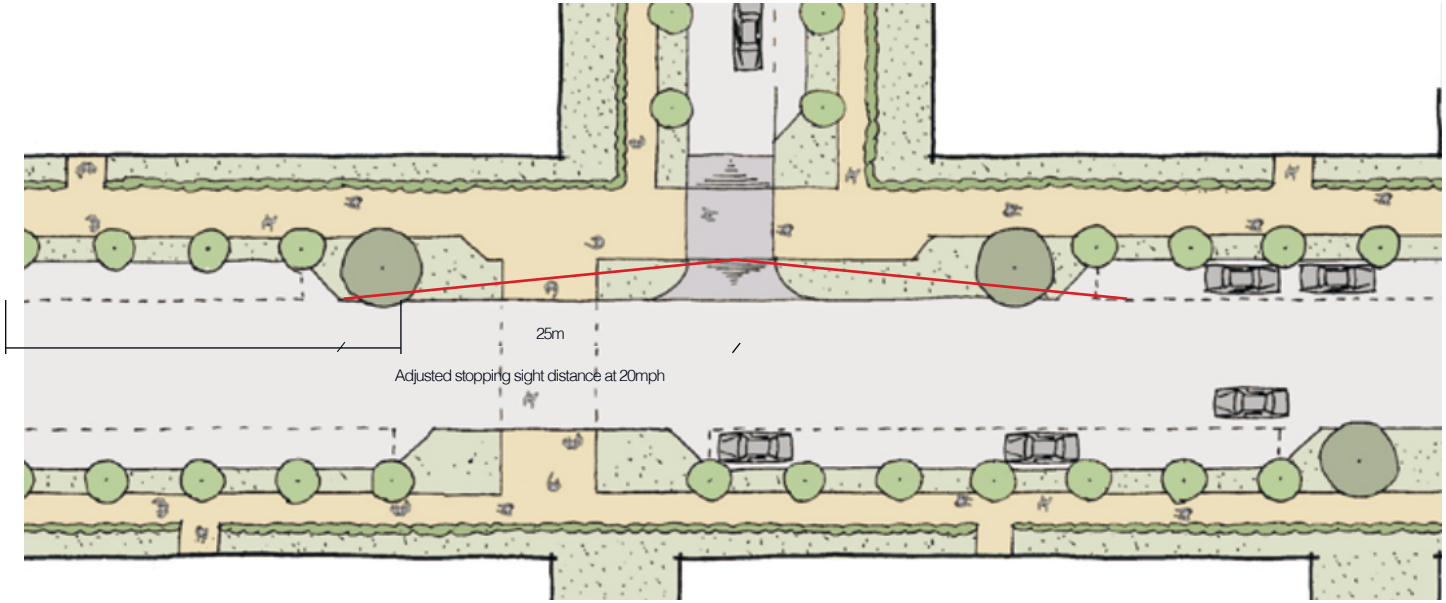



**Figure 46: Indicative plan of a junction showing a visibility splay at a junction along a 20 mph primary road -see table below for details. Across the major arm, kerbs are built out to shorten pedestrian crossing distances. Across the minor arm, the carriageway is raised along the pedestrian crossing and can be built with contrasting materials for higher awareness.**

| **Speed** | **Kilometre per hour** | 16 | 20 | 24 | 25 | 30 | 32 | 40 | 45 | 48 | 50 | 60 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | **Miles per hour** | 10 | 12 | 15 | 16 | 19 | 20 | 25 | 28 | 30 | 31 | 37 |
| **Stopping sight distance (SSD) in metres** | | 9 | 12 | 15 | 16 | 20 | 22 | 31 | 36 | 40 | 43 | 56 |
| **Stopping sight distance adjusted for bonnet length** | | 11 | 14 | 17 | 18 | 23 | 25 | 33 | 39 | 43 | 45 | 59 |

**Figure 47: Stopping sight distances (SSD) for visibility splays (source: Department for Transport).**

## 3.2.3. Vehicle Parking

- When needed, residential car parking can be a mix of on-plot side, front, garage, and courtyard parking, and complemented by on-street parking.
- For family homes, cars must be placed at the side (preferably) or front of the property. For small pockets of housing, a rear court is acceptable. Multiple garage parking is encouraged.
- Car parking design must be combined with landscaping to minimise the presence of vehicles.
- Parking areas and driveways must be designed to minimise impervious surfaces, for example through the use of permeable paving.
- When placing parking at the front, the area must be designed to minimise the visual impact of cars and driveways, which must blend with the existing streetscape and materials. The aim is to keep a sense of enclosure and to break the potential of a continuous area of car parking in front of the dwellings. This can be achieved by means of walls, hedging, planting, and the use of quality paving materials.
- Parking bays and spaces must be designed for easy access by wheelchairs, loading carts, and buggies.
- The following pages provide an array of complementary car parking solutions that can be employed in Sarratt.

**Figure 48: On-street parking with inset bays (left).**

**Figure 49: Informal on-street parking on the Green.**

**Figure 50: Disabled parking bay in Cambridge with a ramp for easy wheelchair access.**

**Figure 51: Front yard parking with gravel surface.**

## On-Plot Side or Front Parking

- On-plot parking can be visually attractive when it is combined with high quality and well designed soft landscaping. Front garden depth from pavement back must be sufficient for a large family car.
- Boundary treatment is the key element to help avoid a car-dominated character. This can be achieved by using elements such as hedges, trees, flower beds, low walls, and high quality paving materials between the private and public space.
- Hard standing and driveways must be constructed from porous materials such as permeable paving or gravel to minimise surface water run-off.

1. **Front parking with part of the surface reserved for soft landscaping. Permeable pavement to be used whenever possible.**
2. **Side parking set back from the main building line. Permeable pavement to be used whenever possible.**
3. **Boundary hedges to screen vehicles and parking spaces.**

**Figure 52: Gravel front yard parking with landscaped property boundaries preventing a car-dominated character.**

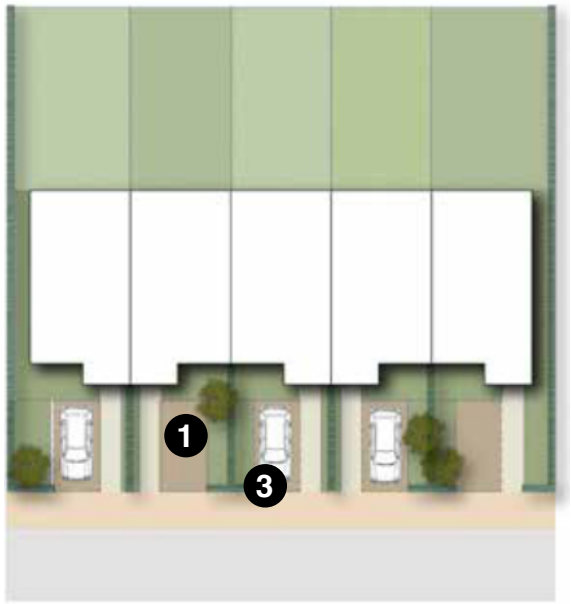



**Figure 53: Illustrative diagram showing an indicative layout of on-plot front parking.**

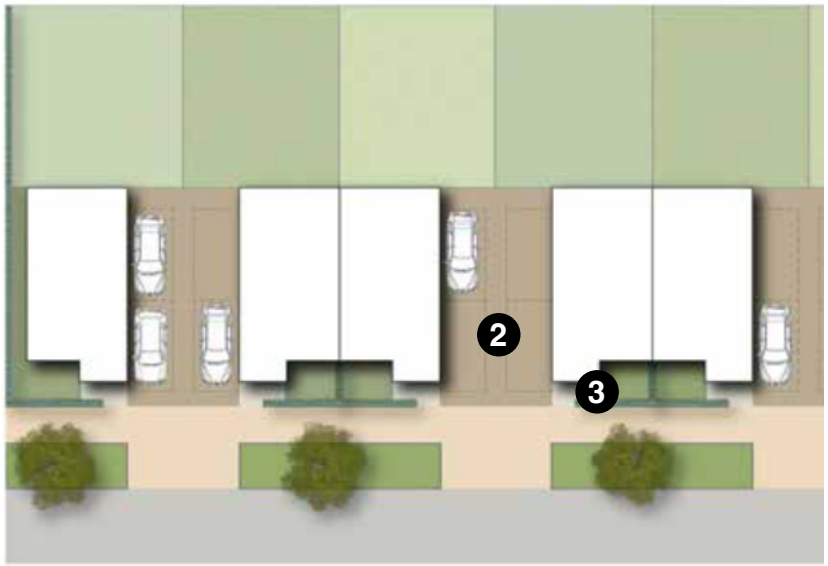
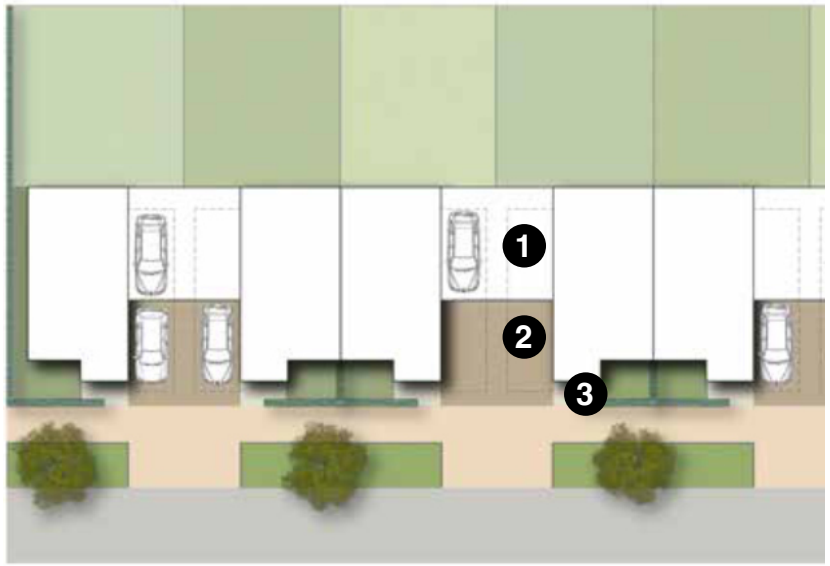



**Figure 54: Illustrative diagram showing an indicative layout of on-plot side parking.**

## On-Plot Garages

- Where provided, garages must be designed either as free standing structures or as additive form to the main building. In both situations, it must complement and harmonise with the architectural style of the main building rather than forming a mismatched unit.
- The garage should not obscure the dwelling from the street nor dominate the front garden. Garages should not be placed in front of the building at any time to avoid prominence on the streetscape and overshadowing of the main building.
- Garages may be used as a design element to create a link between buildings, ensuring continuity of the building line.
- It should be noted that many garages are not used for storing vehicles, and so may not be the best use of space.
- Considerations must be given to the integration of bicycle parking and/or waste storage into garages.

**Figure 55: Side garage (left) designed as a secondary mass to the main residential building and built with a matching material palette.**



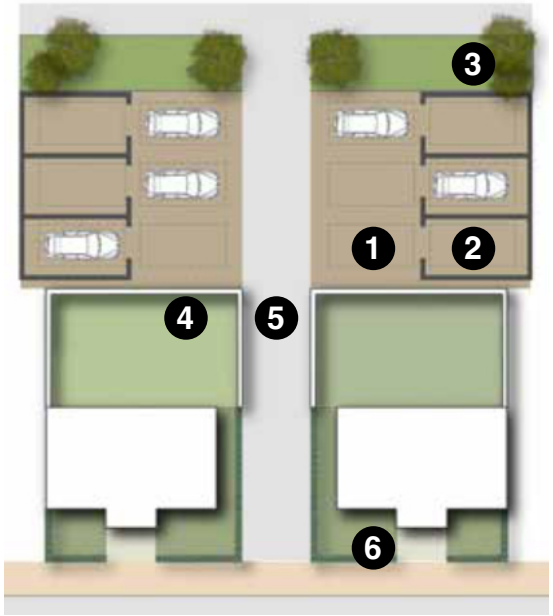

1. **Side parking set back from the main building line. Permeable pavement to be used whenever possible.**
2. **Garage structure set back from main building line. Height to be no higher than the main roofline.**
3. **Boundary hedges to screen vehicles and parking spaces.**

**Figure 56: Illustrative diagram showing an indicative layout of on-plot parking with garages.**

## Rear Parking Courtyards

- This parking arrangement can be appropriate for a wide range of land uses. It is especially suitable for apartments and townhouses fronting busier roads where it is impossible to provide direct access to individual parking spaces.
- Ideally all parking courts should benefit from natural surveillance.
- Parking courts should be an integral part of the public realm, hence it is important that high quality design and materials, both for hard and soft landscaping elements, are used.
- Parking bays must be arranged into clusters with widths of 4 spaces maximum and interspersed with trees and soft landscaping to provide shade, visual interest, and to reduce both heat island effects and impervious surface areas.

**Figure 57: Small rear parking courtyard benefiting from natural surveillance and shading.**




1. **Rear courtyard parking with soft landscaping. Parking bays to be arranged in clusters of maximum 4 spaces maximum. Permeable pavement to be used whenever possible.**
2. **Sheltered parking space (optional).**
3. **Trees and/or soft landscaping to prevent car dominance and add shading.**
4. **Rear of residential properties -balance to be sought between natural surveillance and privacy.**
5. **Pedestrian link to main residential frontage.**
6. **Boundary hedges to screen vehicles and parking spaces.**

**Figure 58: Illustrative diagram showing an indicative layout of on-plot rear courtyard parking.**

## On-Street Parking

As we move forward into a future of electric vehicles, every opportunity must be taken to integrate charging technologies into the fabric of road and street furniture, including induction plate technologies and street lamp hook ups alongside independent charging posts as standard street furniture in the public realm.

- On-street parking can be arranged either perpendicular or parallel to the carriageway.
- On-street parking must be designed to avoid impeding the flow of pedestrians, cyclists, and other vehicles, and can serve a useful informal traffic calming function.
- Parking bays can be inset between kerb buildouts or street trees. Kerb buildouts between parking bays can shorten pedestrian crossing distances and can host street furniture or green infrastructure. They must be sufficiently wide to shelter the entire parking bay in order to avoid impeding traffic.
- On low-traffic residential streets or lanes that are shared between vehicles and pedestrians, parking bays can be clearly marked using changes of construction material instead of markings but must be of a different level to the pedestrian way e.g. with a kerb. This will provide drivers with an indication of where to park. The street must be sufficiently wide so that parked vehicles do not impede motor vehicles or pedestrians.
- Opportunities must be created for new public car parking spaces to include electric vehicle charging points. Such provision must be located conveniently throughout the village and designed to minimise street clutter.

**Figure 59: Parking bays arranged between street trees in Dorchester.**

**Figure 60: Inset parking with electric vehicle charging points.**

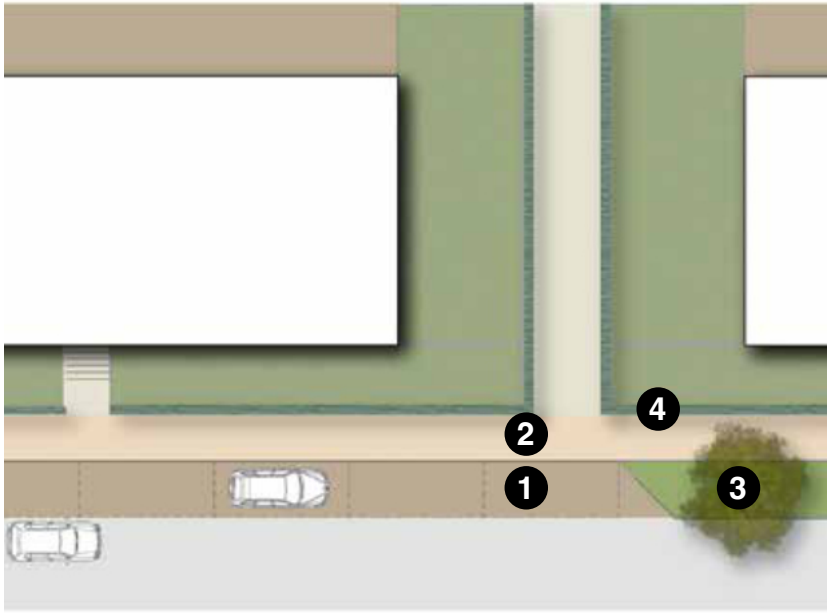



**Figure 61: Illustrative diagram showing an indicative layout of on-street inset parking.**

1. **On-street parking bay inset between kerb extensions.**
2. **Footway - additional green verge if street width permits.**
3. **Planted kerb extensions - width to be sufficient to fully shelter parking bay. Trees are optional but would be positive additions.**
4. **Boundary hedges.**

## Bicycle Parking

- A straightforward way to encourage cycling is to provide secured covered cycle parking within all new residential developments and publicly available cycle parking in the public realm.
- For residential units, where there is no garage on plot, covered and secured cycle parking must be provided within the domestic curtilage. The use of planting and smaller trees alongside cycle parking can be used to mitigate any visual impact on adjacent spaces or buildings.
- Bicycle stands in the public realm should be sited in locations that are convenient and that benefit from adequate natural surveillance. They should be placed in locations that do not impede pedestrian mobility or kerbside activities.



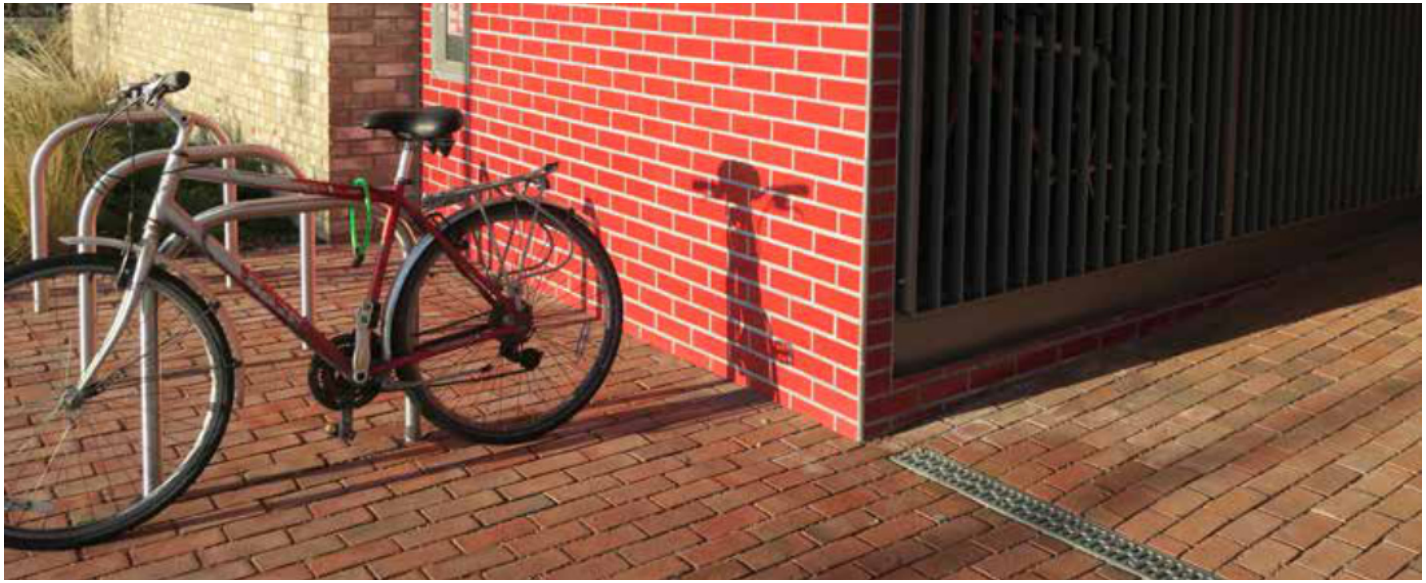


**Figure 62: Example of public cycle parking (left) and sheltered cycle parking garage (right) in Cambridge.**

**Figure 63: Example of kerbside on-street cycle stands.**

## 3.2.4. Local Green Spaces and Views

- Development adjoining public open spaces and important gaps should enhance the character of these spaces by either providing a positive interface (i.e. properties facing onto them to improve natural surveillance) or a soft landscaped edge.
- Any trees or woodland lost to new development must be replaced.
- The spacing of development should reflect the rural character and allow for long distance views of the countryside form the public realm.
- Landscape scheme should be designed and integrated with the open fields that currently border the village to avoid coalescence and prevent rural settlements from merging with larger existing settlements or large new settlements.
- Native trees and shrubs should be used to reinforce the rural character of the village and incorporated into the design of new areas.

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**Figure 64: Long distance views towards the village from North Hill. Mature trees screen most of the village from outside views.**

**Figure 65: North-western view along The Green in the centre of the village, highlighting the undulating terrain.**

Figure 66: Equestrian route along the Green.

Figure 67: An undeveloped street corner at the junction between Dawes Lane and Downer Drive. Houses on the right face an open field concealed by tall hedges on the left.

Figure 68: Panorama of the south-western village edge highlighting the relative height of the buildings and the mature trees, which concealed much of the village from long-distance inward views.

## 3.2.5. Materials and Building Details

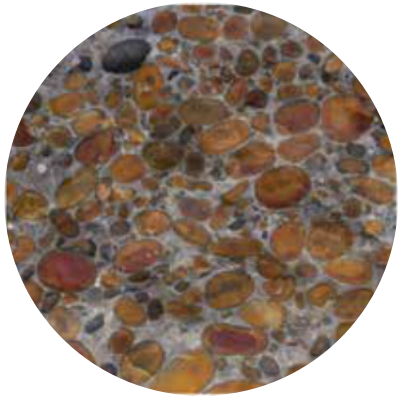
The materials and architectural detailing in Sarratt contribute to the rural character of the area and the local vernacular. It is therefore important that the materials used in proposed development are of a high quality and reinforce local distinctiveness. Any future development proposals should demonstrate that the palette of materials has been selected based on an understanding of the surrounding built environment.

This section includes examples of building material that contribute to the local vernacular of Sarratt which could be used to inform future development.

**Mixed tonality red brick**

**Red brick trim and knapped flint infilling**

**Red brick trim and yellow brick infilling**



**Knapped Hertfordshire puddingstone**

**Grey paint rendering**

**Slate roof**

**Mixed red and yellow bricks**

**Black weatherboarding**

**Clay plain tile roof**

Gabled porch

Wall dormer

Double casement windows

Landscaped boundary hedge

Flint and brick gabled porch

Sash windows

Painted low-level timber gate

Low masonry wall with landscaped hedge

Pointed arch window

Bull's eye window with red brick trim

Knapped flint and red brick boundary wall

Red brick chimney

## Fenestration

- Fenestration on public/private spaces increase the natural surveillance and enhance the attractiveness of the place. Long stretches of blank (windowless) walls should be avoided. Overall, considerations for natural surveillance, interaction, and privacy must be carefully balanced.
- Windows must be of sufficient size and number for abundant natural light.
- Site layout and building massing should ensure access to sunshine and avoid overshadowing neighbouring buildings. New developments should also maximise opportunities for long distance views.
- Consistent window styles and shapes must be used across a given façade to avoid visual clutter and dissonance.
- In proximity to historic areas, fenestration must reflect an understanding of locally distinctive features such as scale, proportions, rhythm, materials, ornamentation, and articulation. This should however not result in pastiche replicas.

**Figure 69: Façades with a consistent arrangement of multi-pane windows with attractive brick ornamentation and articulations.**

**Figure 70: Traditional house with upper floor horizontal sliding multi-pane sash windows and ground floor casement windows with cambered heads.**

## Traditional Architecture

The gradual evolution of the village over the centuries has resulted in an organic character to development. Each building has its own individuality resulting in variations in height, the pattern of openings and detailing. This variety is balanced in several ways; through the proximity of each property to each other and broad similarities in scale, width, design and materials. Buildings are predominantly 2 storeys and the change in roof heights and the presence of chimneys contribute to the visual interest of the historic core.

Quarry flint is one of the most popular building stones in Hertfordshire. This is reflected is Sarratt's traditional architecture as well, where a good part of its heritage assets have been built utilising this fine-grained stone. Whereas, Hertfordshire Puddingstone is one of the most distinctive stone types within the county. Less distinctive building materials but that still make a good percentage of traditional architecture are yellow stock brick and red brick.

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**Figure 71: Buildings exhibiting a use of traditional local materials -knapped flint, red brick, slate, and clay plaintiles.**

**Figure 72: Church yard wall built with local flint.**

**Figure 73: New wall using a mix of traditional local materials © Sarratt Parish Council.**

## Contemporary Architecture

Within the neighbourhood plan area, there are a few examples of successful contemporary architecture that blend harmoniously with their physical context. It is suggested that this trend continues to further expand with additional eco design features incorporated in future developments. New buildings, when referencing traditional architecture, must however avoid combining elements from too many different architectural styles or employing low-quality imitations of traditional materials. A clear understanding of local and non-local styles and materials is also required.

**Figure 74: A group of affordable housing units on Clutterbucks, with well-defined private and public spaces as well as attractive landscaping and construction materials.**

**Figure 75: A recently renovated house along the Green, with consistent fenestration and a contemporary treatment of traditional materials.**

## Public Realm Materials

- High quality landscaping and paving materials should be used across new developments. Factors such as durability, attractiveness, and maintenance must be considered in addition to the cost of installation. An effort should be made to (re)use traditional local materials when available.
- High quality stone, gravel, granite, and bricks can provide durable and attractive hard surface throughout the public realm. Special materials such as sandstone and limestone could also be used to further enhance the quality of particular spaces such as conservation areas.
- Variations in materials, colours, and textures can be used to define boundaries between different highway uses - pavements, parking bays, cycleways, and carriageway. Special care should be taken when considering finishes and textures to avoid impeding the mobility and safety of disabled and visually impaired users.
- Opportunities to incorporate permeable paving and green infrastructure must be sought to reduce stormwater runoffs and reduce impervious surfaces.

**Figure 76: Flint boundary wall of Church of the Holy Cross.**

**Figure 77: Natural stone paving in front of the Cricketers.**

**Granite setts**

**Dark grey concrete block paving**

**Figure 78: Granite kerbs along the Green.**

**Granite block vehicle crossover**

**Natural stone slabs/flags**

## Street Furniture

- The appearance of street furniture elements should be coordinated and contribute to the overall public realm and placemaking strategy.
- The siting of street furniture items such as benches, bins, and street signs must not impede pedestrian mobility or conflict with kerbside activities such as loading, refuse collection, and parking.
- Opportunities should be sought to consolidate different functions to reduce street clutter, for example by combining lighting columns (where appropriate) with electric vehicle charging points and supports for street signs.
- The number and size of street signs and signposts should be reduced to the minimum required. The appearance of signposts must not distract from the visual quality of the surrounding area.
- Public seating must be provided in convenient locations at regular intervals, especially in high footfall areas.

**Figure 79: Timber bench on the Green.**

**Figure 80: Timber shelter on the Green.**

**Figure 81: Red letter box encased in masonry.**

## 3.2.6. Sustainability and Eco Design

Energy efficient or ecological design combines all around energy efficient construction, appliances and lighting with commercially available renewable energy systems, such as solar water heating and solar electricity.

Starting from the design stage, there are strategies that can be incorporated towards passive solar heating, cooling and energy efficient landscaping which are determined by local climate and site conditions.

The aim of these interventions is to reduce overall domestic energy use and to do so as cost effectively as the circumstances allow for.

**Figure 82: Frog habitat corridor.**

### Wildlife-friendly environment

New developments should always aim to strengthen biodiversity and the natural environment. This can be done by creating new habitats and wildlife corridors, ensuring the continuity of habitats between gardens and public spaces, and linking them with existing ecological assets. Hedges, wildflower meadows, old trees, ponds, hard landscaping features (such as rock piles), nest boxes installed at the eaves of the buildings, frog habitat corridors, dry stone walls, and bug houses can all make a significant contribution to species diversity.

Protecting and enhancing existing landscape assets is crucial. The aim should always be to minimise the damage to natural habitats, add to the character and distinctiveness of a place, and contribute to climate change adaptation.

### Solar roof panels

Solar panels on roofs should be designed for minimal visual impact. On new builds, they should be designed in from the start, forming part of the design concept. Some attractive options are solar shingles and photovoltaic slates or tiles. In this way, the solar panels can be used as a roofing material in their own right.

On retrofits, designers should:

- Analyse the proportions of the building and roof surface in order to identify the best location and sizing of panels;
- Aim to conceal wiring and other necessary installations; and,
- Consider introducing other tile or slate colours to create a composition with the solar panel materials.

**Figure 83: Example of eco design led architecture.**

**Figure 84: Integrated design for solar panels.**

**Figure 85: Water harvesting tank.**

**Figure 86: Bug and bee house.**

### Rainwater harvesting

This refers to the systems allowing the capture and storage of rainwater as well as those enabling the reuse in-situ of grey water. These systems involve pipes and storage devices that could be unsightly if added without an integral vision for design. Therefore some design recommendation would be to:

- Conceal tanks by cladding them in complementary materials;
- Use attractive materials or finishing for pipes;
- Combine landscape/planters with water capture systems;
- Underground tanks; and,
- Utilise water bodies for storage.

**Figure 87: Examples of tanks used for rainwater harvesting.**

### Permeable pavements

Pavements add to the composition of the building. Thus permeable pavements should not only perform its primary function which is to let water filter through but also:

- Respect the material palette;
- Help to frame the building;
- Create an arrival statement;
- Be in harmony with the landscape treatment of the property; and,
- Help to define the property boundary.



### Waste collector integrated design

With modern requirements for waste separation and recycling, the number of household bins quantum and size have increased. This poses a problem with the aesthetics of the property if bins are left without a solution. Thus we recommend the following:

- Create a specific enclosure of sufficient size for all the necessary bins;
- Place it within ineasy access from the street and, where, possible, able to open on the pavement side to ease retrieval;
- Refer to the materials palette to analyse which would be a complementary material;
- Use it as part of the property boundary;
- Add to the green feel by incorporating a green roof or side planting element to it; and,
- Combine it with cycle storage.

**Figure 88: Integrated design for differentiated waste collectors.**

**Figure 89: Integrated design for differentiated waste collectors and cycle storage.**

**Figure 90: Permeable brick paving.**

**Figure 91: Permeable concrete paving.**

## 3.2.7. Building Modifications, Extensions, and Plot Infills

Extensions to dwellings can have a significant impact not only on the character and appearance of the building, but also on the street scene within which it sits. A well-designed extension can enhance the appearance of its street, whereas an unsympathetic extension can have a harmful impact, create problems for neighbouring residents and affect the overall character of the area.

The Planning Portal[1] contains more detailed information on building modifications and extensions, setting out what is usually permitted without planning permission (permitted development) as well as what requires planning permission. Sarratt Parish, for example, contains designated land[2] such as conservation areas or AONBs, where planning permission is required.

- Extensions should be appropriate to the scale, massing and design of the main building and complement the streetscape.
- Alterations and extensions of historic buildings should respect the host building. Replacement of historic and traditional features, such as timber windows and doors with uPVC and other non-traditional materials should be avoided.
- Extensions are more likely to be successful if they do not exceed the height of the original or adjacent buildings. Two-storey extensions should be constructed with the same angle of pitch as the existing roof.
- The design, materials and architectural detailing of extensions should be high quality and respond to the host building and the local character of the neighbourhood plan area.
- The impact on the space around the buildings should consider overlooking, overshadowing and overbearing.

The following diagrams illustrate key dimensions for household extensions, roof extensions, porches, and outbuildings under both permitted development conditions and in designated land.

[1] Planning Portal. https://www.planningportal.co.uk/info/200234/home_improvement_projects

[2] Designated land is land within a conservation area, an area of outstanding natural beauty (AONB), an area specified by the Secretary of State for the purposes of enhancement and protection of the natural beauty and amenity of the countryside, the Broads, a National Park or a World Heritage Site.

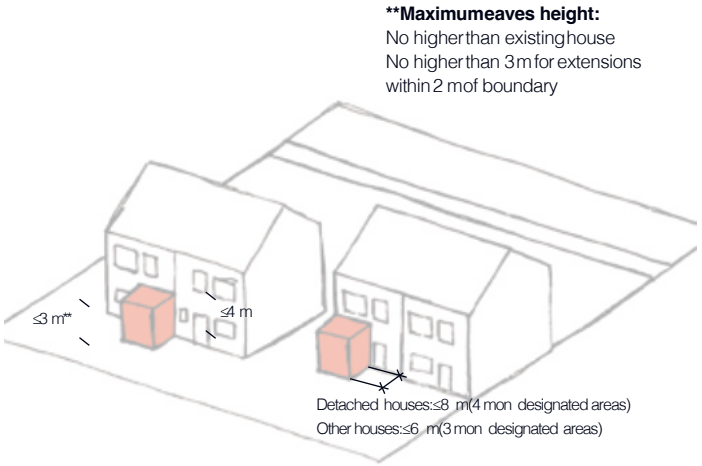


**Figure 92: Single-storey rear extensions.**

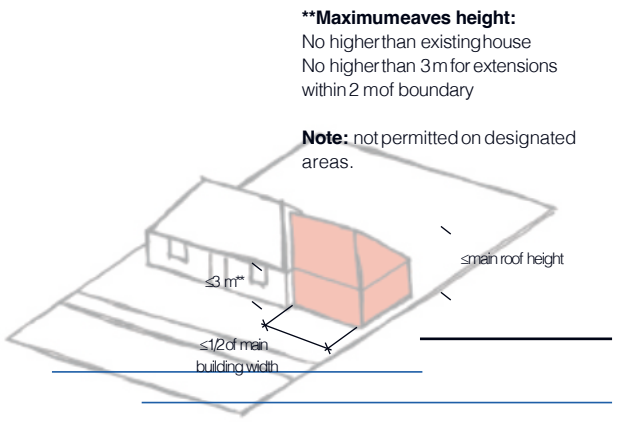


**Figure 93: Side extension to a single-storey building.**

**Note:** not permitted on designated areas.

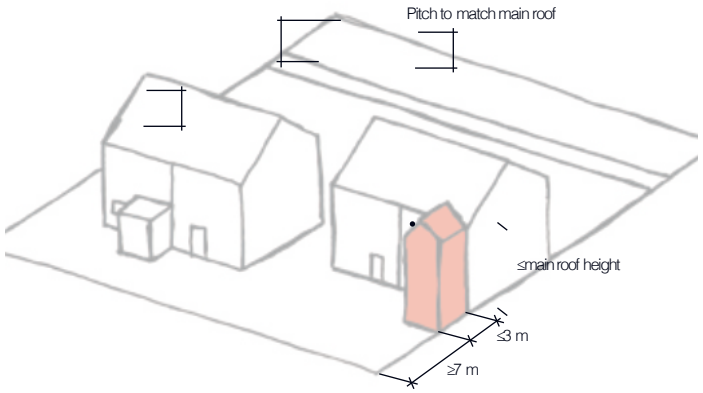


**Figure 94: Two-storey rear extension.**

**Note:** not permitted on designated areas.

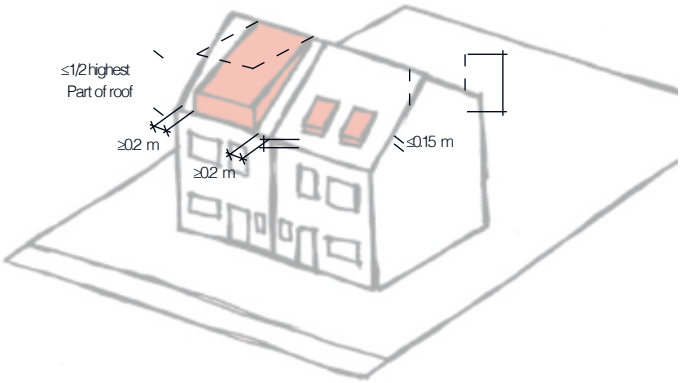


**Figure 96: Standard dimensions for roof extensions: lofts and skylights.**

**Note:** planning permission may be required on designated areas.

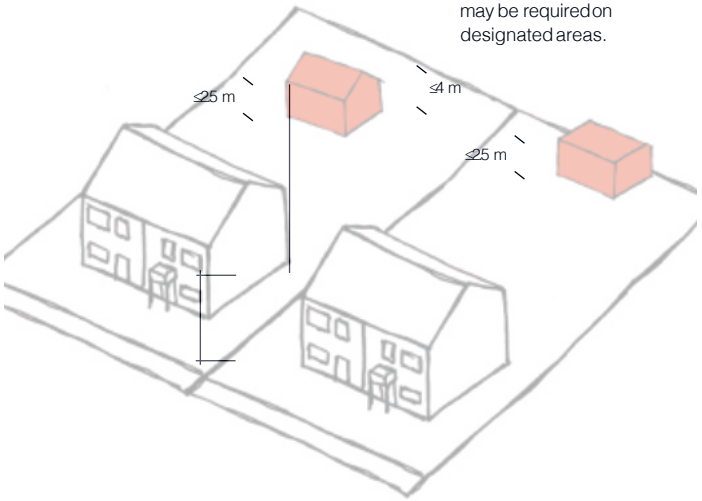


**Figure 98: Standard dimensions for outbuildings.**



**Note:** not permitted on designated areas.

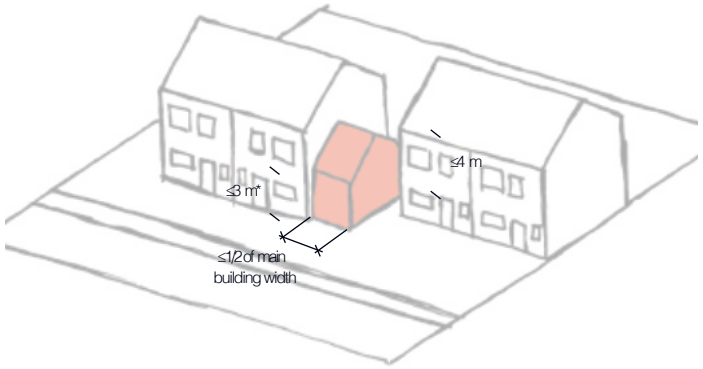


**Figure 95: Side extension to a two-storey building.**

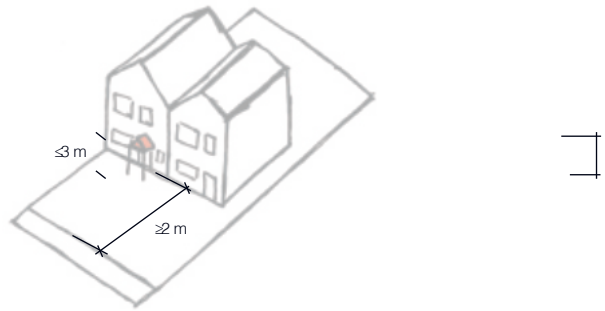


**Figure 97: Standard dimensions for porches.**

# Delivery

# 04

# 4. Delivery

This section concludes the report with recommendations on how to embed findings in the Neighbourhood Plan and engage with Three Rivers Council to develop policies supporting the guidelines.



| HOW THEY WILL USE THE DESIGN GUIDELINES | ACTORS |
|---|---|
| As a guide to community and Local Planning Authority expectations on design, allowing a degree of certainty – they will be expected to follow the Guidelines as planning consent is sought. | Applicants, developers, and landowners |
| As a reference point, embedded in policy, against which to assess planning applications.<br><br>The Design Guidelines should be discussed with applicants during any pre-application discussions. | Local Planning Authority |
| As a guide when commenting on planning applications, ensuring that the Design Guidelines are complied with. | Parish Council |
| As a tool to promote community-backed development and to inform comments on planning applications. | Community organisations |
| As a reference point when commenting on planning applications. | Statutory consultees |

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# DECLARATION OF RESULT

## Three Rivers

## Neighbourhood Plan Referendum

Sarratt

on Thursday 06 November 2025

I, Joanne Wagstaffe, being the being the Counting Officer at the referendum held on 06 November 2025, do hereby give notice that the result of the question put to the electors in the Sarratt area was as follows:

“Do you want Three Rivers District Council to use the neighbourhood plan for Sarratt to help it decide planning applications in the neighbourhood area?”

| Voting Option | Description (if any) | Number of Votes* |
|---|---|---|
| Yes | | 666 |
| No | | 23 |
| | | |

| The number of ballot papers rejected was as follows: | Number of ballot papers |
|---|---|
| A want of an official mark | 0 |
| B voting for more options than voter was entitled to | 0 |
| C writing or mark by which voter could be identified | 0 |
| D being unmarked or wholly void for uncertainty | 0 |
| E rejected in part | 0 |
| Total | 0 |

Electorate 1494 Ballot Papers Issued: 689 Turnout 46.1%

I do declare that more than half of those who voted have voted in favour of the Neighbourhood Plan being used to determine planning applications in the Neighbourhood Area.

Dated Thursday 06 November 2025

Joanne Wagstaffe
Counting Officer

Printed and published by the Counting Officer, Three Rivers House, Northway, Rickmansworth, Herts, WD3 1RL

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# Budget Monitoring Report to 30 September 2025

09/12/2025



THREE RIVERS DISTRICT COUNCIL

**Full Council**

**9 December 2025**

PART I

**BUDGET MONITORING REPORT TO 30 SEPTEMBER 2025**
**(DIRECTOR OF FINANCE)**

## Budget Monitoring Summary

1.1 The Budget monitoring report is a key tool in scrutinising the Council's financial performance and is designed to provide an overview to all relevant stakeholders. It is essential that the council monitors its budgets throughout the year to ensure that it is meeting its strategic objectives within its resource limits and, where necessary, corrective action is taken. A key principle of budgetary control is to align the budget holders' financial responsibilities and their management responsibilities.

1.2 This report shows the expected financial position over the three year medium term based on the Council's actual financial performance at the end of Period 6 (30 September 2025) set against the latest budget.

## 2. Recommendation

To Council:

2.1 That the revenue budget virements as set out in Appendices 1 to 3 and noted in paragraph 2.1.4 be approved and incorporated into the three-year medium-term financial plan.

2.2 That the revenue budget supplementary estimates of £0.067m as set out in appendices 1 to 3 and noted in paragraph 2.1.5 be approved and incorporated into the three-year medium-term financial plan.

2.3 That the revenue variances to be managed of £0.001m as set out in appendices 1 to 3 and noted in paragraph 2.1.6 be noted.

2.4 That the capital budgets of £11.429m as set out in appendices 1 to 3 and noted in paragraph 2.4.2 be approved and incorporated into the three-year medium-term financial plan.

## 3.1 Revenue Summary

3.1.1 The Forecast reported as at Period 3 was £15.105m. This was a variation to budget of (0.0003m). The forecast year end position for 2025/26 at Period 6 is estimated to be £15.173m giving an unfavourable variance of £0.068m when compared to the previous forecast.

3.1.2 The table below shows how the forecast year end position has been constructed:

| Revenue Budget 2025/26 | £000 |
|---|---|
| **Original Net Revenue Budget** | **14,677** |

| | |
|---|---|
| Carry Forward from 2024/25 (Year end report July 2025) | 431 |
| Original Budget Plus Carry Forwards from 2024/25 | **15,108** |
| Variances previously reported | **(3)** |
| Previous Forecast | **15,105** |
| Supplementary Estimates to budget reported at Period 6 (*to be approved)* | **67** |
| Variances to budget reported at Period 6 (*to be noted)* | **1** |
| **Forecast Total Net Expenditure 2025/26** | **15,173** |

3.1.3 The main variances are shown in the table below:

| Committee | 2025/26 Revenue Account - General Fund Summary | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | (C) | (A) | | (B) | (B-A) | (B-C) |
| | Original Budget | Original Budget Plus 2024/25 Carry Forwards | Latest Budget | Previous Forecast | Net Spend to Date | Latest Forecast | Supplimentary Estimates and Variances | Variation to Latest Budget |
| | £000 | £000 | £000 | £000 | £000 | £000 | £000 | £000 |
| General Public Services & Community Engagement | 6,030 | 6,106 | 6,119 | 6,131 | 1,360 | **6,377** | 246 | **258** |
| Climate Change & Leisure | 1,504 | 1,573 | 1,573 | 1,573 | 465 | **1,560** | (13) | **(13)** |
| Policy & Resources | 4,885 | 5,172 | 5,146 | 5,144 | 7,135 | **4,979** | (165) | **(168)** |
| **Total Service Budgets** | **12,419** | **12,851** | **12,838** | **12,848** | **8,959** | **12,916** | **68** | **78** |
| Corporate Costs (Interest Earned/Paid) and Parish Precepts | 2,258 | 2,258 | 2,258 | 2,258 | 2,293 | **2,258** | 0 | **0** |
| **Net General Fund** | **14,677** | **15,109** | **15,096** | **15,105** | **11,253** | **15,174** | **68** | **78** |

3.1.4 The significant supplementary estimates and variances above include the implementation of the 2025/26 pay award and inflationary increases to the Leisure Management contract.

## 3.2 Capital Summary

3.2.1 The latest approved budget for 2025/26 is £14.829m. The forecast Year end position for 2025/26 is now estimated to be £26.258m, which results in a service variation of £11.429m. This is largely due to the incorporation of Local Housing Authority Fund expenditure offset by grant as detailed in paragraph 1.4.3 below.

3.2.2 The table below shows how the forecast Year end position has been constructed:

| Capital Investment Programme 2025/26 | £000 |
|---|---|
| **Original Budget** | **5,522** |
| Rephasing from 2024/25 (*year end report July 2025)* | 9,307 |
| **Latest Approved Budget** (*Council October 2025*) | **14,829** |
| Variances to budget reported at Period 6 (*to be approved)* | 11,429 |
| **Forecast Capital Expenditure 2025/26** | **26,258** |

3.2.3 The forecast variances to agreed budget are shown in the table below:

| Description | £000 |
|---|---|
| **CIL Community Grants**<br>CIL Grants awarded to Batchworth Sea Scouts of £125.000 and 1st Chorleywood Scouts of £190,000. Approved at Full Council 8th July 2025 | 315 |
| **Replacement Bins**<br>Rephase from 2026/27 to 2025/26 due to predicted spend on replacement bins based on current spend to date | 70 |
| **Aquadrome Whole Life Costings**<br>Urgent end of life works to footpaths within the Aquadrome | 28 |
| **UK Shared Prosperity Fund**<br>Capital grant received from UK Shared Prosperity Fund | 60 |
| **ICT Managed Serv – Project Costs**<br>Budget virement to ICT Hardware Replacement Programme to facilitate the upgrade of Laptops for all staff | (31) |
| **ICT Hardware Replacement Programme**<br>Budget virement from ICT Managed Serv - Project Costs to facilitate the upgrade of Laptops for all staff | 31 |
| **Local Authority Housing Fund**<br>Additional budget for grant income and match funding for LAHF 1, 2 & 3 as agreed at Full Council 8th July 2025 | 10,954 |
| **Others** | 2 |
| **Total Capital Variance** | **11.429** |

3.3 **Reserves Summary**

3.3.1 The potential effect of both the revenue and capital variances upon on each reserve at summary level is shown in the table below. A list of reserve balances is shown at Appendix 7. The General Fund balance has been updated due to final entries to the statement of accounts and are subject to the external audit process.

| Description | Balance at 1 April 2025 £000 | Movement £000 | Balance at 31 March 2026 £000 |
|---|---|---|---|
| Capital Reserves | (9,720) | (1,394) | (11,115) |
| Earmarked Reserves | (23,717) | (385) | (24,103) |
| Economic Impact Reserve | (1,382) | 347 | (1,035) |
| General Fund | (4,409) | 541 | (3,868) |
| **Total** | **(39,229)** | **(891)** | **(40,121)** |

**Details**

4.1 **Revenue Budget**

4.1.1 The Council's latest approved services budget (excluding corporate budgets) is £12.848m. The Forecast year end position is now estimated to be £12.916m which results in an unfavourable service variance of £0.068m. After taking account of Corporate Costs, the total unfavourable variation is £0.068m

4.1.2 The table below shows the supplementary estimates and variances to be managed against each Committee. The position of each cost centre and an explanation of the main variances for each committee are set out in the detailed committee monitoring reports at Appendices 1 to 3 and within the Corporate Costs Medium Term Revenue Budget at Appendix 4.

| Committee | Supplementary Estimates £000 | Variances to be managed/Virements £000 | Total £000 |
|---|---|---|---|
| General Public Services and Community Engagement | 245 | 1 | 246 |
| Climate Change and Leisure | (13) | 0 | (13) |
| Policy and Resources | (165) | 0 | (165) |
| **Total** | **67** | **1** | **68** |
| Corporate Costs (Interest Earned/ Paid) and Parish Precepts | 0 | 0 | 0 |
| **Net General Fund** | **67** | **1** | **68** |

4.1.3 Within Appendices 1 to 3, annex B sets out the supplementary estimates, variances to be managed, and budget virements requested for each committee.

4.1.4 The budget virements requested enable effective budget management by ensuring that budgets are aligned to service activity, management responsibilities, and reflect grant income and planned use of reserves. Budget virements must always net to zero across the Council's budget. The budget virements requested at the end of Period 6 result in a net increase in expenditure budgets totalling £0.019m offset by a corresponding net decrease in expenditure budgets or an increase in income budgets, which reflects the receipt of grant income. Policy and Resources Committee is recommended to approve the budget virements at paragraph 10.1.

4.1.5 Supplementary estimates totalling £0.067m are requested at the end of Period 6. Supplementary estimates are requested when there is certainty that a budget pressure will arise, and the pressure cannot be managed within the service area. Supplementary estimates are funded by an increase in the contribution from General Balances and if agreed, result in the latest budget being updated to reflect the agreed expenditure. The impact of agreeing the additional budget is taken into account in the General Fund reserves forecast at paragraph 2.2.1. Policy and Resources Committee is recommended to approve the supplementary estimates at paragraph 10.2.

4.1.6 At the end of Period 6, variances to be managed total £0.001m. The Policy and Resources Committee is recommended to note these variances at paragraph 10.3.

## 4.2 Revenue Reserve Position

4.2.1 The effect of all Period 6 variances on the Council's General Fund Reserve over the medium term is shown in the table below:

| Movement on General Fund Balance | 2025/26 | | | | 2026/27 | 2027/28 |
|---|---|---|---|---|---|---|
| | Original £000 | Latest Budget £000 | Previous Forecast £000 | Latest Forecast £000 | Latest £000 | Latest £000 |
| Balance Brought Forward at 1 April | (4,409) | (4,409) | (4,409) | (4,409) | (3,868) | (3,253) |
| (Surplus)/Deficit for Year | 391 | 810 | 820 | 541 | 615 | 823 |
| **Closing Balance at 31 March** | **(4,018)** | **(3,599)** | **(3,589)** | **(3,868)** | **(3,253)** | **(2,430)** |

4.2.2 A prudent minimum general fund balance of £2.000m is considered appropriate. The general fund balance is forecast to remain above this minimum level over the medium term.

4.2.3 The Council also has the Economic Impact Reserve which is held to manage the impact of economic fluctuations. The reserve will be used in 2025/26 to fund the shortfall on the SLM management contract income as a result of the impact of COVID-19 on the leisure contract and the reprofiling of the management fee and to fund the Local Plan in the following table:

| Movement on Economic Impact Reserve | 2025/26 | | | | 2026/27 | 2027/28 |
|---|---|---|---|---|---|---|
| | Original | Latest Budget | Previous Forecast | Latest Forecast | Latest | Latest |
| | £000 | £000 | £000 | £000 | £000 | £000 |
| Balance Brought Forward at 1 April | (1,383) | (1,383) | (1,383) | (1,383) | (1,035) | (1,035) |
| Covid-19 Impact for year | 0 | 0 | 0 | 348 | 0 | 0 |
| **Closing Balance at 31 March** | **(1,530)** | **(1,530)** | **(1,530)** | **(1,035)** | **(1,035)** | **(1,035)** |

4.2.4 After taking account of the Economic Impact Reserve, the Council's unrestricted reserves position is forecast to remain above the £2.0m risk assessed level across the Medium Term Financial Plan (MTFP) at £3.465m as at 31 March 2028 see Appendix 6.

4.3 **Investment Portfolio**

4.3.1 The Council's Property Investment Board was allocated up to a total of £20.000m in 2017 to invest in acquiring property with a specific remit of achieving a 5% return (yield) on the investment. The table below shows those properties that the Council has acquired, the 2025/26 receivable rent, and the resulting yield.

4.3.2 The total rent due is forecast to be £0.871m which will achieve an average yield of 5.72%, above the 5% target.

4.3.3 The governance of property investments is covered in the Property Investment Strategy.

| Investment Property | 2025/26 rent £000 | Total cost of property £000 | Yield % | Comments |
|---|---|---|---|---|
| Nottingham | (205) | 4,469 | 4.59% | Acquisition of freehold interest located in the city centre of Nottingham let to commercial tenants, for a combined rental of £227,600pa on a 10 year lease from Feb 2018 which is subject to upward only rent reviews in Feb 2023. With effect from the Feb 2023, Barclays Bank Plc rent has been negotiated and agreed at £145,000 pa. This will be to lease end Feb 2028. Due to financial difficulties Robinson Webster (Jigsaw) Ltd was under a Company Voluntary Agreement (CVA). Effective from the 2/9/20 to 8/4/2023, paying only a concessionary rent of £12,000 pa as opposed to the contracted rent of £60,000 pa. Market Rent Valuation has now been agreed by TRDC and Jigsaw of £60,369pa. from the end of the CVA (8/4/23). |
| Norwich | (521) | 7,169 | 7.27% | Acquisition of a freehold interest located in the city centre of Norwich. Let to commercial sitting tenants for 20 year lease from December 2007. The rent due wef 21-12-21 was £468,670. The rent is reviewed annually in line with RPI, with a collar and cap arrangement of 3% and 5% respectively. However the lease requires that every 5th year a market rent review is undertaken. A rent review was undertaken wef 21-12-22 resulting in an uplift by the cap rate of 5%; totalling an annual rental figure of £492,103.58. The rents have been reviewed since and the uplifts from Dec 2023 is £516,708.80 and Dec 2024 £534,568.63. We are awaiting signoff for the rent uplifts from the tenant. |
| Lincoln Drive (South Oxhey) | (145) | 2,740 | 5.29% | The purchase of a Temporary Accommodation hostel at Lincoln Drive, South Oxhey. This comprises of 20 units with a mixture of 1, 2 and 3 bedrooms. This represents the net rent after the deduction of the management fee payable to Watford Community Housing which includes voids and the provision for bad debts. |
| South Oxhey Maisonettes | (143) | 2,877 | 4.97% | Local Authority (LAHF) funded purchase of 11 maisonettes in South Oxhey from Countryside for total cost of £3,913,200. The properties are under leased to Three Rivers Homes Ltd to provide housing provision. The net turnover rent is paid to TRDC by TRH Ltd. The percentage return is calculated on the TRDC's match funding apportionment of £2.807m + £116,822 for Stamp Duty apportionment |
| **Total** | **(1,014)** | **17,255** | **5.53%** | **Average Yield** |

4.4 **Capital Programme**

4.4.1 The Council's capital programme has been designed to support and enhance its core services and priorities. The Council's Medium Term Capital Investment Programme is shown by scheme by each Committee at Annex C in Appendices 1 to 3 and includes variances and commentary from officers.

4.4.2 The latest approved Capital budget is £14.829m. The forecast year end position for capital expenditure by Services at Period 6 is £26.258m. This provides a variance to latest budget of £11.429m, which is largely due to the incorporation of Local Housing Authority Fund expenditure offset by grant as detailed in the table below. The Policy and Resources Committee is recommended to approve a revised capital programme budget taking account of the budget variations as set out in appendices 1 to 3 at paragraph 10.4.

4.4.3 The table below shows the 2025/26 original budget, latest budget, forecast year end position, spend to date and variance for Period 6.

| Committee | Original Budget £000 | Original Budget Plus 2024/25 Rephasing | Latest Budget £000 | Spend to Date £000 | Year end Forecast £000 | Variance £000 |
|---|---|---|---|---|---|---|
| General Public Services and Community Engagement | 2,569 | 4,905 | 4,905 | 1,325 | 5,283 | 378 |
| Climate Change and Leisure | 1,566 | 2,332 | 2,332 | 435 | 2,427 | 95 |
| Policy & Resources | 887 | 1,372 | 1,372 | 260 | 1,373 | 1 |
| **Total Service** | **5,022** | **8,609** | **8,609** | **2,020** | **9,084** | **475** |
| **Major Projects:** | | | | | | |
| South Oxhey Parking | 500 | 500 | 500 | 0 | 500 | *0* |
| Property Investment Board | 0 | 0 | 0 | 0 | 0 | 0 |
| Local Authority Housing Fund | 0 | 5,720 | 5,720 | 54 | 16,674 | 10,954 |
| **Total Capital** | **5,522** | **14,829** | **14,829** | **2,074** | **26,258** | **11,429** |

4.4.4 As at the end of Period 6, the spend totalled £2.074m and represents 13.99% of the latest budget.

4.4.5 The capital programme is mainly supported by three income streams; capital receipts (derived from the sales of assets), grants and contributions, and the use of reserves. In addition, the Council may prudentially borrow to fund its capital programme. Decisions on borrowing (amount and duration) will be taken when the need arises. Funding of the capital investment programme over the medium term is shown at Appendix 5.

4.5 **Key Risk Areas**

4.5.1 Resources are allocated in the revenue and capital budgets to support the achievement of The Council's corporate plan. The Council's budget is exposed to risks that can potentially impact on service level provision. The key risks highlighted as part of this quarter's monitoring are;

- **Inflation**
  The 12 month Consumer Price Index (CPI) was 3.8% for September 2025 and the Retail Price Index (RPI) was 4.5%. Inflation drives costs across the Council's budgets with the most significant impact on pay, fuel and energy costs. The impact on the Council's budget is set out section 2.6 below.

- **Business Rates & Council Tax**
  The cost of living crisis, low economic growth and risk of recession will continue to place pressure on households and businesses throughout 2025/26 and may impact on the collection rates for Council Tax and Business Rates (NNDR - National Non Domestic Rates). The table below shows the impact on collection rates in the first six months of this year:

| Fund | P6 2025/26 Target | P6 2025/26 Actual | Difference |
|---|---|---|---|
| Council Tax | 49.02% | 58.20% | 9.18% |
| Business Rates (NNDR) | 49.50% | 56.02% | 6.52% |

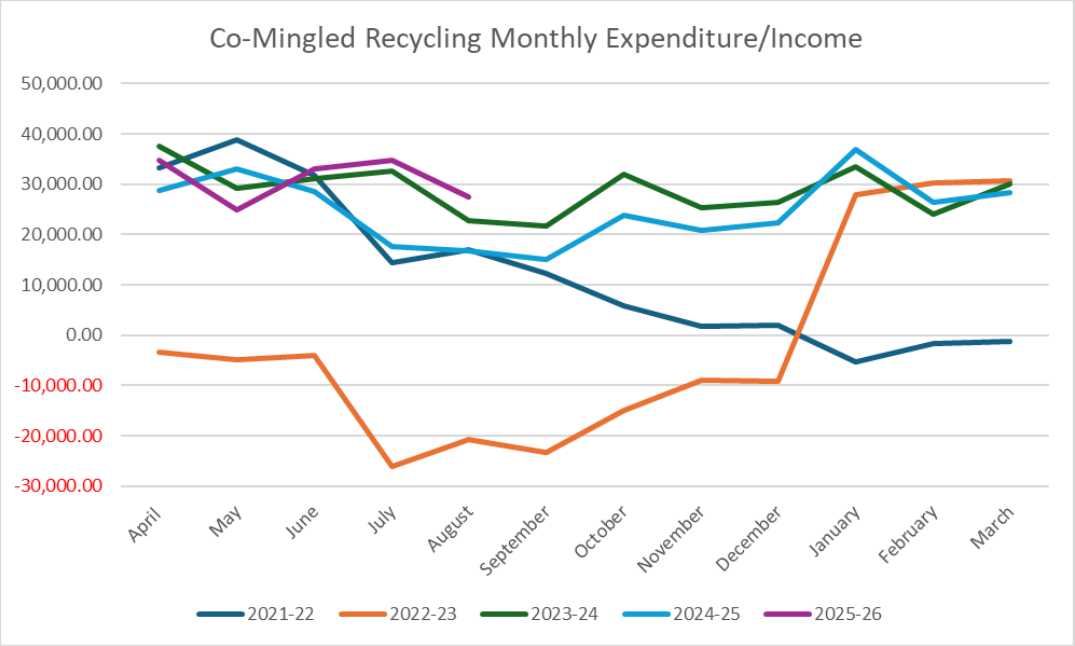
As at 30 September, collection rates for Council Tax and NNDR are ahead of target, this reflects the profile of payment plan options such as the payment of Council Tax over 10 months of the year rather than 12. Year on year, the collection of Council Tax is marginally ahead of the position reported at 30 September 2024 when 58% (0.20%) of Council Tax due had been collected and Business Rates is ahead when 53.62% (2.40%) of Business Rates due had been collected.

Any impact on collection rates will feed through the Collection Fund to impact on council spending power in 2026/27 through the Collection Fund surplus or deficit.

- **Recycling Costs**
  The Council has a contract for the disposal of recycling. The cost of the contract is variable and is linked to the global commodities market. The price can fluctuate significantly and when demand for recyclable materials is high the Council receives income for the recycling. Currently, the Council faces a cost to dispose of recycling as demand for materials has reduced. Recent economic performance data released from China, where the economy appears to have entered a recession, suggests that demand for recyclable materials could remain low for longer, increasing the cost to the Council.

  At present the Council is being prudent in its forecasting and assuming that recyclable income will not recover. The graph below shows the cost of, or

the income received for the last 4 years to/from our recycling contractor and illustrates how this position can change in year.




- **Interest Rates**
  The Bank of England's response to high inflation has been to utilise monetary policy by increasing the Bank of England Base Rate. This has impacted on the cost at which government can borrow and has fed through to the rates at which Councils can borrow from HM Treasury through the Public Works Loans Board (PWLB), rates that can be achieved from deposits with HM Treasury through the Debt Management Office (DMO), local authority to local authority lending and borrowing, and the interest rates offered by banks on current accounts and fixed deposits. The Council's cashflow forecasts indicate that the Council does not have a borrowing requirement during 2025/26. Therefore, the risk to the Council is on the upside, as higher interest rates mean that the Council will be able to generate more income from investing cash balances. The Council's Treasury Management activity is reported to the Audit Committee and the performance against budget is contained within this report in Appendix 4.

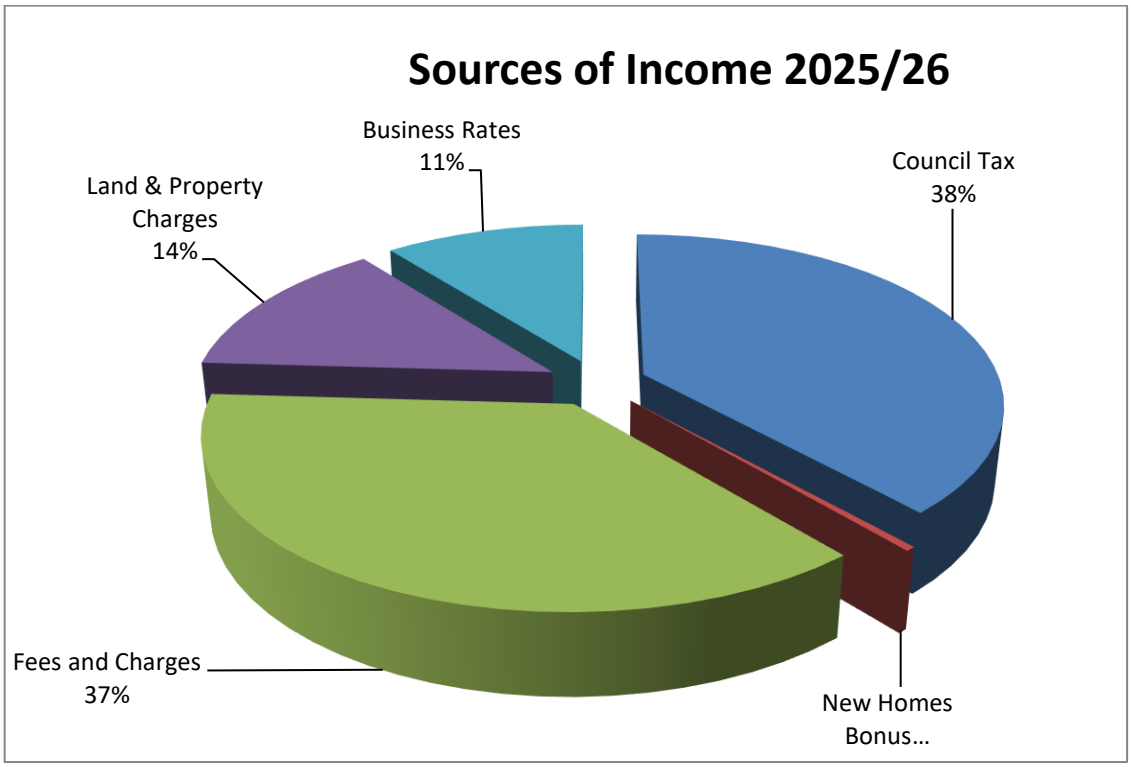
4.5.2 The Council's overall key financial risk matrix is shown at Appendix 7. These are reported and monitored and reviewed by the Council's Audit Committee.

4.6 **Impact of inflation**

4.6.1 Energy costs are expected to continue to place pressure on budgets in year although the pressure has not materialised in actual costs to 30 September 2025. As far as possible, services will be expected to absorb increased costs by managing other expenditure.

4.7 **Council Income**

4.7.1 The chart below shows the amount of income for each source as a percentage of total income.




4.7.2 Particular income generating items can fluctuate depending on the economic climate, popularity and affordability. The main risks that are considered the most critical and their financial position are shown in the table below. It should be noted that the income receivable from the Planning Services and Parking Enforcement are not linear and are subject to peaks and troughs throughout the financial year.

4.7.3 For Environmental Services, trade waste is invoiced to customers half yearly in April and October and garden waste for existing customers is charged for in one instalment at the beginning of the financial year.

4.7.4 Garage rents are charged on a weekly basis and are collected by a monthly direct debit. Licensing income relates licences which are issued on a one, three and five year basis.

| Service | Income Stream | 2025/26 Original Budget £ | 2025/26 Latest Budget £ | 2025/26 Actual to date £ | 2025/26 Year end Forecast £ | 2025/26 Variance £ |
|---|---|---|---|---|---|---|
| Regulatory Services | Application Fees | (846,420) | (846,420) | (527,416) | (846,420) | 0 |
| | Licenses | (208,685) | (208,685) | (135,920) | (208,685) | 0 |
| Parking | Penalty Charge Notices | (115,000) | (115,000) | (115,418) | (115,000) | 0 |
| | Pay and Display | (220,000) | (220,000) | (127,136) | (220,000) | 0 |
| Environmental Protection | Trade Refuse | (930,570 | (930,570) | (445,192) | (930,570) | 0 |
| | Garden Waste | (1,703,200) | (1,703,200) | (1,669,548) | (1,703,200) | 0 |
| | Clinical Waste | (126,925) | (126,925) | (52,830) | (126,925) | 0 |
| | Cemeteries | (248,283) | (248,283) | (93,124) | (248,283) | 0 |
| Property Services | Garages | (1,180,120) | (1,180,120) | (551,550) | (1,180,120) | 0 |
| | Shops | (210,000) | (210,000) | (102,227) | (210,000) | 0 |
| | Investment Properties | (982,225) | (982,225) | (675,251) | (982,225) | 0 |

4.7.5 Further details on the Council's key budget indicators for revenue service income streams (including volumes and trends) are shown in the detailed Committee Monitoring Reports at Appendices 1 to 3.

4.8 **Debtors (invoicing)**

4.8.1 The Council charges its customers for various services by raising debtor invoices. If the debt remains outstanding, then a variety of recovery methods are employed including rearranging the payment terms, stopping the provision of the service or pursing the debt through the legal recovery process.

4.8.2 As at the end of Period 6 (September), the total outstanding debt was £0.981m. This is equivalent to 3.46% of total budgeted income of £28.341m. Debts less than one month old total £0.293m (29.85% of total debt) and it is considered that this sum will be recovered. Outstanding debt over a year old is £0.193m (19.68% of the total debt) which mainly relate to Temporary Accommodation and rent on a Commercial Property where the tenant has been placed into liquidation. A current tenant that was subject to a CVA, which has now come to an end, has repaid the total rent arrears they incurred following the implementation of a back dated rent review during this monitoring period. The Council's debt recovery team will continue to chase these debts and initiate payment plans (instalments) wherever possible.

4.8.3 The table below shows a summary of the outstanding debt by the three main aged categories.

| Aged debt | Services | Under 1 Month | Over 1 Month to year | Over a year | Total |
|---|---|---|---|---|---|
| **Committee** | | **£** | **£** | **£** | **£** |
| General Public Services and Community Engagement | Community Partnerships | 4,550 | 1,595 | 720 | **6,865** |
| | Economic Development and Planning Policy | 460 | 0 | 7,463 | **7,923** |
| | Housing, Public Health and Wellbeing | 5,696 | 12,509 | 65,415 | **83,620** |
| | Public Services | 20,736 | 6,927 | 3,388 | **31,051** |
| Climate Change and Leisure | Leisure | 23,286 | 354,985 | 176 | **378,447** |
| | Sustainability & Climate | 0 | 0 | 0 | **0** |
| Policy & Resources | Resources | 236,996 | 119,314 | 115,736 | **472,046** |
| | Leader | 1,200 | 0 | 220 | **1,420** |
| **Total** | | **292,924** | **495,330** | **193,118** | **981,372** |

## 4.9 Treasury Management

4.9.1 The Council has managed its cash flows and adhered to its Treasury Management policy during the period to 30 September. The interest earned on the investments made by the Council supports the funding of the services it provides. The Council set an original budget of £0.690m on short-term interest investment for 2025/26. The Bank of England base interest rate was 4.50% on 1st April 2025 and was reduced to 4.25% in May 2025 and 4.0% August 2025. The base rate was therefore 4.0% at the end of the period.

## 4.10 Staff Vacancy Monitoring

4.10.1 A major risk of non-delivery of service is where key staff leave the Council's employ and there is a delay or difficulty in recruiting suitable candidates to fill the vacant post. The table below summarises the level of vacancies at the end of September 2025 with a detailed analysis by service within Appendices 1 to 3.

| Committee | Vacancies |
|---|---|
| General Public Services and Community Engagement | 5 |
| Climate Change and Leisure | 1 |
| Policy & Resources | 6 |
| | **12** |

4.10.2 The percentage of vacant posts at the end of the second quarter is 3.31% when compared against the total number of 362 Council posts. In some cases, vacant posts will be covered by agency staff to ensure service delivery.

**Options and Reasons for Recommendations**

5.1 The recommendations below enable the Committee to make recommendations to Council to agree the allocation of financial resources to deliver Council services.

## 6 Policy/Budget Reference and Implications

6.1 In accordance with the Council's Constitution and Financial Procedure Rules, if the recommendations are accepted, this will amend the Council's budgets for 2025/26, and over the MTFP.

6.2 There are no substantial changes to Council policy resulting from this report.

**Financial Implications**

7.1 The following revenue and capital variations have been identified for all service committees at 30 September 2025:

| Variance | 2025/26 £ | 2026/27 | 2027/28 |
|---|---|---|---|
| **Revenue** - (Favourable)/ Unfavourable | 68,323 | (60,000) | (60,000) |
| **Capital** - Increase / (Decrease) | 11,429,051 | (71,560) | 0 |

7.3 The explanations relating to these variations are set out in the main body of this report and supporting appendices.

7.4

**Legal Implications**

8.1 There are no legal implications directly arising from this report.

**Equal Opportunities Implications**

9.1 Relevance Test

| | |
|---|---|
| Has a relevance test been completed for Equality Impact? | No |
| Did the relevance test conclude a full impact assessment was required? | No |

**Staffing, Environmental, Community Safety, Public Health, Customer Services Centre, Communications and Website Implications**

10.1 There are no relevant implications directly arising from this report.

**Risk and Health & Safety Implications**

11.1 The Council has agreed its risk management strategy which can be found on the website at http://www.threerivers.gov.uk. In addition, the risks of the proposals in the report have also been assessed against the Council's duties under Health and Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.

11.2 The Financial and Budgetary risks are set out in Appendix 8 and are also reported to each meeting of the Audit Committee. FIN07, which captures the risk that the medium term financial position worsens, is also reported within the Council's Strategic Risk Register.

The risks set out in Appendix 8 are scored using the matrix below. The Council has determined its aversion to risk and is prepared to tolerate risks where the combination of impact and likelihood scores 6 or less.

**Data Quality**

Data sources:

Council's financial ledger

Data checked by:

Sally Riley, Finance Business Partner

Data rating:

| | | |
|---|---|---|
| **1** | **Poor** | |
| **2** | **Sufficient** | |
| **3** | **High** | ✓ |

**Background Papers**

Budget papers to Council – February 2025

P3 Budget Management Report – Policy and Resources Committee 8 September 2025

**APPENDICES / ATTACHMENTS**

Appendix 1 General Public Services and Community Engagement Committee

Detailed Monitoring Report
- Annex A - Medium term revenue budget by service
- Annex B - Explanations of revenue variances reported this Period
- Annex C - Medium term capital investment programme
- Annex D - Explanations of capital variances reported this Period
- Annex E – Key Income Streams

Appendix 2 Climate Change and Leisure Committee Detailed Monitoring Report
- Annex A - Medium term revenue budget by service
- Annex B - Explanations of revenue variances reported this Period
- Annex C - Medium term capital investment programme
- Annex D - Explanations of capital variances reported this Period

Appendix 3 Policy and Resources Committee Detailed Monitoring Report
- Annex A - Medium term revenue budget by service
- Annex B - Explanations of revenue variances reported this Period
- Annex C - Medium term capital investment programme
- Annex D - Explanations of capital variances reported this Period
- Annex E – Key Income Streams

Appendix 4 Corporate Costs Medium Term Revenue Budget

Appendix 5 Funding the capital programme

Appendix 6 Medium Term Financial Plan 2025-2028

Appendix 7 Reserves Forecast 2025/26

Appendix 8 Budgetary Risks

THREE RIVERS DISTRICT COUNCIL

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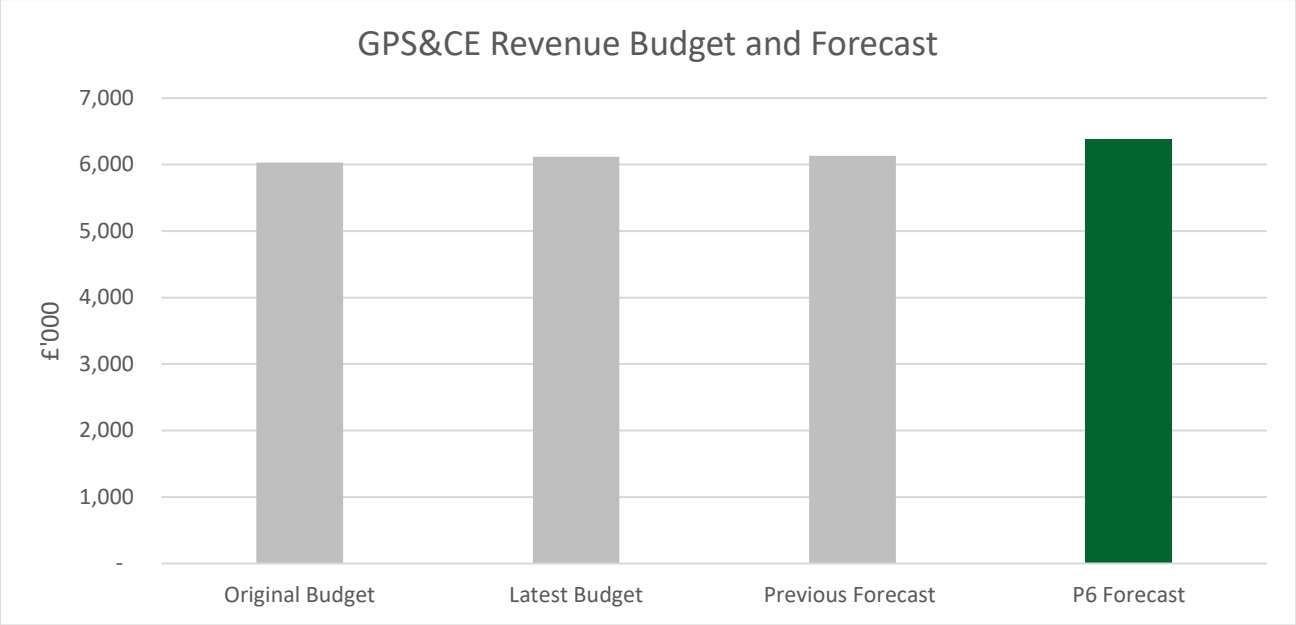
## General Public Services and Community Engagement Committee Detailed Monitoring Report

### Overview

1. This appendix sets out the detailed financial monitoring position for budgets within the scope of the General Public Services and Community Engagement (GPS&CE) Committee for the 2025/26 financial year. The forecast is based on the position as at Period 6 which covers the period from 1 July 2025 to 30 September 2025.

### Revenue

2. The latest forecast is net expenditure of £6.377m against the latest budget of £6.119m. This is an unfavourable variance of £0.258m. The detailed revenue budgets and MTFP forecast is set out in Annex A.




| Service Area | Original Budget £000 | Original Budget Plus 2024/25 Carry Forwards £000 | Latest Budget £000 | Previous Forecast £000 | Latest Forecast £000 | Variation to Previous Forecast £000 | Variation to Latest Budget £000 |
|---|---|---|---|---|---|---|---|
| Community Partnerships | 1,075 | 1,097 | 1,097 | 1,097 | 1,116 | 18 | 18 |
| Economic Development and Planning Policy | 886 | 886 | 886 | 898 | 952 | 54 | 66 |
| Housing | 496 | 496 | 509 | 509 | 529 | 20 | 20 |
| Public Services | 3,573 | 3,627 | 3,627 | 3,627 | 3,781 | 154 | 154 |
| **Total** | **6,030** | **6,106** | **6,119** | **6,131** | **6,377** | **246** | **258** |

3. Annex B sets out the main variations to budget.

4. **Income Streams**

   The key income streams are detailed in Annex E. All are currently on target to achieve budget income levels in 2025/26.

### Capital Investment Programme

5. The latest capital investment programme for 2025/26 is £5.283m. A variation of £0.378m is reported.

6. Detailed Capital budgets are set out in Annex C and Annex D respectively.

## Staff Vacancy Monitoring

7. A major risk of non-delivery of service is where key staff leave the Council's employ and there is a delay or difficulty in recruiting suitable candidates to fill the vacant post.

8. The following table sets out the vacancies as at 30 September 2025.

| Department | Job Title | Comments | Total |
|---|---|---|---|
| Environmental Protection | Assistant Environmental Support Manager | Subject to restructure | 1.00 |
| Grounds Maintenance | Grounds Maintenance Operative | Recently advertised | 1.00 |
| Waste Services | Loader | Recently advertised | 1.00 |
| Planning Policy & Coversation | Planning and Conservation Officer | Recently advertised | 1.00 |
| Land and Property | Land and Property Information Manager | Recently advertised | 1.00 |
| **Total General Public Services & Community Engagement** | | | **5.00** |

## Annex A
## GPS&CE Committee Medium Term Revenue Budget Service

| General Public Services and Community Engagement | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Community Partnerships** | **Original Budget 2025/26** | **Original Budget Plus 2024/25 Carry Forwards** | **Latest Budget 2025/26** | **Previous Forecast 2025/26** | **Spend to Date** | **Latest Forecast 2025/26** | **Variance @ P6** | **Forecast 2026/27** | **Forecast 2027/28** | **Officer Comments** |
| | £ | | £ | | £ | £ | £ | £ | £ | |
| Citizens Advice Bureaux | 288,340 | 288,340 | 288,340 | 288,340 | 127,745 | 288,340 | 0 | 288,340 | 288,340 | Budget currently forecast to be spent |
| Community Development | 4,500 | 12,066 | 12,066 | 12,066 | (33,146) | 12,066 | 0 | 4,500 | 4,500 | Budget currently forecast to be spent |
| Community Safety | 357,154 | 371,239 | 371,239 | 371,239 | 160,223 | 379,108 | 7,869 | 384,917 | 384,917 | 2025/26 Pay Award applied |
| Community Partnerships | 209,797 | 209,797 | 209,797 | 209,797 | 103,007 | 216,472 | 6,675 | 216,472 | 216,472 | 2025/26 Pay Award applied |
| Env Health - Commercial Team | 209,790 | 209,790 | 209,790 | 209,790 | 102,591 | 209,790 | 0 | 209,790 | 209,790 | Budget currently forecast to be spent |
| Licensing | (61,606) | (61,606) | (61,606) | (61,606) | (73,223) | (57,673) | 3,933 | (57,673) | (57,673) | 2025/26 Pay Award applied |
| Community & Leisure Grant | 67,500 | 67,500 | 67,500 | 67,500 | 22,800 | 67,500 | 0 | 67,500 | 67,500 | Budget currently forecast to be spent |
| **Total** | **1,075,475** | **1,097,126** | **1,097,126** | **1,097,126** | **409,996** | **1,115,603** | **18,477** | **1,113,846** | **1,113,846** | |

| **Economic Development and Planning Policy** | **Original Budget 2025/26** | **Original Budget Plus 2024/25 Carry Forwards** | **Latest Budget 2025/26** | **Previous Forecast 2025/26** | **Spend to Date** | **Latest Forecast 2025/26** | **Variance @ P6** | **Forecast 2026/27** | **Forecast 2027/28** | **Officer Comments** |
|---|---|---|---|---|---|---|---|---|---|---|
| | £ | £ | £ | £ | £ | £ | £ | £ | £ | |
| Land & Property Info Section | 16,971 | 16,971 | 16,971 | 16,971 | (49,849) | 25,389 | 8,418 | 41,711 | 41,711 | 2025/26 Pay Award applied |
| Street Naming & Numbering | 7,130 | 7,130 | 7,130 | 7,130 | 2,652 | 7,130 | 0 | 7,130 | 7,130 | Budget currently forecast to be spent |
| Development Management | 220,386 | 220,386 | 220,386 | 232,386 | 71,657 | 267,847 | 35,461 | 224,246 | 227,928 | Variance includes an £865 inflationary increase on Herts Ecology SLA and application of 2025/26 Pay Award |
| Development Plans | 546,755 | 546,755 | 546,755 | 546,755 | 253,996 | 555,036 | 8,281 | 361,624 | 363,557 | 2025/26 Pay Award applied |
| Hertfordshire Building Control | 37,500 | 37,500 | 37,500 | 37,500 | 34,506 | 37,500 | 0 | 37,500 | 37,500 | Budget currently forecast to be spent |
| HS2 Planning | 0 | 0 | 0 | 0 | (1,267) | 0 | 0 | 0 | 0 | Income received from HS2 |
| DC Officer | 56,860 | 56,860 | 56,860 | 56,860 | 29,104 | 58,687 | 1,827 | 58,687 | 58,687 | 2025/26 Pay Award applied |
| **Total** | **885,602** | **885,602** | **885,602** | **897,602** | **340,799** | **951,589** | **53,987** | **730,898** | **736,513** | |

| **Housing, Public Health and Wellbeing** | **Original Budget 2025/26** | **Original Budget Plus 2024/25 Carry Forwards** | **Latest Budget 2025/26** | **Previous Forecast 2025/26** | **Spend to Date** | **Latest Forecast 2025/26** | **Variance @ P6** | **Forecast 2026/27** | **Forecast 2027/28** | **Officer Comments** |
|---|---|---|---|---|---|---|---|---|---|---|
| | £ | £ | £ | £ | £ | £ | £ | £ | £ | |
| Housing Services Needs | 559,622 | 559,622 | 559,622 | 559,622 | 401,674 | 576,632 | 17,010 | 600,501 | 588,524 | 2025/26 Pay Award applied |
| Rent Deposit Guarantee Scheme | 5,110 | 5,110 | 5,110 | 5,110 | 1,717 | 5,110 | 0 | 5,110 | 5,110 | Demand led service |
| Homelessness General Fund | (148,740) | (148,740) | (148,740) | (148,740) | (782,336) | (148,740) | 0 | (148,740) | (148,740) | |
| Housing Associations | (5,000) | (5,000) | (5,000) | (5,000) | (2,500) | (5,000) | 0 | (5,000) | (5,000) | Income will be received by year end |
| Refugees | 0 | 0 | 0 | 0 | (86,002) | 0 | 0 | 0 | 0 | Transfer to/from reserves at year end |
| Env Health - Residential Team | 85,305 | 85,305 | 98,177 | 98,177 | 26,639 | 101,371 | 3,194 | 115,918 | 104,004 | 2025/26 Pay Award applied |
| Public Health | 0 | 0 | 0 | 0 | 11,636 | 0 | 0 | 0 | 0 | |
| **Total** | **496,297** | **496,297** | **509,169** | **509,169** | **(429,172)** | **529,373** | **20,204** | **567,789** | **543,898** | |

## GPS&CE Committee Medium Term Revenue Budget Service cont.

| Public Services | Original Budget 2025/26 | Original Budget Plus 2024/25 Carry Forwards | Latest Budget 2025/26 | Previous Forecast 2025/26 | Spend to Date | Latest Forecast 2025/26 | Variance @ P6 | Forecast 2026/27 | Forecast 2027/28 | Officer Comments |
|---|---|---|---|---|---|---|---|---|---|---|
| | £ | £ | £ | £ | £ | £ | £ | £ | £ | |
| Decriminalised Parking Enf | 250,508 | 300,588 | 300,588 | 300,588 | (62,797) | 303,753 | 3,165 | 215,756 | 218,177 | 2025/26 Pay Award applied |
| Car Parking-Maintenance | 110,466 | 110,466 | 110,466 | 110,466 | 106,839 | 110,466 | 0 | 110,466 | 110,466 | Budget currently forecast to be spent |
| Dial A Ride | 40,000 | 40,000 | 40,000 | 40,000 | 20,000 | 40,000 | 0 | 40,000 | 40,000 | Budget currently forecast to be spent |
| Sustainable Travel Schemes | 1,500 | 5,566 | 5,566 | 5,566 | 500 | 5,566 | 0 | 1,500 | 1,500 | Budget currently forecast to be spent |
| Associate Director of Environment | 101,898 | 101,898 | 101,898 | 101,898 | 51,645 | 105,119 | 3,221 | 105,119 | 105,119 | 2025/26 Pay Award applied |
| Refuse Domestic | (24,290) | (24,290) | (24,290) | (24,290) | (15,120) | (24,290) | 0 | (24,290) | (24,290) | Budget currently forecast to be spent |
| Refuse Trade | (107,017) | (107,017) | (107,017) | (107,017) | (261,259) | (92,680) | 14,337 | (92,680) | (92,680) | Variance includes inflationary increase in contract for vehicle maintenance of £2,900 and application of 2025/26 Pay Award |
| Better Buses Fund | 101,762 | 101,762 | 101,762 | 101,762 | 101,768 | 101,762 | 0 | 101,762 | 101,762 | Budget currently forecast to be spent |
| Recycling General | 750 | 750 | 750 | 750 | (2,502) | 750 | 0 | 750 | 750 | Budget currently forecast to be spent |
| Garden Waste | (734,515) | (734,515) | (734,515) | (734,515) | (1,151,103) | (708,593) | 25,922 | (707,764) | (707,456) | Variance includes inflationary increase in contract for vehicle maintenance of £6,940 and application of 2025/26 Pay Award. Income is received at the beginning of the financial year and expenditure against the income is made throughout the year. Budget is currently forecast to be spent |
| Clinical Waste | (39,007) | (39,007) | (39,007) | (39,007) | (25,536) | (37,771) | 1,236 | (37,771) | (37,771) | 2025/26 Pay Award applied |
| Recycling Kerbside | 1,387 | 1,387 | 1,387 | 1,387 | 7,037 | 1,387 | 0 | 1,387 | 1,387 | Budget currently forecast to be spent |
| Abandoned Vehicles | 250 | 250 | 250 | 250 | 1,305 | 1,750 | 1,500 | 250 | 250 | Increase in abandoned vehicles budget required due to increase in demand for service. |
| Public Conveniences | 3,600 | 3,600 | 3,600 | 3,600 | 600 | 3,600 | 0 | 3,600 | 3,600 | Budget currently forecast to be spent |
| Hertfordshire Fly Tipping | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | The cost of clearing fly tipping is recharged to the perpetrator if known, or funded from a specific reserve. |
| Environmental Protection | 398,787 | 398,787 | 398,787 | 398,787 | 195,558 | 409,222 | 10,435 | 409,222 | 409,222 | Variance includes inflationary increase in contract for vehicle maintenance of £100 and application of 2025/26 Pay Award |
| Depot-Batchworth | 55,225 | 55,225 | 55,225 | 55,225 | 47,256 | 55,225 | 0 | 55,225 | 55,225 | Budget currently forecast to be spent |
| Waste Management | 2,699,685 | 2,699,685 | 2,699,685 | 2,699,685 | 1,664,043 | 2,771,863 | 72,178 | 2,772,577 | 2,773,500 | Variance includes inflationary increase in contract for vehicle maintenance of £12,750 and application of 2025/26 Pay Award |
| Street Cleansing | 711,970 | 711,970 | 711,970 | 711,970 | 359,724 | 733,680 | 21,710 | 733,680 | 733,680 | Variance includes inflationary increase in contract for vehicle maintenance of £2,480 and application of 2025/26 Pay Award |
| **Total** | **3,572,959** | **3,627,105** | **3,627,105** | **3,627,105** | **1,037,957** | **3,780,809** | **153,704** | **3,688,789** | **3,692,441** | |
| **Total General Public Services and Community Engagement** | **6,030,333** | **6,106,130** | **6,119,002** | **6,131,002** | **1,359,581** | **6,377,374** | **246,372** | **6,101,322** | **6,086,698** | |

## Annex B
## GPS&CE Committee Explanations of revenue supplementary estimates, variances to be managed and virements reported this Period

### Supplementary Estimates

| General Public Services and Community Engagement | | | | | |
|---|---|---|---|---|---|
| **Community Partnership** | **Main Group Heading** | **Details of Outturn Variances to Latest Approved Budget** | **2025/26 £** | **2026/27 £** | **2027/28 £** |
| Community Safety | Employees | 2025/26 Pay Award applied | 7,869 | 7,999 | 7,999 |
| Community Partnerships | Employees | 2025/26 Pay Award applied | 6,675 | 6,675 | 6,675 |
| Licensing | Employees | 2025/26 Pay Award applied | 3,933 | 3,933 | 3,933 |
| | | **Total** | **18,477** | **18,607** | **18,607** |
| **Economic Development & Planning Policy** | **Main Group Heading** | **Details of Outturn Variances to Latest Approved Budget** | **2025/26 £** | **2026/27 £** | **2027/28 £** |
| Land & Property Info Section | Employees | 2025/26 Pay Award applied | 8,418 | 1,150 | 1,150 |
| Development Management | Employees | 2025/26 Pay Award applied | 34,596 | 33,247 | 33,360 |
| | Supplies and Services | Inflationary increase on Herts Ecology SLA | 865 | 865 | 865 |
| Development Plans | Employees | 2025/26 Pay Award applied | 8,281 | 8,486 | 8,546 |
| GIS Officer | Employees | 2025/26 Pay Award applied | 1,827 | 1,827 | 1,827 |
| | | **Total** | **53,987** | **45,575** | **45,748** |
| **Housing, Public Health and Wellbeing** | **Main Group Heading** | **Details of Outturn Variances to Latest Approved Budget** | **2025/26 £** | **2026/27 £** | **2027/28 £** |
| Housing Service Needs | Employees | 2025/26 Pay Award applied | 17,010 | 17,752 | 17,384 |
| Env Health - Residential Team | Employees | 2025/26 Pay Award applied | 3,194 | 3,233 | 3,262 |
| | | **Total** | **20,204** | **20,985** | **20,646** |
| **Public Services** | **Main Group Heading** | **Details of Outturn Variances to Latest Approved Budget** | **2025/26 £** | **2026/27 £** | **2027/28 £** |
| Decriminalised Parking Enf Spa | Employees | 2025/26 Pay Award applied | 3,165 | 3,231 | 3,305 |
| Associate Director of Environment | Employees | 2025/26 Pay Award applied | 3,221 | 3,221 | 3,221 |
| Refuse Trade | Employees | 2025/26 Pay Award applied | 11,437 | 11,100 | 10,754 |
| | Transport | Inflationary increase in contract for vehicle maintenance | 2,900 | 2,900 | 2,900 |
| Garden Waste | Employees | 2025/26 Pay Award applied | 18,982 | 18,834 | 18,844 |
| | Transport | Inflationary increase in contract for vehicle maintenance | 6,940 | 6,940 | 6,940 |
| Clinical Waste | Employees | 2025/26 Pay Award applied | 1,236 | 1,236 | 1,236 |
| Environmental Protection | Employees | 2025/26 Pay Award applied | 10,335 | 8,775 | 8,775 |
| | Transport | Inflationary increase in contract for vehicle maintenance | 100 | 100 | 100 |
| Waste Management | Employees | 2025/26 Pay Award applied | 59,428 | 59,449 | 59,479 |
| | Transport | Inflationary increase in contract for vehicle maintenance | 12,750 | 12,750 | 12,750 |
| Street Cleansing | Employees | 2025/26 Pay Award applied | 19,230 | 19,230 | 19,230 |
| | Transport | Inflationary increase in contract for vehicle maintenance | 2,480 | 2,480 | 2,480 |
| | | **Total** | **152,204** | **150,246** | **150,014** |
| | | **Total General Public Services and Community Engagement** | **244,872** | **235,413** | **235,015** |

## Variances to be managed

| General Public Services and Community Engagement | | | | | |
|---|---|---|---|---|---|
| Public Services | Main Group Heading | Details of Outturn Variances to Latest Approved Budget | 2025/26 £ | 2026/27 £ | 2027/28 £ |
| Abadoned Vehicles | Supplies and Services | Increase in abandoned vehicles budget required due to increase in demand for service. | 1,500 | 0 | 0 |
| Total | | | 1,500 | 0 | 0 |
| Total General Public Services and Community Engagement | | | 1,500 | 0 | 0 |

## Annex C
## GPS&CE Medium term capital investment programme

| General Public Services and Community Engagement | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Community Partnerships** | **Original Budget 2025/26** | **Original Budgets Plus 2024/25 Rephasing** | **Latest Budget 2025/26** | **P6 Spend to Date** | **Forecast Outturn 2025/26** | **Variance** | **Latest Budget 2026/27** | **Proposed 2026/27** | **Variance** | **Latest Budget 2027/28** | **Proposed 2027/28** | **Variance** | **Comments** |
| | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | |
| Capital Grants & Loans | 20,000 | 20,000 | 20,000 | 0 | 13,000 | (7,000) | 20,000 | 20,000 | 0 | 20,000 | 20,000 | 0 | Budget virement to Open Space Access Improvements for Pickleball Courts |
| Community CCTV | 6,000 | 0 | 0 | 0 | 0 | 0 | 3,236 | 3,236 | 0 | 6,000 | 6,000 | 0 | No budget for 2025/26 |
| **Sub-total Community Partnerships** | **26,000** | **20,000** | **20,000** | **0** | **13,000** | **(7,000)** | **23,236** | **23,236** | **0** | **26,000** | **26,000** | **0** | |
| | | | | | | | | | | | | | |
| **Economic Development and Planning Policy** | **Original Budget 2025/26** | **Original Budgets Plus 2024/25 Rephasing** | **Latest Budget 2025/26** | **P6 Spend to Date** | **Forecast Outturn 2025/26** | **Variance** | **Latest Budget 2026/27** | **Proposed 2026/27** | **Variance** | **Latest Budget 2027/28** | **Proposed 2027/28** | **Variance** | **Comments** |
| | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | |
| Listed Building Grants | 2,500 | 2,500 | 2,500 | 0 | 2,500 | 0 | 2,500 | 2,500 | 0 | 2,500 | 2,500 | 0 | Demand led service - No applications to date |
| CIL Community Grants | 0 | 1,362,403 | 1,362,403 | 333,950 | 1,677,403 | 315,000 | 0 | 0 | 0 | 0 | 0 | 0 | CIL Grants awarded to Batchworth Sea Scouts of £125.000 and 1st Chorleywood Scouts of £190,000. Approved at Full Council 8th July 2025 |
| **Sub-total Economic Development and Planning Policy** | **2,500** | **1,364,903** | **1,364,903** | **333,950** | **1,679,903** | **315,000** | **2,500** | **2,500** | **0** | **2,500** | **2,500** | **0** | |
| | | | | | | | | | | | | | |
| **Housing, Public Health and Wellbeing** | **Original Budget 2025/26** | **Original Budgets Plus 2024/25 Rephasing** | **Latest Budget 2025/26** | **P6 Spend to Date** | **Forecast Outturn 2025/26** | **Variance** | **Latest Budget 2026/27** | **Proposed 2026/27** | **Variance** | **Latest Budget 2027/28** | **Proposed 2027/28** | **Variance** | **Comments** |
| | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | |
| Disabled Facilities Grant | 586,000 | 678,443 | 678,443 | 352,775 | 678,443 | 0 | 586,000 | 586,000 | 0 | 586,000 | 586,000 | 0 | Budget is currently forecast to be spent |
| Home Repairs Assistance | 2,000 | 2,000 | 2,000 | 0 | 2,000 | 0 | 2,000 | 2,000 | 0 | 2,000 | 2,000 | 0 | Demand led service - No applications to date |
| **Sub-total Housing, Public Health and Wellbeing** | **588,000** | **680,443** | **680,443** | **352,775** | **680,443** | **0** | **588,000** | **588,000** | **0** | **588,000** | **588,000** | **0** | |
| | | | | | | | | | | | | | |
| **Public Services** | **Original Budget 2025/26** | **Original Budgets Plus 2024/25 Rephasing** | **Latest Budget 2025/26** | **P6 Spend to Date** | **Forecast Outturn 2025/26** | **Variance** | **Latest Budget 2026/27** | **Proposed 2026/27** | **Variance** | **Latest Budget 2027/28** | **Proposed 2027/28** | **Variance** | **Comments** |
| | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | |
| Transport and Infrastructure | 279,000 | 344,171 | 344,171 | 2,150 | 344,171 | 0 | 179,000 | 179,000 | 0 | 179,000 | 179,000 | 0 | Budget is currently forecast to be spent |
| Disabled Parking Bays | 2,500 | 2,500 | 2,500 | 0 | 2,500 | 0 | 2,500 | 2,500 | 0 | 2,500 | 2,500 | 0 | Budget is currently forecast to be spent |
| Waste Plant & Equipment | 25,000 | 32,070 | 32,070 | 1,065 | 32,070 | 0 | 25,000 | 25,000 | 0 | 25,000 | 25,000 | 0 | Budget is currently forecast to be spent |
| Waste Services Depot | 0 | 147,257 | 147,257 | 147,808 | 147,257 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Budget is currently forecast to be spent |
| EV Charging Points | 0 | 535,938 | 535,938 | 0 | 535,938 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Budget is currently forecast to be spent |
| Controlled Parking | 25,000 | 49,144 | 49,144 | 502 | 49,144 | 0 | 25,000 | 25,000 | 0 | 25,000 | 25,000 | 0 | Budget is currently forecast to be spent |
| Replacement Bins | 54,000 | 54,000 | 54,000 | 70,426 | 124,000 | 70,000 | 115,000 | 45,000 | (70,000) | 115,000 | 115,000 | 0 | Rephase from 2026/27 to 2025/26 due to predicted spend on replacement bins based on current spend to date |
| Waste & Recycling Vehicles | 1,045,000 | 1,063,000 | 1,063,000 | 169,920 | 1,063,000 | 0 | 800,000 | 800,000 | 0 | 800,000 | 800,000 | 0 | Budget is currently forecast to be spent |
| Car Park Restoration | 250,000 | 313,131 | 313,131 | 140,196 | 313,131 | 0 | 250,000 | 250,000 | 0 | 250,000 | 250,000 | 0 | Budget is currently forecast to be spent |
| Estates, Paths & Roads | 47,000 | 47,000 | 47,000 | 350 | 47,000 | 0 | 20,000 | 20,000 | 0 | 20,000 | 20,000 | 0 | Budget is currently forecast to be spent |
| TRDC Footpaths & Alleyways | 225,000 | 251,413 | 251,413 | 105,772 | 251,413 | 0 | 205,000 | 205,000 | 0 | 215,000 | 215,000 | 0 | Budget is currently forecast to be spent |
| **Sub-total Public Services** | **1,952,500** | **2,839,624** | **2,839,624** | **638,189** | **2,909,624** | **70,000** | **1,621,500** | **1,551,500** | **(70,000)** | **1,631,500** | **1,631,500** | **0** | |
| | | | | | | | | | | | | | |
| **Total General Public Services and Community Engagement** | **2,569,000** | **4,904,970** | **4,904,970** | **1,324,914** | **5,282,970** | **378,000** | **2,235,236** | **2,165,236** | **(70,000)** | **2,248,000** | **2,248,000** | **0** | |

**Annex D**

**GPS&CE Explanations of capital variances reported this Period**

| Description | Details of Outturn Variances to Latest Approved Budget | 2025/26 £ | 2026/27 £ | 2027/28 £ |
|---|---|---|---|---|
| **General Public Services and Community Engagement** | | | | |
| CIL Community Grants | CIL Grants awarded to Batchworth Sea Scouts of £125.000 and 1st Chorleywood Scouts of £190,000. Approved at Full Council 8th July 2025 | 315,000 | 0 | 0 |
| Replacement Bins | Rephase from 2026/27 to 2025/26 due to predicted spend on replacement bins based on current spend to date | 70,000 | (70,000) | 0 |
| Capital Grants and Loans | Budget virement to Open Space Access Improvements for Pickleball courts | (7,000) | 0 | 0 |
| **Total General Public Services and Community Engagement** | | **378,000** | **(70,000)** | **0** |

## Annex E
## GPS&CE Key Income Streams

| *Regulatory Services* | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **Car Park Enforcement** | **Month** | **2022/23** | | **2023/24** | | **2024/25** | | **2025/26** | |
| **Penalty Charge Notices (PCNs)** | | **£** | **Volume** | **£** | **Volume** | **£** | **Volume** | **£** | **Volume** |
| | April | (7,700) | 176 | (5,410) | 114 | (12,845) | 292 | (18,195) | 369 |
| | May | (7,955) | 153 | (8,830) | 135 | (18,465) | 372 | (18,050) | 362 |
| | June | (6,960) | 144 | (8,180) | 152 | (16,355) | 313 | (17,230) | 323 |
| | July | (7,386) | 113 | (10,735) | 248 | (21,030) | 359 | (27,462) | 550 |
| | August | (6,814) | 122 | (13,495) | 289 | (21,830) | 337 | (17,321) | 318 |
| | September | (6,134) | 114 | (11,650) | 236 | (16,290) | 326 | (17,160) | 326 |
| | October | (9,526) | 249 | (13,707) | 247 | (20,620) | 391 | | |
| | November | (9,118) | 194 | (13,715) | 219 | (18,400) | 349 | | |
| | December | (7,845) | 134 | (11,725) | 212 | (18,810) | 363 | | |
| | January | (8,913) | 154 | (12,865) | 316 | (20,380) | 368 | | |
| | February | (9,020) | 172 | (18,307) | 233 | (18,655) | 345 | | |
| | March | (10,329) | 135 | (14,753) | 296 | (17,060) | 315 | | |
| | **Total** | **(97,700)** | **1,860** | **(143,372)** | **2,697** | **(220,740)** | **4,130** | **(115,418)** | **2,248** |

**Comments:** The Original budget for 2025/26 is £115,000. The charging structure is based on the severity of the contravention. The charge relating to a serious contravention is £70 and payable within 28-days (reduced to £35 if paid within 14 days). The charge relating to a less serious contravention is £50 payable within 28 days ( reduced to £25 if paid within 14-days). The no of PCN's issued can reduce due to greater parking compliance.

| **Car Park Enforcement** | **Month** | **2022/23** | | **2023/24** | | **2024/25** | | **2025/26** | |
|---|---|---|---|---|---|---|---|---|---|
| **Pay & Display Tickets** | | **£** | **Volume** | **£** | **Volume** | **£** | **Volume** | **£** | **Volume** |
| | April | (11,910) | 7,037 | (15,346) | 8,197 | (19,257) | 10,009 | (20,758) | 11,918 |
| | May | (12,841) | 7,097 | (17,473) | 8,412 | (20,212) | 10,433 | (20,982) | 12,325 |
| | June | (15,058) | 7,062 | (17,912) | 9,036 | (18,090) | 9,441 | (19,318) | 11,455 |
| | July | (13,121) | 7,362 | (17,937) | 9,271 | (19,394) | 10,191 | (23,290) | 13,606 |
| | August | (13,742) | 7,326 | (16,564) | 8,531 | (16,320) | 9,241 | (20,536) | 12,394 |
| | September | (14,086) | 7,387 | (17,540) | 9,075 | (20,204) | 8,752 | (22,252) | 12,954 |
| | October | (14,702) | 7,878 | (18,978) | 9,450 | (16,532) | 11,149 | | |
| | November | (14,587) | 7,411 | (19,091) | 9,633 | (19,932) | 10,730 | | |
| | December | (17,110) | 8,354 | (20,515) | 10,337 | (22,453) | 12,168 | | |
| | January | (16,778) | 7,573 | (20,475) | 9,612 | (19,597) | 11,067 | | |
| | February | (14,471) | 7,823 | (19,453) | 10,041 | (20,048) | 11,437 | | |
| | March | (19,225) | 9,882 | (21,063) | 10,893 | (21,517) | 12,655 | | |
| | **Total** | **(177,631)** | **92,192** | **(222,347)** | **112,488** | **(233,556)** | **127,273** | **(127,136)** | **74,652** |

**Comments:** The Original budget for 2025/26 is £220,000.There are different charging regimes for different car parks within the district. However most pay & display car parks in Rickmansworth operate the following regulations - Monday - Friday, 8.30am - 6.30pm max stay up to 24 Hours - charge £4 with the first hour being free.

| **Development Management** | **Month** | **2022/23** | | **2023/24** | | **2024/25** | | **2025/26** | |
|---|---|---|---|---|---|---|---|---|---|
| **Application Fees** | | **£** | **Volume** | **£** | **Volume** | **£** | **Volume** | **£** | **Volume** |
| | April | (389,072) | 121 | (31,355) | 111 | (94,490) | 133 | (75,721) | 162 |
| | May | (59,995) | 162 | (57,426) | 138 | (74,771) | 119 | (128,870) | 130 |
| | June | (41,122) | 123 | (73,723) | 122 | (80,169) | 125 | (123,183) | 141 |
| | July | (56,630) | 129 | (23,579) | 125 | (93,197) | 127 | (51,684) | 139 |
| | August | (27,451) | 144 | (42,914) | 137 | (52,344) | 101 | (46,890) | 117 |
| | September | (53,870) | 111 | (28,687) | 133 | (30,825) | 115 | (101,068) | 147 |
| | October | (141,962) | 125 | (32,577) | 137 | (33,542) | 134 | | |
| | November | (51,317) | 136 | (32,047) | 120 | (53,249) | 121 | | |
| | December | (65,353) | 119 | (21,107) | 96 | (167,972) | 125 | | |
| | January | (21,090) | 131 | (17,242) | 104 | (26,957) | 120 | | |
| | February | (56,956) | 116 | (40,229) | 103 | (61,582) | 122 | | |
| | March | (34,930) | 163 | (33,857) | 120 | (71,186) | 115 | | |
| | **Total** | **(999,748)** | **1,580** | **(434,743)** | **1,446** | **(840,282)** | **1,457** | **(527,416)** | **836** |

**Comments:** The Original budget for 2025/26 is £846,420. There are a number of different charging levels dependent on the type & size of the proposed area. The table of current fees for each type can be found on the Councils website.

**GPS&CE Key Income Streams Cont.**

| *Waste Management* | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **Trade Refuse** | **Month** | **2022/23** | | **2023/24** | | **2024/25** | | **2025/26** | |
| **Contract fees** | | **£** | **Volume** | **£** | **Volume** | **£** | **Volume** | **£** | **Volume** |
| | April | (374,524) | 925 | (408,151) | 900 | (432,709) | 865 | (433,542) | 886 |
| | May | (2,105) | 929 | 2,040 | 897 | 2,897 | 856 | 630 | 861 |
| | June | (297) | 930 | 200 | 879 | 1,981 | 849 | (1,446) | 894 |
| | July | (328) | 930 | 1,007 | 882 | (120) | 851 | (418) | 911 |
| | August | (1,417) | 920 | (3,049) | 871 | (324) | 857 | (2,526) | 910 |
| | September | (1,221) | 925 | (1,635) | 872 | (1,651) | 860 | (7,890) | 915 |
| | October | (376,644) | 926 | (402,130) | 873 | (430,584) | 862 | | |
| | November | (7,399) | 920 | 464 | 867 | (5,727) | 858 | | |
| | December | (738) | 908 | 337 | 860 | 351 | 855 | | |
| | January | (2,476) | 916 | (940) | 867 | (883) | 854 | | |
| | February | (1,298) | 917 | (5,573) | 870 | (2,115) | 851 | | |
| | March | (5,356) | 913 | (2,436) | 867 | (750) | 866 | | |
| | **Total** | **(773,803)** | **913** | **(819,866)** | **867** | **(869,634)** | **866** | **(445,192)** | |

Comments: The original 2025/26 budget is £930,570. Customers are invoiced twice a year in April and October. Income can fluctuate depending on the size of the bin collected and customers reducing their bin size and using the recycling service. These figures now include Trade Food Contracts.

| **Garden Waste** | **Month** | **2022/23** | | **2023/24** | | **2024/25** | | **2025/26** | |
|---|---|---|---|---|---|---|---|---|---|
| **Bin Charges** | | **£** | **Volume** | **£** | **Volume** | **£** | **Volume** | **£** | **Volume** |
| | April | (1,173,068) | 21,649 | (1,392,490) | 21,254 | (1,515,550) | 21,389 | (1,617,260) | 21,280 |
| | May | (18,910) | 405 | (31,450) | 516 | (23,624) | 356 | (21,225) | 262 |
| | June | (17,232) | 237 | (17,754) | 273 | (17,574) | 255 | (16,320) | 168 |
| | July | (8,724) | 163 | (6,786) | 107 | (9,899) | 137 | (6,122) | 99 |
| | August | (5,778) | 96 | (7,494) | 111 | (6,009) | 82 | (5,500) | 70 |
| | September | (3,129) | 49 | (4,346) | 56 | (3,090) | 34 | (3,121) | 24 |
| | October | (2,480) | 80 | (3,254) | 89 | (3,790) | 94 | | |
| | November | (1,589) | 51 | (1,781) | 50 | (2,037) | 57 | | |
| | December | (324) | 14 | (645) | 16 | (366) | 9 | | |
| | January | (956) | 26 | (204) | 15 | 0 | 0 | | |
| | February | 0 | 0 | 30 | 0 | 655 | 0 | | |
| | March | 0 | 0 | 0 | 0 | 0 | 0 | | |
| | **Total** | **(1,232,190)** | **22,770** | **(1,466,174)** | **22,487** | **(1,581,284)** | **22,413** | **(1,669,548)** | **21,903** |

**Comments:** The original 2025/26 budget is £1,703,200. The standard charges for 2025/26 are £70 for the first bin and £115 each for a second or third bin. Customers in receipt of certain benefits pay a concession fee of £60 for the first bin.

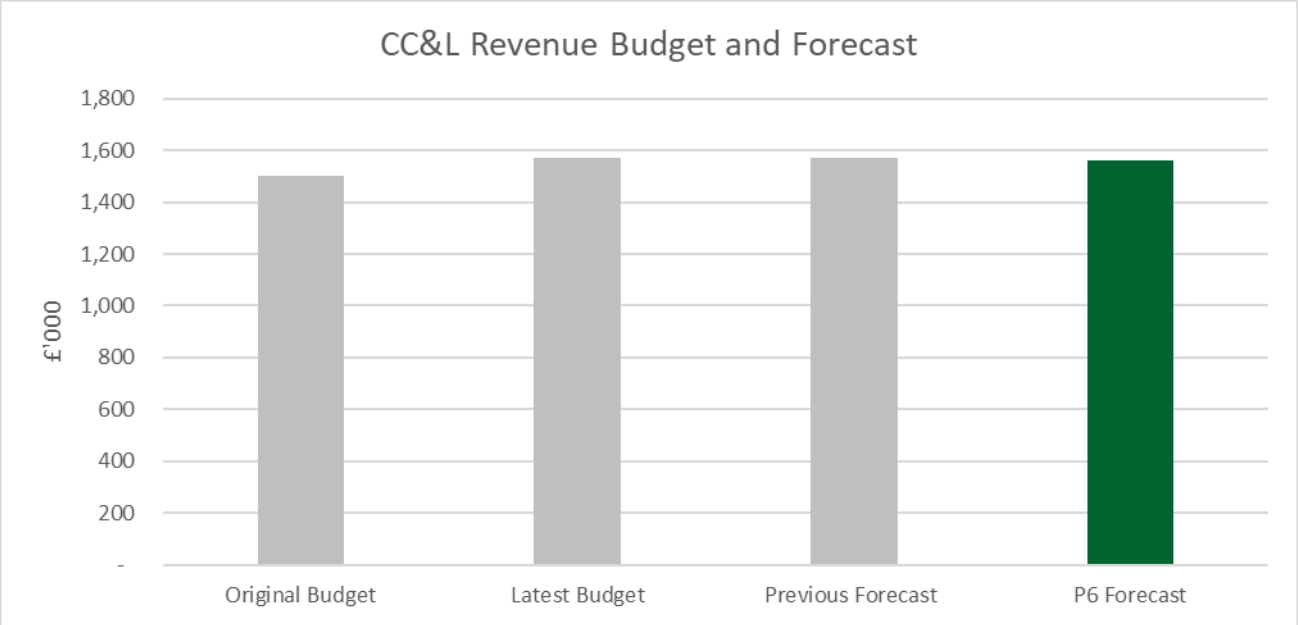
## Climate Change and Leisure Committee Detailed Monitoring Report

### Overview

1. This appendix sets out the detailed financial monitoring position for budgets within the scope of the Climate Change and Leisure (CC&L) Committee for the 2025/26 financial year. The forecast is based on the position as at Period 6 which covers the period from 1 July 2025 to 30 September 2025.

### Revenue

2. The latest forecast is net expenditure of £1.560m against the latest budget of £1.573m. A favourable variance of (£0.013m) is reported. The detailed revenue budgets and MTFP forecast is set out in Annex A.




| Service Area | Original Budget £000 | Original Budget Plus 2024/25 Carry Forwards £000 | Latest Budget £000 | Previous Forecast £000 | Latest Forecast £000 | Variation to Previous Forecast £000 | Variation to Latest Budget £000 |
|---|---|---|---|---|---|---|---|
| Leisure | 1,173 | 1,173 | 1,173 | 1,173 | 1,156 | (17) | (17) |
| Sustainability and Climate | 331 | 399 | 399 | 399 | 404 | 5 | 5 |
| **Total** | **1,504** | **1,573** | **1,573** | **1,573** | **1,560** | **(13)** | **(13)** |

3. Annex B sets out the main variations to budget.

### Capital Investment Programme

4. The latest capital investment programme for 2025/26 is £2.427m. A £0.095m variation is reported.

5. Detailed Capital budgets and explanation of key variations are set out in Annex C and Annex D respectively.

## Staff Vacancy Monitoring

6. A major risk of non-delivery of service is where key staff leave the Council's employ and there is a delay or difficulty in recruiting suitable candidates to fill the vacant post.

7. The following table sets out the vacancies as at 30 September 2025.

| Department | Job Title | Comments | Total |
|---|---|---|---|
| Watersmeet | Venue Technician | Not yet advertised | 1.00 |
| **Total Climate Change & Leisure** | | | **1.00** |

# Annex A
# CC&L Committee Medium Term Revenue Budget Service

| Climate Change and Leisure | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Leisure** | **Original Budget 2025/26** | **Original Budget Plus 2024/25 Carry Forwards** | **Latest Budget 2025/26** | **Previous Forecast 2025/26** | **Spend to Date** | **Latest Forecast 2025/26** | **Variance @ P6** | **Forecast 2026/27** | **Forecast 2027/28** | **Officer Comments** |
| | £ | £ | £ | £ | £ | £ | £ | £ | £ | |
| Leavesden Country Park | 0 | 0 | 0 | 0 | 23,009 | 0 | 0 | 0 | 0 | 2025/26 Pay Award applied |
| Watersmeet | 47,251 | 47,251 | 47,251 | 47,251 | (150,135) | 53,586 | 6,335 | 41,169 | 42,128 | Budget currently forecast to be spent |
| Leavesden Ymca | (35,000) | (35,000) | (35,000) | (35,000) | (28,658) | (35,000) | 0 | (35,000) | (35,000) | Income is received quarterly |
| Oxhey Hall | (3,000) | (3,000) | (3,000) | (3,000) | (2,064) | (3,000) | 0 | (3,000) | (3,000) | Income is received quarterly |
| Museum | (700) | (700) | (700) | (700) | (700) | (700) | 0 | (700) | (700) | Budget met |
| Playing Fields & Open Spaces | 127,450 | 127,450 | 127,450 | 127,450 | 45,374 | 127,450 | 0 | 127,450 | 127,450 | Budget currently forecast to be spent |
| Maple Lodge BNG | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Scotsbridge River Chess Project | 0 | 0 | 0 | 0 | (25,593) | 0 | 0 | 0 | 0 | |
| Aquadrome Project | 0 | 0 | 0 | 0 | 24,266 | 0 | 0 | 0 | 0 | |
| Aquadrome | 64,615 | 64,615 | 64,615 | 64,615 | 53,248 | 64,615 | 0 | 64,615 | 64,615 | Budget currently forecast to be spent |
| The Bury Green Space | 0 | 0 | 0 | 0 | (22,110) | 0 | 0 | 0 | 0 | Awaiting final invoice |
| Leisure Venues | (709,455) | (709,455) | (709,455) | (709,455) | (378,773) | (777,956) | (68,501) | (824,679) | (824,679) | Increase in utilities benchmarking costs due to backdated payment, offset by reduction in Real Living Wage requirements for 2025/26, future years reduction in Real Living Wage requirements |
| Leisure Activities | 124,507 | 124,507 | 124,507 | 124,507 | 60,962 | 124,507 | 0 | 124,507 | 124,507 | Income and Expenditure budgets required of £12,000 grant funding from HAPpy for holiday playschemes |
| Leisure Development | 680,239 | 680,239 | 680,239 | 680,239 | 380,278 | 699,586 | 19,347 | 710,561 | 720,524 | 2025/26 Pay Award applied |
| Grounds Maintenance | 877,513 | 877,513 | 877,513 | 877,513 | 438,392 | 902,875 | 25,362 | 902,800 | 902,800 | Variance includes inflationary increase in contract for vehicle maintenance of £2,210 and application of 2025/26 Pay Award |
| **Total** | **1,173,420** | **1,173,420** | **1,173,420** | **1,173,420** | **417,496** | **1,155,963** | **(17,457)** | **1,107,723** | **1,118,645** | |

| **Sustainability and Climate** | **Original Budget 2025/26** | **Original Budget Plus 2024/25 Carry Forwards** | **Latest Budget 2025/26** | | **Spend to Date** | **Latest Forecast 2025/26** | **Variance @ P6** | **Forecast 2026/27** | **Forecast 2027/28** | **Officer Comments** |
|---|---|---|---|---|---|---|---|---|---|---|
| | £ | £ | £ | | £ | £ | £ | £ | £ | |
| Energy Efficiency | 9,500 | 27,900 | 27,900 | 27,900 | 0 | 27,900 | 0 | 9,500 | 9,500 | Budget currently forecast to be spent |
| Climate Change & Sustainability Projects | 207,432 | 257,567 | 257,567 | 257,567 | (113,215) | 260,540 | 2,973 | 298,906 | 298,906 | 2025/26 Pay Award applied |
| Innovate UK | 0 | 0 | 0 | 0 | (2,888) | 0 | 0 | 0 | 0 | Project complete. Grant claimed retrospectively as per grant conditions |
| Pest Control | 12,755 | 12,755 | 12,755 | 12,755 | 6,022 | 12,755 | 0 | 12,755 | 12,755 | Budget currently forecast to be spent |
| Environmental Maintenance | 25,970 | 25,970 | 25,970 | 25,970 | 19,637 | 18,680 | (7,290) | 18,680 | 18,680 | Budget virement for Cemetery software to Cemeteries |
| Animal Control | 65,829 | 65,829 | 65,829 | 65,829 | 41,067 | 67,612 | 1,783 | 69,047 | 69,047 | 2025/26 Pay Award applied |
| Cemeteries | (234,233) | (234,233) | (234,233) | (234,233) | (35,197) | (226,943) | 7,290 | (226,943) | (226,943) | Budget virement for Cemetery software from Environmental Maintenance |
| Trees And Landscapes | 243,580 | 243,580 | 243,580 | 243,580 | 132,081 | 243,580 | 0 | 243,580 | 243,580 | Budget currently forecast to be spent |
| **Total** | **330,833** | **399,368** | **399,368** | **399,368** | **47,506** | **404,124** | **4,756** | **425,525** | **425,525** | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Total Climate Change and Leisure** | **1,504,253** | **1,572,788** | **1,572,788** | **1,572,788** | **465,002** | **1,560,087** | **(12,701)** | **1,533,248** | **1,544,170** | |

## Annex B
## CC&L Committee Explanations of revenue supplementary estimates, variances to be managed and virements reported this Period

### Supplementary Estimates

| Climate Change and Leisure | | | | | |
|---|---|---|---|---|---|
| **Leisure** | **Main Group Heading** | **Details of Outturn Variances to Latest Approved Budget** | **2025/26 £** | **2026/27 £** | **2027/28 £** |
| Watersmeet | Employees | 2025/26 Pay Award applied | 6,335 | 6,381 | 6,410 |
| Leisure Venues | Third Party Payments | Increase in utilities benchmarking costs due to backdated payment, offset by reduction in Real Living Wage requirements for 2025/26, future years reduction in Real Living Wage requirements | 4,678 | (42,045) | (42,045) |
| | Income | Inflationary increase on Leisure Management contract | (73,179) | (73,179) | (73,179) |
| Leisure Development | Employees | 2025/26 Pay Award applied | 19,347 | 16,101 | 18,260 |
| Grounds Maintenance | Employees | 2025/26 Pay Award applied | 23,152 | 23,077 | 23,077 |
| | Supplies and Services | Inflationary increase in contract for vehicle maintenance | 2,210 | 2,210 | 2,210 |
| **Total** | | | **(17,457)** | **(67,455)** | **(65,267)** |
| **Sustainability and Climate** | **Main Group Heading** | **Details of Outturn Variances to Latest Approved Budget** | **2025/26 £** | **2026/27 £** | **2027/28 £** |
| Climate Change and Sustainability Projects | Employees | 2025/26 Pay Award applied | 2,973 | 3,941 | 3,941 |
| Animal Control | Employees | 2025/26 Pay Award applied | 1,783 | 1,827 | 1,827 |
| **Total** | | | **4,756** | **5,768** | **5,768** |
| **Total Climate Change and Leisure** | | | **(12,701)** | **(61,687)** | **(59,499)** |

### Virements

| Climate Change and Leisure | | | | | |
|---|---|---|---|---|---|
| **Leisure Activities** | **Main Group Heading** | **Details of Outturn Variances to Latest Approved Budget** | **2025/26 £** | **2025/26 £** | **2026/27 £** |
| Environmental Maintenance | Supplies and Services | Budget virement for Cemetary software to Cemeteries | (7,290) | (7,290) | (7,290) |
| Cemeteries | Supplies and Services | Budget virement for Cemetary software from Environmental Maintenance | 7,290 | 7,290 | 7,290 |
| Leisure Activities | Supplies and Services | To Spend Happy Grant | 12,000 | 0 | 0 |
| | Income | Receipt of Happy Grant | (12,000) | 0 | 0 |
| **Total** | | | **0** | **0** | **0** |
| **Total Climate Change and Leisure** | | | **0** | **0** | **0** |

## Annex C
## CC&L Medium term capital investment programme

| Climate Change and Leisure | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Leisure** | **Original Budget 2025/26** | **Original Budgets Plus 2024/25 Rephasing** | **Latest Budget 2025/26** | **P6 Spend to Date** | **Forecast Outturn 2025/26** | **Variance** | **Latest Budget 2026/27** | **Proposed 2026/27** | **Variance** | **Latest Budget 2027/28** | **Proposed 2027/28** | **Variance** | **Comments** |
| | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | |
| Aquadrome Bridge Replacement | 0 | 438,740 | 438,740 | 289,956 | 438,740 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Budget is currently forecast to be spent |
| Leavesden Country Park Gate | 0 | 17,191 | 17,191 | 9,284 | 17,191 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Budget is currently forecast to be spent |
| Watersmeet Electrical | 0 | 138,443 | 138,443 | 0 | 138,443 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Budget is currently forecast to be spent. Project out for tender |
| Watersmeet Fire Doors | 75,400 | 75,400 | 75,400 | 0 | 75,400 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Budget is currently forecast to be spent |
| Scotsbridge-Chess Habitat | 0 | 8,190 | 8,190 | 0 | 8,190 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Budget is currently forecast to be spent |
| Open Space Access Improvements | 60,000 | 118,320 | 118,320 | 6,885 | 125,320 | 7,000 | 60,000 | 60,000 | 0 | 60,000 | 60,000 | 0 | Budget virement from Capital Grants and Loans to spend on Pickleball Courts |
| Improve Play Area-Future Schemes | 120,000 | 211,238 | 211,238 | 30,587 | 211,238 | 0 | 120,000 | 120,000 | 0 | 120,000 | 120,000 | 0 | Budget is currently forecast to be spent |
| Aquadrome-Whole Life Costing | 11,000 | 11,000 | 11,000 | 39,090 | 39,090 | 28,090 | 11,000 | 11,000 | 0 | 11,000 | 11,000 | 0 | Increase in budget required due to urgent end of life works to footpaths within the Aquadrome |
| Replacement Ground Maintenance Vehicles | 696,800 | 696,800 | 696,800 | 0 | 696,800 | 0 | 540,000 | 540,000 | 0 | 540,000 | 540,000 | 0 | Budget is currently forecast to be spent |
| Watersmeet-Whole Life Costing | 20,000 | 31,303 | 31,303 | 6,011 | 31,303 | 0 | 20,000 | 20,000 | 0 | 20,000 | 20,000 | 0 | Budget is currently forecast to be spent |
| Pavilions-Whole Life Costing | 11,000 | 12,984 | 12,984 | 480 | 12,984 | 0 | 11,000 | 11,000 | 0 | 11,000 | 11,000 | 0 | Budget is currently forecast to be spent |
| **Sub-total Leisure** | **994,200** | **1,759,609** | **1,759,609** | **382,293** | **1,794,699** | **35,090** | **762,000** | **762,000** | **0** | **762,000** | **762,000** | **0** | |
| | | | | | | | | | | | | | |
| **Sustainability and Climate** | **Original Budget 2025/26** | **Original Budgets Plus 2024/25 Rephasing** | **Latest Budget 2025/26** | **P6 Spend to Date** | **Forecast Outturn 2025/26** | **Variance** | **Latest Budget 2026/27** | **Proposed 2026/27** | **Variance** | **Latest Budget 2027/28** | **Proposed 2027/28** | **Variance** | **Comments** |
| | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | |
| Sustainability Schemes | 500,000 | 500,000 | 500,000 | 0 | 500,000 | 0 | 500,000 | 500,000 | 0 | 500,000 | 500,000 | 0 | Budget is currently forecast to be spent |
| UK Shared Prosperity | 0 | 0 | 0 | 1,395 | 60,401 | 60,401 | | 0 | 0 | | 0 | 0 | Capital grant received from UK Shared Prosperity Fund |
| Cemetery-Whole Life Costing | 72,342 | 72,342 | 72,342 | 51,312 | 72,342 | 0 | 5,000 | 5,000 | 0 | 5,000 | 5,000 | 0 | Budget is currently forecast to be spent |
| **Sub-total Sustainability and Climate** | **572,342** | **572,342** | **572,342** | **52,707** | **632,743** | **60,401** | **505,000** | **505,000** | **0** | **505,000** | **505,000** | **0** | |
| | | | | | | | | | | | | | |
| **Total Climate Change and Leisure** | **1,566,542** | **2,331,951** | **2,331,951** | **435,000** | **2,427,442** | **95,491** | **1,267,000** | **1,267,000** | **0** | **1,267,000** | **1,267,000** | **0** | |

**Annex D**

**CC&L Explanations of capital variances reported this Period**

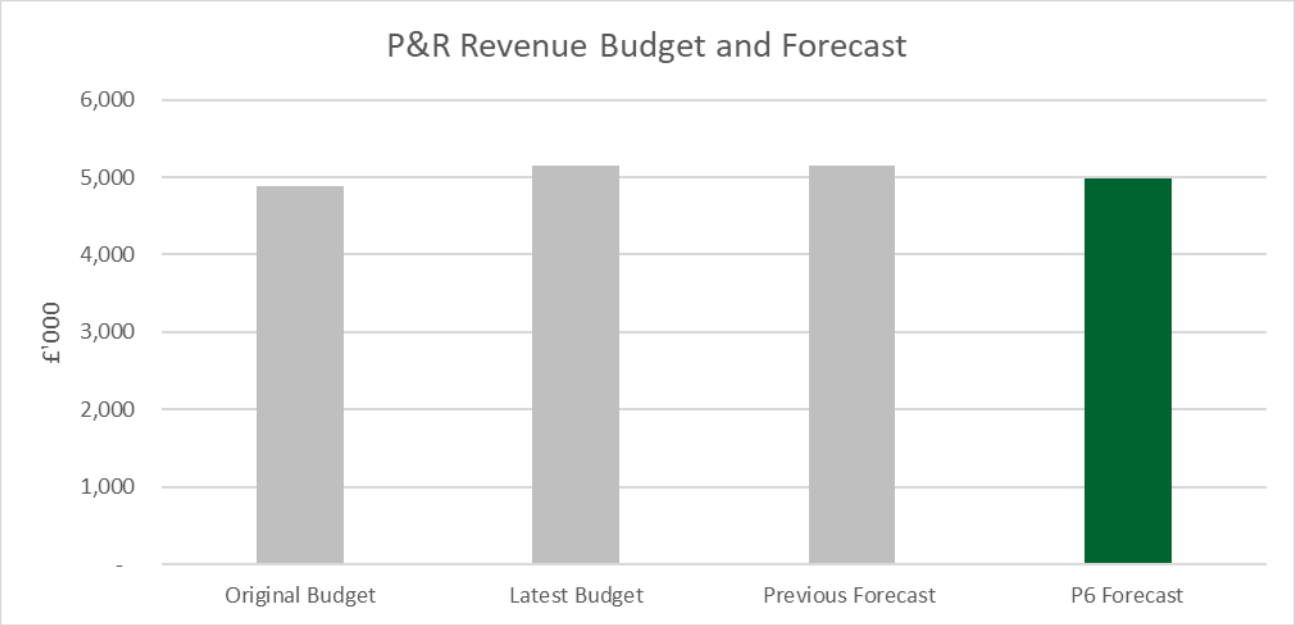
| Description | Details of Outturn Variances to Latest Approved Budget | 2025/26 £ | 2026/27 £ | 2027/28 £ |
|---|---|---|---|---|
| **Climate Change and Leisure** | | | | |
| Aquadrome - Whole Life Costings | Urgent end of life works to footpaths within the Aquadrome | 28,090 | 0 | 0 |
| UK Shared Prosperity Fund | Capital grant received from UK Shared Prosperity Fund | 60,401 | 0 | 0 |
| Open Space Access Improvement | Budget virement from Capital Grants and Loans to spend on Pickleball Courts | 7,000 | 0 | 0 |
| **Total Climate Change and Leisure** | | **95,491** | **0** | **0** |

## Policy and Resources Committee Detailed Monitoring Report

1. This appendix sets out the detailed financial monitoring position for budgets within the scope of the Policy and Resources (P&R) Committee for the 2025/26 financial year. The forecast is based on the position as at Period 6 which covers the period from 1 July 2025 to 30 September 2025.

## Revenue

2. The latest forecast is expenditure of £4.979m against the latest budget of £5.146m. This is a favourable variance of (£0.168m). The detailed revenue budgets and MTFP forecast is set out in Annex A.




| Service Area | Original Budget £000 | Original Budget Plus 2024/25 Carry Forwards £000 | Latest Budget £000 | Previous Forecast £000 | Latest Forecast £000 | Variation to Previous Forecast £000 | Variation to Latest Budget £000 |
|---|---|---|---|---|---|---|---|
| Resources and Leader | 6,948 | 7,010 | 6,997 | 6,995 | 7,225 | 230 | 228 |
| Garages and Shops | (1,372) | (1,372) | (1,372) | (1,372) | (1,372) | 0 | 0 |
| Investment Properties | (982) | (982) | (982) | (982) | (932) | 50 | 50 |
| Vacancy Provision | (180) | (180) | (180) | (180) | (180) | 0 | 0 |
| Salary Contingency | 472 | 697 | 684 | 684 | 238 | (446) | (446) |
| **Total** | **4,885** | **5,172** | **5,146** | **5,144** | **4,979** | **(165)** | **(168)** |

3. Annex B sets out the main variations to budget.

## Income Streams

4. The key income streams are detailed in Annex E. All are currently on target to achieve budget income levels in 2025/26.

## Capital Investment Programme

5. The latest capital investment budget for 2025/26 is £18.547m. A variation of £10.955m is reported.

6. Detailed Capital budgets and explanation of key variations are set out in Annex C and Annex D respectively.

## Staff Vacancy Monitoring

7. A major risk of non-delivery of service is where key staff leave the Council's employ and there is a delay or difficulty in recruiting suitable candidates to fill the vacant post.

8. The following table sets out the vacancies by service as at 30 September 2025.

| Department | Job Title | Comments | Total |
|---|---|---|---|
| Revenues & Benefits | Data Analysis Officer | Recently advertised | 1.00 |
| | Appeals and Complaints Officer | Recently advertised | 1.00 |
| | Service Delivery Manager | Not currently advertised | 1.00 |
| Legal & Committee | Associate Director, Legal, Democratic Service & Monitoring Officer | Not currently advertised | 1.00 |
| Finance | Head of Finance | Covered by interim | 1.00 |
| Customer Service Centre | Customer Service Centre Representative | Currently advertised | 1.00 |
| **Total Policy & Resources** | | | **6.00** |

## Annex A
## P&R Committee Medium Term Revenue Budget Service

| Policy & Resources | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Resources | Original Budget 2025/26 | Original Budget Plus 2024/25 Carry Forwards | Latest Budget 2025/26 | Previous Forecast 2025/26 | Spend to Date | Latest Forecast 2025/26 | Variance @ P6 | Forecast 2026/27 | Forecast 2027/28 | Officer Comments |
| | £ | £ | £ | £ | £ | £ | £ | £ | £ | |
| Corporate Management | 341,741 | 341,741 | 341,741 | 341,741 | 5,341 | 341,741 | 0 | 341,741 | 341,741 | Budget currently forecast to be spent |
| Major Incident Planning | 118,836 | 118,836 | 118,836 | 118,836 | 61,988 | 122,531 | 3,695 | 123,362 | 124,219 | 2025/26 Pay Award applied |
| UK Shared Prosperity Fund | 0 | 0 | 0 | 0 | (173,560) | 0 | 0 | 0 | 0 | Income and Expenditure budgets reduced by £78,402 to match actual UKSPF grant received |
| West Herts Crematorium | 0 | 0 | 0 | 0 | 2,240,979 | 0 | 0 | 0 | 0 | All spend will be recharged to West Herts Crematorium |
| Miscellaneous Income & Expend | (1,224,500) | (1,224,500) | (1,224,500) | (1,224,500) | (54,933) | (1,224,500) | 0 | (1,141,500) | (1,141,500) | Budget currently forecast to be spent |
| Non Distributed Costs | 59,000 | 59,000 | 59,000 | 59,000 | 2,882 | 59,000 | 0 | 59,000 | 59,000 | Budget currently forecast to be spent |
| Director Of Finance | 140,418 | 140,418 | 140,418 | 140,418 | 91,475 | 144,803 | 4,385 | 144,802 | 144,802 | 2025/26 Pay Award applied |
| Learning and Development | 0 | 0 | 87,040 | 87,040 | 29,922 | 87,040 | 0 | 83,840 | 83,840 | Budget currently forecast to be spent |
| Miscellaneous Properties | (76,958) | (76,958) | (76,958) | (76,958) | (42,332) | (46,767) | 30,191 | (76,867) | (76,867) | Increase in NNDR of £30,100 due to empty building being the responsibility of TRDC and application of 2025/26 Pay Award |
| Office Services | 190,810 | 190,810 | 190,810 | 190,810 | 87,795 | 190,810 | 0 | 190,810 | 190,810 | Budget currently forecast to be spent |
| Asset Management - Property Services | 971,951 | 971,951 | 971,951 | 971,951 | 385,886 | 989,989 | 18,038 | 934,185 | 934,185 | 2025/26 Pay Award applied |
| Finance Services | 454,868 | 454,868 | 477,612 | 477,612 | 572,930 | 490,389 | 12,777 | 494,206 | 495,995 | 2025/26 Pay Award applied |
| Council Tax Collection | 348,753 | 348,753 | 366,073 | 366,073 | 351,075 | 375,690 | 9,617 | 377,205 | 377,719 | 2025/26 Pay Award applied |
| Benefits & Allowances | 723,791 | 723,791 | 690,381 | 690,381 | 864,965 | 710,380 | 19,999 | 713,323 | 714,888 | 2025/26 Pay Award applied |
| NNDR | 62,213 | 62,213 | 65,404 | 65,404 | 33,088 | 66,777 | 1,373 | 66,777 | 66,777 | 2025/26 Pay Award applied |
| Revs & Bens Management | 43,659 | 43,659 | 45,898 | 45,898 | 41,208 | 47,371 | 1,473 | 47,371 | 47,371 | 2025/26 Pay Award applied |
| Fraud | 90,706 | 90,706 | 90,706 | 90,706 | 49,922 | 93,355 | 2,649 | 93,355 | 93,355 | 2025/26 Pay Award applied |
| Garages & Shops Maintenance | (1,372,320) | (1,372,320) | (1,372,320) | (1,372,320) | (637,619) | (1,372,320) | 0 | (1,372,320) | (1,372,320) | Budget currently forecast to be spent |
| Chief Executive | 200,340 | 259,653 | 259,653 | 259,653 | 106,861 | 265,923 | 6,270 | 206,610 | 206,610 | 2025/26 Pay Award applied |

## P&R Committee Medium Term Revenue Budget Service cont.

| Resources | Original Budget 2025/26 £ | Original Budget Plus 2024/25 Carry Forwards £ | Latest Budget 2025/26 £ | Previous Forecast 2025/26 £ | Spend to Date £ | Latest Forecast 2025/26 £ | Variance @ P6 £ | Forecast 2026/27 £ | Forecast 2027/28 £ | Officer Comments |
|---|---|---|---|---|---|---|---|---|---|---|
| Investment Properties | (982,225) | (982,225) | (982,225) | (982,225) | (675,251) | (932,225) | 50,000 | (982,225) | (982,225) | Budget required for costs related to the leases on Investment properties in Norwich and Nottingham |
| Performance Mgt & Scrutiny | 79,684 | 79,684 | 79,684 | 79,684 | 43,180 | 82,261 | 2,577 | 84,349 | 85,221 | 2025/26 Pay Award applied |
| Debt Recovery | 236,156 | 236,156 | 248,266 | 248,266 | 289,977 | 255,618 | 7,352 | 256,708 | 258,229 | 2025/26 Pay Award applied |
| Associate Director Corporate, Customer & Community | 118,697 | 118,697 | 118,697 | 118,697 | 63,059 | 122,445 | 3,748 | 122,445 | 122,445 | 2025/26 Pay Award applied |
| Three Rivers House | 340,898 | 340,898 | 303,698 | 301,398 | 247,135 | 326,733 | 25,335 | 326,733 | 326,733 | Increase in NNDR of £38,566, offset by Increased rent of £13,231 for additional space taken by the Police |
| Basing House | (10,140) | (10,140) | (10,140) | (10,140) | (17,286) | (8,496) | 1,644 | (8,496) | (8,496) | Increase in NNDR |
| Oxhey Drive | 10,250 | 10,250 | 10,250 | 10,250 | 0 | 10,250 | 0 | 10,250 | 10,250 | Budget currently forecast to be spent |
| Wimbledon | (500,000) | (500,000) | (500,000) | (500,000) | (465,037) | (500,000) | 0 | (500,000) | (500,000) | Budget currently forecast to be spent |
| Officers' Standby | 6,140 | 6,140 | 6,140 | 6,140 | 6,140 | 6,140 | 0 | 6,140 | 6,140 | Budget currently forecast to be spent |
| Vacancy Provision | (180,000) | (180,000) | (180,000) | (180,000) | 0 | (180,000) | 0 | (180,000) | (180,000) | Budget currently forecast to be spent |
| Finance Client | 15,998 | 15,998 | 15,998 | 15,998 | 16,549 | 17,048 | 1,050 | 17,066 | 17,066 | 2025/26 Pay Award applied |
| Business App Maintenance | 257,875 | 257,875 | 257,875 | 257,875 | 246,505 | 257,875 | 0 | 260,875 | 260,875 | Budget currently forecast to be spent |
| IT Client | 862,308 | 862,308 | 862,308 | 862,308 | 309,814 | 862,308 | 0 | 863,443 | 864,577 | Budget currently forecast to be spent |
| Internal Audit Client | 55,968 | 55,968 | 55,968 | 55,968 | 19,890 | 55,968 | 0 | 55,968 | 55,968 | Budget currently forecast to be spent |
| Council Tax Client | (126,879) | (126,879) | (126,879) | (126,879) | (1,150) | (126,879) | 0 | (126,879) | (126,879) | Budget currently forecast to be spent |
| Benefits Client | (470,660) | (470,660) | (470,660) | (470,660) | 1,094,301 | (470,660) | 0 | (470,660) | (470,660) | This holds the housing benefits payments and recovery from DWP and further grants from DWP relating to the provision of benefits. There is timing difference between payments made to claimants and income received from Government. |
| Nndr Cost Of Collection | (107,090) | (107,090) | (107,090) | (107,090) | 50 | (107,090) | 0 | (107,090) | (107,090) | This is received at year end |
| Fraud Client | 2,690 | 2,690 | 2,690 | 2,690 | 0 | 2,690 | 0 | 2,690 | 2,690 | Budget currently forecast to be spent |
| Insurances | 542,520 | 542,520 | 542,520 | 542,520 | 369,226 | 542,520 | 0 | 542,520 | 542,520 | Budget currently forecast to be spent |
| Debt Recovery Client Acc | (6,140) | (6,140) | (6,140) | (6,140) | (425) | (6,140) | 0 | (6,140) | (6,140) | Budget currently forecast to be spent |
| Benefits New Burden | 0 | 0 | 0 | 0 | (18,682) | 0 | 0 | 0 | 0 | Budget currently forecast to be spent |
| Benefits DHP | 0 | 0 | 0 | 0 | (42,563) | 0 | 0 | 0 | 0 | Actioned at year end |
| Benefits Non Hra | 1,020 | 1,020 | 1,020 | 1,020 | (216,240) | 1,020 | 0 | 1,020 | 1,020 | Actioned at year end |
| HR Client | 375,171 | 375,171 | 298,331 | 298,331 | 104,465 | 298,331 | 0 | 299,552 | 300,763 | Budget currently forecast to be spent |
| Contingency | 471,651 | 696,651 | 683,779 | 683,779 | 0 | 238,105 | (445,674) | 241,310 | 492,369 | Variance includes 2025/26 pay award and 1.7% increase in Members' allowances |
| **Total** | **2,067,200** | **2,351,513** | **2,335,835** | **2,333,535** | **5,391,530** | **2,090,034** | **(243,501)** | **1,995,479** | **2,256,001** | |

## P&R Committee Medium Term Revenue Budget Service cont.

| Leader | Original Budget 2025/26 £ | Original Budget Plus 2024/25 Carry Forwards £ | Latest Budget 2025/26 £ | Previous Forecast 2025/26 £ | Spend to Date £ | Latest Forecast 2025/26 £ | Variance @ P6 £ | Forecast 2026/27 £ | Forecast 2027/28 £ | Officer Comments |
|---|---|---|---|---|---|---|---|---|---|---|
| Register Of Electors | 36,800 | 36,800 | 36,800 | 36,800 | 554 | 36,800 | 0 | 36,800 | 36,800 | Budget currently forecast to be spent |
| District Elections | 76,320 | 76,320 | 76,320 | 76,320 | 100,351 | 76,320 | 0 | 76,320 | 76,320 | Recharge to be done for county election |
| Customer Service Centre | 1,014,348 | 1,014,348 | 1,014,348 | 1,014,348 | 494,990 | 1,045,686 | 31,338 | 1,053,195 | 1,059,341 | 2025/26 Pay Award applied |
| Democratic Representation | 341,951 | 341,951 | 341,951 | 341,951 | 190,397 | 347,101 | 5,150 | 347,101 | 347,101 | 1.7% increase in Members' allowance as agreed at Council 10/12/24 |
| Customer Contact Programme | 68,453 | 68,453 | 97,503 | 97,503 | 80,651 | 97,503 | 0 | 97,503 | 97,503 | Budget currently forecast to be spent |
| Customer Experience | 103,464 | 103,464 | 103,464 | 103,464 | 53,399 | 106,799 | 3,335 | 106,799 | 106,799 | 2025/26 Pay Award applied |
| Communication | 378,971 | 382,171 | 342,921 | 342,921 | 175,096 | 351,697 | 8,776 | 405,225 | 405,225 | 2025/26 Pay Award applied |
| Legal Practice | 457,870 | 457,870 | 457,870 | 457,870 | 294,422 | 477,600 | 19,730 | 478,333 | 479,082 | 2025/26 Pay Award applied |
| Committee Administration | 185,754 | 185,754 | 185,754 | 185,754 | 108,349 | 191,244 | 5,490 | 193,342 | 193,342 | 2025/26 Pay Award applied |
| Elections & Electoral Regn | 153,595 | 153,595 | 153,595 | 153,595 | 110,799 | 157,929 | 4,334 | 160,026 | 160,026 | 2025/26 Pay Award applied |
| Parish Elections | 0 | 0 | 0 | 0 | 57 | 0 | 0 | 0 | 0 | Parish Election costs to be recharged to Parishes |
| County Elections | 0 | 0 | 0 | 0 | 106,528 | 0 | 0 | 0 | 0 | Recharges to Herts County Council to be done |
| Parliamentary Elections | 0 | 0 | 0 | 0 | 47,087 | 0 | 0 | 0 | 0 | July 2024 election claim with Cabinet Office |
| Referendums | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Awaiting final figures for recent Neighbourhood Planning Referendum |
| Police Commissioner Election | 0 | 0 | 0 | 0 | (19,382) | 0 | 0 | 0 | 0 | Advanced monies from 2024 PCC election to be repaid in 2025/26 |
| **Total** | **2,817,526** | **2,820,726** | **2,810,526** | **2,810,526** | **1,743,298** | **2,888,679** | **78,153** | **2,954,644** | **2,961,539** | |
| **Total Policy and Resources** | **4,884,726** | **5,172,239** | **5,146,361** | **5,144,061** | **7,134,828** | **4,978,713** | **(165,348)** | **4,950,123** | **5,217,540** | |

## Annex B
## P&R Committee Explanations of revenue supplementary estimates, variances to be managed and virements reported this Period

### Supplementary estimates

| Policy and Resources | | | | | |
|---|---|---|---|---|---|
| **Resources** | **Main Group Heading** | **Details of Outturn Variances to Latest Approved Budget** | **2025/26 £** | **2026/27 £** | **2027/28 £** |
| Major Incident Planning | Employees | 2025/26 Pay Award applied | 3,695 | 3,721 | 3,747 |
| UK Shared Prosperity fund | Supplies and Services | Budget reduced to match actual UKSPF grant received | (78,402) | 0 | 0 |
| | Income | Budget reduced to match actual UKSPF grant received | 78,402 | 0 | 0 |
| Director of Finance | Employees | 2025/26 Pay Award applied | 4,616 | 4,616 | 4,616 |
| | Income | Increase in Shared Service income due to 2025/26 pay award | (231) | (231) | (231) |
| Miscellaneous Properties | Employees | 2025/26 Pay Award applied | 91 | 91 | 91 |
| | Premises | Increase in NNDR due to empty buildings | 30,100 | 0 | 0 |
| Asset Management - Property | Employees | 2025/26 Pay Award applied | 18,038 | 18,169 | 18,169 |
| Finance Services | Employees | 2025/26 Pay Award applied | 30,421 | 30,701 | 30,832 |
| | Income | Increase in Shared Service income due to 2025/26 pay award | (17,644) | (17,807) | (17,883) |
| Council Tax Collection | Employees | 2025/26 Pay Award applied | 23,456 | 23,558 | 23,597 |
| | Income | Increase in Shared Service income due to 2025/26 pay award | (13,839) | (13,899) | (13,922) |
| Benefits & Allowances | Employees | 2025/26 Pay Award applied | 48,777 | 48,997 | 49,116 |
| | Income | Increase in Shared Service income due to 2025/26 pay award | (28,778) | (28,908) | (28,978) |
| NNDR | Employees | 2025/26 Pay Award applied | 3,349 | 3,349 | 3,349 |
| | Income | Increase in Shared Service income due to 2025/26 pay award | (1,976) | (1,976) | (1,976) |
| Revs & Bens Management | Employees | 2025/26 Pay Award applied | 3,592 | 3,592 | 3,592 |
| | Income | Increase in Shared Service income due to 2025/26 pay award | (2,119) | (2,119) | (2,119) |
| Fraud | Employees | 2025/26 Pay Award applied | 6,306 | 6,306 | 6,306 |
| | Income | Increase in Shared Service income due to 2025/26 pay award | (3,657) | (3,657) | (3,657) |
| Chief Executive | Employees | 2025/26 Pay Award applied | 6,270 | 6,270 | 6,270 |
| Investment Properties | Supplies and Services | Budget required for costs related to the leases on Investment properties in Norwich and Nottingham | 50,000 | 0 | 0 |
| Performance Mgt & Scrutiny | Employees | 2025/26 Pay Award applied | 2,577 | 2,642 | 2,668 |
| Debt Recovery | Employees | 2025/26 Pay Award applied | 17,931 | 18,086 | 18,165 |
| | Income | Increase in Shared Service income due to 2025/26 pay award | (10,579) | (10,671) | (10,694) |
| Associate Director of Corporate, Customer & Community | Employees | 2025/26 Pay Award applied | 3,748 | 3,748 | 3,748 |
| Three Rivers House | Premises | Increase in NNDR | 38,566 | 38,566 | 38,566 |
| | Income | Increased rent for additional space taken by the Police | (13,231) | (13,231) | (13,231) |
| Basing House | Premises | Increase in NNDR | 1,644 | 1,644 | 1,644 |
| Finance Client | Employees | 2025/26 Pay Award applied | 7,143 | 7,189 | 7,189 |
| | Income | Increase in Shared Service income due to 2025/26 pay award | (6,093) | (6,139) | (6,139) |
| Contingency | Employees | 2025/26 Pay Award applied | (445,674) | (433,068) | (435,298) |
| | | **Total** | **(243,501)** | **(310,461)** | **(312,463)** |

## P&R Committee Explanations of revenue supplementary estimates, variances to be managed and virements reported this Period cont.

| Leader | Main Group Heading | Details of Outturn Variances to Latest Approved Budget | 2025/26 £ | 2026/27 £ | 2027/28 £ |
|---|---|---|---|---|---|
| Customer Service Centre | Employees | 2025/26 Pay Award applied | 31,338 | 29,840 | 30,027 |
| Democratic Representation | Employees | 2025/26 Pay Award applied | 5,150 | 5,150 | 5,150 |
| Customer Experience | Employees | 2025/26 Pay Award applied | 3,335 | 3,335 | 3,335 |
| Communication | Employees | 2025/26 Pay Award applied | 8,776 | 8,702 | 8,702 |
| Legal | Employees | 2025/26 Pay Award applied | 19,730 | 19,753 | 19,778 |
| Committee Administration | Employees | 2025/26 Pay Award applied | 5,490 | 5,556 | 5,556 |
| Elections & Electoral Regn | Employees | 2025/26 Pay Award applied | 4,334 | 4,399 | 4,399 |
| **Total** | | | **78,153** | **76,735** | **76,947** |
| **Total Policy and Resources** | | | **(165,348)** | **(233,726)** | **(235,516)** |

## Annex C
## P&R Medium term capital investment programme

| Policy and Resources | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Leader and Resources** | **Original Budget 2025/26** | **Original Budgets Plus 2024/25 Rephasing** | **Latest Budget 2025/26** | **P6 Spend to Date** | **Forecast Outturn 2025/26** | **Variance** | **Latest Budget 2026/27** | **Proposed 2026/27** | **Variance** | **Latest Budget 2027/28** | **Proposed 2027/28** | **Variance** | **Comments** |
| | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | |
| Professional Fees-Internal | 157,590 | 157,590 | 157,590 | 0 | 157,590 | 0 | 157,590 | 157,590 | 0 | 157,590 | 157,590 | 0 | Budget is currently forecast to be spent |
| Election Equipment | 6,000 | 6,000 | 6,000 | 7,560 | 7,560 | 1,560 | 6,000 | 4,440 | (1,560) | 6,000 | 6,000 | 0 | Rephase from 2026/27 to 2025/26 due to the purchase of extra polling booths |
| Members' IT Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 48,780 | 48,780 | 0 | 0 | 0 | 0 | No budget for 2025/26. Councillor Laptop refresh due in 2026/27 |
| Rickmansworth Work Hub | 0 | 3,200 | 3,200 | 0 | 3,200 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Budget is currently forecast to be spent |
| ICT-Managed Project Costs | 60,000 | 188,471 | 188,471 | 0 | 157,354 | (31,117) | 60,000 | 60,000 | 0 | 60,000 | 60,000 | 0 | Budget virement to ICT Hardware Replacement Programme to facilitate the upgrade of Laptops for all staff |
| ShS-Hardware Replace Prog | 40,000 | 40,000 | 40,000 | 0 | 40,000 | 0 | 40,000 | 40,000 | 0 | 40,000 | 40,000 | 0 | Budget is currently forecast to be spent |
| Garage Improvements | 150,000 | 178,538 | 178,538 | 5,976 | 178,538 | 0 | 150,000 | 150,000 | 0 | 150,000 | 150,000 | 0 | Budget is currently forecast to be spent |
| ICT Website Development | 0 | 11,000 | 11,000 | 0 | 11,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Budget is currently forecast to be spent |
| ICT Hardware Replacement Prog | 45,000 | 169,824 | 169,824 | 200,941 | 200,941 | 31,117 | 45,000 | 45,000 | 0 | 45,000 | 45,000 | 0 | Budget virement from ICT Managed Serv - Project Costs to facilitate the upgrade of Laptops for all staff |
| CCH Whole Life Costing | 270,000 | 406,949 | 406,949 | 31,689 | 406,949 | 0 | 170,000 | 170,000 | 0 | 170,000 | 170,000 | 0 | Budget is currently forecast to be spent. Access Control replacement, fire doors, patio doors, 5 new toilets and fuse boards are currently out to tender |
| Trading House-Whole Life Costing | 67,914 | 67,914 | 7,914 | 1,000 | 7,914 | 0 | 60,000 | 60,000 | 0 | 60,000 | 60,000 | 0 | Budget is currently forecast to be spent |
| Business Application Upgrade | 90,000 | 130,000 | 130,000 | 0 | 130,000 | 0 | 90,000 | 90,000 | 0 | 90,000 | 90,000 | 0 | Budget is currently forecast to be spent |
| Temporary Accommodation - All Sites | 0 | 0 | 60,000 | 12,486 | 60,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Budget is currently forecast to be spent |
| Three Rivers House Transformation | 0 | 12,412 | 12,412 | 0 | 12,412 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Budget is currently forecast to be spent |
| **Sub total Leader and Resources** | **886,504** | **1,371,898** | **1,371,898** | **259,652** | **1,373,458** | **1,560** | **827,370** | **825,810** | **(1,560)** | **778,590** | **778,590** | **0** | |
| | | | | | | | | | | | | | |
| **Major Projects** | **Original Budget 2025/26** | **Original Budgets Plus 2024/25 Rephasing** | **Latest Budget 2025/26** | **P6 Spend to Date** | **Forecast Outturn 2025/26** | **Variance** | **Latest Budget 2026/27** | **Proposed 2026/27** | **Variance** | **Latest Budget 2027/28** | **Proposed 2027/28** | **Variance** | **Comments** |
| | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | |
| South Oxhey Parking | 500,000 | 500,000 | 500,000 | 0 | 500,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Budget is currently forecast to be spent |
| Property Investment Board | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Local Authority Housing Fund | 0 | 5,720,103 | 5,720,103 | 54,600 | 16,674,103 | 10,954,000 | 0 | 0 | 0 | 0 | 0 | 0 | Additional budget for grant income and match funding for LAHF 1, 2 & 3 as agreed at Full Council 8th July 2025 |
| **Sub-total Major Projects** | **500,000** | **6,220,103** | **6,220,103** | **54,600** | **17,174,103** | **10,954,000** | **0** | **0** | **0** | **0** | **0** | **0** | |
| | | | | | | | | | | | | | |
| **Total Policy and Resources** | **1,386,504** | **7,592,001** | **7,592,001** | **314,252** | **18,547,561** | **10,955,560** | **827,370** | **825,810** | **(1,560)** | **778,590** | **778,590** | **0** | |

**Annex D**
**P&R Explanations of capital variances reported this Period**

| Description | Details of Outturn Variances to Latest Approved Budget | 2025/26 £ | 2026/27 £ | 2027/28 £ |
|---|---|---|---|---|
| **Policy and Resources** | | | | |
| Election Equipment | Rephase from 2026/27 to 2025/26 due to the purchase of extra polling booths | 1,560 | (1,560) | 0 |
| ICT - Managed Serv- Project Costs | Budget virement to ICT Hardware Replacement Programme to facilitate the upgrade of Laptops for all staff | (31,117) | 0 | 0 |
| ICT Hardware Replacement Programme | Budget virement from ICT Managed Serv - Project Costs to facilitate the upgrade of Laptops for all staff | 31,117 | 0 | 0 |
| **Total Policy and Resources** | | **1,560** | **(1,560)** | **0** |

| Description | Details of Outturn Variances to Latest Approved Budget | 2025/26 £ | 2026/27 £ | 2027/28 £ |
|---|---|---|---|---|
| **Major Projects** | | | | |
| Local Authority Housing Fund | Additional budget for grant income and match funding for LAHF 1, 2 & 3 as agreed at Full Council 8th July 2025 | 10,954,000 | 0 | 0 |
| **Total Major Projects** | | **10,954,000** | **0** | **0** |

**Annex E**
**P&R Key Income Streams**

| *Garages and Shops* | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **Garages** | **Month** | **2022/23** | | **2023/24** | | **2024/25** | | **2025/26** | |
| **Rent** | | **£** | **Volume** | **£** | **Volume** | **£** | **Volume** | **£** | **Volume** |
| | April | (76,062) | 17% | (79,962) | 18% | (84,907) | 8% | (89,801) | 8% |
| | May | (74,883) | 17% | (70,669) | 16% | (90,903) | 7% | (92,049) | 8% |
| | June | (75,841) | 16% | (80,973) | 16% | (89,983) | 8% | (92,909) | 8% |
| | July | (76,597) | 16% | (82,085) | 14% | (94,267) | 8% | (92,738) | 7% |
| | August | (72,188) | 16% | (81,588) | 14% | (89,655) | 7% | (90,563) | 8% |
| | September | (74,631) | 16% | (81,247) | 14% | (90,008) | 7% | (93,490) | 7% |
| | October | (75,002) | 16% | (82,104) | 14% | (93,797) | 6% | | |
| | November | (73,282) | 15% | (80,289) | 14% | (89,644) | 7% | | |
| | December | (74,000) | 16% | (82,367) | 11% | (90,244) | 7% | | |
| | January | (75,231) | 16% | (80,210) | 9% | (91,618) | 6% | | |
| | February | (74,914) | 18% | (81,581) | 9% | (90,863) | 7% | | |
| | March | (72,721) | 17% | (80,968) | 8% | (92,504) | 7% | | |
| | **Total** | **(895,352)** | | **(964,043)** | | **(1,088,393)** | | **(551,550)** | |

**Comments:** The original budget for 2025/26 is £1,180,120. There are currently 1,050 rentable garages. The void percentage is based on the rentable stock only.

| **Shops** | **Month** | **2022/23** | | **2023/24** | | **2024/25** | | **2025/26** | |
|---|---|---|---|---|---|---|---|---|---|
| **Rent** | | **£** | **Volume** | **£** | **Volume** | **£** | **Volume** | **£** | **Volume** |
| | April | (46,495) | n/a | (39,495) | n/a | (35,353) | n/a | (24,727) | n/a |
| | May | 0 | n/a | 0 | n/a | 0 | n/a | 0 | n/a |
| | June | (37,853) | n/a | (37,853) | n/a | (37,463) | n/a | (37,853) | n/a |
| | July | (8,250) | n/a | (8,250) | n/a | (4,890) | n/a | (3,190) | n/a |
| | August | 0 | n/a | 0 | n/a | 0 | n/a | 0 | n/a |
| | September | (38,244) | n/a | (31,244) | n/a | (37,870) | n/a | (36,458) | n/a |
| | October | (8,250) | n/a | (14,773) | n/a | (4,500) | n/a | | |
| | November | 0 | n/a | 0 | n/a | 0 | n/a | | |
| | December | (37,853) | n/a | (37,853) | n/a | (40,376) | n/a | | |
| | January | (8,250) | n/a | (8,250) | n/a | (21,750) | n/a | | |
| | February | 0 | n/a | 0 | n/a | 2,915 | n/a | | |
| | March | (7,000) | n/a | (7,017) | n/a | (49,017) | n/a | | |
| | **Total** | **(192,195)** | | **(184,735)** | **0** | **(228,303)** | **0** | **(102,227)** | **0** |

**Comments:** The original 2025/26 budget is £210,000. There are 20 shops in the district which are predominantly let as self repairing leases. Each shop rent is negotiated at the best market rate taking into consideration local factors regarding usage, availability, affordability and community benefit.

## Corporate costs Medium Term Revenue Budget

| Corporate Costs | Original Budget 2025/26 | Original Budget Plus 2024/25 Carry Forwards | Latest Budget 2025/26 | Previous Forecast 2025/26 | Spend to Date | Latest Forecast 2025/26 | Variance @ P6 | Forecast 2026/27 | Forecast 2027/28 | Officer Comments |
|---|---|---|---|---|---|---|---|---|---|---|
| | £ | £ | £ | £ | £ | £ | £ | £ | £ | |
| Interest Earned | (1,110,000) | (1,110,000) | (1,110,000) | (1,110,000) | (407,983) | (1,110,000) | 0 | (1,060,000) | (1,010,000) | Budget is currently forecast to be spent |
| Interest Paid | 755,266 | 755,266 | 755,266 | 755,266 | 88,807 | 755,266 | 0 | 825,296 | 864,796 | Budget is currently forecast to be spent |
| Parish Precepts | 2,612,285 | 2,612,285 | 2,612,285 | 2,612,285 | 2,612,285 | 2,612,285 | 0 | 2,664,530 | 2,717,820 | Paid half yearly in April & September |
| **Total Corporate Costs** | **2,257,551** | **2,257,551** | **2,257,551** | **2,257,551** | **2,293,110** | **2,257,551** | **0** | **2,429,826** | **2,572,616** | |

## Funding the Capital Investment Programme

**CAPITAL INVESTMENT PROGRAMME 2025-2028 - FUNDING**

| Capital Programme | 2025/26 Original Budget £ | 2025/26 Latest Budget £ | 2025/26 Outturn Forecast at P6 £ | 2026/27 Forecast £ | 2027/28 Forecast £ |
|---|---|---|---|---|---|
| **Balance Brought Forward** | | | | | |
| Govt Grants: Disabled Facility Grants | (1,396,500) | (1,396,500) | (1,396,500) | (1,396,500) | (1,396,500) |
| Section 106 Contributions | (1,342,808) | (1,342,808) | (1,342,808) | (592,808) | (592,808) |
| Capital Receipts Reserve | 0 | 0 | 0 | 0 | 0 |
| LAHF | (1,088,491) | (1,088,491) | (1,088,491) | 0 | 0 |
| Future Capital Expenditure Reserve | 0 | 0 | 0 | 0 | 0 |
| New Homes Bonus Reserve | 0 | 0 | 0 | 0 | 0 |
| **Total Funding Brought Forward** | **(3,827,799)** | **(3,827,799)** | **(3,827,799)** | **(1,989,308)** | **(1,989,308)** |
| | | | | | |
| **Generated in the Year** | | | | | |
| Govt Grants: Disabled Facility Grants | (586,000) | (678,443) | (678,443) | (586,000) | (586,000) |
| Section 106 Contributions | 0 | 0 | 0 | 0 | 0 |
| Capital Receipts Reserve | (1,000,000) | (1,000,000) | (1,000,000) | (1,000,000) | (1,000,000) |
| LAHF | 0 | (3,221,600) | (3,221,600) | 0 | 0 |
| Future Capital Expenditure Reserve | 0 | 0 | 0 | 0 | 0 |
| New Homes Bonus Reserve | (116,500) | (116,500) | (116,500) | 0 | 0 |
| **Total Generated** | **(1,702,500)** | **(5,016,543)** | **(5,016,543)** | **(1,586,000)** | **(1,586,000)** |
| | | | | | |
| **Use of Funding** | | | | | |
| Govt Grants: Disabled Facility Grants | 586,000 | 678,443 | 678,443 | 586,000 | 586,000 |
| Section 106 Contributions | 0 | 0 | 750,000 | 0 | 0 |
| CIL Contributions | 0 | 2,723,399 | 2,723,399 | 0 | 0 |
| Capital Receipts Reserve | 1,000,000 | 1,000,000 | 1,000,000 | 1,000,000 | 1,000,000 |
| LAHF | 0 | 4,310,091 | 4,310,091 | 0 | 0 |
| Future Capital Expenditure Reserve | 0 | 0 | 0 | 0 | 0 |
| New Homes Bonus Reserve | 116,500 | 116,500 | 116,500 | 0 | 0 |
| Borrowing | 3,819,546 | 6,000,489 | 16,679,540 | 2,672,046 | 2,707,590 |
| **Total Use of Funding** | **5,522,046** | **14,828,922** | **26,257,973** | **4,258,046** | **4,293,590** |
| | | | | | |
| **Balance Carried Forward** | | | | | |
| Govt Grants: Disabled Facility Grants | (1,396,500) | (1,396,500) | (1,396,500) | (1,396,500) | (1,396,500) |
| Section 106 Contributions | (1,342,808) | (1,342,808) | (592,808) | (592,808) | (592,808) |
| Capital Receipts Reserve | 0 | 0 | 0 | 0 | 0 |
| LAHF | (1,088,491) | 0 | 0 | 0 | 0 |
| Future Capital Expenditure Reserve | 0 | 0 | 0 | 0 | 0 |
| New Homes Bonus Reserve | 0 | 0 | 0 | 0 | 0 |
| **Total Funding Carried Forward** | **(3,827,799)** | **(2,739,308)** | **(1,989,308)** | **(1,989,308)** | **(1,989,308)** |
| | | | | | |
| **South Oxhey Initiative** | | | | | |
| Balance Brought Forward | **0** | **0** | **0** | **0** | **0** |
| Generated in the Year (Land Receipts) | 0 | 0 | 0 | 0 | 0 |
| Repayment of Borrowing | 0 | 0 | 0 | 0 | 0 |
| **Total** | **0** | **0** | **0** | **0** | **0** |
| | | | | | |
| **Total Expenditure Capital Investment Programme** | **5,522,046** | **14,828,922** | **26,257,973** | **4,258,046** | **4,293,590** |

# Medium Term Financial Plan 2025-2028

| Medium Term Financial Plan - Consolidated Revenue Account (General Fund) | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Funding** | **2025/26** | | | | | **2026/27** | **2027/28** |
| | **Original** | **Original Budget plus Carry Forwards from 2024/25** | **Latest Budget** | **Previous Forecast** | **Latest Forecast** | **Forecast** | **Forecast** |
| | £ | £ | £ | £ | £ | £ | £ |
| Council Tax Base (No.) | 40,038.90 | 40,038.90 | 40,038.90 | 40,038.90 | 40,038.90 | 40,439.30 | 40,843.70 |
| **Council Tax Base Increase (%)** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.99 | 0.99 |
| Band D Council Tax (£) | 206.36 | 206.36 | 206.36 | 206.36 | 206.36 | 212.53 | 218.88 |
| **Council Tax Increase - TRDC (%)** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2.99 | 2.99 |
| Council Tax (£) | (8,262,427) | (8,262,427) | (8,262,427) | (8,262,427) | (8,262,427) | (8,594,564) | (8,939,869) |
| *Parish Precepts (£)* | (2,612,285) | (2,612,285) | (2,612,285) | (2,612,285) | (2,612,285) | *(2,664,530)* | *(2,717,820)* |
| **Total Taxation (£)** | **(10,874,713)** | **(10,874,713)** | **(10,874,713)** | **(10,874,713)** | **(10,874,713)** | **(11,259,094)** | **(11,657,689)** |
| Business Rates (£) | (3,000,000) | (3,000,000) | (3,000,000) | (3,000,000) | (3,000,000) | (2,695,000) | (2,495,000) |
| Collection Fund Surplus (£) | 124,592 | 124,592 | 124,592 | 124,592 | 124,592 | 0 | 0 |
| New Homes Bonus Grant (£) | (116,296) | (116,296) | (116,296) | (116,296) | (116,296) | 0 | 0 |
| Government Funding (£) | (419,117) | (419,117) | (419,117) | (419,117) | (419,117) | (445,000) | (445,000) |
| **Total Grant Funding (£)** | **(3,410,821)** | **(3,410,821)** | **(3,410,821)** | **(3,410,821)** | **(3,410,821)** | **(3,140,000)** | **(2,940,000)** |
| **Total Taxation & Grant Funding (£)** | **(14,285,534)** | **(14,285,534)** | **(14,285,534)** | **(14,285,534)** | **(14,285,534)** | **(14,399,094)** | **(14,597,689)** |

| **Financial Statement - Summary** | **2024/25** | | | | | **2025/26** | **2026/27** |
|---|---|---|---|---|---|---|---|
| | **Original** | **Original Budget plus Carry Forwards from 2024/25** | **Latest Budget** | **Previous Forecast** | **Latest Forecast** | **Forecast** | **Forecast** |
| | £ | £ | £ | £ | £ | £ | £ |
| **Committee - Net Cost Of Services** | | | | | | | |
| General Public Services and Community Engagement | 6,030,333 | 6,106,130 | 6,119,002 | 6,131,002 | 6,131,002 | 5,865,909 | 5,851,683 |
| Climate Change and Leisure | 1,504,253 | 1,572,788 | 1,572,788 | 1,572,788 | 1,572,788 | 1,594,935 | 1,603,669 |
| Policy and Resources | 4,884,726 | 5,172,239 | 5,146,361 | 5,144,061 | 5,144,061 | 5,183,849 | 5,453,056 |
| ***Period 6 Variances*** | 0 | 0 | 0 | 0 | 68,323 | (60,000) | (60,000) |
| **Sub-Total** | **12,419,312** | **12,851,157** | **12,838,151** | **12,847,851** | **12,916,174** | **12,584,693** | **12,848,408** |
| **Other** | | | | | | | |
| Parish Precepts | 2,612,285 | 2,612,285 | 2,612,285 | 2,612,285 | 2,612,285 | 2,664,530 | 2,717,820 |
| Interest Payable & Borrowing costs | 755,266 | 755,266 | 755,266 | 755,266 | 755,266 | 825,296 | 864,796 |
| Interest Received | (1,110,000) | (1,110,000) | (1,110,000) | (1,110,000) | (1,110,000) | (1,060,000) | (1,010,000) |
| ***Period 3 Variances*** | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Sub-Total** | **2,257,551** | **2,257,551** | **2,257,551** | **2,257,551** | **2,257,551** | **2,429,826** | **2,572,616** |
| **Net Expenditure** | **14,676,863** | **15,108,708** | **15,095,702** | **15,105,402** | **15,173,725** | **15,014,519** | **15,421,024** |
| **Income from Council Tax, Government Grants & Business Rates** | **(14,285,534)** | **(14,285,534)** | **(14,285,534)** | **(14,285,534)** | **(14,285,534)** | **(14,399,094)** | **(14,597,689)** |
| **(Surplus)/Deficit Before Use of Earmarked Reserves** | **391,329** | **823,174** | **810,168** | **819,868** | **888,191** | **615,425** | **823,335** |
| **Planned Use of Reserves:** | | | | | | | |
| Economic Impact Reserve | 0 | 0 | 0 | 0 | (347,587) | 0 | 0 |
| **(Surplus) / Deficit to be funded from General Balances** | **391,329** | **823,174** | **810,168** | **819,868** | **540,604** | **615,425** | **823,335** |

| **Movement on General Fund Balance** | **2025/26** | | | | | **2026/27** | **2027/28** |
|---|---|---|---|---|---|---|---|
| | **Original** | **Original Budget plus Carry Forwards from 2024/25** | **Latest Budget** | **Previous Forecast** | **Latest Forecast** | **Forecast** | **Forecast** |
| | £ | | £ | | £ | £ | £ |
| Balance Brought Forward at 1 April | (4,408,764) | (4,408,764) | (4,408,764) | (4,408,764) | (4,408,764) | (3,868,160) | (3,252,735) |
| Revenue Budget (Surplus)/Deficit for Year | 391,329 | 823,174 | 810,168 | 819,868 | 540,604 | 615,425 | 823,335 |
| **Closing Balance at 31 March** | **(4,017,435)** | **(3,585,590)** | **(3,598,596)** | **(3,588,896)** | **(3,868,160)** | **(3,252,735)** | **(2,429,400)** |

| **Movement on Economic Impact** | **2025/26** | | | | | **2026/27** | **2027/28** |
|---|---|---|---|---|---|---|---|
| | **Original** | **Original Budget plus Carry Forwards from 2024/25** | **Latest Budget** | **Previous Forecast** | **Latest Forecast** | **Forecast** | **Forecast** |
| | £ | £ | £ | | £ | £ | £ |
| Balance Brought Forward at 1 April | (1,382,901) | (1,382,901) | (1,382,901) | (1,382,901) | (1,382,901) | (1,035,314) | (1,035,314) |
| COVID-19 Impact for Year | 0 | 0 | 0 | 0 | 347,587 | 0 | 0 |
| **Closing Balance at 31 March** | **(1,382,901)** | **(1,382,901)** | **(1,382,901)** | **(1,382,901)** | **(1,035,314)** | **(1,035,314)** | **(1,035,314)** |

| **Total Reserves Impact** | **2025/26** | | | | | **2026/27** | **2027/28** |
|---|---|---|---|---|---|---|---|
| | **Original** | **Original Budget plus Carry Forwards from 2024/25** | **Latest Budget** | **Previous Forecast** | **Latest Forecast** | **Forecast** | **Forecast** |
| | £ | £ | £ | £ | £ | £ | £ |
| Balance Brought Forward at 1 April | (5,791,665) | (5,791,665) | (5,791,665) | (5,791,665) | (5,791,665) | (4,903,474) | (4,288,049) |
| Impact for Year | 391,329 | 823,174 | 810,168 | 819,868 | 888,191 | 615,425 | 823,335 |
| **Closing Balance at 31 March** | **(5,400,336)** | **(4,968,491)** | **(4,981,497)** | **(4,971,797)** | **(4,903,474)** | **(4,288,049)** | **(3,464,714)** |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Total Reserves** | **(5,400,336)** | **(4,968,491)** | **(4,981,497)** | **(4,971,797)** | **(4,903,474)** | **(4,288,049)** | **(3,464,714)** |

**Appendix 7**

## Reserves Forecast 2025/26

| Category | Opening Balance 01/04/2025 £ | Net Movement in Year £ | Closing Balance 31/03/2026 £ | Purpose |
|---|---|---|---|---|
| **General Reserves** | | | | |
| General Fund | (4,408,764) | 540,604 | (3,868,160) | Working balance to support the Council's revenue services. £2M is a suggested prudent minimum |
| Economic Impact (EIR) | (1,382,901) | 347,587 | (1,035,314) | To support the funding of unexpected/unplanned Council expenditure as a result of fluctuations in the economy. |
| **Total Revenue** | **(5,791,665)** | **888,191** | **(4,903,474)** | |
| **Capital Reserves** | | | | |
| Community Infrastructure Levy (CIL) | (7,209,399) | (568,937) | (7,778,336) | Developers contributions towards Infrastructure |
| Capital Receipts | 0 | 0 | 0 | Generated from sale of Council assets |
| Grants & Contributions | (2,511,093) | (825,485) | (3,336,578) | Disabled Facility Grants and other contributions |
| Reserve for Capital expenditure | 0 | 0 | 0 | Reserve set aside for supporting capital expenditure |
| **Total Capital** | **(9,720,492)** | **(1,394,422)** | **(11,114,914)** | |
| **Other Earmarked Reserves** | | | | |
| New Homes Bonus | 0 | 0 | 0 | Government grant set aside for supporting capital expenditure |
| Section 106 | (2,479,701) | (385,165) | (2,864,866) | Developers contributions towards facilities |
| Leavesden Hospital Open Space | (733,888) | 0 | (733,888) | To maintain open space on the ex hospital site |
| Abbots Langley - Horsefield | (749,415) | 0 | (749,415) | Developers contributions towards maintenance of site |
| Environmental Maintenance Plant | (97,688) | 0 | (97,688) | Reserve to fund expenditure on plant & machinery |
| Building Control | (350,596) | 0 | (350,596) | To provide against future losses and/or borrowing against Hertfordshire Building Control Ltd |
| Commercial Risk Reserve | (9,003,592) | 0 | (9,003,592) | To manage timing of cashflows and risks in relation to commercial ventures |
| Collection Fund Reserve & HB Equalisation | (7,742,807) | 0 | (7,742,807) | To manage timing differences on the Collection Fund and to provide against future deficits on the Housing Benefit account |
| Grants & Contributions | (2,260,044) | 0 | (2,260,044) | Revenue Grants earmarked for use in future years |
| Planning Reserve | (200,000) | 0 | (200,000) | To allow for conservation area appraisals, the local plan timetable to be accelerated and other planning advice |
| Local Government Reform Reserve | (100,000) | 0 | (100,000) | To allow for advice for the proposed Local Government Reform |
| **Total Other** | **(23,717,731)** | **(385,165)** | **(24,102,896)** | |
| **Total All** | **(39,229,888)** | **(891,396)** | **(40,121,284)** | |

**Appendix 8**

## Budgetary Risks

| Date risk added to register | Risk ref | Risk owner | Category | Risk description | Comment | Likelihood score (inherent) | Impact score (inherent) | Inherent risk score | Risk controls | Risk control owners | Likelihood score (residual) | Impact score (residual) | Residual risk score | Risk direction | Action plan | Action plan owners | Action plan completion dates |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Sep-15 | FIN07 | Director of Finance | Strategic | The Medium term financial position worsens. | The Council has set its budget for 2025/26 and beyond. The budget is balanced for 2025/26 but the Medium Term Financial Plan is showing a total gap of £1.7M for years 2&3. This is due to taking a view of the impact of the Government's 'Fair Funding' reform and the business rate reset. Early forecast by LGFutures and Pixel show varying impacts on Three Rivers but taking a prudent view balances will allow a | 3 | 3 | 9 | The Council maintains a healthy level of balances and continues to actively monitor its budgets, taking action in year where necessary. Currently the Council is benefitting from a high level of interest income due to higher than anticipated interest rates and high levels of cash balances. | Head of Finance | 3 | 2 | 6 | ⇩ | Regular budget monitoring reports to committees; Budgetary and Financial Risk Register reviewed and updated as part of the budget monitoring process; identification of budgetary pressure when reviewing the medium term financial plan during the budget setting process which includes a risk assessment for the prudent level of general balances and an assessment of financial resilience with reference to the CIPFA Financial resilience index. | Heads of Service/ Head of Finance | Continuous |
| Apr-06 | FIN08 | Director of Finance | Budgetary | The pay award exceeds estimates included in the MTFP resulting in unplanned and unsustainable use of reserves. | The Council's 3 year Medium term Financial Strategy includes forecast pay awards for the next three years. 2% has been allowed for 2025/26 as part of the budget and the pay award was agreed at 3.2% however there was no bottom loading so there is sufficient funding in the contingency. | 2 | 3 | 6 | The pay award is covered by the contingency within the budget. Maintain reserves to guard against risk. Early identification of new pressures through Budget Monitoring. | Head of Finance | 3 | 2 | 6 | ⇩ | The Council's 3 year Medium term Financial Strategy includes forecast pay awards for the next three years. The Council maintains reserves to guard against risk including setting a prudent minimum level for general balances. Early identification of new pressures through Budget Monitoring enable the Council to take steps to bring the budget back into balance. | Head of Finance | Continuous |
| Apr-06 | FIN09 | Director of Finance | Budgetary | Other inflationary increases exceed estimates included in the MTFP resulting in unplanned and unsustainable use of reserves. | Other than contractual agreements, budgets are cash limited where possible and budget managers are expected to manage increases within existing budgets. | 2 | 3 | 6 | Monitor future inflation projections. Actively manage budgets to contain inflation. Maintain reserves. | Service Heads/Head of Finance | 2 | 2 | 4 | ⇨ | Monitor future inflation projections. Actively manage budgets and contracts to contain inflation. The Council maintains reserves to guard against risk including setting a prudent minimum level for general balances. Early identification of new pressures through Budget Monitoring enable the Council to take steps to bring the budget back into balance. | Head of Finance | Continuous |
| Jan-15 | FIN10 | Director of Finance | Budgetary | Interest rates increase or decrease resulting in significant variations in estimated interest income (investments) or interest expense (borrowing) | The Council remains cash positive so is experiencing a short term benefit from higher interest rates. Over the longer term rates are expected to come down allowing the Council to borrow for future capital projects. | 3 | 2 | 6 | The Council has a Treasury Management Strategy which is reviewed annually. The Council is looking to lend out over a longer period to maximised the benefit from temporary higher rates. | Head of Finance | 3 | 2 | 6 | ⇨ | The Audit Committee receives two reports per year on Treasury Management activity and interest income and expenditure is moniored through the Budget Monitoring Report. | PIB | Continuous |

| Date risk added to register | Risk ref | Risk owner | Category | Risk description | Comment | Likelihood score (inherent) | Impact score (inherent) | Inherent risk score | Risk controls | Risk control owners | Likelihood score (residual) | Impact score (residual) | Residual risk score | Risk direction | Action plan | Action plan owners | Action plan completion dates |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Apr-06 | FIN11 | Director of Finance | Budgetary | Inaccurate estimates of fees and charges income and / or estimates of cost of delivering chargeable services result in budgetary pressure. | A budget pressure is created due to income shortfalls or increased expenditure | 3 | 2 | 6 | Budget levels realistically set and closely scrutinised | Service Heads/ Head of Finance | 2 | 2 | 4 | ➡ | Fees and charges, including and surplus or loss are monitored through budget monitoring with key income streams reported to CMT. | Service Heads | Continuous |
| Apr-06 | FIN12 | Director of Finance | Budgetary | The Council loses the ability to recover VAT as a result of exceeding the partial expemption threshold resulting in budgetary pressure. | If the council's expenditure on functions for which it receives income that is exempt for VAT purposes exceeds 5% of its total vatable expenditure, then the Council may lose its ability | 2 | 4 | 8 | VAT Planning and opt to tax on schemes. VAT advisers employed. | Head of Finance | 1 | 4 | 4 | ➡ | Partial Exemption Review is undertaken annually with support provided by the Council'sexternal tax advisors, PS Tax. The Council continue to opt to tax land where appropriate. | Head of Finance | Continuous |
| Dec-13 | FIN13 | Director of Finance | Budgetary | The estimated cost reductions and additional income gains set out in the MTFP are not achieved resulting in an unplanned and unsustainable use of reserves. | Minimal savings identified and included in the budget will be monitored as part of the budget monitoring process. See fees and charges above. MTFS agreed for next three years. | 2 | 3 | 6 | Service Heads to take responsibility for achieving savings. Budget monitoring to highlight any issues to allow corrective action to be taken. | Service Heads/Head of Finance | 2 | 2 | 4 | ➡ | Budget process to clearly identify savings to be achieved and ensure clarity over responsibility over delivery. Savings to be challenged. | Head of Finance | Continuous |
| Apr-06 | FIN14 | Director of Finance | Budgetary | The Council is faced with potential litigation and other employment related risks. | Thurrock has recently issued proceedings against 23 members of APSE. Whilst the Council is not one of these three it is an APSE member and may be drawn in at a later date. A stay of litigation has been issued by the court whilst separate activity takes place to resolve. | 2 | 3 | 6 | Council procedures are adhered to. These will be reviewed in respect of member orgainsation and advice issued. | Solicitor to the Council | 2 | 2 | 4 | ➡ | Adherence to council procedures to be monitored and procedures maintained. | Solicitor to the Council | ongoing |

| Date risk added to register | Risk ref | Risk owner | Category | Risk description | Comment | Likelihood score (inherent) | Impact score (inherent) | Inherent risk score | Risk controls | Risk control owners | Likelihood score (residual) | Impact score (residual) | Residual risk score | Risk direction | Action plan | Action plan owners | Action plan completion dates |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Dec-13 | FIN18 | Director of Finance | Budgetary | Business Rates Retention fluctuates impacting on the amount of funding received by the Council. | Pooling has been announced for 2025/26 and the Council is part of the Hertfordshire bid. The VOA has amended the Warner Bros rates valuation which negates the appeal risk. Business Rate reset has been announced for 2026/27 | 2 | 4 | 8 | Maintain reserves against risk. | Head of Finance | 2 | 2 | 4 | ↓ | Hertfordshire CFOs continue to work with LG Futures to maximise revenue from the business rate pool for 2025/26. The scale of appeals is still unknown but this is likley to become clearer over the next 24 months as transitional relief reduces for businesses impacted by the increases in rateable value. | Director of Finance | Continuous |
| Jul-16 | FIN20 | Director of Finance | Budgetary | Failure of ICT systems | The Council's integrated Financial Management System (FMS) is held on an ICT platform. If this were to fail then potentially there will be a loss of functionality occurring during any downtime. BCPs have recently been updated. | 3 | 2 | 6 | System migrated to latest version. Payments system updated. | Head of Finance | 1 | 2 | 2 | → | Monitor reliability | Head of Finance | Continuous |
| Mar-18 | FIN21 | Director of Finance | Budgetary | Property Investment | The Property Investment Board manage its property portfolio in order to secure additional income to support its general fund. | 2 | 3 | 6 | Portfolio to be actively managed to maintain income levels. Income to be reviewed regularly when MTFP is updated. | Head of Property Services | 1 | 3 | 3 | → | PIB to assume responsibility for ongoing oversight. | Head of Property Services | Continuous |
| Sep-18 | FIN23 | Director of Finance | Budgetary | Commercial Investment | The Council has limited options to further improve self sustainability through commercial investment . | 3 | 2 | 6 | Oversight mechanisms put in place to ensure oversight by PIB. | Head of Finance | 2 | 2 | 4 | → | Monitor new developments. Investments overseen by the cross party Shareholder and Commercial Ventures Panel. | Head of Property Services | Continuous |
| Nov-19 | FIN 24 | Director of Finance | Service | Loss of Key Personnel | As the Council becomes more complex in its financial arrangements, key skills become more important. | 3 | 4 | 12 | Improve depth of skills and knowledge. Bring in temporary additional resources as necessary. | Head of Finance | 1 | 3 | 3 | → | The Finance team is currently fully staffed and an interim Head of Finance has been appointed to cover the period either side of the departure of the current Head of Finance. All staff have an annual Personal Development Review which | Chief Executive/ Director of Finance | Continuous |

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# CIL Spending Applications – June 2025

10/11/2025



THREE RIVERS DISTRICT COUNCIL

**Full Council**
**09 December 2025**

PART I

**CIL SPENDING APPLICATIONS – JUNE 2025**

**(DoF)**

## 1 Summary and Recommendation

1.1 This report seeks to allocate a total of £305,200 for two infrastructure projects from the CIL application process (June to July) in 2025 to support growth in Three Rivers.

1.2 The 2 applications received for funding are:

- £138,000 – For purchase and installation of Beryl Bike locations across Rickmansworth/South Oxhey & Leavesden/Abbots Langley Watford border (submitted by Smidsy LTD T/A Beryl)

- £167,200 – Provision of sport and recreation (primarily cricket and junior football) to conform with safeguarding standards, environmental, energy efficiency and hygiene requirements at Rickmansworth Sports Club & Rickmansworth Cricket Club.

1.3 In addition, 1 further CIL funding request was received but was not considered to be eligible for CIL. funding. Further details are below at paragraph 3.2.

1.4 **Recommendation:**

1.5 That Members approve CIL funding for the following schemes detailed in Table 1 of this report and summarised in the table below for 2025/2026:

| **Applicant & Project Name** | **Infrastructure** | **CIL Amount** |
|---|---|---|
| Beryl Bikes<br>Smidsy LTD T/A Beryl | To provide 36 ebikes and 13 parking locations across Rickmansworth/ South Oxhey & Leavesden/ Abbots Langley Watford border. | £138,000 |
| Rickmansworth Sports Club<br>& Rickmansworth Cricket Club Park Road Rickmansworth WD3 1HU | Infrastructure Improvements. | £167,200 |

(ii) The final funding and implementation of the 2 agreed projects is delegated to the Director of Finance, in consultation with the Lead Members for Resources and Planning Policy and Infrastructure, to determine to enable the agreed projects to be progressed and implemented.

## 2 Details

2.1 Three Rivers became a Community Infrastructure Charging Authority on 1 April 2015. CIL is the main way in which the Council now collects contributions from developers for infrastructure provision to support development in the area.

2.2 The Council has the responsibility for spending the CIL on infrastructure needed to support the development of the area, it is primarily a tool to support capital infrastructure. The Council has the opportunity to choose what infrastructure is prioritised in order to support development.

2.3 Since the introduction of the CIL Charging Schedule in April 2015 a total of £13,513,404 has been collected.

2.4 The CIL monies collected are divided into three pots – Main CIL Pot (80%) Neighborhood Pot (15%) and the remaining 5% set aside for the administration and the Exacom software costs to support the CIL in line with the CIL Regulations.

2.5 This report relates only to the Main CIL Pot which, as of 3rd September 2025, amounts to balance in excess of £4 million in the CIL Main Pot for infrastructure projects going forward .

2.6 Whilst this is a substantial amount, CIL does not generate enough funds to cover the whole cost of infrastructure needed to support planned development, as such there will be competing demands on the Main Pot from infrastructure providers who used to rely on S106 developer contributions (such as Hertfordshire County Council, NHS and TRDC etc.) going forward.

2.7 **What can CIL be spent on?**

2.8 Regulation 59 of the CIL Regulations states:

(1) A charging authority **must** apply CIL to funding the provision, improvement, replacement, operation or maintenance of infrastructure *to support the development of its area, and*

(2) A charging authority ***may*** apply CIL to funding the provision, improvement, replacement, operation or maintenance of infrastructure outside its area where to do so *would support the development of its area.*

2.9 The definition of infrastructure in relation to CIL is set out in section 216(2) of the Planning Act 2008 (as amended by regulation 63 of the Community Infrastructure Levy Regulations);

a) roads and other transport facilities,
b) flood defences,
c) schools and other educational facilities,
d) medical facilities,
e) sporting and recreational facilities, and
f) open spaces

2.10 The Infrastructure List[1] sets out the types of infrastructure that the Council intends will be, or may be, wholly or partly funded by CIL.

- Education
- Strategic and local transport proposals
- Publicly accessible leisure facilities,
- Open Space Provision (including, children play areas and outdoor/indoor sports and leisure facilities, allotments)
- Health Care Facilities
- Other Social and Community Facilities including: - community halls, youth facilities, library services

- Emergency Services

2.11 The inclusion of a project or type of infrastructure on the Infrastructure List does not signify a commitment from the Council to fund (either in whole or in part) the listed project or type of infrastructure.

2.12 The levy cannot be used to fund affordable housing or for any on-going or revenue spend (such as consultancy fees, viability/feasibility studies, staff costs etc.) relating to the provision of infrastructure.

## 3 Applications for CIL Funds

3.1 The second CIL application process for 2025 started on the 1 June 2025 and was open for 6 weeks. During the application window 3 CIL applications were progressed. 2 of these were assessed in line with the Governance arrangements agreed at P& R Committee in November 2025: **governance report** . This report details and seeks approval for 2 applications to be progressed, however, details are provided for reference in the next paragraph on the 1 application not to be progressed.

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[1] Infrastructure List was the Regulation 123 List adopted by the Council but now replaced by the Annual Infrastructure Funding Statement as a result of changes to the CIL Regulations. The Annual Infrastructure Funding Statement is published in December each year on the Council's web site https://www.threerivers.gov.uk/egcl-page/cil-reports

3.2 Detail of the 1 unsuccessful application and the reason why not progressed:

| Applicant | Infrastructure | CIL Amount | Reason unsuccessful |
|---|---|---|---|
| Rickmansworth Waterways Trust Ltd | Solar panel system<br><br>Total amount £14,079.50 | £7,039.75 Requested | Not considered strategic infrastructure.<br><br>Not CIL eligible.<br><br>Funding covered by RWT Capital reserve £7,039.75 |

| | | | |
|---|---|---|---|
| | | | And subsequently by funding from Batchworth Community Council £7,039.75 |

3.3 The 2 applications below requested CIL funding for strategic infrastructure projects. The table below provides a brief summary with the full details of each application contained in Appendices 1 to 2 to this report and at **paragraph 3.5**

3.4 Table 1:

| **Applicant** | **Infrastructure** | **Total Cost of Project** | **Additional Funding Identified** | **CIL Amount** | **Year funds required** |
|---|---|---|---|---|---|
| Beryl Bikes Smidsy LTD T/A Beryl | To provide 36 e-bikes and 13 parking locations across Rickmansworth/ South Oxhey & Leavesden/ Abbots Langley Watford border | £138,000 | Part of wider project with adjacent LA | £138,000 | 2025/2026 |
| Rickmansworth Sports Club & Rickmansworth Cricket Club Park Road Rickmansworth WD3 1HU | Infrastructure Improvements | £167,200 | BCC £24,000<br>CGP £5,000<br>Jewson/ Toyota sponsor £4,000<br>Sport England £6,000<br>Easy Fundraising £150.00<br>Pitchero Fundraising Lottery £200.00 | £167,200 | 2025/2026 |

3.5 **Details**

The two applications are detailed below. An assessment of the applications was undertaken by the Community Infrastructure Officers and Head of Regulatory Services and the CIL Working Groups to determine whether the applications meet the definition of 'infrastructure', meet the requirement to 'support the development' of the area and are included on the Infrastructure Funding List. These applications were all determined to be CIL eligible and scored sufficiently against the agreed eligibility criteria to be progressed.

3.6 **A) Beryl eBikes - Phase 2 Bikeshare Extension.**

3.6.1 Smidsy Ltd TA Beryl have applied for £138,000 for Beryl Bikes as part of phase 2 Bikeshare Extension. The CIL funding would provide 36 ebikes and 13 bike parking locations across Rickmansworth, South Oxhey and Leavesden linked to the existing Watford Beryl Bikeshare scheme. There is no additional funding identified for this phase of the project but it is an expansion of an existing scheme supported by Watford Borough Council.

3.6.2 The pilot project for Beryl Bikes in Crocley Green was previously agreed and implemented in October 2024, with CIL funding of £45,000 agreed. This proposed expansion follows this pilot scheme and seeks to improve connectivity further with Watford Borough Council's existing scheme.

3.6.3 A core objective of the Corporate Framework is to achieve carbon net zero and be climate resilient. The proposal to introduce Beryl Bikes to Rickmansworth, South Oxhey and Leavesden (following a pilot scheme in Croxley Green) will help achieve this overarching objective. The bikes will be available to all residents (over 16), businesses and visitors for a low cost thus providing greater options for travel which encourages a switch from car use but also provide more flexibility to those who cannot afford car travel. The outcome for the Council and the District is to make substantive reductions in carbon emissions which will help improve air quality in Rickmansworth, South Oxhey and Leavesden.

3.6.4 Beneficiaries are the residents of Rickmansworth, South Oxhey and Leavesden to enable an alternative to car / bus travel to move about Rickmansworth, South Oxhey and Leavesden and into Watford, reducing traffic & pollution. The project covers three areas of Three Rivers District with suggested bike hire locations (these will be subject to further assessment and consultation) once the project is formally agreed:

Rickmansworth
- Rickmansworth Station
- Watersmeet
- Aquadrome Cafe
- Aquadrome Bridge
- Depot/Tesco

South Oxhey
- Carpenders Park Station
- Near Gosforth Lane/ Hayling Road Junction
- Near Green Lane/ Prestwick Road Junction
- Parade near Greenfields School
- Parade on Little Oxhey Lane

Leavesden
- Near WB Studios
- Leavesden Country Park
- Near Evergreen Park on South Way

3.6.5 The aim of this scheme is to maximise equality and inclusion, which is a co-benefit for tackling emissions because everyone, no matter what their protected characteristic maybe, is critical in tackling the climate emergency. An increase in cycling will lead to further co-benefits of improving health and wellbeing, and mobility and access to work and leisure.

3.6.6 The project will support the achievement of the Corporate Framework under the following:

- Supports healthy lifestyles and addresses health inequalities
- That takes action to mitigate and adapt to the climate emergency
- Expand our position as a great place to do business
- Achieve net carbon zero and be climate resilient

**3.7 B) Rickmansworth Sports Club & Rickmansworth Cricket Club - Infrastructure Improvements (improvement of existing building and grounds)**

3.7.1 Rickmansworth Sports and Cricket Club have applied for £167,200 for Infrastructure Improvements. The proposal covers the following:

- Drainage Enhancements to address flooding issues (Turfdry) on their playing areas. This will cover both playing areas and will look to address the existing drainage issues through the digging and filling of trenches 5m apart with a drainage system installed at the bottom of each trench.

- New cricket nets to double existing capacity (Total-Play). East side of the ground between the two main playing areas. It is not possible to expand the existing net structure due to encroachment onto the playing area and safety issues arising as a result.

- A new changing facility for the top pitch to replace the existing dilapidated structure on the west side of the top pitch of the ground (Mac-Containers)

- Improvements to disabled access to the pavilion.

3.7.2 Rickmansworth Sports Club & Rickmansworth Cricket Club was founded in around 1787. The Sports Club oversees all activities at the Park Road site and is responsible for the upkeep of both the grounds and the large Georgian pavilion. It should be noted that the pavilion was 100 years old in 2024. Cricket is the predominant sport played in the summer months, however the sports club is used over the winter by various youth teams from Croxley Green Football Club (a significant proportion of which are girls teams). The pavilion's main hall is used year round by a local yoga and pilates company.

3.7.3 The last few years have seen significant issues with flooding on the Park Road site. The ground sits on a flood plain for the River Chess, however recent issues have meant the water table has risen to the point where any substantial rainfall results in large puddles appearing on the ground. The Sports Club has undertaken other works in an attempt to improve the situation and has been working closely with Three Rivers Council to try and find a resolution to this issue**.** The submission states, *"It should be noted that a survey conducted of the site by a specialist drainage firm highlighted the following:*

*The Park Road ground does not have any form of drainage system that will take excess water away from the playing areas. Many sports clubs have implemented measures of this nature which has resulted in significant improvements to the quality of the playing areas."*

3.7.4 The Club has advised, 'Extensive flooding experienced in the 2024 season saw the club being unable to fulfil home fixtures at Park Road for most of the season. A huge number of man hours were expended trying to find alternative venues for games which proved to be both difficult and

expensive. In many cases the only alternatives were sub-standard council grounds as far afield as Hemel and Welwyn.

*3.7.5* The youth sections of the cricket club are currently running at capacity for existing facilities. To enable more members access to suitable facilities the club needs to double its existing net capacity from 2 lanes to 4 lanes. The existing nets do not meet the current guidelines as defined by the ECB. The cricket club has been working with two separate ECB affiliated net companies. To ensure that the club can offer new facilities that are aligned to best practice, there is a minimum specification of net that is required. This is more costly than the existing older net configuration, however represents a massive upgrade on the playing experience on offer and also reduces the risk of any injury etc.'

3.7.6 The changing facilities need improving. The configuration of the existing pavilion also does not allow for separate changing areas for the female teams. Enhanced changing facilities at the top end of the ground would go a long way to remediating this issue. The existing toilet / showering facilities are not adequate to support female sport.

3.7.7 Tin support of the application the applicant has stated, *"The existing facilities (even once refurbished) are not currently comparable vs many other clubs in the area, be that either pitch condition, changing areas or practice facilities. This makes it extremely difficult to maintain talented youngsters and attract better players that will enable the club to grow and play at a higher level. The club would also like to grow its female section substantially. It currently runs three girls teams (oldest being U15). The club would like to begin an adult women's teams but is currently losing older girls players to more established clubs as far afield as St Albans."*

3.7.8 Disabled access to the pavilion is extremely poor and there are currently not disabled access toilets.

3.7.9 The improved facilities will support the continued growth of the club and ensure the local community has a facility with improved capacity and the ability to support successful team activities. The Cricket Club (and Sports Club) are faced with a number of significant issues which are ultimately hindering both cricket and other sports from flourishing in what should be a perfect location for team sports. The improved building works will also enable external hire to other organisations.

3.7.10 The current Cricket users are:

- Saturday Senior - First Team, Second Team, Third Team, Fourth Team and Fifth Team
- Sunday Senior Team
- Junior Academy – U17, U14, U13, U12, U11, U10 and U 9
- Ladies & Girls - U15, U13, U11 and U 9
- There is a variety of cricket matches and coaching with various youth football teams from Croxley Green Football Club (a significant proportion of which are girls' teams) using the facility.

3.7.11 In support of then proposals the club opened up a petition to members and supporters which asked participants to support the request for funding assistance to enable better drainage for the ground; two brand new nets on the side of the ground, improved changing facilities on the 2nd ground; secure storage space for machinery; better security and disabled access across the front of the Pavilion. The petition remained open for just 48 hours and in this short time they had 385 responses of support. The majority of respondents were Three Rivers residents, with 20% of respondents playing for other local sports clubs but supporting the club's endeavours. There was also a social media page started which identified support for the club's proposals.

3.7.12 Additional funding for the project is being provided by the following:

- Batchworth Community Council - £24,000
- Croxley Green Parish Council - £5,000
- Jewson/ Toyota sponsor - £4,000
- Sport England - £6,000
- Easy Fundraising - £150
- Pitchero Fundraising Lottery - £200

3.7.13 However, this funding is to be utilised for the wider project costs including VAT and preliminary works. The funding contribution is recognised albeit it is to be utilised on wider project costs.

3.7.14 The project will support the achievement of the Corporate Framework under the following:

- that is inclusive and where people feel they are welcome, belong and are safe
- where local infrastructure supports healthy lifestyles and addresses health inequalities
- that takes action to mitigate and adapt to the climate emergency
- where local people, organisations and businesses benefit from the prosperity of the district
- be a great place to live, work and visit.
- Where our most vulnerable residents are supported. They aim to improve disabled access to the pavilion

3.7.7 In summary, the application supports local leisure facilities and is considered deliverable. The requested CIL funding covers the aspects of work which are considered CIL complaint. It is proposed that the full request is granted.

**4. Next Steps**

4.1 As the CIL Charging Authority it is for the Council to decide how to spend the CIL Main Pot.

4.2 A decision needs to be made as to whether CIL funds are allocated to these infrastructure projects and, if so, the amount to be allocated.

4.3 Where funding is agreed, a legal agreement will be put in place between TRDC and the infrastructure provider to ensure any allocated CIL funding is spent in the correct way. The infrastructure provider will also be expected to provide information until the scheme has been completed, and all CIL funding has been spent. In addition, an annual report will need to provide information on the progress of each scheme that funding has been allocated to. A requirement to submit this information will form part of the legal agreement that the successful applicant is required to sign.

4.4 If an applicant does not spend CIL money within five years of receipt or does not spend it as agreed, then the Council may require the applicant to repay some or all of those funds.

4.5 Details about planning obligation receipts and anticipated expenditure in relation to CIL and S106 is published in the Infrastructure Funding Statement by the 31 December each

year in accordance with Regulation 121A of the CIL Regulations.

## 5 Future CIL Income

5.1 Up to September 2025 liability notices relating to the 'district pot' for a potential value of £6,082,273 have been issued. These notices are raised following the grant of planning permission and set out what the liable charge would be should work on the development start and no exemptions are applied. The realisation of the remainder of these monies is therefore totally dependent on a developer implementing their planning permission and not benefiting from any exemptions. It is common to have multiple planning permissions on a site, for permission not to be implemented and exemptions to be granted (mainly for self-build). This figure, while informative, should not therefore be treated as a guaranteed future income.

5.2 Where a demand notice has been issued, this means that development has commenced, and that CIL is now due for payment. The council's CIL instalment policy allows developers fixed timescales at 60, 120 and 360 days (post-commencement) to pay the amount due. The number of instalments available is dependent on the total amount of CIL due, with higher CIL charges allowing for more time to pay. A further £241,695 is due to be collected relating to the 'district pot' over the next year on developments that have already commenced. Further demand notices may also be issued if other developments commence.

## 6 Options and Reasons for Recommendations

6.1 To ensure the delivery of important community infrastructure to support growth and development strategic CIL can be spent anywhere within the district, it is not bound by the area of development where funds are received.

6.2 It is proposed that the 2 applications detailed are agreed and receive the CIL funding as detailed under section 3.4. If Members do not consider they can fully support these projects alternative funding amounts could be considered.

6.3 The applications support the Corporate Framework under the following objectives/priorities:

Three Rivers will be a district:

- Where local infrastructure supports healthy lifestyles and addresses health inequalities
- That supports and enables sustainable communities
- That can achieve net carbon zero and be climate resilient
- Expand our position as a great place to do business
- To ensure the delivery of important community infrastructure to support sustainable growth.

## 7 Policy/Budget Reference and Implications

7.1 The recommendations in this report are within the Council's agreed policy and budgets. The relevant policy is entitled Community Infrastructure Funding Statement and was agreed on 24 February 2015.

## 8. Equal Opportunities, Staffing, Environmental, Community Safety, Public Health, Customer Services Centre, Communications & Website and Health & Safety Implications

8.1 None specific.

## 9 Financial Implications

9.1 The commitment of CIL funds of £5,950,868.50 previously agreed, plus the proposed funding

of £305,200 will leave a balance in excess of £4 million in the CIL Main Pot for infrastructure projects going forward.

9.2 The CIL funds committed in relation to the Beryl Bikes will mean that £138,000 will not need to be committed from the capital budget to deliver the infrastructure.

9.3 As with previous CIL applications it is identified that due to delay between application submission (and initial project quotes) and works being implemented, and given the current economic conditions, there could be further pressures on project costs. It is proposed through the recommendation delegation is given to the Director of Finance, in consultation with the Lead Members for Resources and Planning Policy and Infrastructure, to be able to consider any reasonable change to the CIL funding to enable the project to proceed.

## 10 Legal Implications

10.1 The legislation governing the development, adoption and administration of a Community Infrastructure Levy (CIL) is contained within the Planning Act (2008) and the Community Infrastructure Levy Regulations 2010 (as amended).

## 11 Risk Management

11.1 The Council has agreed its risk management strategy which can be found on the website at http://www.threerivers.gov.uk. In addition, the risks of the proposals in the report have also been assessed against the Council's duties under Health and Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.

11.2 The subject of this report is covered by Regulatory Services with specific TRDC projects covered in their appropriate service plans. Any risks resulting from this report will be included in the risk register and, if necessary, managed within this/these plan(s).

| **Nature of Risk** | **Consequence** | **Suggested Control Measures** | **Response** *(tolerate, treat terminate, transfer)* | **Risk Rating** *(combination of likelihood and impact)* |
|---|---|---|---|---|
| Failure to progress/manage and maintain Community Infrastructure Levy income and expenditure. | Council could be challenged on CIL expenditure | Governance Arrangements | Tolerate | 4 |
| Projects are not progressed/delivered/ meet specified objectives | Monitoring required, CIL monies are paid on project completion, | Relevant Legal Agreements in place to ensure a level of control remains | Treat | 4 |

11.3 The above risks are scored using the matrix below. The Council has determined its aversion to risk and is prepared to tolerate risks where the combination of impact and likelihood scores 6 or less.

| Likelihood | | | | |
|---|---|---|---|---|
| Very Likely ----------▶ Remote | Low 4 | High 8 | Very High 12 | Very High 16 |
| | Low 3 | Medium 6 | High 9 | Very High 12 |
| | Low 2 | Low 4 | Medium 6 | High 8 |
| | Low 1 | Low 2 | Low 3 | Low 4 |
| | Impact<br>Low ----------▶ Unacceptable | | | |

| Impact Score | Likelihood Score |
|---|---|
| 4 (Catastrophic) | 4 (Very Likely (≥80%) |
| 3 (Critical) | 3 (Likely (21-79%) |
| 2 (Significant) | 2 (Unlikely (6-20%) |
| 1 (Marginal) | 1 (Remote (≤5%) |

11.4 In the officers' opinion none of the new risks above, were they to come about, would seriously prejudice the achievement of the Strategic Plan and are therefore operational risks. The effectiveness of the management of operational risks is reviewed by the Audit Committee annually.

Report prepared by: Kimberley Rowley Head of Regulatory Services and Jo Welton, Senior CIL Officer

**Data Quality**

Data sources: Exacom (Planning Obligations Software) Data

Checked by: Jo Welton, Senior CIL Officer

| | | |
|---|---|---|
| | **oor** | |
| | **ufficient** | |
| | **igh** | |

**Background Papers**

The Community Infrastructure Regulations (2010) (As amended) https://www.legislation.gov.uk/ukdsi/2010/9780111492390/contents

Section 216(2) of the Planning Act 2008 (as amended by regulation 63 of the Community Infrastructure Levy Regulations);

Infrastructure Funding Statement https://www.threerivers.gov.uk/egcl-page/cil-reports

Guidance provided by the Department for Levelling Up, Housing and Communities and Ministry of Housing, Communities & Local Government

https://www.gov.uk/guidance/community-infrastructure-levy#spending-the-levy

**APPENDICES**

Appendix 1 – Beryl e-bikes CIL funding request application
Appendix 2 - Rickmansworth Sports & Cricket Club CIL funding request application

# COMMUNITY INFRASTRUCTURE LEVY FUNDING REQUEST

Applications are invited for strategic infrastructure projects to be considered for Community Infrastructure Levy (CIL) funding.

To bid for CIL funding, you will need to fill out the following application form and submit relevant supporting material, as necessary. Please ensure the information you provide is correct and complete to the best of your knowledge.



**Email**: cil@threerivers.gov.uk
**Address**: Community Infrastructure Levy Officer, Three Rivers District Council, Three Rivers House, Northway, Rickmansworth, Herts. WD3 1RL

**Please Note**
Failure to answer all the questions on this form could impact upon the success of your application.

| **Bid Reference (Internal Reference):** | |
|---|---|
| **Section A: Applicant Contact Information** | |
| **Name and address of your organisation** | Smidsy LTD T/A Beryl |
| **Name and position of main contact** | Ash Trowe - Regional Operations Manager |
| **Applicant contact details (phone number, email and address)** | 07930 671722<br>ash.trowe@beryl.cc<br>Unit B1B Vale Ind Park , Tolpits Lane, Watford , WD18 9QP |
| **Type of organisation (If a charity, please provide registration number)** | Private limited Company |
| **Describe your organisation's main purpose and regular activities** | Providing Bikeshare solutions to Local Authorities across the UK |
| **Is the organisation able to reclaim VAT?** | yes |

| Section B: Project Overview | |
|---|---|
| **Project Title** | Beryl Bikes expansion in Three Rivers District Council areas Phase 2 |
| **Summary of the project proposal** | To provide 36 e-bikes and 13 bike parking locations across Rickmansworth, South Oxhey and Leavesden. The bikes and parking locations will be linked to the existing Beryl Bikehare scheme which covers Watford, Bushey and Croxley Green. |
| **Estimated project cost (including breakdown of the overall cost and what the CIL funding requested will cover)** | The project will cost £138,000 which covers 36 e-bikes, 13 line painted bays & associated management & mobilisation costs. Once the scheme has been established, revenue generated by users will cover the ongoing maintenance and management of the scheme. |
| **Full address of project location** | The project covers three areas of Three Rivers District; Rickmansworth, South Oxhey and Leavesden. Whilst individual locations will be confirmed as part of the mobilisation work, the indicative bike parking sites have been listed below.<br><br>Rickmansworth<br>• Rickmansworth Station<br>• Watersmeet<br>• Aquadrome Cafe<br>• Aquadrome Bridge<br>• Depot/Tesco<br><br>South Oxhey<br>• Carpenders Park Station<br>• Near Gosforth Lane/ Hayling Road Junction<br>• Near Green Lane/ Prestwick Road Junction<br>• Parade near Greenfields School<br>• Parade on Little Oxhey Lane |

| | |
|---|---|
| | Leavesden<br>• Near WB Studios<br>• Leavesden Country Park<br>• Near Evergreen Park on South Way |
| **Project partner (if applicable)** | N/A |

| Section C: Strategic Case | |
|---|---|
| **Why is CIL funding being sought and who are the likely beneficiaries of the project? Please provide usage details where appropriate**<br>Please refer to CIL Scoring Criteria Guidance under: Delivering Growth & Community Support | Beneficiaries from this scheme are residents and visitors of Three Rivers District as it will provide a convenient and reliable alternative to car or bus travel to move about the district and into Watford. This will make choosing e-bikes for local journeys easier enabling an active and enjoyable way to visit key destinations without the need to buy and store a private bike. The scheme will also enable multi-modal journeys where bikes are not able to be taken on some public transport.<br><br>In the longer term, encouraging travel by bikes may reduce traffic congestion and associated air pollution making journeys easier and more pleasant for all residents.<br><br>As an example the average RPBPD (ride per pike per day) data for Croxley from day 1 to August 2025 is 1.2 vs the main Watford scheme in the same time period being 1.9, thus demonstrating that the usage (given the much smaller area and quantity of assets) is very good.<br><br>It is envisaged the proposed locations, which expand the existing Watford BC scheme, will allow cross boundary travel, will show similar usage figures once the scheme is launched. |
| **How does the project help address the demands of development in the area. What evidence is there to support this?**<br>Please refer to CIL Scoring Criteria Guidance under: Delivering Growth & Environment | By expanding a means of active travel into the district, it will pave the way for improvements in cycle & walking infrastructure. |
| **Do you have planning permission in place to carry out the works?**<br>**If so, please provide the application number**<br>Please refer to CIL Scoring Criteria Guidance under: Deliverability | N/A |

| | |
|---|---|
| **Please provide details of any supporting policy from the Local Plan**<br>Please refer to CIL Scoring Criteria Guidance under: Delivering Growth | The Core Strategy of the adopted local plans notes a commitment to "Providing alternatives to car travel through better public transport, better opportunities for cycling or walking". |
| **Would the community support the project?**<br>Please refer to CIL Scoring Criteria Guidance under: Community Support | The expanded areas have been decided based on areas with key destinations and desired routes with existing established cycling connectivity.<br><br>South Oxhey and Oxhey Hall sits adjacent to the boundary of the Watford Beryl scheme with a segregated cycle path feeding down to Carpenders Park station. This is an area of high housing density and lower car ownership which suits a Beryl Bikes scheme by enabling journeys to be taken by e-bike.<br><br>Rickmansworth is the main market town which connects closely with the existing expansion in Croxley Green. Connecting Watford with Rickmansworth enables multi-modal journeys between train lines as well as trips to local businesses and amenities. Rickmansworth is also popular as a leisure cycling location being served by Rickmansworth Aquadrome and the Ebury Way which both form part of National Cycle Network 6. The Ebury Way provides an alternative connective route between Croxley Green and Rickmansworth.<br><br>Sites have been explored to connect key destinations just bordering the existing Watford scheme such as Leavesden County Park. Leavesden is currently well fed with cycle connections by Beryl and these would provide the last connecting part to journeys.<br><br>Whilst we do not have any specific feedback from users on desired/proposed locations the below statistics from the recently expanded Croxley Green scheme demonstrate the Croxley scheme usage since the area launch which shows its popularity, i.e. residents are voting with their feet & peddling about rather than jumping in the car. Also please see points below around general support we provide:<br>• Ongoing stakeholder engagement: We engage with key stakeholder groups such as the unemployed, Low-income groups, local voluntary organisations, disability groups, community groups, etc, to understand their view on the local bike share scheme challenges and to ensure they are not adversely affected by the scheme, and we also integrate their input into our marketing and comms strategy.<br>• Our 'Community Champions' initiative: We work with local community groups and local charities to provide free and discounted access to our bikes with £150 of complimentary minutes to use across our fleet.<br>• Our partnership with JCPlus to support unemployed groups |

| | |
|---|---|
| | • Social prescribing: We partner with the Councils and the local health partnership to deliver e-Bike by prescription across our scheme.<br>• SMS unlock: for unbanked users |
| **Please outline how the project will demonstrate value for money**<br>Please refer to CIL Scoring Criteria Guidance under Project cost | The scheme represents a step change in the connectivity into large population areas for e-bikes. An initial capital investment enables the bikes and associated infrastructure to be purchased and installed with an established revenue channel providing the ongoing cost. This enables residents to utilise e-bikes without a large upfront cost and reduces the burden on car-based transport infrastructure such as roads and parking. This scheme aligns closely with larger established schemes in Watford and Hertsmere which will provide an established user basis and wider connectivity across the county.<br><br>The current TRDC Cycle Strategy states “Increasing the number of people cycling regularly is a cost-effective way of reducing road congestion and pollution levels, improving public health and fitness, and reducing the overall demand for car parking space”. |



| | |
|---|---|
| **Would the project lead to any income generation?**<br>Please refer to CIL Scoring Criteria Guidance under: Project Cost | No |

## Section D: Financial information

**Please show in the table below the amount of CIL funding being sought and any other contributions that may have been allocated for this scheme. PLEASE ENSURE THE AMOUNT BEING SOUGHT FROM TRDC CIL EXCLUDES VAT**
Please refer to CIL Scoring Criteria Guidance under: Project Cost

| | Amount | Detail |
|---|---|---|
| Please indicate total cost of project | £138,000 | The project will cost £138,000 which covers 36 e-bikes, 13 line painted bays & associated management & mobilisation costs. Once the scheme has been established, revenue generated by users will cover the ongoing maintenance and management of the scheme. |

| | | |
|---|---|---|
| Please provide a detailed breakdown of the costs for the project | See Attached Document "Beryl in three Rivers - Next Phase (May 2025)" | Beryl Scheme Extension: As part of our bike share service in Three Rivers, we propose expanding the service into other areas within the authority.<br><br>The ridership potential in each expansion area has been reviewed, and our proposed costs reflect the feasibility of each zone. The four new zones being recommended are:<br>1. Rickmansworth: We will deliver 15 e-bikes and five new docking stations at the following<br>locations:<br>● Rickmansworth Station<br>● Watersmeet<br>● Aquadrome Cafe<br>● Aquadrome Bridge<br>● Depot/Tesco<br><br>Cost and timelines: We would require £58,650 to mobilise the 15 bikes and five bays - we require four months to mobilise the service.<br><br>As part of the expansion to Rickmansworth we can enable a Council membership package. Council staff (including Councillors) could (automatically) use the service for free using the Beryl app. We propose to invoice all rides monthly.<br>2. Oxhey Hall / South Oxhey: We can offer 15 e-bikes and five new docking stations, including at the following locations:<br>● Carpenders Park Station<br>● Gosforth Lane/Hayling Road<br>● Green Lane/Prestwick Road<br>● Parade near Greenfields School<br>● Little Oxhey Lane (parade)<br>Cost and timelines: We would require £64,000 to mobilise the 15 bikes and five bays - we require four months to mobilise the service.<br>3. Leavesden: We can offer six e-bikes and three new docking stations at the following locations:<br>● WB Studios<br>● Leavesden Country Park<br>● Near Evergreen Park on South Way |

| | | |
|---|---|---|
| | | Cost and timelines: We would require £24,700 to mobilise the six bikes and three bays. If Warner Bros were to sign up to a staff membership proposal, the increased revenue generation would mean that we could drop the price to £22,000.<br><br>As we are developing and mobilising several areas together, a saving on the costs indicated above can be made which brings this total project cost down to £138,000. |
| Please provide a detailed summary of the total CIL funding required, including phasing | As Above | |
| How much funding does the project currently have? | Three Rivers District Council will support with funding and project management of legal and statutory processed to enable the mobilisation. | |
| Are there any revenue costs ( i.e. day-today running costs, maintenance cost) associated with the project and if so how will they be funded and has that funding been secured? | No, running costs are covered from the revenue generated by the hire of the bikeshare bikes. | |



| **Please indicate in the table below the source of additional funding that has been secured/ is being sought.** | | | | |
|---|---|---|---|---|
| **Source** | **Amount** | **Conditions Attached** | **Use by Date** | **Funding Confirmed** |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| | | |
|---|---|---|
| | **Yes** | |

| | | |
|---|---|---|
| **Does the CIL funding help secure the release of additional funding?** | **No** | |

## Section E: Delivery and on Going Maintenance

What is the delivery timescale for the project?

Please refer to CIL Scoring Criteria Guidance under: Deliverability

No planning permission is required for the proposals.

Delivery is expected to be within 12 months of funding allocation with the mobilisation of bikes and bays. Three Rivers District Council will support with funding and project management of legal and statutory processed to enable the mobilisation. A new Highways Agency Agreement between Districts and the County Council may also expedite some of this process.



## Section F: Additional Information

Is there any additional information that may support the application?

## Section G: Declaration

When you have completed the application, please sign this declaration and submit the application form as directed

To the best of my knowledge the information I have provided on this application form is correct.

If Three Rivers District Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described. In such an event, I agree to inform the Council's Infrastructure Delivery Coordinator of any material changes to the proposals set out above. When requested, I agree to provide the Council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. I recognise the Council's statutory rights as the designated CIL Charging Authority, which includes provisions to reclaim unspent or misappropriated funds. Privacy Notice: By signing this form, the applicant agrees to Three Rivers District Council checking all supplied information for the purposes of informing decision making. The information on this form will be stored in the Council's Infrastructure Spending Board manual filling system and summarised in the Council's ICT system for the sole purpose of fund processing, analysis and accounting. Information about the project may be publicised on the Council website and in public material for publicity purposes. Personal data will not be disclosed without any prior agreement of those concerned, unless required by law. For further information on the Council's privacy policy, please see: https://www.threerivers.gov.uk/egcl-page/privacy-notice

Signed: Ash Trowe

Organisation: Smidsy Ltd T/A Beryl

Date: 10/07/25

All organisations involved with the application will need to sign and date the form.

Signed: _____

Organisation: _____ Date:

_____

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# COMMUNITY INFRASTRUCTURE LEVY FUNDING REQUEST

Applications are invited for strategic infrastructure projects to be considered for Community Infrastructure Levy (CIL) funding.

To bid for CIL funding, you will need to fill out the following application form and submit relevant supporting material, as necessary. Please ensure the information you provide is correct and complete to the best of your knowledge.



**Email**: cil@threerivers.gov.uk
**Address**: Community Infrastructure Levy Officer, Three Rivers District Council, Three Rivers House, Northway, Rickmansworth, Herts. WD3 1RL

**As part of your application, we require the following or your submission may not be considered: Please refer to the CIL Funding Request Checklist for more details.**

1. Community Infrastructure Levy Funding Request to be completed with reference to CIL Bid Scoring criteria and guidance

2. Equality Impact and Outcome Assessment

3. Climate and Sustainability Impact Assessment

## APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED.

**Please Note**
Failure to answer all the questions on this form could impact upon the success of your application.

| **Bid Reference (Internal Reference):** | |
|---|---|
| **Section A: Applicant Contact Information** | |
| **Name and address of your organisation** | Rickmansworth Sports Club & Rickmansworth Cricket Club (Park Road, Rickmansworth, WD3 1HU) |
| **Name and position of main contact** | Rickmansworth Cricket Club: Andrew Dalgliesh (Club Secretary) |
| **Applicant contact details (phone number, email and address)** | Andrew Dalgliesh: 07786 055275 / dalgliea@sky.com / 46 Dickinson Square, Croxley Green, WD3 3EY |
| **Type of organisation (If a charity, please provide registration number)** | The cricket club is a Community Association Sports Club (CASC) – Reference CH12941 |
| **Describe your organisation's main purpose and regular activities** | Provision of sport and recreation (primarily cricket and junior football) |
| **Is the organisation able to reclaim VAT?** | No |

| Section B: Project Overview | |
|---|---|
| **Project Title** | Rickmansworth Sports Club & Rickmansworth Cricket Club Infrastructure Improvements |
| **Summary of the project proposal** | The Cricket Club (and Sports Club) are faced with a number of significant issues which are ultimately hindering both cricket and other sports from flourishing in what should be a perfect location for team sports.<br><br>To enable the various users of the Park Road site to grow and ensure the local community has a facility which encourages both improved capacity and the ability to support successful team activities, a number of major infrastructure changes are needed which are currently outside of the ability of the two clubs to fund independently.<br><br>The proposal covers the following:<br><br>• Drainage Enhancements to address flooding issues (Turfdry). This will cover both playing areas and will look to address the existing drainage issues through the digging and filling of trenches 5m apart with a drainage system installed at the bottom of each trench.<br><br>• New cricket nets to double existing capacity (Total-Play). East side of the ground between the two main playing areas. It is not possible to expand the existing net structure due to encroachment onto the playing area and safety issues arising as a result.<br><br>• A new changing facility for the top pitch to replace the existing delipidated structure on the west side of the top pitch of the ground (Mac-Containers)<br><br>• Improvements to disabled access to the pavilion<br><br>For a further in-depth analysis of the request items, please refer to the supporting document 'CIL Request Supporting Information.pdf' Pages 10-16 (Proposal) and Pages 23-30 (Proposed Solutions) |
| **Estimated project cost (including breakdown of the overall cost and what the CIL funding requested will cover)** | The total amount of CIL funding requested is £164,859 out of a total project cost of £223,209. The total cost of the project is made up of the following VAT inclusive amounts relating to the items outlined in the previous section:<br><br>• Drainage Improvements: £112,640 (total project cost excluding delivery charge of £4,499)<br><br>• New Cricket Nets: £49,414<br><br>• Changing Facility: £39,863 (total project cost excluding delivery charge of £1,074)<br><br>• Disabled Access Enhancements: £15,750<br><br>After discussion with the CIL team, we understand that the application will not cover the payment of VAT or delivery charges. Because neither club is VAT registered, we must apply all match funding that we can obtain to the covering of the VAT shortfall and also the delivery charges which also fall out of scope.<br><br>We have received a substantial donation towards the project from Batchworth Community Council (£24k) and are currently awaiting a response from Croxley Green Parish Council regarding how much they will allocate the project from |

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| | their CIL fund (expected in September 2025). We have been led to believe that they will match the donation from Batchworth as this will fund the project to the 75% level which is the CIL split ratio between the parish councils and TRDC.<br>Please refer to section D for the full breakdown of the amounts excluding VAT. |
| **Full address of project location** | Rickmansworth Sports Club, Park Road Rickmansworth, Herts, WD3 1HU |
| **Project partner (if applicable)** | Rickmansworth Sports Club<br>Main Contact: Paul Blackwell (Club Secretary) |

| Section C: Strategic Case | |
|---|---|
| **Why is CIL funding being sought and who are the likely beneficiaries of the project? Please provide usage details where appropriate**<br>Please refer to CIL Scoring Criteria Guidance under: Delivering Growth & Community Support | The improvements to the site's infrastructure can't be achieved without external funding.<br><br>Cricket is the predominant sport played in the summer months, however the Sports Club is used over the winter by various youth teams from Croxley Green Football Club (a significant proportion of which are girls teams).<br><br>The cricket club is currently going through a period of unprecedented success on the playing front and has also seen the youth sections (both boys and girls) expanding at a tremendous rate.<br><br>The club runs 5 adult Saturday league teams (for the first time in the club's history – the new 5th team is to be used to specifically integrate younger players into the adult game), 1 Sunday team, 9 boys teams and 3 girls teams. In all, we have in excess of 200 playing members on the books.<br><br>The facilities are used every day over the summer months for either cricket matches or practice. In the winter months football is played at the weekends when the ground is suitable (i.e. is not flooded).<br><br>The club would like to begin offering access to disabled sports users however the soft ground and current pavilion entrance area are ill-suited for this without an overhaul. |
| **How does the project help address the demands of development in the area. What evidence is there to support this?**<br>Please refer to CIL Scoring Criteria Guidance under: Delivering Growth & Environment | The extensive flooding experienced in the 2024 season, saw the club being unable to fulfil home fixtures at Park Road for most of the season. A huge number of man hours were expended trying to find alternative venues for games which proved to be both difficult and expensive. In many cases the only alternatives were sub-standard council grounds as far afield as Hemel and Welwyn.<br><br>The club was extremely fortunate that a number of opposition teams showed tremendous goodwill by offering to switch fixtures. Due to promotions, it is unlikely that this could be repeated in 2025.<br><br>The situation was so extreme that as an example, the 3rd XI was only able to play two home fixtures out of 12 at Park Road all season. This situation is not considered sustainable moving forward.<br><br>The youth sections of the cricket club are currently running at capacity for existing facilities. Despite being a CASC, the cricket club have to warn prospective members that even though they are welcome to join there is no guarantee of access to practice facilities / game time etc.<br><br>To enable more members access to suitable facilities the club needs to double its existing net capacity from 2 lanes to 4 lanes (as an example West Herts CC has 4 outdoor net lanes). The existing nets do not meet the current guidelines as defined by the ECB.<br><br>The existing facilities (even once refurbished) are not currently comparable vs many other clubs in the area. Be that either pitch condition, changing areas or practice facilities. This makes it |

| Section C: Strategic Case | |
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| | extremely difficult to maintain talented youngsters and attract better players that will enable the club to grow and play at a higher level.<br><br>The club would like to grow its female section substantially. It currently runs three girls teams (oldest being U15). The club would like to begin an adult women's teams but is currently losing older girls players to more established clubs as far afield as St Albans.<br><br>The configuration of the existing pavilion does not allow for separate changing areas for the female teams. Enhanced changing facilities at the top end of the ground would go a long way to remediating this issue. The existing toilet / showering facilities are not adequate to support female sport.<br><br>Disabled access to the pavilion is extremely poor and there are currently not disabled access toilets. Coupled to issues with the drainage on the site there is extremely limited ability to support disabled sporting activities. The club was approached in 2024 however was unable to fulfil the request due to the issues outlined. |
| **Do you have planning permission in place to carry out the works?**<br>**If so, please provide the application number**<br>Please refer to CIL Scoring Criteria Guidance under: Deliverability | 23/0320/FUL |
| **Please provide details of any supporting policy from the Local Plan**<br>Please refer to CIL Scoring Criteria Guidance under: Delivering Growth | The cricket club received a copy of this document titled 'Land to North of Little Green Lane, Croxley Green: Sport and Leisure Strategy.' This document provides an analysis of the effects of the development and makes reference to both the existing and emerging Local Plans, in which a number of key points were made which we believe clearly support our application (This document has been supplied in our supporting information).<br><br>**Sport & Leisure Strategy / Emerging Local Plan / Page 5: 2.18**<br><br>In order to ensure that any additional demand generated for indoor and outdoor sports facilities arising from new residential developments is met, major development proposals will be expected to contribute to the following:<br><br>a) The enhancement of existing pitches to increase their capacity or<br><br>b) Securing greater community access to currently restricted provision or<br><br>c) The provision of new playing pitches on existing sites. |

| Section C: Strategic Case | |
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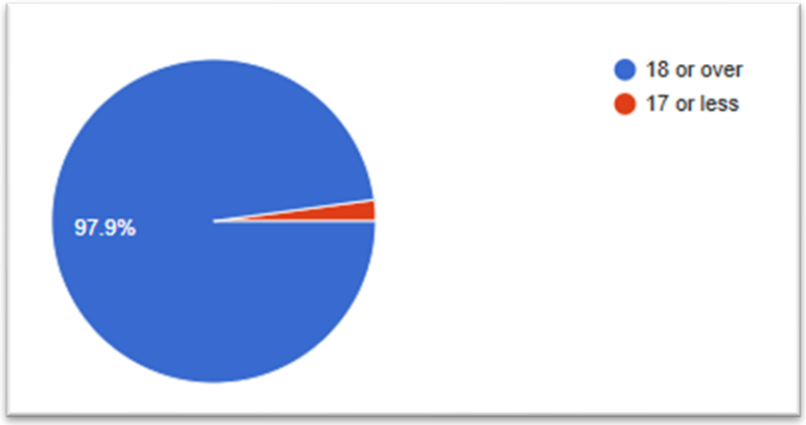
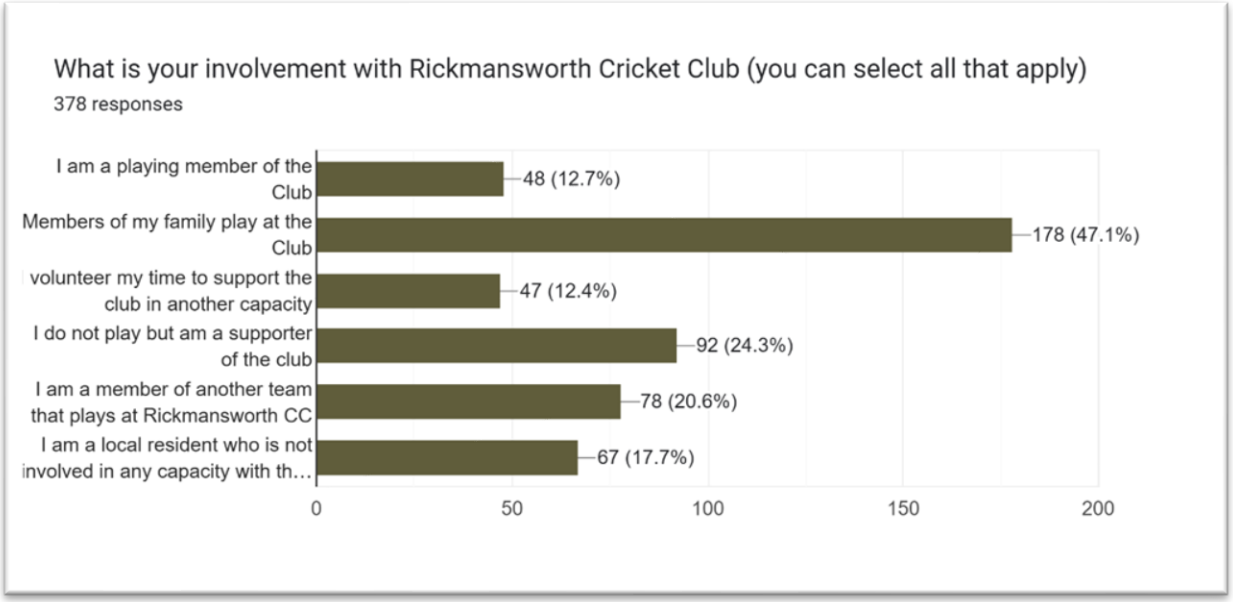
| | Points a) and b) are clearly relevant to the CIL and are directly relevant to this application i.e. developers should be contributing to the enhancement of existing facilities moving forward based on the proposed Local Plan.<br><br>**Sport & Leisure Strategy / Adopted Local Plan / Page 5: 2.24**<br><br>Strategic Objective 11 of the Three Rivers Core Strategy is:<br><br>'To provide accessible and varied opportunities for leisure, arts, sport and recreational activities in order to promote healthy lifestyles.'<br><br>This point in the existing Local Plan clearly highlights the obligation of the council to provide accessible opportunities for leisure to promote healthy lifestyles. The lack of recreational sport pitches and the fact that the Scotsbridge site has largely been unused for the last couple of years clearly indicates that the opportunities for local residents are not being maximised.<br><br>**Sport & Leisure Strategy / Adopted Local Plan / Page 6: 2.25**<br><br>This emphasises the important contribution that the effective provision of sports facilities can make. There are no specific policies relating to sports facilities, but the following policies broadly relate to the delivery of this objective:<br><br>• CP1–creating sustainable development– this includes the protection and enhancement of existing community, leisure and cultural facilities and the provision of new<br><br>This point in the existing Local Plan clearly highlights the importance of protecting and enhancing existing community facilities which presumably must be a key consideration in the justification of this application |
| **Would the community support the project?**<br>Please refer to CIL Scoring Criteria Guidance under: Community Support | The quality of sports facilities in Rickmansworth is far below that of Chorleywood and Watford (e.g. Chorleywood CC, Chorleywood Common FC, West Herts CC etc.) This means that at present many players are going outside of the immediate area to access a superior playing experience. It is hoped that the improvements will enable local schools to work in partnership with the clubs to provide superior coaching opportunities than is currently possible.<br><br>The club has researched vendors who are approved by Sports England and the English Cricket Board. This will ensure that the solutions are in line with best practice guidance and also ensure the product is of |

| Section C: Strategic Case | |
|---|---|
| | sufficient quality to maximise the playing experience of those using it.<br><br>The club is attempting to source alternative funding where possible and has renewed it's sponsorship packages to encourage support from local businesses. The cricket club is in the process of securing ECB Clubmark status which we hope will open up future funding opportunities, however the costs involved are significant and it is highly unlikely that material funding can be secured to facilitate the improvements to be made in the required timeframes (i.e. fully completed for Summer 2026).<br><br>**Membership Agreement & Support**<br><br>As part of the Clubmark application there is a requirement for the club to produce a long-term development plan. This has been disseminated around the club membership and there has been broad agreement that the enhancements outlined in this project will remediate the key challenges faced by the clubs.<br><br>**Evidence of Public Support**<br><br>The club obtained details of the CIL application requirements relatively late in the Jan - Feb 2025 application process. Consequently, it had a short period of time to obtain evidence of external public approval for the project.<br><br>At the request of Three Rivers Council, the club opened up a Petition to members and supporters which remained open for just 48 hours. In this time we had 385 responses. No doubt given more time we could have increased this number manyfold.<br>The Petition asked participants to support our request for funding assistance to enable better drainage for the Ground; 2 brand new nets on the side of the ground so we have enough for both boys and girls on practice nights, improved changing facilities on the 2nd ground; secure storage space for machinery; better security and disabled access across the front of the Pavilion. All 378 participants agreed to support this.<br>The vast majority of people filling in the form were over 18. |

## Section C: Strategic Case




We then asked respondents what was their involvement in the Club. Almost 50% had some kind of involvement with the club as a player or through family connections. 20% were actually members of other local clubs who wanted to post their support for the clubs endeavors.




328 of the respondents reside in the WD3 postcode, whilst another 25 live in other parts of Watford. This means 86% of those responding are Three Rivers District Council residents and a further 7% are in neighbouring Watford.

| Section C: Strategic Case | |
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| | Prior to the online survey we thought it would be useful to obtain some feedback by utilising the local Facebook groups for both Croxley Green and RCCG (Rickmansworth, Chorleywood & Croxley Green). The post below was made on both groups with anyone supporting the application for funding to 'Like' the post and provide a comment if they wanted.<br><br>Feedback was overwhelmingly supportive with some extremely constructive comments and over 300 'Likes' being received within the first three days (Link 1 / Link 2). Whilst we now appreciate that Facebook likes are not recognized in the CIL application process we received many supportive comments from people who do not have a known connection to the cricket club (examples of the comments have been included and can be referred to in the supporting document 'CIL Request Supporting Information.pdf' Page 20.<br><br>We have obtained a letter of support from Croxley Green Football Club for the proposed drainage works. This has been supplied in Appendix 4 of this document. |
| **Please outline how the project will demonstrate value for money**<br>Please refer to CIL Scoring Criteria Guidance under Project cost | There is currently limited capacity for growth of cricket on the site. Capacity has been reached with the existing facilities and coupled to flooding and the associated subsidence, it is unlikely that the situation will improve.<br><br>Sport is obviously key to the wellbeing of anyone involved and it is hoped that the proposed improvements will ensure that there is a quality offering for generations to come i.e. the proposed changing area has a 50+ year lifespan, the net base has a 36 year warranty, the drainage solution has proven to be enormously successful everywhere it has been installed.<br><br>Sport England Sport has conducted an analysis which has highlighted and physical activity contribute significantly to the health and wellbeing of England. Their model highlights the social value created by community sports, estimating that over £107 billion in social value was generated in 2022/23 alone.<br><br>This figure represents both primary value - the wellbeing benefits that individuals experience from being active - and secondary value, which reflects the cost savings to public services like healthcare (Link).<br><br>Based on the figures in this model we have extrapolated out the estimated benefits of conducting the project. Our analysis shows that we would expect the project to be cost neutral within 3 years (1.7 years if the drainage enhancements alone are considered).<br><br>Our calculations have been included in the supporting documentation for this application. |

## Section C: Strategic Case

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| **Would the project lead to any income generation?**<br>Please refer to CIL Scoring Criteria Guidance under: Project Cost | Improved net infrastructure will enable the club to rent out facilities to cricket activators. At present the club does this however is on an extremely limited basis.<br><br>Drainage enhancements would make the outfields fit for use all year round and therefore enable the pitches to be hired out more frequently i.e. for disabled sport / county representative sides etc. This was possible in 2023 however was not possible in 2024 due to the flooding issues.<br><br>Ideally the club would like to engage with local schools and work in partnership with them to provide coaching opportunities which currently are ill suited to the site. Whilst this may not generate revenue, it will hopefully improve the provision of cricket to the children of Rickmansworth and Croxley Green across all age groups.<br><br>Additionally, we have put together an analysis of financial benefits to the community based on an activity study put together by Sport England. Whilst this is not direct income it is based on reducing costs as a result of inactivity. A full breakdown of this can be found in the supporting document 'CIL - Financial Benefit Analysis' |



## Section D: Financial information

**Please show in the table below the amount of CIL funding being sought and any other contributions that may have been allocated for this scheme. PLEASE ENSURE THE AMOUNT BEING SOUGHT FROM TRDC CIL EXCLUDES VAT**

Please refer to CIL Scoring Criteria Guidance under: Project Cost

| | Amount | Detail |
|---|---|---|
| Please indicate total cost of project | £223,209 (Including VAT / Delivery) | £174,109 Excluding VAT / Delivery |
| Please provide a detailed breakdown of the costs for the project | Please refer to Section B 'Estimated project cost' for a breakdown inclusive of VAT. | **Turfdry Drainage System**<br>Four options have been supplied which vary as a result of the distance between channels. The club has been advised that 5m channels would be the suitable option i.e.<br>5m (£90,088)<br><br>**Mac Containers Changing Facility (Drying Room)**<br>8.5m x 3m x 3m Unit: £31,890<br><br>**Total Play - New Nets**<br>'tp5t' ECB approved system 33 m in length: two-tone green with blue borders: £39,531<br><br>**GW Building Contractors - Disabled Access Improvements**<br>Renovation of patio area to make appropriate for wheelchair use - £12,600 |

| | | |
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| Please provide a detailed summary of the total CIL funding required, including phasing | £223,209 (Total Project Cost inclusive of VAT / Delivery Charges)<br>£58,350 (Match Funding)<br>£164,859 (Requested assuming £24k from CGPC) | The project would be completed in different phases to minimise disruption to the cricket and football seasons. Our aim is to work to the following timeframes:<br><br>**Drainage System installation:** Early Sept 2025 subject to availability of contractor<br>**New Nets:** Mid-March 2026 to allow for drainage work to settle and to also ensure the nets do not have an additional winter of weathering.<br>**Changing Facility:** To be installed at first possible opportunity subject to funding (16 week lead time from manufacturer)<br>**Disabled Access Improvements:** To be installed at first possible opportunity subject to funding and contractor availability<br><br>**Drainage System:** £90,088<br>**Changing Facility:** £31,890<br>**New Nets:** £39,531<br>**Disabled Access Improvements:** £12,600 |
| How much funding does the project currently have? | £34,530 (£58,350 assuming payment from CGPC)<br>Please note points relating to VAT and Delivery Charges | We are mid-way through an aggressive fund-raising plan. Because of the need to cover both VAT and delivery charges, we face a significant shortfall of £40,395 (£35,751 is VAT and £4,644 delivery charges) which we are aiming to cover through match funding<br>The Cricket Club has received funding from Batchworth Community Council (£24k) and has applied to Croxley Green Parish Council. We understand from that our bid will be looked upon favourably, however we will not know the extent of any donation from CGPC until after the date of this submission.<br>We have also applied for grant from Veolia (unsuccessful as over-subscribed) and also the Hertfordshire Community Foundation.<br>There are major infrastructure works required in the Pavilion which fall outside of the scope of this bid (Roof replacement and Toilet Upgrades amounting to >£200k). After investigation, we understand that we fall on the outer limit of the HS2 boundary and would therefore like to try utilize this source of potential match funding for completing these essential works. It should be noted that HS2 have requested an update to the Cricket Club lease agreement prior to any application which is currently being worked on (no problems are anticipated with these updates).<br>If we are unable to secure full funding by the requisite deadlines we would aim to cover any shortfall via a short-term loan. |

| | | |
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| Are there any revenue costs (i.e. day-today running costs, maintenance cost) associated with the project and if so, how will they be funded and has that funding been secured? | N/A | N/A |

**Please indicate in the table below the source of additional funding that has been secured/ is being sought.**

| Source | Amount | Conditions Attached | Use by Date | Funding Confirmed |
|---|---|---|---|---|
| Easy Fundraising | 1,000 | Cash back on purchases by supporters | Ongoing | **£150** (June 2025) |
| Pitchero Fundraising Lottery | £1,500 | Number of supporters who sign-up to the initiative | N/A | **£200** – Commenced in March 2025<br>£6 per £10 monthly donation |
| Sport England: Active-Together Fund | £6,000 | N/A | N/A | **£6,000** |
| Business Sponsorship | £5,000 | Support of local businesses for the cricket club / renewals from existing club sponsors | N/A | **£4,000**<br>Toyota - £1,000<br>Jewson £3,000 |
| Croxley Green Parish Council | TBC | Decisions relating to potential funding awards are made on the 20th July which is one week after the TRDC funding decision. We are therefore currently unaware of the level of contribution towards the overall project at this point in time. | 18 months from July 2025 | **£24,000**<br>**Applied – decision 25th September 2025** |
| Batchworth Parish Council | £24,000 | Received confirmation 17/07/2025 that the Cricket Club has been awarded £24k of CIL funding (Refer to Appendix 6) | 18 months from July 2025 | **£24,000** |
| | | | | **£34,350 (covers VAT and delivery)** |
| **Applied But Unsuccessful** | | | | |
| English Cricket Board (ECB) Emergency Fund | Project outlined and advice sought (March 2024) | | N/A | Application made – not secured |
| Veolia | £75,000 | | N/A | Application made - **unsuccessful**<br>(refer to Appendix 1) |
| HS2 | TBC | We started the process for HS2 funding however, having contacted the company which manages the fund, it became clear that a minor issue with our lease will prevent us from applying for higher levels of funding. This is something that we can fix in due course, however we would like to keep HS2 as our main match funding option for essential upgrade works on the pavilion at Park Road. With the lease issue resolved we can apply for up to £250k (this is restricted to £75k currently). It should be noted that having gone through the other funding options supplied by Ryan Watson we would have very few options for match funding if not held back. | N/A | Application investigated – **unable to apply for higher levels of funding currently** |
| Hertfordshire Community Foundation | £5,000 | N/A | N/A | Application made - **unsuccessful**<br>(refer to Appendix 2) |
| **Funding Sources Suggested by Ryan Watson but not applicable** | | | | |
| Bernard Sunley Foundation | | The foundation only supplies funding to certain types of organization – CASC's do not fall within their scope | | Unable to apply |

| | | | | |
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| Wolfson | | The foundation only supplies funding to organization's who are a registered charity. CASC's are not a registered charity | | Unable to apply |
| Garfield Weston | | The foundation only supplies funding to organization's who are a registered charity. CASC's are not a registered charity | | Unable to apply |
| Watford Community Housing Trust – Community Chest Fund | | The Community Chest supports initiatives and projects that require funding of £500 or less. CASC's are not a registered charity | | Unable to apply |

| | | |
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| **Does the CIL funding help secure the release of additional funding?** | **Possibly** | If we secure CIL funding we hope that this will provide us greater leverage with the ECB to secure funding through their emergency fund. |

## Section E: Delivery and on Going Maintenance

What is the delivery timescale for the project?

Please refer to CIL Scoring Criteria Guidance under: Deliverability

The expectation is that the project can be fully delivered by March 2026 subject to booking of the associated construction work etc.

It is hoped that the changing room and storage area can be delivered in a 14-16 week timeframe subject to funding being available.

Subject to standard regular maintenance the club has aimed to select the solutions which will provide the longest term benefit to the clubs and local area.

## Section F: Additional Information

**CIL Request Supporting Information**

The club has put together a detailed business case document which aims to outline the problems faced at Park Road in more detail than is possible in this document. The benefits are hoped to be significant and the intention is to make the Park Road site comparable to any leading recreational sports ground in the county.

**CIL - Financial Benefit Analysis**

We have supplied a financial model which (based on figures supplied by Sport England) shows the financial benefits of the project and the cost per year if not undertaken.

**Rausebarn Lane Development - Sport and Leisure Strategy**

We received this document which provides an analysis of the existing sports and leisure facilities in the area as part of the proposed residential development to the North of Croxley Green

**Rausebarn Lane Development - Sport and Leisure Strategy CGPC Summary**

Croxley Green Parish Council's summary of the above developer document.

**Environment Agency Feedback**

At the request of the CIL team, we have obtained feedback from both the Environment Agency (Appendix 2) and the Lead Local Flood Authority (Appendix 3) confirming that they have no issues with the proposed drainage solution. This feedback has been confirmed as complete by Kimberley Rowley in a mail dated 25/6/2025

## Section G: Declaration

When you have completed the application, please sign this declaration and submit the application form as directed
To the best of my knowledge the information I have provided on this application form is correct.

If Three Rivers District Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described. In such an event, I agree to inform the Council's Infrastructure Delivery Coordinator of any material changes to the proposals set out above. When requested, I agree to provide the Council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. I recognise the Council's statutory rights as the designated CIL Charging Authority, which includes provisions to reclaim unspent or misappropriated funds. Privacy Notice: By signing this form, the applicant agrees to Three Rivers District Council checking all supplied information for the purposes of informing decision making. The information on this form will be stored in the Council's Infrastructure Spending Board manual filling system and summarised in the Council's ICT system for the sole purpose of fund processing, analysis and accounting. Information about the project may be publicised on the Council website and in public material for publicity purposes. Personal data will not be disclosed without any prior agreement of those concerned, unless required by law. For further information on the Council's privacy policy, please see: https://www.threerivers.gov.uk/egcl-page/privacy-notice

Signed: Andrew Dalgliesh

Organisation: Rickmansworth Cricket Club

Date: 06/07/2025

Signed: Paul Blackwell

Organisation: Rickmansworth Sports Club

Date: 06/07/2025

**Appendix 1: Veolia Funding Application Response**

T

The Veolia Environmental Trust<messaging@optimyapp.com>

To: You

Wed 6/4/2025 12:42 AM

## Please do not reply below this line ##

Project: Rickmansworth Cricket Club, Rickmansworth - Sporting Facilities Improvement (008223)
Form: Veolia Environmental Trust's Application Form
Consult the whole conversation

Message:

04/06/2025

Dear Andrew Dalgliesh

**008223 Rickmansworth Cricket Club, Rickmansworth - Sporting Facilities Improvement**

Thank you for submitting a grant application to the Veolia Environmental Trust.

At their meeting on the 03/06/2025, our Trustees carefully considered your application but unfortunately were unable to award a grant towards your project.

Regrettably, we do not have the funds available to support every application we receive. Our Trustees have to make difficult decisions, and award grants to the projects they feel most closely match Trust priorities. They recognise the amount of hard work you put into your application and are very sorry to disappoint you.

As our funding scheme is over subscribed, we recommend that you wait at least 12 months before reapplying with a new application for a grant at this project site. You may wish to apply for funding from other Distributive Environmental Bodies in your area and information may be obtained from ENTRUST, the regulatory body, via their website www.entrust.org.uk

We wish you every success in securing funding for your project.

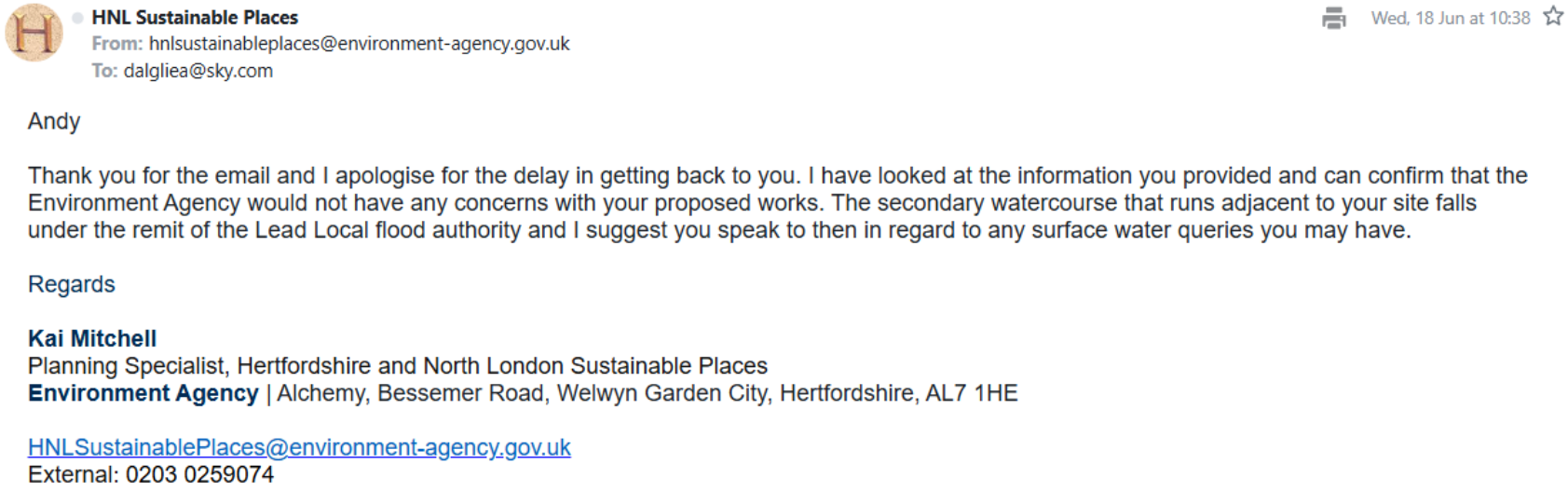
**Appendix 2: Hertfordshire Community Foundation Funding Application Response**

From: Christy Conroy <christy.conroy@hertscf.org.uk>
Date: 1 Jul 2025 11:44
Subject: HCF Grant Application ref OGA506404
To: info@rickmansworthcc.co.uk
Cc:

> Dear Andrew
>
> Hertfordshire Community Foundation have now considered your application ref OGA506404 for Rickmansworth Cricket Club - Essential Infrastructure Upgrades and have decided not to make a grant on this occasion, as we are unable to contribute to larger fundraising appeals for capital projects.
>
> I would recommend looking at Sport England funding via the match-funding platform Crowdfunder: https://www.crowdfunder.co.uk/funds/movement-fund
>
> It may also be worth reaching out to Herts Sports Partnership Funding Officer, Richard Sutcliffe, who may be able to offer some bid-writing support or advice. His email address is funding4sport@hotmail.co.uk
>
> We wish you all the best with your project and hope you are successful in raising the funds needed from other sources.
>
> Best wishes
>
> Hertfordshire Community Foundation
>
> Please check our website below for details of our HCF Training & Development team who provide advice, training and grants to enable charities and social purpose organisations to support our communities for years to come.
>
> https://training.hertscf.org.uk

**Appendix 3: Environment Agency Feedback on Proposals**

The Three Rivers CIL team required us to provide confirmation from the Environment Agency that they did not have any objections to the proposed work. Having consulted with the 'Sustainable Places' team we received the following confirmation that they had no concerns with the plans.



**HNL Sustainable Places**
**From:** hnlsustainableplaces@environment-agency.gov.uk
**To:** dalgliea@sky.com

Wed, 18 Jun at 10:38

Andy

Thank you for the email and I apologise for the delay in getting back to you. I have looked at the information you provided and can confirm that the Environment Agency would not have any concerns with your proposed works. The secondary watercourse that runs adjacent to your site falls under the remit of the Lead Local flood authority and I suggest you speak to then in regard to any surface water queries you may have.

Regards

**Kai Mitchell**
Planning Specialist, Hertfordshire and North London Sustainable Places
**Environment Agency** | Alchemy, Bessemer Road, Welwyn Garden City, Hertfordshire, AL7 1HE

HNLSustainablePlaces@environment-agency.gov.uk
External: 0203 0259074

**Appendix 4: Local Flood Authority Feedback on Proposals**

**Ordinary Water Courses**
From: ordinarywatercourses@hertfordshire.gov.uk
To: dalgliea@sky.com

Fri, 20 Jun at 13:36

Hi Andy

Thanks very much for your email.

I am broadly familiar with this area and some former colleagues were involved in some investigations to try and address some of the flooding in the area. We would have no concerns with the drainage system itself but it is worth noting that we understand there are some issues downstream whereby the watercourse it is intended to discharge into it blocked or damaged. Previous officers believed there could be an obstruction between the locations labelled I and O which were prohibiting the watercourse from draining effectively. Unfortunately I don't think we have made much progress with these investigations since the staff involved left. I recall there were some difficulties in establishing who is responsible for the culverted length of watercourse between the cricket club and point O in Fortune Common.

I believe TRDC were undertaking a survey to try and establish where any issues in the culvert might be and who would be responsible for clearing it (it will likely be the owner of the land above the culvert). I've just asked if there are any updates they could share.

**Appendix 5: Croxley Green FC Letter of Support**

CROXLEY GREEN FC

| | |
|---|---|
| Chairman | Richard New |
| Secretary (Youth) | Richard Jamieson |
| Secretary (Adult) | Paul Blake |
| Club Treasurer | Gary Walker |
| Welfare Officer | Heather Fish |
| Email | info@croxleygreenfc.co.uk |
| Website | croxleygreenfc.co.uk |

**Date: 23.06.25**

**To: Whom it May Concern**

**Re: Funding for Infrastructure Projects at Rickmansworth Cricket Club, Park Road, Rickmansworth, WD3 1HU.**

We at Croxley Green FC, see Rickmansworth Cricket Club as a highly valued Community Partner in the provision of sports facilities for the local Rickmansworth & Croxley Green areas.

Indeed, Croxley Green FC annually hire the Cricket pitches from September through to April for the provision of small-sided youth football matches. However, over recent years the pitches have suffered greatly from flooding issues, which has resulted on many occasions the pitches being taken out of use.

This has caused obviously not only issues for Rickmansworth Cricket Club, but for us as we have had to source alternative facilities at increased cost to the Football Club, thus limiting the amount of funds we have available for the development of our Diversity, Equity & Inclusion initiatives across the Football Club.

Croxley Green FC is a fast-growing local community sports club with over 60 teams, 900 players and over 2500 local members. Therefore, to provide "Football for the local community", we are very reliant on the availability of Rickmansworth Cricket Club pitches from September to April annually.

Therefore, we wholly support the funding request(s) put forward by the Rickmansworth Cricket Club to deal with/resolve the flooding issues at the site once and for all.

**Richard New**
**Chairman,**
**Croxley Green FC**

**Appendix 6: Batchworth Community Council – Confirmation of Award**

Re: Rickmansworth Cricket Club - Funding Proposal

**Andrea Fraser**
**From:** andrea.fraser@batchworth-ecc.gov.uk
**To:** gemma dalgliesh
**Cc:** BCC Office

Hi Andy,

Good news Council agreed last night to award Rickmansworth CC £24K last night. The clerk will be in touch with details.

Kind regards,

Andrea

**Cllr Andrea Fraser (Chair)**
**Ward Councillor for Rickmansworth**

**Batchworth Community Council**
Basing House
46 High Street
Rickmansworth
WD3 1HP
Mob: 07507 711995

Batchworth Community Council
Eastbury - Moor Park - Rickmansworth

# TRDC Climate and Sustainability Impact Assesment

| Score / Colour Code | Impact and Recommendation |
|---|---|
| Dark green (4) | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. |
| Light green (3) | Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed. |
| Yellow (2) | Some possible negative impacts for sustainability. Recommendation to review these aspects and find mitigations where possible. |
| Red (1) | **Considerable inconsistency with the council's sustainability objectives. Strong recommendation to review these aspects and find mitigations.** |
| Grey (0) | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. |

**Guidance for use**
Please answer all questions from the drop-down options in the 'impact' column (C), including 'not applicable' as needed.

Please email your completed copy of the form to Joanna.Hewitson@threerivers.gov.uk.

Key to the colour coding of answers is given at the top of the page.

| | | |
|---|---|---|
| **Name of project/policy/procurement and date** | | Beryl Bikeshare scheme expansion areas Rickmansworth, South Oxhey & Leavesden/Abbots Langley |
| **Brief description (1-2 sentences):** | | An extension of the existing Watford & Croxley Beryl Bikeshare scheme giving access for more 3RDC residents to the main Watford & Croxley Green scheme scheme in 3 new areas of Rickmansworth , South Oxhey & Leavesden/Abbotts Langley boarding areas of Watford Borough. Funding being used for additional parking bays and eBikes for the scheme. |

## Homes, buildings, infrastructure, equipment and energy

| | Question | Impact (select from list) | Score (-1 to 4) | Justification or mitigation | Impact (select from list) | Revised Score (1-4) |
|---|---|---|---|---|---|---|
| 1 | **What effect will this project have on overall energy use (electricity or other fuels) e.g. in buildings, appliances or machinery?** | Some possible negative impacts for sustainability. Recommendation to review these aspects and find mitigations where possible. | 2 | Battery charging for ebikes , renuables energy provider used | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. | 3 |
| 2 | **What effect will this project have on the direct use of fossil fuels such as gas, petrol, diesel, oil?** | **Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.** | 4 | Potential to reduce car journeys | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. | 4 |
| 3 | **Does this project further maximise the use of existing building space? *E.g. co-locating services; bringing under-used space into use; using buildings out-of-hours*** | **Considerable inconsistency with the council's sustainability objectives. Strong recommendation to review these aspects and find mitigations.** | -1 | Uses current facilities , so no increased impact | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. | 4 |
| 4 | **Will any new building constructed or refurbished be highly energy efficient in use? *(e.g. high levels of insulation, low energy demand per sq. m., no servicing with fossil fuels such as gas heating, EPC "A" or BREAM "excellent").*** | **Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.** | 3 | | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 |
| 5 | **Does this make use of sustainable materials / inputs in your project? *E.g. re-used or recycled construction materials; timber in place of concrete*** | **Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.** | 3 | | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 |
| 6 | **Does this use more sustainable processes in the creation of the project? *E.g. modular and off-site construction; use of electrical plant instead of petrol/diesel,*** | **Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.** | 3 | | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 |
| 7 | **Will this increase the supply of renewable energy? *e.g. installing solar panels; switching to a renewable energy tariff*** | **Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.** | 0 | | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but | 0 |
| 8 | **Do any appliances or electrical equipment to be used have high energy efficiency ratings?** | **Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.** | 0 | | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but | 0 |
| | **Average Score** | | **2.33** | | | **3.67** |

**Ways to optimise sustainability and work towards net zero carbon:**
- Insulate buildings to a high standard.
- Include energy efficiency measures when carrying
- Replace gas boilers with renewable heating, such as heat pumps. Consider District Heat Networks where appropriate.
- Construct new buildings to Passivhaus standard.
- Design and deliver buildings and infrastructure with lower-carbon materials, such as recycled material, wool- or hemp-based insulation, and timber frames.
- Use construction methods that reduce overall energy use, such as modular, factory-built components, or use of electrical plant on-site.
- Install solar panels or other renewable energy generation, and consider including battery storage.
- Switch to a certified renewable energy provider e.g. utilise power purchase agreements (PPA)
- Use energy-efficient appliances.
- Install low-energy LED lighting.
- Install measures to help manage building energy demand, such as smart meters, timers on lighting, or building management systems.

## Travel

| | Question | Impact | Score (0-4) | Justification or mitigation | Impact (select from list) | Revised Score (0-4) |
|---|---|---|---|---|---|---|
| 9 | Reducing travel: what effect will this project have on overall vehicle use? | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. | 4 | providing a sustainable active travel option Vs use of a car - this expansion alone will replace car journeys and estimate to save save over 500 kg of co2 per year (based on the results from the recent croxley green expansion & the overall Watford scheme Calculations of 61.16 tonnes of co2 saved from the scheme launch in 2020) | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. | 4 |
| 10 | Will this project use petrol or diesel vehicles or EV, hybrid? | **Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.** | 0 | Electric Vans Used | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. | 4 |
| 11 | Will this support people to use active or low-carbon transport? *E.g. cycling, walking, switching to electric transport* | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. | 4 | providing access to bikes as a sustainable alternative to cars | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. | 4 |
| 12 | Will it be easily accessible for all by foot, bike, or public transport, including for disabled people? | Some possible negative impacts for sustainability. Recommendation to review these aspects and find mitigations where possible. | 2 | not currently available for disabled use, however we are looking into this area with Watford Borough Council to set up a pilot trial (subject to funding) | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. | 4 |

**Ways to optimise sustainability and work towards net zero carbon:**

- Reduce the need to travel e.g. through remote meetings, or rationalising routes and rounds.
- Share vehicles or substitute different modes of travel, rather than procuring new fleet.
- Specify electric, hybrid, or most fuel efficient vehicles for new fleet or for services involving transport.
- Support users and staff to walk, cycle, or use public transport e.g. with cycle parking, training, incentives.
- Use zero-emission deliveries
- Model and mitigate the project's effect on traffic and congestion e.g. retiming the service or deliveries

# TRDC Climate and Sustainability Impact Assesment

| Score / Colour Code | Impact and Recommendation |
|---|---|
| Dark green (4) | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. |
| Light green (3) | Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed. |
| Yellow (2) | Some possible negative impacts for sustainability. Recommendation to review these aspects and find mitigations where possible. |
| Red (1) | **Considerable inconsistency with the council's sustainability objectives. Strong recommendation to review these aspects and find mitigations.** |
| Grey (0) | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. |

| | Question | Impact | Score (0-4) | Justification or mitigation | Impact (select from list) | Revised Score (0-4) |
|---|---|---|---|---|---|---|
| 13 | Has the project taken steps to reduce traffic? *Using e-cargo bikes; timing activities or deliveries to be outside peak congestion times* | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. | 4 | overnight electric van used to redistribute bikes on the scheme | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. | 4 |
| | **Average Score** | | **3.50** | | | **4.00** |

## Goods and Consumption

| | Question | Impact | Score (0-4) | Justification or mitigation | Impact (select from list) | Revised Score (0-4) |
|---|---|---|---|---|---|---|
| 14 | Has this project considered ways to reuse existing goods and materials to the greatest extent possible, before acquiring newly manufactured ones? | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but | 0 |
| 15 | Does it reduce reliance on buying newly manufactured goods? *E.g. repair and re-use; sharing and lending goods between services or people; leasing or product-as-a-service rather than ownership* | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 |
| 16 | Does it use products and resources that are re-used, recycled, or renewable? | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but | 0 |
| 17 | Does it enable others to make sustainable choices within their lifestyles, or engage people about this? | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. | 4 | encourages active travel | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. | 4 |
| 18 | Is there a plan to reduce waste sent to landfill in manufacture? | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. | 4 | Minimal waste created , majority of which is recycled | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. | 4 |
| 19 | Is the material used able to be re-used, re-purposed, or recyled at end of its life? | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. | 4 | Majority of the assets are fully recycleable | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. | 4 |
| 20 | Has it taken steps to ensure any food it offers is more sustainable? *E.g. less and high-quality (high welfare) meat and dairy; minimises food waste; seasonal produce; locally sourced.* | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but | 0 |
| | **Average Score** | | **4.00** | | | **4.00** |

**Ways to optimise sustainability and work towards net zero carbon:**

- Procure goods through sharing, leasing, or product-as-a-service models rather than ownership.
- Use pre-owned and reconditioned goods, and reduce reliance on procuring new goods.
- Use recycled materials, and procure items that can be reconditioned or recycled at end-of-life.
- Use lifecycle costing in business cases to capture the full cost of operation, repair and disposal of an item.
- Ensure meat and dairy is high-quality, high-welfare.
- Design waste, including food waste, out of business models e. g. separating (and composting) food waste; replacing single-use items with reusable items.
- Use contact points with residents, community groups and businesses to engage and enable them to adopt low-waste, low-carbon behaviours.

## Ecology

| | Question | Impact | Score (0-4) | Justification or mitigation | Impact (select from list) | Revised Score (0-4) |
|---|---|---|---|---|---|---|
| 21 | What effect does this project have on total area of non-amenity green/blue space? (Amenity green space = playing fields, play areas, sporting lakes etc. Non-amenity= e.g. woodland, grassland, wetland, gardens, lakes, rivers, ponds etc.) | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but | 0 |
| 22 | Does the project create more habitat for nature? E.g. native plants, trees, and flowers | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but | 0 |
| 23 | Does it make changes to existing habitats and have a negative impact on nature? *E. g. use of pesticides, reduced extent and variety of plants, planting non-native species* | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | No negative impact on nature | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. | 4 |
| 24 | Does it help people understand the value of biodiversity, and encourage residents to support it in their private and community spaces? | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | Encouraging active travel and awareness of the local environment from both commuting and leaisue | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. | 4 |
| | **Average Score** | | **0** | | | **4.00** |

**Ways to optimise sustainability and work towards net zero carbon:**
**(Seek advice from Landscapes Team if required)**

- Avoid converting green space to hard surfacing.
- Use underutilised space for planting, such as green roofs and walls.
- Plant native plants and perennials, rather than non-native ornamental species, to encourage biodiversity.
- Reduce trimming of grass and hedges, and avoid use of synthetic pesticides.
- Provide space for animals e.g. long grass areas, bird boxes, bat boxes, 'insect hotels', ponds, hedgehog hides and passages, log piles
- Consider the ecological impacts from manufacture and use of procured goods, e.g. water pollution; water consumption; land use change for farming; pesticide use; organic/regenerative

## Adaptation

| | Question | Impact | Score (0-4) | Justification or mitigation | Impact (select from list) | Revised Score (0-4) |
|---|---|---|---|---|---|---|
| 25 | Does any planned project, construction or building use include measures to conserve water? | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but | 0 |
| 26 | Does anythe project , consider how to sustainably protect people from extreme weather? | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but | 0 |
| 27 | Has any planned building work or infrastructure considered how to mitigate flood risk? *E.g. Sustainable Drainage Systems (SuDS); de-paving areas; green roofs* | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but | 0 |
| 28 | Does any planned infrastructure or building work increase the overall footprint of hard surfacing? (as opposed to green or permeable surfacing) | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but | 0 |
| 29 | Has the project considered its own resilience to future extreme heat, flood risk, or water shortage? | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but | 0 |
| | **Average Score** | | **0.0** | | | **0.00** |

**Ways to optimise sustainability and work towards net zero carbon:**

- Install water-saving devices in taps, showers and toilets
- Re-use grey water in new developments
-Capture and re-use rainwater where possible e.g. water butts for use in car washing, watering garden, toilets
- Ensure all new building or refurbishment (especially of homes) models and mitigates future overheating risk, with adequate ventilation and shading
- Avoid increasing areas of hard surfacing.
- Convert hard surfacing to green and permeable surfacing where possible, and install Sustainable Drainage systems (SUDS).
- Plant drought-tolerant plants and mulch landscapes to avoid water loss through evaporation.

## Engagement and Influence

# TRDC Climate and Sustainability Impact Assesment

| Score / Colour Code | Impact and Recommendation |
|---|---|
| Dark green (4) | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. |
| Light green (3) | Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed. |
| Yellow (2) | Some possible negative impacts for sustainability. Recommendation to review these aspects and find mitigations where possible. |
| Red (1) | **Considerable inconsistency with the council's sustainability objectives. Strong recommendation to review these aspects and find mitigations.** |
| Grey (0) | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. |

| | Question | Impact | Score (0-4) | Justification or mitigation | Impact (select from list) | Revised Score (0-4) |
|---|---|---|---|---|---|---|
| 30 | Does this project raise awareness and understanding of the climate and ecological emergency, and the steps that people can take? | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. | 4 | regular communications with users to promote sustainanble active travel | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. | 4 |
| | **Average Score** | | **4** | | | **4** |
| | | | | | | |
| | **Total Overall Average Score** | | **2.3** | | | **3.3** |

**Ways to optimise sustainability and work towards net zero carbon:**
- 'Make every contact count', by using contact points with residents, businesses and community groups to promote understanding of the climate emergency.

| Climate and Sustainability Impact Assessment Summary | |
|---|---|
| Homes, buildings, infrastructure, equipment and energy | 3.67 |
| Travel | 4.00 |
| Goods and Consumption | 4.00 |
| Ecology | 4.00 |
| Adaptation | 0.00 |
| Engagement and Influence | 4 |
| **Total Overall Average Score** | **3.3** |

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# TRDC Climate and Sustainability Impact Assessment

| Score / Colour Code | Impact and Recommendation |
|---|---|
| Dark green (4) | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. |
| Light green (3) | Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed. |
| Yellow (2) | Some possible negative impacts for sustainability. Recommendation to review these aspects and find mitigations where possible. |
| Red (1) | **Considerable inconsistency with the council's sustainability objectives. Strong recommendation to review these aspects and find mitigations.** |
| Grey (0) | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. |

**Guidance for Use:**
Please answer all questions from the drop-down options in the 'Impact' column (C), including 'Not applicable' as needed.

Please email your completed copy of the form to CIL@threerivers.gov.uk

Key to the colour coding of answers can be found at the top of the page.

| | | |
|---|---|---|
| **Name of project/policy/procurement and date:** | | Rickmansworth Sports Club / Rickmansworth Cricket Club Infrastructure Enhancements |
| **Brief description (1-2 sentences):** | | Climate Impact Assessment for the project to deliver the following:<br><br>Drainage Enhancements (implementation of Sports England approved Turfdry system at 5m intervals - see link to the right)<br>New Nets<br>New Changing Facility<br>Revamped disabled access |

Link: Turfdry Drainage System Overview

## Homes, buildings, infrastructure, equipment and energy

| | Question | Impact (select from list) | Score (-1 to 4) | Justification or mitigation | Impact (select from list) | Revised Score (1-4) |
|---|---|---|---|---|---|---|
| 1 | What effect will this project have on overall energy use (electricity or other fuels) e.g. in buildings, appliances or machinery? | Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed. | 3 | The existing structure has no electrics and the only light that enters it is through the doorway and clear plastic panels in the roof.<br>Proposed changing facility to be solar powered. Container solution is estimated to have a lifespan of 50+ years which is significantly more sustainable than purely wooden structures. | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 3 |
| 2 | What effect will this project have on the direct use of fossil fuels such as gas, petrol, diesel, oil? | Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed. | 3 | The Turfdry system will reduce the need for expensive mechanical plant hire to resolve flooding issues.<br>Delivery of container and construction of nets will involve some petol cost etc. however over the lifespan of the structures this is of minimal impact. | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 |
| 3 | Does this project further maximise the use of existing building space? *E.g. co-locating services; bringing under-used space into use; using buildings out-of-hours* | Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed. | 3 | The existing top-pitch changing facility is underused as a result of it being no longer fit for purpose | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 |
| 4 | Will any new building constructed or refurbished be highly energy efficient in use? *E.g. high levels of insulation, low energy demand per sq. m., no servicing with fossil fuels such as gas heating, EPC "A" or BREAM "excellent"* | Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed. | 3 | There is minimal energy demand within the proposed changing facility other than lighting which can be made as energy efficient as possible e.g. LED lighting with a timing mechanism. The vendor has confirmed that in the event that the structure is heated it will be possible for the EPC to be of a 'B' category. | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 |
| 5 | Does this make use of sustainable materials / inputs in your project? *E.g. re-used or recycled construction materials, timber in place of concrete* | **Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.** | 0 | The changing room will be primarily steel although it will have a cedar clad exterior. The steel will not be recycled however it will be of industry leading quality.<br>The solution is deemed to be a long-term one and will therefore negate the need for at least 2 or 3 replacement buildings if a purely wood construction was installed. | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 |
| 6 | Does this use more sustainable processes in the creation of the project? *E.g. modular and off-site construction; use of electrical plant instead of petrol/diesel* | **Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.** | 0 | The proposed changing facility will be built off site and delivered in a single module | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 |
| 7 | Will this increase the supply of renewable energy? *e.g. installing solar panels; switching to a renewable energy tariff* | **Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.** | 0 | N/A The existing changing area is unlit | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 |
| 8 | Do any appliances or electrical equipment to be used have high energy efficiency ratings? | **Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.** | 0 | Any lighting will utilise the most energy efficient solution as possible. | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this | 0 |
| | **Average Score** | | **3.00** | | | **3.00** |

**Ways to optimise sustainability and work towards net-zero carbon:**

- Insulate buildings to a high standard.
- Include energy efficiency measures when carrying out refurbishment to deliver improvement in EPC ratings.
- Replace gas boilers with renewable heating, such as heat pumps. Consider District Heat Networks where appropriate.
- Construct new buildings to Passivhaus standard.
- Design and deliver buildings and infrastructure with lower-carbon materials, such as recycled material and timber frames.
- Use construction methods that reduce overall energy use, such as modular, factory-built components, or use of electrical plant on-site.
- Install solar panels or other renewable energy generation, and consider including battery storage.
- Switch to a certified renewable energy provider e.g. utilise power purchase agreements (PPA)
- Use energy-efficient appliances.
- Install low-energy (LED) lighting.
- Install measures to help manage building energy demand, such as smart meters, timers on lighting, or building management systems.

## Travel

| | Question | Impact | Score (0-4) | Justification or mitigation | Impact (select from list) | Revised Score (0-4) |
|---|---|---|---|---|---|---|
| 9 | Reducing travel: what effect will this project have on overall vehicle use? | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 |
| 10 | Will this project use petrol or diesel vehicles? | **Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.** | 0 | | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 |
| 11 | Will this project support people to use active or low-carbon transport? *E.g. cycling, walking, switching to electric transport* | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 |

**Ways to optimise sustainability and work towards net-zero carbon:**

- Reduce the need to travel e.g. through remote meetings, or rationalising routes and rounds.
- Share vehicles or substitute different modes of travel, rather than procuring new fleet.
- Specify electric, hybrid, or most fuel efficient vehicles for new fleet or for services involving transport.
- Support users and staff to walk, cycle, or use public transport e.g. with cycle parking, training, incentives.
- Use zero-emission deliveries
- Model and mitigate the project's effect on traffic and congestion e.g. re-timing the service or deliveries

| | | | | | | |
|---|---|---|---|---|---|---|
| 12 | Will this project be easily accessible for all by foot, bike, or public transport, including for disabled people? | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. | 4 | The project to enhance facilities will bring the facilities in Rickmansworth up to standard of other clubs. The expectation is that this will encourage players to remain locally and not feel the need to travel further afield to take advantage of other clubs with better facilities.<br>Enhancements to the disabled access will make the pavilion accessible for wheelchairs | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 |
| 13 | Has the project taken steps to reduce traffic? *E.g. Using e-cargo bikes; timing activities or deliveries to be outside peak congestion times* | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 |
| | **Average Score** | | **4.00** | | | **#DIV/0!** |

**Ways to optimise sustainability and work towards net-zero carbon:**

## Goods and Consumption

| | Question | Impact | Score (0-4) | Justification or mitigation | Impact (select from list) | Revised Score (0-4) |
|---|---|---|---|---|---|---|
| 14 | Has this project considered ways to re-use existing goods and materials to the greatest extent possible, before acquiring newly manufactured ones? | Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed. | 3 | A number of vendors have been researched, and the one selected for the outdoor changing facility (Mac-Containers) are a preferred vendor for both Sport England and the English Cricket Board. Their solutions are therefore deemed to be of the best quality and consequently their durability will negate the need for future maintenance etc.<br>The vendor selected for the net system (Total-Play) has been partly selected as it offers market leading warranties i.e.<br>Base construction up to 36 years & Carpets up to 12 years | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 |
| 15 | Does the project reduce reliance on buying newly manufactured goods? *E.g. repair and re-use; sharing and lending goods between services or people, leasing or product-as-a-service rather than ownership* | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 |
| 16 | Does the project use products and resources that are re-used, recycled, or renewable? | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this | 0 |
| 17 | Does the project enable others to make sustainable choices within their lifestyles, or engage people about this? | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | | Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 |
| 18 | Does the project have a plan to reduce waste sent to landfill in manufacture? | Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed. | 3 | Where footings will be dug for the new net facility and earth will be redistributed around the Park Road site in an effort to reduce issues such as subsided areas and negate the need to remove any soil from the site | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 |
| 19 | Will the material(s) used on the project be able to be re-used, re-purposed, or recyled at end of its life? | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this | 0 |
| 20 | Has the project taken steps to ensure any food offered or consumed is more sustainable? *E.g. less and high-quality (high welfare) meat and dairy, minimise food waste, seasonal and locally sourced produce.* | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this | 0 |
| | **Average Score** | | **3.00** | | | **#DIV/0!** |

**Ways to optimise sustainability and work towards net-zero carbon:**

- Procure goods through sharing, leasing, or product-as-a-service models rather than ownership.
- Use pre-owned and reconditioned goods, and reduce reliance on procuring new goods.
- Use recycled materials, and procure items that can be reconditioned or recycled at end-of-life.
- Use lifecycle costing in business cases to capture the full cost of operation, repair and disposal of an item.
- Ensure meat and dairy is high-quality, high-welfare, if procured or consumed.
- Choose seasonal and locally sourced produce, and plant-rich meals.
- Design waste, including food waste, out of business models e.g. separating (and composting) food waste; replacing single-use items with reusable items.
- Use contact points with residents, community groups and businesses to engage and enable them to adopt low-waste, low-carbon behaviours.

## Ecology

| | Question | Impact | Score (0-4) | Justification or mitigation | Impact (select from list) | Revised Score (0-4) |
|---|---|---|---|---|---|---|
| 21 | What effect does this project have on total area of non-amenity green/blue space? (Amenity green space = playing fields, play areas, sporting lakes etc. Non-amenity= e.g. woodland, grassland, wetland, gardens, lakes, rivers, ponds etc.) | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | There is an existing planning application for the project in which potential impacts on the green belt have been considered. The changing area and new net facility would be ordered in accordance with the conditions of the application. It should be noted that the plans have been reviewed with the council planning team to ensure that they are compliant. | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 |
| 22 | Does the project create more habitat for nature? *E.g. planting native plants, trees, and flowers, creation of ponds or wetlands, provision of bird or bat boxes, installation of log piles or insect hotels* | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this | 0 |
| 23 | Does the project make changes to existing habitats or have a negative impact on biodiversity? *E.g. use of pesticides, reduced extent and variety of plants, planting non-native species, light pollution, noise pollution, water pollution, disturbance to habitat, soil erosion , fragmentation of habitat* | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 |
| 24 | Does the project help people understand the value of biodiversity, and encourage residents to support it in their private and community spaces? | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | | Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 |
| | **Average Score** | | **#DIV/0!** | | | **#DIV/0!** |

**Ways to optimise sustainability and work towards net-zero carbon:**

- Avoid converting green space to hard surfacing.
- Use underutilised space for planting, such as green roofs and walls.
- Plant native plants and perennials, rather than non-native ornamental species, to encourage biodiversity.
- Reduce trimming of grass and hedges, and avoid use of synthetic pesticides.
- Provide space for animals e.g. long grass areas, bird boxes, bat boxes, 'insect hotels', ponds, hedgehog hides and passages, log piles
- Consider the ecological impacts from manufacture and use of procured goods, e.g. water pollution; water consumption; land use change for farming; pesticide use; organic/regenerative farming methods

## Adaptation

| | Question | Impact | Score (0-4) | Justification or mitigation | Impact (select from list) | Revised Score (0-4) |
|---|---|---|---|---|---|---|
| 25 | Does any planned project, construction or building include measures to conserve water? *E.g. low-flow taps and showerheads, water-efficient devices* | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this | 0 |

**Ways to optimise sustainability and work towards net-zero carbon:**
- Install water-saving devices in taps, showers and toilets
- Re-use grey water in new developments
-Capture and re-use rainwater where possible e.g. water butts for use in car washing, watering garden, toilets
- Ensure all new building or refurbishment (especially of homes) models and mitigates future overheating risk, with adequate ventilation and shading

| | | | | | | |
|---|---|---|---|---|---|---|
| 26 | Does the project consider how to protect people from the effects of extreme weather? *E.g. including shading to prevent overheating* | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. | 4 | The issues with flooding at the site have largely come as a result of increased rainfall that the ground is unable to cope with. Pipes which were installed many years ago have collapsed and now do not offer any protection. The plan to implement the Turfdry system which will make the ground more able to withstand extreme rainfall for generations to come.<br>The existing changing facility is wholly unsuitable for shielding from extreme weather and so the new solution will have a strong beneficial impact for this point (both winter and summer) | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 |
| 27 | Has any planned building work or infrastructure on the project considered how to mitigate flood risk? *E.g. implementing Sustainable Drainage Systems (SuDS), de-paving areas, installing green roofs* | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. | 4 | The Turfdry drainage solution is aimed specifically at reducing flood risk on the site which prevents it from being used as a community recreational sports area.<br>The fields do not currently have any effective drainage solutions.<br>The Turfdry system has been proven to be enormously effective at removing flooding issues on sports grounds for many years and is a solution recommended by both Sport England and the ECB. It should be noted that both organisations have a clear environmental policy and and recommendations would be compliant with that. | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 |
| 28 | Does any planned building work or infrastructure on the project increase the total surface area covered by hard surfacing (as opposed to green or permeable surfacing)? | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 |
| 29 | Has the project considered its own resilience to extreme heat, flooding, or drought resulting from climate change? | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 | | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 |
| | **Average Score** | | **4.0** | | | **#DIV/0!** |

- Avoid increasing areas of hard surfacing.
- Convert hard surfacing to green and permeable surfacing where possible, and install Sustainable Drainage systems (SuDS).
- Plant drought-tolerant plants and mulch landscapes to avoid water loss through evaporation.

**Engagement and Influence**

| | Question | Impact | Score (0-4) | Justification or mitigation | Impact (select from list) | Revised Score (0-4) |
|---|---|---|---|---|---|---|
| 30 | Does this project raise awareness and understanding of the climate and ecological emergency, and the steps that people can take to mitigate and adapt to these? | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect. | 4 | The requirement for improved drainage is directly linked to the inability of the ground to absorb the levels of water in recent years. The requirement to educate the population about how the implemention of drainage solutions in order for playing fields to be usable for recreational sporting activities is a key part of this project.<br>At present the fields are simply made redundant and this only reduces the ability of the area to meet demand for recreational sport. There is clearly a sizable opportunity cost involved here.<br>The intention is to publicize this fact upon completion of the project i.e. through local radio / facebook groups etc. | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0 |
| | **Average Score** | | **4** | | | **#DIV/0!** |
| | Total Overall Average Score | | **3.60** | | | **3.0** |

**Ways to optimise sustainability and work towards net-zero carbon:**
- 'Make every contact count' by using contact points with residents, businesses and community groups to promote understanding of the climate and ecological emergencies.

*Now the assesment is complete, please include a copy of the completed assessment as part of your CIL application, and submit a copy of the form by email to Joanna.Hewitson@threerivers.gov.uk*

| **Climate and Sustainability Impact Assessment Summary** | |
|---|---|
| Homes, buildings, infrastructure, equipment and energy | 3.00 |
| Travel | #DIV/0! |
| Goods and Consumption | #DIV/0! |
| Ecology | #DIV/0! |
| Adaptation | #DIV/0! |
| Engagement and Influence | #DIV/0! |
| **Total Overall Average Score** | **3.0** |

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## Equality Impact Assessment

EIAs enable us to consider all the information about a project from an equalities perspective and then action plan to get the best outcomes for staff and service-users. They analyse how you might impact differently on different groups.

They help us make good decisions and evidence how we have reached these decisions.

For further support or advice please contact the Strategy and Partnerships Team at Three Rivers District Council.

### Project Information

| | |
|---|---|
| Project Name<br>*This should clearly explain what service / policy / strategy / change you are assessing* | An extension of the existing Watford & Croxley Beryl Bikeshare scheme giving access for more 3RDC residents to the main Watford & Croxley Green scheme scheme in 3 new areas of Rickmansworth , South Oxhey & Leavesden/Abbotts Langley boarding areas of Watford Borough. Funding being used for additional parking bays and eBikes for the scheme. |
| Organisation | *Beryl Bikes* |
| EIA Author<br>*Name and Job Title* | *Ash Trowe*<br>*Regional Operations Manager* |
| Date EIA drafted | 16/07/25 |

### Executive Summary

| | |
|---|---|
| **Focus of EIA**<br>*A member of the public should have a good understanding of the policy or service and any proposals after reading this section.*<br><br>*This section should explain what you are assessing:*<br>• *If the EIA is attached to a report, summarise the report.*<br>• *Provide information on whether any of the following communities could be affected by the policy, practice, service or function, or by how it is delivered?* | An extension of the existing Watford & Croxley Beryl Bikeshare scheme giving access for more 3RDC residents to the main Watford & Croxley Green scheme scheme in 3 new areas of Rickmansworth , South Oxhey & Leavesden/Abbots Langley boarding areas of Watford Borough. Funding being used for additional parking bays and eBikes for the scheme. |

**Mitigations**

| **Protected Characteristic** | **Potential Issue**<br>*Against each protected characteristics, make a frank and realistic assessment of what issues may or do occur* | **Mitigating Actions**<br>*How can the negative impacts be reduced or avoided by the mitigating measures? Is further engagement with specific communities needed? Is more research or monitoring needed? Does there need to be a change in the proposal itself?* |
|---|---|---|
| Age | Scheme is restricted to over 16 years of age | None , this is one of the schemes T&C's |
| Disability | 1. Exclusion of certain groups<br>2. Impact of on street bike parking bays | 1.Working with the local authority to aid inclusion into active travel where possible, with eg adapted bikes, however at present there are no specific assets that would suit.<br>2. Bay planning locations take into account impact to less able members of the community with their positioning through consultation processes with the local authorities and other stakeholders. |
| Gender reassignment (or affirmation) | None | |
| Pregnancy or maternity | None | |
| Race | None | |
| Religion or belief | None | |
| Sex | None | |
| Sexual Orientation | None | |

| | | |
|---|---|---|
| Marriage and Civil Partnership | None | |
| The council recognises other communities may be vulnerable to disadvantage, this includes carers, people experiencing domestic abuse, substance misusers, homeless people, looked after children and care leavers, (ex) armed forces personnel. | cost | Outreach to stakeholder groups to offer & aid access to the scheme for groups in this area via social prescribing / memberships - Beryl Partnerships lead will work with the council in this area. |

**Actions Planned**

| |
|---|
| *In this section you can add information on additional or proactive steps you are taking that enhance equity, engagement or equality of access to services, as well as those mitigating actions identified in the section above that will be undertaken*<br>*.*<br>*The Equality Duty is an ongoing duty: policies must be kept under review, continuing to give 'due regard' to the duty. If an assessment of a broad proposal leads to more specific proposals, then further equality assessment and consultation are needed.* |
| Beryl eBikes offer a platform for less able individuals to access active travel, with the electric assistance given also the compact and light nature of the Beryl eBike V2, specially developed to be the lightest hire eBike on the market. |

**Additional Information**

| |
|---|
| *Space to provide any additional information in relation to protected characteristics or equity, diversity, equality and inclusion.* |
| |

**Sign off:**

| Equalities Lead Officer | Date |
|---|---|
| Shivani Davé | 29/07/2025 |

# Equality Impact and Outcome Assessment (EIA) Template

**EIAs make services better for everyone and support value for money by getting services right first time.**

EIAs enable us to consider all the information about a service, policy or strategy from an equalities perspective and then action plan to get the best outcomes for staff and service-users[1] .They analyse how all our work as a council might impact differently on different groups [2]

They help us make good decisions and evidence how we have reached these decisions.[3]

See end notes for full guidance. For further support or advice please contact the Community Partnerships Team

**Equality Impact and Outcomes Assessment (EIA) Template**

First, consider whether you need to complete an EIA, or if there is another way to evidence assessment of impacts, or that an EIA is not needed [4]

| | | | |
|---|---|---|---|
| **Title [5]** | Rickmansworth Sports Club / Rickmansworth Cricket Club Infrastructure Enhancements | **ID No [6]** | - |
| **Team/Service[7]** | - | - | - |
| **Focus of EIA [8]** | Rickmansworth Sports Club oversees all sporting activities at Park Road, Rickmansworth and is responsible for the upkeep of both the grounds and the large Georgian pavilion on the site.<br><br>Cricket is the predominant sport played in the summer months, however the Sports Club is used over the winter by various youth teams from Croxley Green Football Club (a significant proportion of which are girls teams). The pavilion's main hall is used year round by a local yoga and pilates company.<br><br>Rickmansworth Cricket Club is one of the oldest clubs in the world and was founded the same year as the Marylebone Cricket Club (MCC) and also the same year as the founding of Australia as a nation – 1787. The club runs 5 adult Saturday league teams (for the first time in the club's history), 1 Sunday team, 9 boys teams and 3 girls teams. In all, it has in excess of 200 playing members on the books. It should be noted that 65% of the club membership are from ethnic minority groups which rises to 75% in the boys youth section.<br><br>As a "Community First" Club we have always maintained a policy of keeping the cost of participation down to encourage those people who are less well off to take part. These are generally those disadvantaged such as people from different ethnic backgrounds, the unemployed, the young and the old and those living in poverty. We have a grant process whereby we give partial or full memberships to participants who can prove they face financial hardship, but still want to take part. Our membership fees are around 60% of those of other private clubs in the area and we maintain this to enable sport for all.<br><br>We are working with the Hertfordshire Disability Cricket Manager, Luke Heskett, to determine what changes we need to make to enable more opportunities for those with disabilities. The current state of the ground, with flooding, means we were unable to offer a safe environment for those with a disability, especially wheelchairs in 2024. This request for funding assistance will mean we can hopefully offer something for 2025 and certainly from 2026 onwards.<br><br>There is no bar to participants based on sexual orientation or gender assignment. Although our governing body, the ECB, has banned transgender women from playing at the elite level of women's domestic cricket from 2025, there is no such bar at local Cricket, so everyone is welcome.<br><br>Rickmansworth Cricket Club has been classified as a Community Amateur Sports Club in January 2025. This means that the club must: | | |

1. Be open to the whole community without any form of discrimination.
2. Be organised on an amateur basis.
3. Be non-profit making and provide nothing more than 'ordinary' benefits to the members of the club.

As part of this process the club has formally adopted the English Cricket Board (ECB) Anti-Discrimination code into its constitution.

As part of the annual membership process each member must formally declare that “As a member of Rickmansworth Cricket Club both I and all members linked to my membership, will follow the club's codes of conduct and accept that if behaviour falls short of these standards the club's Management Committee has the power to take appropriate disciplinary action, including the termination of membership.” This declaration ensures that the membership must abide to the highest standards of behaviour – these standards are set out in accordance with ECB best practice guidelines.

The above outlines the approach the clubs take to equality and inclusion, however the existing facilities limit the ability to offer an equivalent experience to all participants i.e.

**Female Changing Facilities**

The cricket club would like to grow its female section substantially. It currently runs three girls teams (oldest being U15). The club would like to begin an adult women’s teams but is currently losing older players to more established clubs as far afield as St Albans.

The configuration of the existing pavilion does not allow for separate changing areas for the female teams and the existing net facilities are inadequate to support the demand for all junior sections to train concurrently.

To enable both male and female teams to play at the same time on the site, the Clubs are requesting a new changing facility at the top end of the ground to replace the existing dilapidated wooden structure. The proposed “drying room” is a shipping container which has been converted into changing facilities by a specialist firm. The solution is fully approved by Sports England and the ECB and would therefore represent a high-quality solution without the need for extensive re-modelling of the existing pavilion.

Addition of 2 new net lanes to the site will double the capacity for high quality cricket practice on the site. At present it is not possible to provide the training we would like to both the girls and boys sections if they train together. Ideally, we would like to bring the two sections much closer together to generate a more inclusive feel to the club. At present the facilities set-up mean the two sections are largely separate entities when it comes to training / matches etc.

**Disabled Access**

The club would like to provide more offerings to disabled participants / patrons. At present the wheelchair access to the pavilion is substandard. The sports club would like to make improvements to address the following:

- The paving to the front of the building is uneven and does not extend the full width of the premises. Additionally, it is not wide enough for a wheelchair to pass comfortably.

  To remedy this issue the Sports Club has engaged with a local contractor to extend the patio area and also ensure it is of one level i.e. make it wide and long enough for wheelchairs to pass comfortably.

- There is no step-free access to the pavilion

  The Sports Club would like to purchase a movable ramp to facilitate access into the pavilion for wheelchair users when required. A more permanent solution will involve extensive remodeling of the existing exterior to the building.

**Assessment of overall impacts and any further recommendations** [9]

The proposed infrastructure enhancements will go a significant way to addressing existing deficiencies which limit participation. Whilst it is accepted that re-configuration of the pavilion would be the optimum solution, this would represent a figure far in excess of the requested number in this application.

By having a range of changing rooms and facilities available, the club feels confident in being able to offer privacy to anyone with a protected characteristic. One of the main challenges has been that the pavilion is over 100 years old, and therefore not designed with wheelchairs or disabled access in mind. Hence the moves the club is making to enable access for all and facilities that can cater for anyone regardless of disability, race, religion or sexual orientation.

Making the pavilion more accessible for disabled users and having additional changing facilities will provide far more flexibility in terms of the provision of sport for all. By not making these enhancements we will continue to be prevented from affording disadvantaged groups access to the facilities and also continue to lose talented players to other clubs outside of the area with more appropriate facilities.

| Potential Issues | Mitigating Actions |
|---|---|
| Disabled changing facilities in the pavilion will remain below what we would like. Without reconfiguration at significant expense this will remain challenging without separate funding,<br><br>There will not be female specific changing areas i.e. the increased capacity will ensure that there will be sufficient privacy for both male and female teams to use the sports club changing facilities concurrently | The sports club is in the process of formulating a long-term plan to address remaining deficiencies and apply for funding as appropriate. This plan will take into account feedback from the Hertfordshire Disability Cricket Manager, Luke Heskett, to determine what changes are needed to facilitate more opportunities for those with disabilities. |

**Actions Planned** [10]

The Club Chairman and Secretary met with the ECB in March 2024 to review the current facilities the club could offer with regards to becoming more welcoming to Ladies and Girls. The club had already established a ladies only changing room with private showering facility. This was deemed adequate, however the ECB wanted us to consider further improvements, which the club have now made, re-purposing a room that was effectively a junk room and turning it into a 4th changing room which the ladies could then use. A room elsewhere in the pavilion was then altered to be a storage room for equipment. The extra changing room has been redecorated and coat hooks put up, as well as bench seating. We are now waiting for the ECB to come back and give us further guidance.

The cricket club has implemented a process whereby the ECB Anti-Discrimination code will be reviewed for updates on an annual basis and the latest version will be published to the club website and any necessary actions will be adopted as required. It is part of the constitution of the club that this is formally adopted. The code has been published to the club website and can be viewed via this link.

Additionally, the club has formally adopted ECB recommended codes of conduct for Adults, Young People, Parents and Coaches. The following policies over and above the anti-discrimination policy are also in place:

Herts Cricket Vulnerable Adults Policy,

ECB Anti-Bullying Policy

ECB Social Media and Online Safety Guidance

ECB Safe Hands Safeguarding Policy

As part of a new annual registration process for the season 2025, all members of the club will be required to formally attest that they will abide by the codes of conduct and policies and understand the implications of not respecting all individuals etc. This process will be reviewed on an annual basis to ensure that all members continue to attest to the highest levels of respect and therefore ensure the club can be seen to be providing the safest environments in terms of welfare / safeguarding for all individuals.

EIA sign-off: (for the EIA to be final an email must sent from the relevant people agreeing it or this section must be signed)

**Club Welfare Officer: Paul Blackwell** **Date:** 06/07/2025

**ClubMark Officer: Andrew Dalgliesh** **Date:** 06/07/2025

**Guidance end-notes**

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[1] The following principles, drawn from case law, explain what we must do to fulfil our duties under the Equality Act:

- Knowledge: everyone working for the council must be aware of our equality duties and apply them appropriately in their work.

- Timeliness: the duty applies at the time of considering policy options and/or before a final decision is taken – not afterwards.

- Real Consideration: the duty must be an integral and rigorous part of your decision-making and influence the process. • Sufficient Information: you must assess what information you have and what is needed to give proper consideration.

- No delegation: the council is responsible for ensuring that any contracted services which provide services on our behalf can comply with the duty, are required in contracts to comply with it, and do comply in practice. It is a duty that cannot be delegated.

- Review: the equality duty is a continuing duty. It applies when a policy is developed/agreed, and when it is implemented/reviewed.

- Proper Record Keeping: to show that we have fulfilled our duties we must keep records of the process and the impacts identified.

NB: Filling out this EIA in itself does not meet the requirements of the equality duty. All the requirements above must be fulfilled or the EIA (and any decision based on it) may be open to challenge. Properly used, an EIA can be a tool to help us comply with our equality duty and as a record that to demonstrate that we have done so.



**[2] Our duties in the Equality Act 2010**

As a council, we have a legal duty (under the Equality Act 2010) to show that we have identified and considered the impact and potential impact of our activities on all people with 'protected characteristics' (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, and marriage and civil partnership.

This applies to policies, services (including commissioned services), and our employees. The level of detail of this consideration will depend on what you are assessing, who it might affect, those groups' vulnerability, and how serious any potential impacts might be. We use this EIA template to complete this process and evidence our consideration

The following are the duties in the Act. You must give 'due regard' (pay conscious attention) to the need to:

- avoid, reduce or minimise negative impact (if you identify unlawful discrimination, including victimisation and harassment, you must stop the action and take advice immediately).
- promote equality of opportunity. This means the need to: – Remove or minimise disadvantages suffered by equality groups – Take steps to meet the needs of equality groups – Encourage equality groups to participate in public life or any other activity where participation is disproportionately low – Consider if there is a need to treat disabled people differently, including more favourable treatment where necessary
- foster good relations between people who share a protected characteristic and those who do not. This means: – Tackle prejudice – Promote understanding

**[3] EIAs are always proportionate to:**

- The size of the service or scope of the policy/strategy
- The resources involved
- The numbers of people affected
- The size of the likely impact
- The vulnerability of the people affected

The greater the potential adverse impact of the proposed policy on a protected group (e.g. disabled people), the more vulnerable the group in the context being considered, the more thorough and demanding the process required by the Act will be.

**[4] When to complete an EIA:**

- When planning or developing a new service, policy or strategy
- When reviewing an existing service, policy or strategy
- When ending or substantially changing a service, policy or strategy
- When there is an important change in the service, policy or strategy, or in the city (e.g.: a change in population), or at a national level (e.g.: a change of legislation)

Assessment of equality impact can be evidenced as part of the process of reviewing or needs assessment or strategy development or consultation or planning. It does not have to be on this template, but must be documented. Wherever possible, build the EIA into your usual planning/review processes.

**Do you need to complete an EIA?** Consider:

- Is the policy, decision or service likely to be relevant to any people because of their protected characteristics?
- How many people is it likely to affect?
- How significant are its impacts?
- Does it relate to an area where there are known inequalities?

How vulnerable are the people (potentially) affected? If there are potential impacts on people but you decide not to complete an EIA it is usually sensible to document why.

[5] **Title of EIA**: This should clearly explain what service / policy / strategy / change you are assessing

[6] I**D no:** The unique reference for this EIA. This will be added by Community Partnerships

[7] **Team/Service**: Main team responsible for the policy, practice, service or function being assessed

[8] **Focus of EIA**: A member of the public should have a good understanding of the policy or service and any proposals after reading this section. Please use plain English and write any acronyms in full first time - e.g.: 'Equality Impact Assessment (EIA)'

This section should explain what you are assessing:

- What are the main aims or purpose of the policy, practice, service or function?
- Who implements, carries out or delivers the policy, practice, service or function? Please state where this is more than one person/team/body and where other organisations deliver under procurement or partnership arrangements.
- How does it fit with other services?
- Who is affected by the policy, practice, service or function, or by how it is delivered? Who are the external and internal serviceusers, groups, or communities?
- What outcomes do you want to achieve, why and for whom? e.g.: what do you want to provide, what changes or improvements, and what should the benefits be? • What do existing or previous inspections of the policy, practice, service or function tell you?
- What is the reason for the proposal or change (financial, service, legal etc)? The Act requires us to make these clear.

[9] **Assessment of overall impacts and any further recommendations**

- Make a frank and realistic assessment of the overall extent to which the negative impacts can be reduced or avoided by the mitigating measures. Explain what positive impacts will result from the actions and how you can make the most of these.

- Countervailing considerations: These may include the reasons behind the formulation of the policy, the benefits it is expected to deliver, budget reductions, the need to avert a graver crisis by introducing a policy now and not later, and so on. The weight of these factors in favour of implementing the policy must then be measured against the weight of any evidence as to the potential negative equality impacts of the policy,
- Are there any further recommendations? Is further engagement needed? Is more research or monitoring needed? Does there need to be a change in the proposal itself?

[10] **Action Planning:** The Equality Duty is an ongoing duty: policies must be kept under review, continuing to give 'due regard' to the duty. If an assessment of a broad proposal leads to more specific proposals, then further equality assessment and consultation are needed.

# Approved Infrastructure Projects Three Rivers District Council

| Financial Year | Approved at Full Council | Bid Ref | Project Description | Regulation 123 / IFS Compliant | CIL Funds Allocated | Project Started | CIL Funds Released | Project Complete |
|---|---|---|---|---|---|---|---|---|
| 2021/22 | 22.02.22 | TR01 | Denham Way Playing Fields Refurbishment of Outdoor Leisure Facilities | Yes | £347,000.00 | Yes | Yes | Yes |
| 2021/22 | 22.02.22 | TR02 | South Oxhey Playing Fields | Yes | £375,000.00 | Yes | Yes | Yes |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | Refurbishment of existing and installation of new facilities | | | | | |
| 2021/22 | 22.02.22 | TR03 | Permanent enlargement of Breakspeare School | Yes | £901,574.00 | No | No | No |
| 2022/23 | 12.07.22 | TR04 | Barton Way refurbishment of Multi Use Games Area (MUGA) | Yes | £29,979.00 | Yes | Yes | Yes |
| 2022/23 | 18.10.22 | TR05 | Electric Vehicle Charging Points | Yes | £460,000.00 | Yes | No | No |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | (Throughout District) | | | | | |
| 2022/23 | 18.10.22 | TR06 | Grand Union Canal Towpath Upgrade – Phase 6 | Yes | £109,824.00 | Yes | Yes | Yes |
| 2022/23 | 13.12.22 | TR07 | Cost Uplift re Bid Ref:TR02 - South Oxhey Playing Fields Refurbishment of existing and installation of new facilities | Yes | £93,750.00 | Yes | Yes | Yes |
| 2022/23 | 13.12.22 | TR08 | Cost Uplift re Bid Ref:TR01 - Denham Way Playing Fields Refurbishment of Outdoor | Yes | £86,750.00 | Yes | Yes | Yes |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | Leisure Facilities | | | | | |
| 2023/24 | 11.07.23 | TR09 | Aquadrome Pedestrian Bridge | Yes | £320,524.00 | Yes | Yes | Yes |
| 2023/24 | 25.07.23 | TR10 | King George V Playing Fields – Multi Purpose Play Area | Yes | £153,717.50* | Yes | Yes | Yes |
| 2023/24 | 09.07.24 | TR11 | Aquadrome Pedestrian Bridge | Yes | £817,231.00 | Yes | Yes | Yes |
| 2023/24 | 09.07.24 | TR12 | Batchworth Depot | Yes | £456,400.00 | Yes | Yes | Yes |
| 2023/24 | 09.07.24 | TR13 | Beryl Bike Scheme | Yes | £45,000.00 | Yes | Yes | Yes |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 2023/24 | 09.07.24 | TR14 | Chorleywood Youth Football Club | Yes | £185,903.00 | No | No | No |
| 2024/25 | 10.12.24 | TR15 | King George V Pavilion, Sarratt | Yes | £200,000.00 | No | No | No |
| 2024/25 | 10.12.24 | TR16 | CCTV Cameras – Three Rivers District | Yes | £76,716.00 | Yes | Yes | Yes |
| 2024/25 | 10.12.24 | TR17 | Croxley Green Library | Yes | £10,500.00 | No | No | No |
| 2024/25 | 10.12.24 | TR18 | Oxhey Jets Football Club | Yes | £966,000.00 | Yes | Partially | No |
| 2025/26 | 08.07.25 | TR19 | Batchworth Sea Scouts | Yes | £125,000.00 | No | No | No |
| 2025/26 | 08.07.25 | TR20 | Chorleywood Scouts | Yes | £190,000.00 | No | No | No |
| Total | | | | | £5,950,868.50 | | | |



***CIL Funding amount for King George V Playing Fields reduced from £184,461.00 to £153,717.50. Project cost was less than originally budgeted for.**

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# Fees and Charges 2026/27

01/12/2025



THREE RIVERS DISTRICT COUNCIL

**Full Council**

**9 DECEMBER 2025**

**PART I - NOT DELEGATED**

## DISCRETIONARY FEES AND CHARGES (DoF)

### Summary

1.1 The Council regularly reviews the level of fees and charges set for discretionary services and services where charges are set locally. Fees and Charges were last reviewed in Autumn 2024 with the latest charges introduced from 13 January 2025 and 1 April 2025.

1.2 Where the Council has discretion over the fee or charge, the Council aims to recover the full cost of delivering the service. As such, fees will usually increase in line with cost pressures.

1.3 A schedule of proposed fees and charges effective from 12 January 2026 is set out in Appendix 1 and a schedule of fees and charges effective from 1 April 2026 is set out in Appendix 2, 3, 4 and 5.

### Recommendation

2.1 That:

- Council is recommended to approve the Fees and Charges set out in the schedule at Appendix 1 to be effective from 12 January 2026
- Council is recommended to approve the Fees and Charges set out in the schedule at Appendix 2 to be effective from 1 April 2026
- Council is recommended to approve the Fees and Charges set out in the schedule at Appendix 3 to be effective from 1 April 2026
- Council is recommended to approve the Fees and Charges set out in the schedule at Appendix 4 to be effective from 1 April 2026
- Council is recommended to approve the Fees and Charges set out in the schedule at Appendix 5 to be effective from 1 April 2026

### Details

3.1 Since fees and charges were last reviewed in Autumn 2024, there has been an increase in the cost of delivering services, including those where a charge is made for both statutory and discretionary services.

3.2 Garages have an occupancy rate of 94% which has been maintained between 2024/25 and 2025/26.

3.3 Garden Waste continues to increase on a cost recovery basis.

3.4 A review of Rickmansworth Business Parking Permits is planned in early 2026/27 and therefore there is no increase to these permits at this time.

3.5 Long term parking charges are being increased from £4 for 24hrs to £5. This revised charge remains in line with other parking spaces being provided by other providers in Three Rivers and will also allow a differentiation between short term and long term parking tariffs which will support management of our car parks specifically those that are in dual short and long term use. This tariff has not been increased since its introduction in 2018 and this first increase will support achieving a balanced Parking Account.

3.6 Licensing for Drivers fees held at no increase, pending a review of the fees.

3.7 Biodiversity Net Gain fees were agreed and introduced in July 2025 following approval at Policy & Resources Committee 9 June 2025, where it was agreed that a review is to take place after 12 months.

**Options and Reasons for Recommendations**

4.1 Policy & Resources Committee is recommended to recommend to Council to adopt the proposed fees and charges for 2026/27.

**Policy/Budget Reference and Implications**

5.1 The recommendations in this report are not within the Council's agreed policy and budgets but will feed into the 2026/27 budget setting process.

**Financial Implications**

The increase in fees and charges is forecast to generate additional income of £57k in 2026/27, plus additional garage income of £33k and Garden Waste income of £58k. This will help to manage increased cost of service provision due to inflationary pressures during 2026/27. Increased income from revised fees and charges introduced from January 2026 will also help to reduce the budget pressure reported in 2025/26.

**Legal Implications**

7.1 Where the relevant statute sets out a fee or charge for the service in question, the Council does not have a discretion to alter that and nothing within this report will permit such a change.

7.2 Where the Council is providing a statutory service which the Council is mandated to provide or which the Council has a duty to provide, this is not subject to an authority to charge unless this is set out in the relevant statute and according such matters are not covered by this report or any associated charging policy.

7.3 There are specific powers to charge for services detailed throughout local government legislation as set out below:

7.4 The Local Government Act 2003 ("the 2003 Act") introduced a general power to charge for the provision of any discretionary service. The discretionary charging powers do not apply to services which an authority is mandated or has a duty to

provide. However, councils can charge for discretionary services (that is, services they have power to provide but are not obliged or have a duty to provide by law). In order to do so, the recipient of the discretionary service must have agreed in advance, to pay for the provision of such services. The 2003 Act power cannot be used where charging is prohibited or where another specific charging regime applies. Charging is limited to cost recovery and statutory guidance which the Council is required to have required to.

7.5 A local authority may be able to rely on the subsidiary powers under section 111 of the LGA 1972 to authorise the provision of a service to facilitate the discharge of a specific function. If reliance were to be placed on this power, it would be necessary to be satisfied that the function in question is incidental to the discharge of statutory functions of the Council. Where this is established, the local authority may charge under section 93 for that function-related service.

7.6 This power in relation to incidental services is subject to the restriction in S 93 that it cannot be used to raise income – i.e. you could not use it to generate a profit but could rely on it to charge equivalent to the costs of provision of the "service" which is incidental to the statutory function.

7.7 In relation to utilisation of the general power of competence in the Localism Act 2011("LA 2011"), these charging provisions follow, very closely, the requirements of the 2003 Act to allow local authorities to charge up to full cost recovery for discretionary services. These provisions operate alongside rather than replace the Local Government Act 2003 powers.

7.8 The power to charge under the LA 2011 is subject to a duty to secure that, taking one financial year with another, the income from charges does not exceed the costs of provision. As with the 2003 Act powers, charging for things done in exercise of the General Power of Competence is not a power to make a profit from those activities.

7.9 With regard to the Edited Electoral Register the Council must ensure that the provisions of the Representation of the People (England & Wales) Regulations (RPR) 2001 - which set out, among other matters, the fees which may be charged regarding the edited register - are complied with.

7.10 Finally, where the introduction of new/altered fees or charges requires consultation and/or engagement with affected users to have been undertaken prior to the proposed changes, officers will need to have satisfied themselves that the appropriate actions have been taken prior to bringing forward these proposals for members' consideration.

**Equal Opportunities Implications**

8.1 The Equality Impact Assessment Relevance Test

| | |
|---|---|
| Has a relevance test been completed for Equality Impact? | No |
| Did the relevance test conclude a full impact assessment was required? | No |

**Staffing Implications**

9.1 There are no staffing implications arising from this report.

**Environmental Implications**

10.1 There are no environmental implications arising from this report.

**Community Safety Implications**

11.1 There are no community safety implications arising from this report.

**Public Health implications**

12.1 There are no public health implications arising from this report.

**Customer Services Centre Implications**

13.1 There are no customer services centre implications arising from this report.

**Communications and Website Implications**

14.1 The revised Fees and Charges, effective from 12 January 2026 and 1 April 2026 will be advertised on the Council's website and relevant service information.

**Risk and Health & Safety Implications**

15.1 The Council has agreed its risk management strategy which can be found on the website at http://www.threerivers.gov.uk. In addition, the risks of the proposals in the report have also been assessed against the Council's duties under Health and Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.

15.2 The subject of this report is covered by the finance service plan(s). Any risks resulting from this report will be included in the risk register and, if necessary, managed within this/these plan(s).

| **Nature of Risk** | **Consequence** | **Suggested Control Measures** | **Response** *(tolerate, treat terminate, transfer)* | **Risk Rating** *(combination of likelihood and impact)* |
|---|---|---|---|---|
| Inaccurate estimates of fees and charges income and / or estimates of cost of delivering chargeable services | A budget pressure is created due to income shortfalls or increased expenditure | Budget levels realistically set and closely scrutinised | Fees and charges, including and surplus or loss are monitored through budget monitoring | 4 |

15.3 The above risks are scored using the matrix below. The Council has determined its aversion to risk and is prepared to tolerate risks where the combination of impact and likelihood scores 6 or less.

| | | | | |
|---|---|---|---|---|
| **Likelihood** | **Low** | **High** | **Very High** | **Very High** |

| | | | | |
|---|---|---|---|---|
| | **4** | **8** | **12** | **16** |
| | **Low 3** | **Medium 6** | **High 9** | **Very High 12** |
| | **Low 2** | **Low 4** | **Medium 6** | **High 8** |
| | **Low 1** | **Low 2** | **Low 3** | **Low 4** |
| | **Impact** | | | |
| | **Low** ----------► **Unacceptable** | | | |

| **Impact Score** | **Likelihood Score** |
|---|---|
| 4 (Catastrophic) | 4 (Very Likely (≥80%)) |
| 3 (Critical) | 3 (Likely (21-79%)) |
| 2 (Significant) | 2 (Unlikely (6-20%)) |
| 1 (Marginal) | 1 (Remote (≤5%)) |

15.4 In the officers' opinion none of the new risks above, were they to come about, would seriously prejudice the achievement of the Strategic Plan and are therefore operational risks. The effectiveness of the management of operational risks is reviewed by the Audit Committee annually and financial risks are reported to each meeting of the Audit Committee.

Report prepared by: Sally Riley, Finance Business Partner

**Data Quality**

Data sources:

Fees and Charges schedule 2025/26

Data checked by:

Michelle Howell, Interim Head of Finacne

Data rating:

| | | |
|---|---|---|
| **1** | **Poor** | |
| **2** | **Sufficient** | |
| **3** | **High** | ✓ |

**Background Papers**

**APPENDICES / ATTACHMENTS**

- Appendix 1 – Discretionary and Locally Set Fees and Charges effective from 12 January 2026
- Appendix 2 - Discretionary and Locally Set Fees and Charges effective from 1 April 2026
- Appendix 3 – Cemetries Fees and Charges effective from 1 April 2026
- Appendix 4 – Garages Fees and Charges effective from 1 April 2026
- Appendix 5 – Garages Fees and Charges effective from 1 April 2026

**Three Rivers Fees and Charges Schedule - Discretionary and Locally Set from 12 January 2026**

| Service Area | Name of Fee or Charge | Description of Fee or Charge | | Statutory or Discretionary | VAT | Current Charge EXC VAT 2025/26 £ | Increase | Proposed charge from 12 January 2026 EXC VAT £ | Proposed charge from 12 January 2026 INC VAT £ |
|---|---|---|---|---|---|---|---|---|---|
| Parking | Pay & Display Charges | Long Term Tariff | | Discretionary | Non Business | 4.00 | 25.00% | 5.00 | 5.00 |
| | | Short Term Tariff | Up to 1 hour | Discretionary | Non Business | 0.00 | 0.00% | 0.00 | 0.00 |
| | | | Up to 2 hours | | Non Business | 1.00 | 0.00% | 1.00 | 1.00 |
| | | | Up to 3 hours | | Non Business | 2.50 | 0.00% | 2.50 | 2.50 |
| | | | Up to 4 hours | | Non Business | 4.00 | 0.00% | 4.00 | 4.00 |
| | Business Permits | Rickmansworth | | Discretionary | Non Business | 692.00 | 0.00% | 692.00 | 692.00 |
| | | Rickmansworth West | | Discretionary | Non Business | 563.00 | 0.00% | 563.00 | 563.00 |
| | | Chorleywood (Ferry Car Park) | 6 months | Discretionary | Non Business | 129.00 | 3.88% | 134.00 | 134.00 |
| | | | 12 months | Discretionary | Non Business | 257.00 | 3.50% | 266.00 | 266.00 |
| | Resident Permits | Zones *A, A1, B, C, C1, E, BED, RG, NS, GS, NL, TX* | First Permit | Discretionary | Non Business | 77.00 | 3.90% | 80.00 | 80.00 |
| | | | Second Permit | Discretionary | Non Business | 142.00 | 3.52% | 147.00 | 147.00 |
| | | Zones CG, *D, OW, OZ* and *W* | First Permit | Discretionary | Non Business | 39.00 | 3.85% | 40.50 | 40.50 |
| | | | Second Permit | Discretionary | Non Business | 71.00 | 3.52% | 73.50 | 73.50 |
| | | Zone RW | First Permit | Discretionary | Non Business | | | 75.00 | 75.00 |
| | | | Second Permit | Discretionary | Non Business | | | 138.00 | 138.00 |
| | Special Permits | | | Discretionary | Non Business | 57.00 | 3.51% | 59.00 | 59.00 |
| | Visitor Vouchers | All Zones | | Discretionary | Non Business | 16.00 | 3.13% | 16.50 | 16.50 |
| | | Except *CG, D, OW, OZ and W* | | Discretionary | Non Business | 9.00 | 5.56% | 9.50 | 9.50 |
| | Doctor and Health Visitor Permits | Per permit | Up to 5 permits | Discretionary | Non Business | 33.00 | 3.03% | 34.00 | 34.00 |
| | | | Over 5 permits | | Non Business | 71.00 | 3.52% | 73.50 | 73.50 |
| | Replacement Permits | All Zones | | | Non Business | 20.00 | 5.00% | 21.00 | 21.00 |
| | Motorcycle Permits | All Zones | | | Non Business | 33.00 | 3.03% | 34.00 | 34.00 |
| | Suspensions and Dispensations | Suspensions and Dispensations | Per bay per day | Discretionary | Non Business | 34.00 | 4.41% | 35.50 | 35.50 |
| | Staff permits | | | | | 103.00 | 3.88% | 107.00 | 107.00 |
| | Permit Refund Administration Fee | | | | | 15.00 | 0.00% | 15.00 | 15.00 |

| Service Area | Name of Fee or Charge | Description of Fee or Charge | | | Statutory or Discretionary | VAT | Current Charge EXC VAT 2025/26 £ | Increase | Proposed charge from 12 January 2026 EXC VAT £ | Proposed charge from 12 January 2026 INC VAT £ |
|---|---|---|---|---|---|---|---|---|---|---|
| Leisure | Watersmeet - Hire Rates | Auditorium | Commercial | Mon-Fri (Theatre) | Discretionary | Standard Rated | 232.50 | 3.23% | 240.00 | 288.00 |
| | | | | Sat-Sun (Theatre) | Discretionary | Standard Rated | 260.00 | 3.21% | 268.33 | 322.00 |
| | | | | Mon-Fri (Cabaret) | Discretionary | Standard Rated | 274.17 | 3.34% | 283.33 | 340.00 |
| | | | | Sat-Sun (Cabaret) | Discretionary | Standard Rated | 315.00 | 3.44% | 325.83 | 391.00 |
| | | | Not for Profit | Mon-Fri (Theatre) | Discretionary | Standard Rated | 136.67 | 3.66% | 141.67 | 170.00 |
| | | | | Sat-Sun (Theatre) | Discretionary | Standard Rated | 163.33 | 3.57% | 169.17 | 203.00 |
| | | | | Mon-Fri (Cabaret) | Discretionary | Standard Rated | 197.50 | 3.38% | 204.17 | 245.00 |
| | | | | Sat-Sun (Cabaret) | Discretionary | Standard Rated | 240.83 | 3.46% | 249.17 | 299.00 |
| | | Colne | Commercial | Mon-Fri | Discretionary | Standard Rated | 55.00 | 4.55% | 57.50 | 69.00 |
| | | | | Sat-Sun | Discretionary | Standard Rated | 75.00 | 3.33% | 77.50 | 93.00 |
| | | | Not for Profit | Mon-Fri | Discretionary | Standard Rated | 45.83 | 3.64% | 47.50 | 57.00 |
| | | | | Sat-Sun | Discretionary | Standard Rated | 71.67 | 3.49% | 74.17 | 89.00 |
| | | Kitchen | | Mon-Fri | Discretionary | Standard Rated | 108.33 | 3.85% | 112.50 | 135.00 |
| | | | | Sat-Sun | Discretionary | Standard Rated | 135.00 | 3.70% | 140.00 | 168.00 |
| | | Packages | New Package Rate | Week Hire Rate | Discretionary | Standard Rated | New Charge | | 6,000.00 | 7,200.00 |
| | | | | 3 Day Hire Rate | Discretionary | Standard Rated | New Charge | | 3,100.00 | 3,720.00 |
| | | | | Colne Room Meeting Hire - 5 hour hire between 09:00 and | Discretionary | Standard Rated | New Charge | | 180.00 | 216.00 |
| | Watersmeet - Equipment / Staff | Microphone | | Daily | Discretionary | Standard Rated | 13.33 | 6.25% | 14.17 | 17.00 |
| | | | | Weekly | Discretionary | Standard Rated | 38.33 | 4.35% | 40.00 | 48.00 |
| | | Radio Microphone | | Daily | Discretionary | Standard Rated | 20.00 | 4.17% | 20.83 | 25.00 |
| | | | | Weekly | Discretionary | Standard Rated | 57.50 | 4.35% | 60.00 | 72.00 |
| | | Follow Spot | | Daily | Discretionary | Standard Rated | 26.67 | 6.25% | 28.33 | 34.00 |
| | | | | Weekly | Discretionary | Standard Rated | 79.17 | 4.21% | 82.50 | 99.00 |
| | | Electric Piano | | Daily | Discretionary | Standard Rated | 35.83 | 4.65% | 37.50 | 45.00 |
| | | | | Weekly | Discretionary | Standard Rated | 104.17 | 3.20% | 107.50 | 129.00 |
| | | Staging/Risers | | Daily | Discretionary | Standard Rated | 17.50 | 4.76% | 18.33 | 22.00 |
| | | | | Weekly | Discretionary | Standard Rated | 51.67 | 3.23% | 53.33 | 64.00 |
| | | Portable Projector | | Daily | Discretionary | Standard Rated | 17.50 | 4.76% | 18.33 | 22.00 |
| | | | | Weekly | Discretionary | Standard Rated | 51.67 | 3.23% | 53.33 | 64.00 |
| | | Digital Projector | | Daily | Discretionary | Standard Rated | 237.50 | 3.51% | 245.83 | 295.00 |
| | | | | Weekly | Discretionary | Standard Rated | 711.67 | 0.00% | 711.67 | 854.00 |
| | | Baby Grand Piano | | Daily | Discretionary | Standard Rated | 260.00 | 3.21% | 268.33 | 322.00 |
| | | | | Weekly | Discretionary | Standard Rated | 777.50 | 3.22% | 802.50 | 963.00 |
| | | Smoke Machine | | Daily | Discretionary | Standard Rated | 69.17 | 3.61% | 71.67 | 86.00 |
| | | Smoke Machine Fluid | | Daily | Discretionary | Standard Rated | 44.17 | 3.77% | 45.83 | 55.00 |

| Service Area | Name of Fee or Charge | Description of Fee or Charge | | | Statutory or Discretionary | VAT | Current Charge EXC VAT 2025/26 £ | Increase | Proposed charge from 12 January 2026 EXC VAT £ | Proposed charge from 12 January 2026 INC VAT £ |
|---|---|---|---|---|---|---|---|---|---|---|
| Leisure | Watersmeet - Equipment / | Haze Machine | | Daily | Discretionary | Standard Rated | 52.50 | 4.76% | 55.00 | 66.00 |
| | | Haze Machine Fluid | | Daily | Discretionary | Standard Rated | 34.17 | 4.88% | 35.83 | 43.00 |
| | | DVD / TV | | Daily | Discretionary | Standard Rated | 43.33 | 3.85% | 45.00 | 54.00 |
| | | Flip Chart | | Daily | Discretionary | Standard Rated | 10.00 | 8.33% | 10.83 | 13.00 |
| | | Lectern | | Daily | Discretionary | Standard Rated | 10.00 | 8.33% | 10.83 | 13.00 |
| | | Lighting/Stage Assistant | | Per hour | Discretionary | Standard Rated | 21.67 | 3.85% | 22.50 | 27.00 |
| | | Sound Technician | | Per hour | Discretionary | Standard Rated | 30.83 | 5.41% | 32.50 | 39.00 |
| | | Additional Stewards | | Per hour | Discretionary | Standard Rated | 15.83 | 5.26% | 16.67 | 20.00 |
| | | Power Outlet Charge - For all outlets above 32amp Single Phase | | Per Use | Discretionary | Standard Rated | New Charge | | 65.00 | 78.00 |
| | | Audio and AV Control PC | | Per Use | Discretionary | Standard Rated | New Charge | | 20.00 | 24.00 |
| | Hire of Grounds | Small scale events (50 people and under) | | | Discretionary | Non Business | 74.17 | 21.35% | 90.00 | 90.00 |
| | | Medium scale events (51 - 100 people) | | | Discretionary | Non Business | 220.83 | 24.53% | 275.00 | 275.00 |
| | | Large scale events (100+ people) | | | Discretionary | Non Business | New Charge | | 550.00 | 550.00 |
| | | Damage deposit required for small, medium and large scale events | | | Discretionary | Non Business | 865.83 | 3.25% | 894.00 | 894.00 |
| | | Large scale event including up to 5 fairground rides | | | Discretionary | Non Business | New Charge | | 650.00 | 650.00 |
| | | Funfairs and Circuses | Operational day | | Discretionary | Non Business | 775.83 | 3.12% | 800.00 | 800.00 |
| | | | Any additional non-operational days | | Discretionary | Non Business | 210.83 | 18.58% | 250.00 | 250.00 |
| | | Funfair and Circuses damage deposit | | | Discretionary | Non Business | 1,528.33 | 3.25% | 1,578.00 | 1,578.00 |
| | Football pitch hire | Equipment package; 2 nets, net pins, 4 corner flags | | | Discretionary | Standard Rated | 133.33 | 3.75% | 138.33 | 166.00 |
| | | 30 Week Hire | Adults | | Discretionary | Standard Rated | 1,910.00 | 3.23% | 1,971.67 | 2,366.00 |
| | | | Under 18s | | Discretionary | Standard Rated | 897.50 | 3.25% | 926.67 | 1,112.00 |
| | | | Under 12s | | Discretionary | Standard Rated | 419.17 | 3.38% | 433.33 | 520.00 |
| | | 15 week hire | Adult | | Discretionary | Standard Rated | 1,013.33 | 3.21% | 1,045.83 | 1,255.00 |
| | | | Under 18s | | Discretionary | Standard Rated | 485.00 | 3.26% | 500.83 | 601.00 |
| | | | Under 12s | | Discretionary | Standard Rated | 224.17 | 3.34% | 231.67 | 278.00 |
| | | Occasional | Adult | | Discretionary | Standard Rated | 75.00 | 3.33% | 77.50 | 93.00 |
| | | | Under 18s | | Discretionary | Standard Rated | 50.83 | 3.29% | 52.50 | 63.00 |
| | | | Under 12s | | Discretionary | Standard Rated | 20.83 | 4.02% | 21.67 | 26.00 |
| | | Tournament - Day Rate | | | Discretionary | Standard Rated | 430.00 | 3.29% | 444.17 | 533.00 |
| | Filming | Up to one hour | | | Discretionary | Standard Rated | 153.33 | 3.26% | 158.33 | 190.00 |
| | | Between 1 and 4 hours | | | Discretionary | Standard Rated | 458.33 | 3.27% | 473.33 | 568.00 |
| | | Between 4 and 12 hours | | | Discretionary | Standard Rated | 894.17 | 3.26% | 923.33 | 1,108.00 |
| | | Between 12 and 24 hours | | | Discretionary | Standard Rated | 1,322.50 | 3.21% | 1,365.00 | 1,638.00 |
| | | Unit Base cost per day | | | Discretionary | Standard Rated | 672.50 | 3.22% | 694.17 | 833.00 |
| | | Filming damage deposit for 1 hour and over | | | Discretionary | Standard Rated | 1,765.00 | 3.21% | 1,821.67 | 2,186.00 |
| | | Filming administration fee | | | Discretionary | Non Business | New Charge | | 150.00 | 150.00 |

| Service Area | Name of Fee or Charge | Description of Fee or Charge | | | Statutory or Discretionary | VAT | Current Charge EXC VAT 2025/26 £ | Increase | Proposed charge from 12 January 2026 EXC VAT £ | Proposed charge from 12 January 2026 INC VAT £ |
|---|---|---|---|---|---|---|---|---|---|---|
| Leisure | Leavesden HIVE | Community rate (including schools and charities) | Per Hour | | Discretionary | Standard Rated | 16.00 | 4.17% | 16.67 | 20.00 |
| | | | Morning (9am-1pm) | | Discretionary | Standard Rated | 46.00 | 3.26% | 47.50 | 57.00 |
| | | | Afternoon (1pm-5pm) | | Discretionary | Standard Rated | 46.00 | 3.26% | 47.50 | 57.00 |
| | | | Evening (5pm-9pm) - | | Discretionary | Standard Rated | 37.00 | 3.60% | 38.33 | 46.00 |
| | | | Weekend Morning (9am-1pm) | | Discretionary | Standard Rated | 53.00 | 3.77% | 55.00 | 66.00 |
| | | | Weekend Afternoon (1pm-5pm) | | Discretionary | Standard Rated | 53.00 | 3.77% | 55.00 | 66.00 |
| | | | Weekend Evening (5pm-9pm) | | Discretionary | Standard Rated | 53.00 | 3.77% | 55.00 | 66.00 |
| | | Commercial rate | Per Hour | | Discretionary | Standard Rated | 30.00 | 5.56% | 31.67 | 38.00 |
| | | | Morning (9am-1pm) | | Discretionary | Standard Rated | 74.00 | 3.60% | 76.67 | 92.00 |
| | | | Afternoon (1pm-5pm) | | Discretionary | Standard Rated | 74.00 | 3.60% | 76.67 | 92.00 |
| | | | Evening (5pm-9pm) - | | Discretionary | Standard Rated | 74.00 | 3.60% | 76.67 | 92.00 |
| | | | Weekend Morning (9am-1pm) | | Discretionary | Standard Rated | 90.00 | 3.70% | 93.33 | 112.00 |
| | | | Weekend Afternoon (1pm-5pm) | | Discretionary | Standard Rated | 90.00 | 3.70% | 93.33 | 112.00 |
| | | | Weekend Evening (5pm-9pm) | | Discretionary | Standard Rated | 104.00 | 3.37% | 107.50 | 129.00 |
| Regulatory | Local Land Charges & Fees | CON29 Residential | | | Discretionary | Standard Rated | 84.17 | 9.90% | 92.50 | 111.00 |
| | | CON29 Non Residential | | | Discretionary | Standard Rated | 119.17 | 7.69% | 128.33 | 154.00 |
| | | CON29 Additional Parcel (each) | | | Discretionary | Standard Rated | 19.17 | 4.35% | 20.00 | 24.00 |
| | | CON29O Each Enquiry (other than Question 22) | | | Discretionary | Standard Rated | 19.17 | 4.35% | 20.00 | 24.00 |
| | | CON29O Question 22 | | | Discretionary | Standard Rated | 38.33 | 17.39% | 45.00 | 54.00 |
| Land and Property | Street Naming & Numbering | New Postal Numbers Only | | 1 plot | Discretionary | Non Business | 139.00 | 3.60% | 144.00 | 144.00 |
| | | | | 2 plots | Discretionary | Non Business | 279.00 | 3.23% | 288.00 | 288.00 |
| | | | | 3-5 plots | Discretionary | Non Business | 311.00 | 3.22% | 321.00 | 321.00 |
| | | | | 6-10 plots | Discretionary | Non Business | 416.00 | 3.37% | 430.00 | 430.00 |
| | | | | 11-20 plots | Discretionary | Non Business | 483.00 | 3.31% | 499.00 | 499.00 |
| | | | | 21-25 plots | Discretionary | Non Business | 553.00 | 3.25% | 571.00 | 571.00 |
| | | | | 26-50 plots | Discretionary | Non Business | 621.00 | 3.22% | 641.00 | 641.00 |
| | | | | 51-75 plots | Discretionary | Non Business | 691.00 | 3.33% | 714.00 | 714.00 |
| | | | | 76-100 plots | Discretionary | Non Business | 828.00 | 3.26% | 855.00 | 855.00 |
| | | | | 101-150 plots | Discretionary | Non Business | 968.00 | 3.20% | 999.00 | 999.00 |
| | | | | 151-250 plots | | Non Business | 1,106.00 | 3.25% | 1,142.00 | 1,142.00 |
| | | | | over 251 plots | Discretionary | Non Business | 1,106.00 | 3.25% | 1,142.00 | 1,142.00 |
| | | New Street and/or block names and postal numbers | | Per street name | Discretionary | Non Business | 276.00 | 3.26% | 285.00 | 285.00 |

| Service Area | Name of Fee or Charge | Description of Fee or Charge | | | Statutory or Discretionary | VAT | Current Charge EXC VAT 2025/26 £ | Increase | Proposed charge from 12 January 2026 EXC VAT £ | Proposed charge from 12 January 2026 INC VAT £ |
|---|---|---|---|---|---|---|---|---|---|---|
| Land and Property | Street Naming & Numbering | Conversion/subdivision or renumbering (that requires new postal numbers) | | 1 plot | Discretionary | Non Business | 139.00 | 3.60% | 144.00 | 144.00 |
| | | | | 2 plots | Discretionary | Non Business | 279.00 | 3.23% | 288.00 | 288.00 |
| | | | | 3-5 plots | Discretionary | Non Business | 311.00 | 3.22% | 321.00 | 321.00 |
| | | | | 6-10 plots | Discretionary | Non Business | 416.00 | 3.37% | 430.00 | 430.00 |
| | | | | 11-20 plots | Discretionary | Non Business | 483.00 | 3.31% | 499.00 | 499.00 |
| | | | | 21-25 plots | Discretionary | Non Business | 553.00 | 3.25% | 571.00 | 571.00 |
| | | | | 26-50 plots | Discretionary | Non Business | 621.00 | 3.22% | 641.00 | 641.00 |
| | | | | 51-75 plots | Discretionary | Non Business | 691.00 | 3.33% | 714.00 | 714.00 |
| | | | | 76-100 plots | Discretionary | Non Business | 828.00 | 3.26% | 855.00 | 855.00 |
| | | | | 101-150 plots | Discretionary | Non Business | 968.00 | 3.20% | 999.00 | 999.00 |
| | | | | 151-250 plots | Discretionary | Non Business | 1,106.00 | 3.25% | 1,142.00 | 1,142.00 |
| | | | | over 251 plots | Discretionary | Non Business | 1,106.00 | 3.25% | 1,142.00 | 1,142.00 |
| | | Adding/removal or amendment of a house/business name | | Per Property | Discretionary | Non Business | 139.00 | 3.60% | 144.00 | 144.00 |
| | | Reissue of an official naming or numbering statement | | | Discretionary | Non Business | 36.00 | 4.17% | 37.50 | 37.50 |
| | | Changing an existing street name | | | Discretionary | Non Business | N/A | N/A | N/A | N/A |
| Economic & Sustainable Development | Right to Build Register | Part 1 Initial Registration Costs | | | Discretionary | Non Business | 230.00 | 3.48% | 238.00 | 238.00 |
| | | Part 1 Annual Fee | | | | Non Business | 201.00 | 3.48% | 208.00 | 208.00 |
| | | Part 2 Initial Registration Costs | | | | Non Business | 230.00 | 3.48% | 238.00 | 238.00 |
| Waste and Environmental Services | Trade waste and recycling | Return of bins following removal | | | | Non Business | 136.00 | 3.68% | 141.00 | 141.00 |
| | | Additional charge for extra collection on a different day | | | Discretionary | Non Business | 69.00 | 4.35% | 72.00 | 72.00 |
| | | Admin charge for any changes to contract/invoicing | | | Discretionary | Non Business | 41.00 | 4.88% | 43.00 | 43.00 |
| | Standard Commercial waste collection | Standard Commercial waste collection | 6 monthly charge | 140 litre | Discretionary | Non Business | 243.00 | 3.29% | 251.00 | 251.00 |
| | | | | 240 litre | Discretionary | Non Business | 275.00 | 3.27% | 284.00 | 284.00 |
| | | | | 360 litre | Discretionary | Non Business | 362.00 | 3.31% | 374.00 | 374.00 |
| | | | | 660 litre | Discretionary | Non Business | 480.00 | 3.33% | 496.00 | 496.00 |
| | | | | 1100 litre | Discretionary | Non Business | 639.00 | 3.29% | 660.00 | 660.00 |
| | | | Additional/ excess waste | 140 litre | Discretionary | Non Business | 17.00 | 5.88% | 18.00 | 18.00 |
| | | | | 240 litre | Discretionary | Non Business | 19.00 | 5.26% | 20.00 | 20.00 |
| | | | | 360 litre | Discretionary | Non Business | 22.00 | 4.55% | 23.00 | 23.00 |
| | | | | 660 litre | Discretionary | Non Business | 26.00 | 3.85% | 27.00 | 27.00 |
| | | | | 1100 litre | Discretionary | Non Business | 32.00 | 6.25% | 34.00 | 34.00 |
| | Trade Sacks | For Customers with Access Problems | 50 Sacks | | Discretionary | Non Business | 243.00 | 3.29% | 251.00 | 251.00 |
| | Standard - Second and More Collections | Per container | 6 monthly charge | 140 litre | Discretionary | Non Business | 228.00 | 3.51% | 236.00 | 236.00 |
| | | | | 240 litre | Discretionary | Non Business | 261.00 | 3.45% | 270.00 | 270.00 |
| | | | | 360 litre | Discretionary | Non Business | 345.00 | 3.48% | 357.00 | 357.00 |
| | | | | 660 litre | Discretionary | Non Business | 466.00 | 3.22% | 481.00 | 481.00 |
| | | | | 1100 litre | Discretionary | Non Business | 623.00 | 3.21% | 643.00 | 643.00 |

| Service Area | Name of Fee or Charge | Description of Fee or Charge | | | Statutory or Discretionary | VAT | Current Charge EXC VAT 2025/26 £ | Increase | Proposed charge from 12 January 2026 EXC VAT £ | Proposed charge from 12 January 2026 INC VAT £ |
|---|---|---|---|---|---|---|---|---|---|---|
| Waste and Environmental Services | Recycling Containers - Mixed Recycling | Per container | 6 monthly charge | 140 litre | Discretionary | Non Business | £116.00 | 3.45% | 120.00 | 120.00 |
| | | | | 240 litre | Discretionary | Non Business | £131.00 | 3.82% | 136.00 | 136.00 |
| | | | | 360 litre | Discretionary | Non Business | £173.00 | 3.47% | 179.00 | 179.00 |
| | | | | 660 litre | Discretionary | Non Business | £229.00 | 3.49% | 237.00 | 237.00 |
| | | | | 1100 litre | Discretionary | Non Business | £304.00 | 3.29% | 314.00 | 314.00 |
| | | | Additional/ excess waste | 140 litre | Discretionary | Non Business | 13.00 | 7.69% | 14.00 | 14.00 |
| | | | | 240 litre | Discretionary | Non Business | 14.00 | 7.14% | 15.00 | 15.00 |
| | | | | 360 litre | Discretionary | Non Business | 15.00 | 6.67% | 16.00 | 16.00 |
| | | | | 660 litre | Discretionary | Non Business | 17.00 | 5.88% | 18.00 | 18.00 |
| | | | | 1100 litre | Discretionary | Non Business | 20.00 | 5.00% | 21.00 | 21.00 |
| | Mixed Rec. - Second and More Collections | Per container | 6 monthly charge | 140 litre | Discretionary | Non Business | 100.00 | 4.00% | 104.00 | 104.00 |
| | | | | 240 litre | Discretionary | Non Business | 116.00 | 3.45% | 120.00 | 120.00 |
| | | | | 360 litre | Discretionary | Non Business | 159.00 | 3.77% | 165.00 | 165.00 |
| | | | | 660 litre | Discretionary | Non Business | 215.00 | 3.26% | 222.00 | 222.00 |
| | | | | 1100 litre | Discretionary | Non Business | 291.00 | 3.44% | 301.00 | 301.00 |
| | Pub Glass | Charge per 240 Litre Container | 6 monthly charge | 1 container | Discretionary | Non Business | 131.00 | 3.82% | 136.00 | 136.00 |
| | | | | 2 containers | Discretionary | Non Business | 173.00 | 3.47% | 179.00 | 179.00 |
| | | | | 3 containers | Discretionary | Non Business | 229.00 | 3.49% | 237.00 | 237.00 |
| | | | | 4 containers | Discretionary | Non Business | 304.00 | 3.29% | 314.00 | 314.00 |
| | | | | 5 containers | Discretionary | Non Business | 304.00 | 3.29% | 314.00 | 314.00 |
| | | | | 6 containers | Discretionary | Non Business | 434.00 | 3.23% | 448.00 | 448.00 |
| | | | | 7 containers | Discretionary | Non Business | 475.00 | 3.37% | 491.00 | 491.00 |
| | | | | 10 containers | Discretionary | Non Business | 606.00 | 3.30% | 626.00 | 626.00 |
| | | | Additional/ excess waste | 1 container | Discretionary | Non Business | 13.00 | 7.69% | 14.00 | 14.00 |
| | | | | 2 containers | Discretionary | Non Business | 15.00 | 6.67% | 16.00 | 16.00 |
| | | | | 3 containers | Discretionary | Non Business | 17.00 | 5.88% | 18.00 | 18.00 |
| | | | | 4 containers | Discretionary | Non Business | 20.00 | 5.00% | 21.00 | 21.00 |
| | | | | 5 containers | Discretionary | Non Business | 20.00 | 5.00% | 21.00 | 21.00 |
| | | | | 6 containers | Discretionary | Non Business | 24.00 | 4.17% | 25.00 | 25.00 |
| | | | | 7 containers | Discretionary | Non Business | 26.00 | 3.85% | 27.00 | 27.00 |
| | | | | 10 containers | Discretionary | Non Business | 31.00 | 3.23% | 32.00 | 32.00 |
| | Charity Shops & Local Authority Funded Schools | Per container | 6 monthly charge | 140 litre | Discretionary | Non Business | 213.00 | 3.29% | 220.00 | 220.00 |
| | | | | 240 litre | Discretionary | Non Business | 223.00 | 3.59% | 231.00 | 231.00 |
| | | | | 360 litre | Discretionary | Non Business | 285.00 | 3.51% | 295.00 | 295.00 |
| | | | | 660 litre | Discretionary | Non Business | 332.00 | 3.31% | 343.00 | 343.00 |
| | | | | 1100 litre | Discretionary | Non Business | 341.00 | 3.23% | 352.00 | 352.00 |
| | | | Additional/ excess waste | 140 litre | Discretionary | Non Business | 16.00 | 6.25% | 17.00 | 17.00 |
| | | | | 240 litre | Discretionary | Non Business | 17.00 | 5.88% | 18.00 | 18.00 |
| | | | | 360 litre | Discretionary | Non Business | 19.00 | 5.26% | 20.00 | 20.00 |
| | | | | 660 litre | Discretionary | Non Business | 20.00 | 5.00% | 21.00 | 21.00 |
| | | | | 1100 litre | Discretionary | Non Business | 21.00 | 4.76% | 22.00 | 22.00 |

| Service Area | Name of Fee or Charge | Description of Fee or Charge | | | Statutory or Discretionary | VAT | Current Charge EXC VAT 2025/26 £ | Increase | Proposed charge from 12 January 2026 EXC VAT £ | Proposed charge from 12 January 2026 INC VAT £ |
|---|---|---|---|---|---|---|---|---|---|---|
| Waste and Environmental Services | Charity Shops & Local Authority Funded Schools | Second and More Collections | 6 monthly charge | 140 litre | Discretionary | Non Business | 198.00 | 3.54% | 205.00 | 205.00 |
| | | | | 240 litre | Discretionary | Non Business | 209.00 | 3.35% | 216.00 | 216.00 |
| | | | | 360 litre | Discretionary | Non Business | 269.00 | 3.35% | 278.00 | 278.00 |
| | | | | 660 litre | Discretionary | Non Business | 321.00 | 3.43% | 332.00 | 332.00 |
| | | | | 1100 litre | Discretionary | Non Business | 327.00 | 3.36% | 338.00 | 338.00 |
| | Charge for Business - Where property is used for domestic and commercial purposes | Per container | 6 monthly charge | 140 litre | Discretionary | Non Business | 210.00 | 3.33% | 217.00 | 217.00 |
| | | | | 240 litre | Discretionary | Non Business | 237.00 | 3.38% | 245.00 | 245.00 |
| | | | | 360 litre | Discretionary | Non Business | 331.00 | 3.32% | 342.00 | 342.00 |
| | | | Additional/ excess waste | 140 litre | Discretionary | Non Business | 16.00 | 6.25% | 17.00 | 17.00 |
| | | | | 240 litre | Discretionary | Non Business | 17.00 | 5.88% | 18.00 | 18.00 |
| | | | | 360 litre | Discretionary | Non Business | 21.00 | 4.76% | 22.00 | 22.00 |
| | Business - Where property is used for domestic and commercial purposes - Second and More Collections | Per container | 6 monthly charge | 140 litre | Discretionary | Non Business | 192.00 | 3.65% | 199.00 | 199.00 |
| | | | | 240 litre | Discretionary | Non Business | 223.00 | 3.59% | 231.00 | 231.00 |
| | | | | 360 litre | Discretionary | Non Business | 273.00 | 3.30% | 282.00 | 282.00 |
| | Business - Food recycling | Per container | 6 monthly charge | 23 litre | Discretionary | Non Business | 3.00 | 33.33% | 4.00 | 4.00 |
| | | | | 140 litre | Discretionary | Non Business | 6.00 | 16.67% | 7.00 | 7.00 |
| | Charities/ school fairs (one off events) | Delivery and Collection Charge | | | Discretionary | Non Business | 61.00 | 3.28% | 63.00 | 63.00 |
| | | Per container | Charities | 140 litre | Discretionary | Non Business | 9.00 | 11.11% | 10.00 | 10.00 |
| | | | | 240 litre | Discretionary | Non Business | 10.00 | 10.00% | 11.00 | 11.00 |
| | | | | 360 litre | Discretionary | Non Business | 12.00 | 8.33% | 13.00 | 13.00 |
| | | | | 660 litre | Discretionary | Non Business | 13.00 | 7.69% | 14.00 | 14.00 |
| | | | | 1100 litre | Discretionary | Non Business | 14.00 | 7.14% | 15.00 | 15.00 |
| | | | Commercial | 140 litre | Discretionary | Non Business | 11.00 | 9.09% | 12.00 | 12.00 |
| | | | | 240 litre | Discretionary | Non Business | 12.00 | 8.33% | 13.00 | 13.00 |
| | | | | 360 litre | Discretionary | Non Business | 15.00 | 6.67% | 16.00 | 16.00 |
| | | | | 660 litre | Discretionary | Non Business | 19.00 | 5.26% | 20.00 | 20.00 |
| | | | | 1100 litre | Discretionary | Non Business | 25.00 | 4.00% | 26.00 | 26.00 |
| | | One off Recycling collection | | | Discretionary | Non Business | No Charge | 0.00% | No Charge | No Charge |

| Service Area | Name of Fee or Charge | Description of Fee or Charge | | | Statutory or Discretionary | VAT | Current Charge EXC VAT 2025/26 £ | Increase | Proposed charge from 12 January 2026 EXC VAT £ | Proposed charge from 12 January 2026 INC VAT £ |
|---|---|---|---|---|---|---|---|---|---|---|
| Waste and Environmental Services | Clinical Waste | Half Yearly Charge | Monthly Collection | Doctors Monthly | Discretionary | Non Business | N/A | N/A | N/A | N/A |
| | | | | Dentists Monthly | Discretionary | Non Business | 319.00 | 3.45% | 330.00 | 330.00 |
| | | | | Funeral Directors Monthly | Discretionary | Non Business | 443.00 | 3.39% | 458.00 | 458.00 |
| | | | | Nursing Homes Monthly | Discretionary | Non Business | N/A | N/A | N/A | N/A |
| | | | | Nurseries Monthly | Discretionary | Non Business | N/A | N/A | N/A | N/A |
| | | | | Tattooist / Chiropodist / | Discretionary | Non Business | 273.00 | 3.30% | 282.00 | 282.00 |
| | | | | Tattooist / Chiropodist / | Discretionary | Non Business | 167.00 | 3.59% | 173.00 | 173.00 |
| | | | | Veterinary Surgeries Monthly | Discretionary | Non Business | N/A | N/A | N/A | N/A |
| | | | Fortnightly Collection | Doctors Fortnightly | Discretionary | Non Business | 886.00 | 3.27% | 915.00 | 915.00 |
| | | | | Dentists Fortnightly | Discretionary | Non Business | 655.00 | 3.21% | 676.00 | 676.00 |
| | | | | Funeral Directors Fortnightly | Discretionary | Non Business | 886.00 | 3.27% | 915.00 | 915.00 |
| | | | | Nursing Homes Fortnightly | Discretionary | Non Business | 1,356.00 | 3.24% | 1,400.00 | 1,400.00 |
| | | | | Nurseries Fortnightly | Discretionary | Non Business | 1,001.00 | 3.30% | 1,034.00 | 1,034.00 |
| | | | | Tattooist / Chiropodist / | Discretionary | Non Business | 545.00 | 3.30% | 563.00 | 563.00 |
| | | | | Veterinary Surgeries Fortnightly | Discretionary | Non Business | 1,738.00 | 3.22% | 1,794.00 | 1,794.00 |
| | | | Weekly Collection | Doctors Weekly | Discretionary | Non Business | 1,766.00 | 3.23% | 1,823.00 | 1,823.00 |
| | | | | Dentists Weekly | Discretionary | Non Business | 1,300.00 | 3.23% | 1,342.00 | 1,342.00 |
| | | | | Funeral Directors Weekly | Discretionary | Non Business | 1,766.00 | 3.23% | 1,823.00 | 1,823.00 |
| | | | | Nursing Homes Weekly | Discretionary | Non Business | 2,260.00 | 3.23% | 2,333.00 | 2,333.00 |
| | | | | Nurseries Weekly | Discretionary | Non Business | 2,001.00 | 3.25% | 2,066.00 | 2,066.00 |
| | | | | Tattooist / Chiropodist / | Discretionary | Non Business | 1,088.00 | 3.22% | 1,123.00 | 1,123.00 |
| | | | | Veterinary Surgeries Weekly | Discretionary | Non Business | 3,478.00 | 3.22% | 3,590.00 | 3,590.00 |
| | Contaminated bin from flats | 240 litre | | | Discretionary | Non Business | 56.00 | 3.57% | 58.00 | 58.00 |
| | | 360 litre | | | Discretionary | Non Business | New Charge | | 75.00 | 75.00 |
| | | 660 litre | | | Discretionary | Non Business | 104.00 | 3.85% | 108.00 | 108.00 |
| | | 1100 litre | | | Discretionary | Non Business | 140.00 | 3.57% | 145.00 | 145.00 |
| | | Return Fee | | | Discretionary | Non Business | 71.00 | 4.23% | 74.00 | 74.00 |
| | Special Collections | 1 to 3 Items | | | Discretionary | Non Business | 62.00 | 3.23% | 64.00 | 64.00 |
| | | Additional items | | | Discretionary | Non Business | 24.00 | 4.17% | 25.00 | 25.00 |
| | | Televisions, cookers, washing machines, tumble dryers, fridge/freezers | | | Discretionary | Non Business | 62.00 | 3.23% | 64.00 | 64.00 |
| | | Pianos | | | Discretionary | Non Business | 185.00 | 3.24% | 191.00 | 191.00 |
| | Animal Control | Stray dog (these fees are charged in addition to the £25 statutory fee) | Handling | | Discretionary | Non Business | 128.00 | 3.91% | 133.00 | 133.00 |
| | | | Kennel fee | | Discretionary | Non Business | 27.00 | 3.70% | 28.00 | 28.00 |
| | | | Transportation | | Discretionary | Non Business | 64.00 | 4.69% | 67.00 | 67.00 |

| Service Area | Name of Fee or Charge | Description of Fee or Charge | | Statutory or Discretionary | VAT | Current Charge EXC VAT 2025/26 £ | Increase | Proposed charge from 12 January 2026 EXC VAT £ | Proposed charge from 12 January 2026 INC VAT £ |
|---|---|---|---|---|---|---|---|---|---|
| Waste and Environmental Services | Animal welfare licensing fees | New Applicant | Home Board | Discretionary | Non Business | 362.00 | 3.31% | 374.00 | 374.00 |
| | | | Dog Day Care - Commercial | Discretionary | Non Business | 340.00 | 3.24% | 351.00 | 351.00 |
| | | | Exhibit 1-5 species | Discretionary | Non Business | 812.00 | 3.20% | 838.00 | 838.00 |
| | | | Exhibit 6 or more species | Discretionary | Non Business | 1,041.00 | 3.27% | 1,075.00 | 1,075.00 |
| | | | Breeding - residential | Discretionary | Non Business | 411.00 | 3.41% | 425.00 | 425.00 |
| | | | Breeding - commercial | Discretionary | Non Business | 389.00 | 3.34% | 402.00 | 402.00 |
| | | | Kennels | Discretionary | Non Business | 362.00 | 3.31% | 374.00 | 374.00 |
| | | | Cattery | Discretionary | Non Business | 362.00 | 3.31% | 374.00 | 374.00 |
| | | | Hiring Horses | Discretionary | Non Business | 270.00 | 3.33% | 279.00 | 279.00 |
| | | | Selling Pets (retail) | Discretionary | Non Business | 362.00 | 3.31% | 374.00 | 374.00 |
| | | | Selling Pets (small) | Discretionary | Non Business | 385.00 | 3.38% | 398.00 | 398.00 |
| | | | Combination Kennel & Cattery | | Non Business | 427.00 | 3.28% | 441.00 | 441.00 |
| | | | Franchises (home boarding) | | Non Business | 96.00 | 4.17% | 100.00 | 100.00 |
| | | | Grant per host | | Non Business | 245.00 | 3.27% | 253.00 | 253.00 |
| | | Renewal application | Home Board | | Non Business | 274.00 | 3.28% | 283.00 | 283.00 |
| | | | Dog Day Care - Commercial | | Non Business | 274.00 | 3.28% | 283.00 | 283.00 |
| | | | Exhibit 1-5 species | | Non Business | 722.00 | 3.32% | 746.00 | 746.00 |
| | | | Exhibit 6 or more species | | Non Business | 873.00 | 3.21% | 901.00 | 901.00 |
| | | | Breeding - residential | | Non Business | 319.00 | 3.45% | 330.00 | 330.00 |
| | | | Breeding- commercial | | Non Business | 319.00 | 3.45% | 330.00 | 330.00 |
| | | | Kennels | | Non Business | 274.00 | 3.28% | 283.00 | 283.00 |
| | | | Cattery | | Non Business | 274.00 | 3.28% | 283.00 | 283.00 |
| | | | Hiring horses | | Non Business | 274.00 | 3.28% | 283.00 | 283.00 |
| | | | Selling Pets (retail unit) | | Non Business | 319.00 | 3.45% | 330.00 | 330.00 |
| | | | Selling Pets (small unit) | | Non Business | 297.00 | 3.37% | 307.00 | 307.00 |
| | | | Combination Kennel & Cattery | | Non Business | 410.00 | 3.41% | 424.00 | 424.00 |
| | | | Franchises (home boarding) | | Non Business | 96.00 | 4.17% | 100.00 | 100.00 |
| | | | Grant per host | | Non Business | 200.00 | 3.50% | 207.00 | 207.00 |
| | | 2 year licence | Home Board | | Non Business | 498.00 | 3.21% | 514.00 | 514.00 |
| | | | Dog Day Care - Commercial | | Non Business | 543.00 | 3.31% | 561.00 | 561.00 |
| | | | Breeding - residential | | Non Business | 592.00 | 3.21% | 611.00 | 611.00 |
| | | | Breeding - commercial | | Non Business | 637.00 | 3.30% | 658.00 | 658.00 |
| | | | Kennels | | Non Business | 566.00 | 3.36% | 585.00 | 585.00 |
| | | | Cattery | | Non Business | 566.00 | 3.36% | 585.00 | 585.00 |
| | | | Hiring Horses | | Non Business | 451.00 | 3.33% | 466.00 | 466.00 |
| | | | Selling Pets (retail unit) | | Non Business | 611.00 | 3.27% | 631.00 | 631.00 |
| | | | Selling Pets (small unit) | | Non Business | 544.00 | 3.31% | 562.00 | 562.00 |
| | | | Combination Kennel & Cattery | | Non Business | 708.00 | 3.25% | 731.00 | 731.00 |
| | | | Grant per host | | Non Business | 319.00 | 3.45% | 330.00 | 330.00 |

| Service Area | Name of Fee or Charge | Description of Fee or Charge | | Statutory or Discretionary | VAT | Current Charge EXC VAT 2025/26 £ | Increase | Proposed charge from 12 January 2026 EXC VAT £ | Proposed charge from 12 January 2026 INC VAT £ |
|---|---|---|---|---|---|---|---|---|---|
| Waste and Environmental Services | Animal welfare licensing fees | 3 year licence | Home Board | | Non Business | 722.00 | 3.32% | 746.00 | 746.00 |
| | | | Dog Day Care - Commercial | | Non Business | 812.00 | 3.20% | 838.00 | 838.00 |
| | | | Breeding - residential | | Non Business | 865.00 | 3.24% | 893.00 | 893.00 |
| | | | Breeding - commercial | | Non Business | 955.00 | 3.25% | 986.00 | 986.00 |
| | | | Kennels | | Non Business | 857.00 | 3.27% | 885.00 | 885.00 |
| | | | Cattery | | Non Business | 857.00 | 3.27% | 885.00 | 885.00 |
| | | | Hiring Horses | | Non Business | 627.00 | 3.35% | 648.00 | 648.00 |
| | | | Selling Pets (retail unit) | | Non Business | 902.00 | 3.22% | 931.00 | 931.00 |
| | | | Selling Pets (small unit) | | Non Business | 790.00 | 3.29% | 816.00 | 816.00 |
| | | | Combination Kennel & Cattery | Discretionary | Non Business | 1,005.00 | 3.28% | 1,038.00 | 1,038.00 |
| | | | Grant per host | Discretionary | Non Business | 438.00 | 3.42% | 453.00 | 453.00 |
| | | Other fees | Variation and transfer fee - no inspection | Discretionary | Non Business | 23.00 | 4.35% | 24.00 | 24.00 |
| | | | Variation and transfer fee - with inspection | Discretionary | Non Business | 113.00 | 3.54% | 117.00 | 117.00 |
| | | | Re-inspection - per hour | Discretionary | Non Business | 45.00 | 4.44% | 47.00 | 47.00 |
| | | | Dangerous wild animals | Discretionary | Non Business | 506.00 | 3.36% | 523.00 | 523.00 |
| | Removal of Dead Animals | Removal of dead animals (non-domestic) | | Discretionary | Non Business | 71.00 | 4.23% | 74.00 | 74.00 |
| | Nappy sacks | Price per sack | | Discretionary | Standard Rated | 0.60 | 0.00% | 0.60 | 0.60 |
| | | Price per roll | | Discretionary | Standard Rated | 15.00 | 0.00% | 15.00 | 15.00 |
| | | Postage | | Discretionary | Non Business | 5.00 | 0.00% | 5.00 | 5.00 |
| | Bins at new developments | Per item | 1110 litre | Discretionary | Non Business | 380.00 | 0.00% | 380.00 | 380.00 |
| | | | 660 litre | Discretionary | Non Business | 320.00 | 0.00% | 320.00 | 320.00 |
| | | | 360 litre | Discretionary | Non Business | 46.00 | 4.35% | 48.00 | 48.00 |
| | | | 240 litre | Discretionary | Non Business | 26.00 | 3.85% | 27.00 | 27.00 |
| | | | 140 litre | Discretionary | Non Business | 22.00 | 4.55% | 23.00 | 23.00 |
| | | | 23 litre food pod | Discretionary | Non Business | 7.00 | 14.29% | 8.00 | 8.00 |
| | | | 7 litre food caddy | Discretionary | Non Business | 5.00 | 20.00% | 6.00 | 6.00 |
| | | | Delivery of bins | Discretionary | Non Business | 67.00 | 4.48% | 70.00 | 70.00 |
| | Memorial Bench | Modern Bench | | Discretionary | Exempt | 3,555.00 | 3.21% | 3,669.00 | 3,669.00 |
| | | Green Metal Bench - Include Arm Rests | | Discretionary | Exempt | 1,372.00 | 3.21% | 1,416.00 | 1,416.00 |
| | | Wooden/Metal Mix Bench | | Discretionary | Exempt | 1,216.00 | 3.21% | 1,255.00 | 1,255.00 |
| | | Plaques for benches | | Discretionary | Exempt | 344.00 | 3.49% | 356.00 | 356.00 |
| | Memorial Benches | Plastic/Resin Bench | | Discretionary | Exempt | 1,372.00 | 3.21% | 1,416.00 | 1,416.00 |
| | | Green Metal Bench - Include Arm Rests | | Discretionary | Exempt | 1,372.00 | 3.21% | 1,416.00 | 1,416.00 |
| | | Wooden/Metal Mix Bench | | Discretionary | Exempt | 1,216.00 | 3.21% | 1,255.00 | 1,255.00 |
| | Memorial Trees | Memorial Tree and Plaque | | Discretionary | Exempt | 2,057.00 | 3.21% | 2,123.00 | 2,123.00 |
| | Bench - Chorleywood House | Wooden bench, with arm supports and a back rest | | Discretionary | Exempt | 1,278.00 | 3.21% | 1,319.00 | 1,319.00 |
| | Admin fee to relocate a plaque | | | | | 33.00 | 6.06% | 35.00 | 35.00 |
| | Extra line of text to update a memorial tree plaque | | | | | 22.00 | 4.55% | 23.00 | 23.00 |

| Service Area | Name of Fee or Charge | Description of Fee or Charge | | | Statutory or Discretionary | VAT | Current Charge EXC VAT 2025/26 £ | Increase | Proposed charge from 12 January 2026 EXC VAT £ | Proposed charge from 12 January 2026 INC VAT £ |
|---|---|---|---|---|---|---|---|---|---|---|
| Waste and Environmental Services | Fixed Penalty Notices | Fly Tipping | Section 33Environmental Protection Act 1990 - | | | Exempt | 336.00 | 4.17% | 350.00 | 350.00 |
| | | | Section 33 Section 33Environmental Protection Act | | | Exempt | 447.00 | 0.67% | 450.00 | 450.00 |
| | | Domestic Duty of Care | Section 34 Environmental Protection Act 1990 - | | | Exempt | 336.00 | 4.17% | 350.00 | 350.00 |
| | | | Section 34 Environmental Protection Act 1990 | | | Exempt | 447.00 | 0.67% | 450.00 | 450.00 |
| | | Abandoning a vehicle | FPN fee | | | | 200.00 | 0.00% | 200.00 | 200.00 |
| | | | Early repayment FPN fee | | | | 150.00 | 0.00% | 150.00 | 150.00 |
| | | Depositing litter | FPN fee | | | | 350.00 | 0.00% | 350.00 | 350.00 |
| | | | Early repayment FPN fee | | | | 200.00 | 0.00% | 200.00 | 200.00 |
| | | Unauthorised distribution of litter | FPN fee | | | | 75.00 | 0.00% | 75.00 | 75.00 |
| | | | Early repayment FPN fee | | | | 50.00 | 0.00% | 50.00 | 50.00 |
| | | Failure to produce waste carrier registration document | FPN fee | | | | 300.00 | 0.00% | 300.00 | 300.00 |
| | | | Early repayment FPN fee | | | | 200.00 | 0.00% | 200.00 | 200.00 |
| | | Graffiti and fly posting | FPN fee | | | | 350.00 | 0.00% | 350.00 | 350.00 |
| | | | Early repayment FPN fee | | | | 200.00 | 0.00% | 200.00 | 200.00 |
| | | Waste receptacles (placing the wrong items in your recycling boxes, brown bin | FPN fee | | | | 60.00 | 0.00% | 60.00 | 60.00 |
| | | | Early repayment FPN fee | | | | 40.00 | 0.00% | 40.00 | 40.00 |
| | | Failure to produce waste transfer notes | FPN fee | | | | 300.00 | 0.00% | 300.00 | 300.00 |
| | | | Early repayment FPN fee | | | | 200.00 | 0.00% | 200.00 | 200.00 |
| | | Breach of Community Protection Notice | FPN fee | | | | 100.00 | 0.00% | 100.00 | 100.00 |
| | | | Early repayment FPN fee | | | | 75.00 | 0.00% | 75.00 | 75.00 |
| | | Littering from vehicles | FPN fee | | | | 350.00 | 0.00% | 350.00 | 350.00 |
| | | | Early repayment FPN fee | | | | 200.00 | 0.00% | 200.00 | 200.00 |
| | | Nuisance vehicles | FPN fee | | | | 100.00 | 0.00% | 100.00 | 100.00 |
| | | | Early repayment FPN fee | | | | 60.00 | 0.00% | 60.00 | 60.00 |
| | | Offence of breaching PSPO | FPN fee | | | | 100.00 | 0.00% | 100.00 | 100.00 |
| | | | Early repayment FPN fee | | | | 75.00 | 0.00% | 75.00 | 75.00 |
| | Street nameplates | Residents request to move | As per contractor price at time of request. | | | | New Charge | | | |
| Housing | HMO Licence Fee | New Licence - Licence granted for 5 years | | Flat rate | | Exempt | 1,000.00 | 3.20% | 1,032.00 | 1,032.00 |
| | | Renewal | | Flat rate | | Exempt | 750.00 | 3.20% | 774.00 | 774.00 |
| | High Hedges Fee | Fee for investigation into potential High | | | | Exempt | 502.00 | 3.39% | 519.00 | 519.00 |
| | Fit and Proper Person - Mobile Home Site | License granted for 5 years | | | | Exempt | 123.00 | 3.25% | 127.00 | 127.00 |
| | Immigration Inspection Fee | | | | | Exempt | 126.00 | 3.97% | 131.00 | 131.00 |

| Service Area | Name of Fee or Charge | Description of Fee or Charge | | Statutory or Discretionary | VAT | Current Charge EXC VAT 2025/26 £ | Increase | Proposed charge from 12 January 2026 EXC VAT £ | Proposed charge from 12 January 2026 INC VAT £ |
|---|---|---|---|---|---|---|---|---|---|
| Legal | Property | Hourly rate for commercial transactions | | | Standard Rated | 195.00 | 3.59% | 202.00 | 242.00 |
| | | Lease Extension (Residential) | | | Standard Rated | 769.17 | 3.23% | 794.00 | 953.00 |
| | | Leases (Commercial) | | | Standard Rated | 1,025.00 | 3.22% | 1,058.00 | 1,270.00 |
| | | Leases (to voluntary groups etc) | | | Standard Rated | 512.50 | 3.22% | 529.00 | 635.00 |
| | | Licences (Gate/Garden) | | | Standard Rated | 359.17 | 3.29% | 371.00 | 445.00 |
| | | Licences (Grazing) | | | Standard Rated | 359.17 | 3.29% | 371.00 | 445.00 |
| | | Licences (complex) | | | Standard Rated | 512.50 | 3.22% | 529.00 | 635.00 |
| | | Licences to Assign | | | Standard Rated | 461.67 | 3.32% | 477.00 | 572.00 |
| | | Sundry transactions e.g Deed of | | | Standard Rated | 512.50 | 3.22% | 529.00 | 635.00 |
| | | Easements | | | Standard Rated | 769.17 | 3.23% | 794.00 | 953.00 |
| | | Sales of Land (based on value of land) | | | Standard Rated | 769.17 | 3.23% | 794.00 | 953.00 |
| | Solicitor Fees | Trainee solicitors, paralegals and other fee earners | Hourly rate | | Standard Rated | New Charge | | 139.00 | 166.80 |
| | | Other solicitors or legal executives and fee earners of equivalent experience | Hourly rate | | Standard Rated | New Charge | | 197.00 | 236.40 |
| | | Solicitors and legal executives with over 4 years' experience | Hourly rate | | Standard Rated | New Charge | | 242.00 | 290.40 |
| | | Solicitors and legal executives with over 8 years' experience | Hourly rate | | Standard Rated | New Charge | | 288.00 | 345.60 |
| | Planning | S106 Hourly rate | | | Standard Rated | 262.50 | 9.71% | 288.00 | 326.00 |
| Environmental Health | EH - skin piercing/tatooist | Operator Registration (skin | | | | 83.00 | | 85.90 | |
| | | Premises Registration (skin | | | | 245.00 | | 253.60 | |
| | | Variation that requires a visit | | | | 70.00 | | 72.50 | |
| | | Variation that doesn't require a visit | | | | 25.00 | | 25.90 | |
| Planning | S106 Monitoring Fee | Affordable housing financial | | | Non Business | 294.17 | 3.34% | 304.00 | 304.00 |
| | | Affordable housing financial | | | Non Business | 567.50 | 3.26% | 586.00 | 586.00 |
| | | Affordable housing on-site contribution, | | | Non Business | 535.83 | 3.20% | 553.00 | 553.00 |
| | | Affordable housing on-site contribution, | | | Non Business | 651.67 | 3.27% | 673.00 | 673.00 |
| | | Affordable housing on-site | | | Non Business | 756.67 | 3.22% | 781.00 | 781.00 |
| | | Affordable housing on-site contribution, | | | Non Business | 861.67 | 3.29% | 890.00 | 890.00 |
| | | Amendment to TRO to restrict ability to | | | Non Business | 914.17 | 3.26% | 944.00 | 944.00 |
| | | Other non-financial obligations | | | Non Business | 315.00 | 3.49% | 326.00 | 326.00 |
| | | Other financial obligations | | | Non Business | 367.50 | 3.40% | 380.00 | 380.00 |

| Service Area | Name of Fee or Charge | Description of Fee or Charge | | Statutory or Discretionary | VAT | Current Charge EXC VAT 2025/26 £ | Increase | Proposed charge from 12 January 2026 EXC VAT £ | Proposed charge from 12 January 2026 INC VAT £ |
|---|---|---|---|---|---|---|---|---|---|
| Planning | BNG Monitoring Fee | Very Small site, low difficulty | | Discretionary | Non Business | 5,060.00 | 0.00% | 5,060.00 | 5,060.00 |
| | | Very Small site, medium difficulty | | Discretionary | Non Business | 5,420.00 | 0.00% | 5,420.00 | 5,420.00 |
| | | Very Small site, high difficulty | | Discretionary | Non Business | 7,170.00 | 0.00% | 7,170.00 | 7,170.00 |
| | | Small site, low difficulty | | Discretionary | Non Business | 5,550.00 | 0.00% | 5,550.00 | 5,550.00 |
| | | Small site, medium difficulty | | Discretionary | Non Business | 5,900.00 | 0.00% | 5,900.00 | 5,900.00 |
| | | Small site, high difficulty | | Discretionary | Non Business | 7,580.00 | 0.00% | 7,580.00 | 7,580.00 |
| | | Medium site, low difficulty | | Discretionary | Non Business | 6,900.00 | 0.00% | 6,900.00 | 6,900.00 |
| | | Medium site, medium difficulty | | Discretionary | Non Business | 7,510.00 | 0.00% | 7,510.00 | 7,510.00 |
| | | Medium site, high difficulty | | Discretionary | Non Business | 9,990.00 | 0.00% | 9,990.00 | 9,990.00 |
| | | Large site, low difficulty | | Discretionary | Non Business | 10,640.00 | 0.00% | 10,640.00 | 10,640.00 |
| | | Large site, medium difficulty | | Discretionary | Non Business | 11,890.00 | 0.00% | 11,890.00 | 11,890.00 |
| | | Large site, high difficulty | | Discretionary | Non Business | 16,960.00 | 0.00% | 16,960.00 | 16,960.00 |
| | | Very large site, low difficulty | | Discretionary | Non Business | 11,610.00 | 0.00% | 11,610.00 | 11,610.00 |
| | | Very large site, medium difficulty | | Discretionary | Non Business | 13,830.00 | 0.00% | 13,830.00 | 13,830.00 |
| | | Very large site, high difficulty | | Discretionary | Non Business | 20,430.00 | 0.00% | 20,430.00 | 20,430.00 |
| Regulatory | GIS Consultancy | GIS consultancy work | | Discretionary | Non Business | New Charge | | 75.00 | 75.00 |

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**Three Rivers Fees and Charges Schedule - Discretionary and Locally Set from From 1 April 2026**

| Service Area | Name of Fee or Charge | Description of Fee or Charge | | Statutory or Discretionary | VAT | CurrentCharge EXC VAT 2025/26 £ | Increase | Proposed charge 26/27 EXC VAT £ | Proposed charge 26/27 INC VAT £ |
|---|---|---|---|---|---|---|---|---|---|
| Licensing | Drivers | New Private Hire & Hackney Carriage Driver Licence | 1 year | Discretionary | Non Business | 199.00 | 0.00% | 199.00 | 199.00 |
| | | | 2 year | Discretionary | Non Business | 402.00 | 0.00% | 402.00 | 402.00 |
| | | | 3 year | Discretionary | Non Business | 518.00 | 0.00% | 518.00 | 518.00 |
| | | Private Hire & Hackney Carriage Driver Renewal | 1 year | Discretionary | Non Business | 178.00 | 0.00% | 178.00 | 178.00 |
| | | | 2 year | Discretionary | Non Business | 385.00 | 0.00% | 385.00 | 385.00 |
| | | | 3 year | Discretionary | Non Business | 477.00 | 0.00% | 477.00 | 477.00 |
| | | Dual Driver | 1 year | Discretionary | Non Business | 232.00 | 0.00% | 232.00 | 232.00 |
| | | | 3 year | Discretionary | Non Business | 612.00 | 0.00% | 612.00 | 612.00 |
| | | Dual Driver Renewal | 1 year | Discretionary | Non Business | 227.00 | 0.00% | 227.00 | 227.00 |
| | | | 3 year | Discretionary | Non Business | 597.00 | 0.00% | 597.00 | 597.00 |
| | | Replacement Driver Licence | | Discretionary | Non Business | 14.00 | 3.57% | 14.50 | 14.50 |
| | | Replacement platform title small (PH) and size 4 (HC) | Small (PH) | Discretionary | Non Business | 4.00 | 0.00% | 4.00 | 4.00 |
| | | | Size 4 (H) | Discretionary | Non Business | 6.00 | 0.00% | 6.00 | 6.00 |
| | | Plate release key for plates | | Discretionary | Non Business | 2.00 | 0.00% | 2.00 | 2.00 |
| | | Replacement Badge | | Discretionary | Non Business | 26.00 | 0.00% | 26.00 | 26.00 |
| | | Enhanced Disclosure and Barring Service Certificate | | | Non Business | 52.60 | 0.00% | 52.60 | 52.60 |
| | | Change of Address/ Details | | Discretionary | Non Business | 32.00 | 3.13% | 33.00 | 33.00 |
| | | Knowledge Test - 2nd to 5th attempt | | Discretionary | Non Business | 20.00 | 5.00% | 21.00 | 21.00 |

| Service Area | Name of Fee or Charge | Description of Fee or Charge | | Statutory or Discretionary | VAT | CurrentCharge EXC VAT 2025/26 £ | Increase | Proposed charge 26/27 EXC VAT £ | Proposed charge 26/27 INC VAT £ |
|---|---|---|---|---|---|---|---|---|---|
| Licensing | Vehicles | Private Hire & Hackney Carriage New Vehicle Licence | | Discretionary | Non Business | 227.00 | 3.52% | 235.00 | 235.00 |
| | | Renewal Vehicle Licence | | Discretionary | Non Business | 190.00 | 3.68% | 197.00 | 197.00 |
| | | Change of Licence Holder | | Discretionary | Non Business | 56.00 | 3.57% | 58.00 | 58.00 |
| | | Change of Vehicle | | Discretionary | Non Business | 80.00 | 3.75% | 83.00 | 83.00 |
| | | Cherished Plate | | | Non Business | 47.00 | 3.19% | 48.50 | 48.50 |
| | | Internal Plate Holder Replacement | | Discretionary | Non Business | 4.00 | 12.50% | 4.50 | 4.50 |
| | | Replacement External Plate | | Discretionary | Non Business | 33.00 | 3.03% | 34.00 | 34.00 |
| | | Replacement Internal Plate | | Discretionary | Non Business | 20.00 | 5.00% | 21.00 | 21.00 |
| | | Replacement Plate and Licence | | Discretionary | Non Business | 47.00 | 3.19% | 48.50 | 48.50 |
| | | Replacement Paper Licence | | Discretionary | Non Business | 14.00 | 3.57% | 14.50 | 14.50 |
| | | Replacement Bracket | | Discretionary | Non Business | 28.00 | 3.57% | 29.00 | 29.00 |
| | | Pins for bracket | | | Non Business | 2.00 | 25.00% | 2.50 | 2.50 |
| | | No Smoking Sign | | | Non Business | 2.00 | 25.00% | 2.50 | 2.50 |
| | | Door Stickers | | Discretionary | Non Business | 8.00 | 6.25% | 8.50 | 8.50 |
| | | Platform including yellow security button | | | Non Business | 8.00 | 6.25% | 8.50 | 8.50 |
| | | Advertising | | Discretionary | Non Business | 32.00 | 3.13% | 33.00 | 33.00 |
| | | Change of Address/ Details | | Discretionary | Non Business | 32.00 | 3.13% | 33.00 | 33.00 |
| | | Exemption | | Discretionary | Non Business | 80.00 | 3.13% | 82.50 | 82.50 |
| | Private Hire Operator | Operator Licence -1 Vehicle | 5 year | Discretionary | Non Business | 1,197.00 | 3.26% | 1,236.00 | 1,236.00 |
| | | | 1 year | Discretionary | Non Business | 240.00 | 3.33% | 248.00 | 248.00 |
| | | Operator Licence - 2-4 Vehicles | 5 year | Discretionary | Non Business | 1,574.00 | 3.24% | 1,625.00 | 1,625.00 |
| | | | 1 year | Discretionary | Non Business | 316.00 | 3.48% | 327.00 | 327.00 |
| | | Operator Licnece - 5-10 Vehicles | 5 year | Discretionary | Non Business | 2,139.00 | 3.23% | 2,208.00 | 2,208.00 |
| | | | 1 year | Discretionary | Non Business | 429.00 | 3.26% | 443.00 | 443.00 |
| | | Operator Licence - 11+ Vehicles | 5 year | Discretionary | Non Business | 2,232.00 | 3.23% | 2,304.00 | 2,304.00 |
| | | | 1 year | Discretionary | Non Business | 446.00 | 3.36% | 461.00 | 461.00 |
| | | Private Hire Operator Replacement Licence | | Discretionary | Non Business | 14.00 | 3.57% | 14.50 | 14.50 |
| | | Knowledge Test | | | Non Business | 20.00 | 5.00% | 21.00 | 21.00 |
| | | Change of Address/ Details | | Discretionary | Non Business | 32.00 | 3.13% | 33.00 | 33.00 |
| | | Replacement Paper Licence | | Discretionary | Non Business | 14.00 | 3.57% | 14.50 | 14.50 |

| Service Area | Name of Fee or Charge | Description of Fee or Charge | | Statutory or Discretionary | VAT | CurrentCharge EXC VAT 2025/26 £ | Increase | Proposed charge 26/27 EXC VAT £ | Proposed charge 26/27 INC VAT £ |
|---|---|---|---|---|---|---|---|---|---|
| Licensing | Scrap Metal | Scrap Metal Licence Site 3yrs | | Discretionary | Non Business | 974.00 | 3.29% | 1,006.00 | 1,006.00 |
| | | Renewal of Scrap Metal Site Licence | | Discretionary | Non Business | 954.00 | 3.25% | 985.00 | 985.00 |
| | | Additional Site Licence | | Discretionary | Non Business | 628.00 | 3.34% | 649.00 | 649.00 |
| | | Scrap Metal Collectors Licence | | Discretionary | Non Business | 374.00 | 3.21% | 386.00 | 386.00 |
| | | Scrap Metal Collectors Renewal | | Discretionary | Non Business | 347.00 | 3.46% | 359.00 | 359.00 |
| | | Application to Vary Scrap Metal Licence | | Discretionary | Non Business | 202.00 | 3.47% | 209.00 | 209.00 |
| | | Change of Licencee Details | | Discretionary | Non Business | 20.00 | 5.00% | 21.00 | 21.00 |
| | | Change of Licenced Sites | | Discretionary | Non Business | 202.00 | 3.47% | 209.00 | 209.00 |
| | | Change of Site Manager | | Discretionary | Non Business | 20.00 | 5.00% | 21.00 | 21.00 |
| | | Collectors of Site Licence | | Discretionary | Non Business | 974.00 | 3.29% | 1,006.00 | 1,006.00 |
| | Sexual Entertainment | Sexual Entertainment Venue | | Discretionary | Non Business | 1,037.00 | 3.28% | 1,071.00 | 1,071.00 |
| | | Fee on Grant of a Licence | | Discretionary | Non Business | 378.00 | 3.44% | 391.00 | 391.00 |
| | | Renewal of Sexual Entertainment Venue Licence | | Discretionary | Non Business | 1,031.00 | 3.20% | 1,064.00 | 1,064.00 |
| | | Major Variation of Sexual Entertainment Venue | | Discretionary | Non Business | 252.00 | 3.57% | 261.00 | 261.00 |
| | | Minor Variation of Sexual Entertainment Venue | | Discretionary | Non Business | 102.00 | 3.92% | 106.00 | 106.00 |
| | Street Trading | Street Trading | | Discretionary | Non Business | 273.00 | 3.30% | 282.00 | 282.00 |
| | | Occasional Street Trading Consent | | Discretionary | Non Business | 70.00 | 3.57% | 72.50 | 72.50 |
| | | One Off Street Trading Consent | | Discretionary | Non Business | 31.00 | 3.23% | 32.00 | 32.00 |
| | | Renewal of Consent Fee | | Discretionary | Non Business | 250.00 | 3.20% | 258.00 | 258.00 |
| | Special Treatment | Premises Registration | | | | 220.00 | 3.64% | 228.00 | 228.00 |
| | | Operator Registration | | | | 70.00 | 3.57% | 72.50 | 72.50 |
| Licensing | Pavement Licences | Pavement Licence | | | | 500.00 | 0.00% | 500.00 | 500.00 |
| | | Renewal Fee | | | | 350.00 | 0.00% | 350.00 | 350.00 |
| | Hypnotism licensing fee | Hypnotism Event fee for practitioners in a non-licensed | | Discretionary | | 50.00 | | 50.00 | 50.00 |
| | Pre application advice charging for premises and club premises licences | Per enquiry | | Discretionary | | 75.00 | | 75.00 | 75.00 |
| | Gambling | Small lottery change of officer | | | | 15.00 | | 15.00 | 15.00 |
| | Street Trading | Replacement licence (due to loss/theft) | | | | 15.00 | | 15.00 | 15.00 |
| Planning | Pre Application Fees | Householder Development | Pre application advice | Discretionary | Standard Rated | 92.50 | 3.60% | 95.83 | 115.00 |
| | | | Meeting | Discretionary | Standard Rated | 149.17 | 3.35% | 154.17 | 185.00 |

| Service Area | Name of Fee or Charge | Description of Fee or Charge | | | Statutory or Discretionary | VAT | CurrentCharge EXC VAT 2025/26 £ | Increase | Proposed charge 26/27 EXC VAT £ | Proposed charge 26/27 INC VAT £ |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Follow up enquiry | Discretionary | Standard Rated | 51.67 | 3.23% | 53.33 | 64.00 |
| | | Residential Development (New builds and Conversions) | Single Dwellings including replacement dwellings | Pre application advice | Discretionary | Standard Rated | 386.67 | 3.23% | 399.17 | 479.00 |
| | | | | Meeting | Discretionary | Standard Rated | 149.17 | 3.35% | 154.17 | 185.00 |
| | | | | Follow up enquiry | Discretionary | Standard Rated | 75.00 | 3.33% | 77.50 | 93.00 |
| | | | 2 to 5 dwellings | Pre application advice | Discretionary | Standard Rated | 634.17 | 3.29% | 655.00 | 786.00 |
| | | | | Meeting | Discretionary | Standard Rated | 230.83 | 3.25% | 238.33 | 286.00 |
| | | | | Follow up enquiry | Discretionary | Standard Rated | 115.83 | 3.60% | 120.00 | 144.00 |
| | | | 6 to 10 dwellings | Pre application advice | Discretionary | Standard Rated | 947.50 | 3.25% | 978.33 | 1,174.00 |
| | | | | Meeting | Discretionary | Standard Rated | 338.33 | 3.20% | 349.17 | 419.00 |
| | | | | Follow up enquiry | Discretionary | Standard Rated | 169.17 | 3.45% | 175.00 | 210.00 |
| | | | 10 to 24 dwellings | Pre application advice | Discretionary | Standard Rated | 1,895.00 | 3.21% | 1,955.83 | 2,347.00 |
| | | | | Meeting | Discretionary | Standard Rated | 676.67 | 3.20% | 698.33 | 838.00 |
| | | | | Follow up enquiry | Discretionary | Standard Rated | 338.33 | 3.20% | 349.17 | 419.00 |

| Service Area | Name of Fee or Charge | Description of Fee or Charge | | | Statutory or Discretionary | VAT | CurrentCharge EXC VAT 2025/26 £ | Increase | Proposed charge 26/27 EXC VAT £ | Proposed charge 26/27 INC VAT £ |
|---|---|---|---|---|---|---|---|---|---|---|
| Planning | Pre Application Fees | Residential Development (New builds and Conversions) | 25 to 49 dwellings | Pre application advice | Discretionary | Standard Rated | 3,789.17 | 3.21% | 3,910.83 | 4,693.00 |
| | | | | Meeting | Discretionary | Standard Rated | 1,353.33 | 3.20% | 1,396.67 | 1,676.00 |
| | | | | Follow up enquiry | Discretionary | Standard Rated | 676.67 | 3.20% | 698.33 | 838.00 |
| | | | 50 to 99 dwellings | Pre application advice | Discretionary | Standard Rated | 6,150.00 | 3.21% | 6,347.50 | 7,617.00 |
| | | | | Meeting | Discretionary | Standard Rated | 1,353.33 | 3.20% | 1,396.67 | 1,676.00 |
| | | | | Follow up enquiry | Discretionary | Standard Rated | 676.67 | 3.20% | 698.33 | 838.00 |
| | | | 100 to 199 dwellings | Pre application advice | Discretionary | Standard Rated | 9,225.00 | 3.21% | 9,520.83 | 11,425.00 |
| | | | | Meeting | Discretionary | Standard Rated | 1,353.33 | 3.20% | 1,396.67 | 1,676.00 |
| | | | | Follow up enquiry | Discretionary | Standard Rated | 676.67 | 3.20% | 698.33 | 838.00 |
| | | | 200 to 499 dwellings | Pre application advice | Discretionary | Standard Rated | 12,300.00 | 3.20% | 12,694.17 | 15,233.00 |
| | | | | Meeting | Discretionary | Standard Rated | 1,353.33 | 3.20% | 1,396.67 | 1,676.00 |
| | | | | Follow up enquiry | Discretionary | Standard Rated | 676.67 | 3.20% | 698.33 | 838.00 |
| | | | 500+ dwellings | Pre application advice | Discretionary | Standard Rated | N/A | N/A | N/A | N/A |
| | | | | Meeting | Discretionary | Standard Rated | | | | |
| | | | | Follow up enquiry | Discretionary | Standard Rated | | | | |

| Service Area | Name of Fee or Charge | Description of Fee or Charge | | | Statutory or Discretionary | VAT | CurrentCharge EXC VAT 2025/26 £ | Increase | Proposed charge 26/27 EXC VAT £ | Proposed charge 26/27 INC VAT £ |
|---|---|---|---|---|---|---|---|---|---|---|
| Planning | Pre Application Fees | Non-residential development (including erection, alteration of plant or machinery on non-residential premises) | 0-100sqm Floorspace (GFA) | Pre application advice | Discretionary | Standard Rated | 386.67 | 3.23% | 399.17 | 479.00 |
| | | | | Meeting | Discretionary | Standard Rated | 149.17 | 3.35% | 154.17 | 185.00 |
| | | | | Follow up enquiry | Discretionary | Standard Rated | 75.00 | 3.33% | 77.50 | 93.00 |
| | | | 101 to 500 sqm Floorspace (GFA) | Pre application advice | Discretionary | Standard Rated | 634.17 | 3.29% | 655.00 | 786.00 |
| | | | | Meeting | Discretionary | Standard Rated | 230.83 | 3.25% | 238.33 | 286.00 |
| | | | | Follow up enquiry | Discretionary | Standard Rated | 115.83 | 3.60% | 120.00 | 144.00 |
| | | | 501 to 1,000 sqm | Pre application advice | Discretionary | Standard Rated | 947.50 | 3.25% | 978.33 | 1,174.00 |
| | | | | Meeting | Discretionary | Standard Rated | 338.33 | 3.20% | 349.17 | 419.00 |
| | | | | Follow up enquiry | Discretionary | Standard Rated | 169.17 | 3.45% | 175.00 | 210.00 |
| | | | 1,001 to 5,000 sqm | Pre application advice | Discretionary | Standard Rated | 1,895.00 | 3.21% | 1,955.83 | 2,347.00 |
| | | | | Meeting | Discretionary | Standard Rated | 676.67 | 3.20% | 698.33 | 838.00 |
| | | | | Follow up enquiry | Discretionary | Standard Rated | 338.33 | 3.20% | 349.17 | 419.00 |
| | | | Over 5,000 sqm | Pre application advice | Discretionary | Standard Rated | 3,789.17 | 3.21% | 3,910.83 | 4,693.00 |
| | | | | Meeting | Discretionary | Standard Rated | 1,353.33 | 3.20% | 1,396.67 | 1,676.00 |
| | | | | Follow up enquiry | Discretionary | Standard Rated | 676.67 | 3.20% | 698.33 | 838.00 |

| Service Area | Name of Fee or Charge | Description of Fee or Charge | | | Statutory or Discretionary | VAT | CurrentCharge EXC VAT 2025/26 £ | Increase | Proposed charge 26/27 EXC VAT £ | Proposed charge 26/27 INC VAT £ |
|---|---|---|---|---|---|---|---|---|---|---|
| Planning | Pre Application Fees | Change of Use of existing buildings or land with no increase in floorspace - (If change of use involves increases in floorspace then to be considered under relevant category) | | Pre application advice | Discretionary | Standard Rated | 256.67 | 3.25% | 265.00 | 318.00 |
| | | | | Meeting | Discretionary | Standard Rated | 135.83 | 3.68% | 140.83 | 169.00 |
| | | | | Follow up enquiry | Discretionary | Standard Rated | 68.33 | 3.66% | 70.83 | 85.00 |
| | | Agriculture and Forestry buildings | 465sqm and under | Pre application advice | Discretionary | Standard Rated | 87.50 | 3.81% | 90.83 | 109.00 |
| | | | | Meeting | Discretionary | Standard Rated | 108.33 | 3.85% | 112.50 | 135.00 |
| | | | | Follow up enquiry | Discretionary | Standard Rated | 54.17 | 4.62% | 56.67 | 68.00 |
| | | | 466-540sqm | Pre application advice | Discretionary | Standard Rated | 256.67 | 3.25% | 265.00 | 318.00 |
| | | | | Meeting | Discretionary | Standard Rated | 135.83 | 3.68% | 140.83 | 169.00 |
| | | | | Follow up enquiry | Discretionary | Standard Rated | 68.33 | 3.66% | 70.83 | 85.00 |
| | | | 541sqm and over | Pre application advice | Discretionary | Standard Rated | 666.67 | 3.25% | 688.33 | 826.00 |
| | | | | Meeting | Discretionary | Standard Rated | 230.83 | 3.25% | 238.33 | 286.00 |
| | | | | Follow up enquiry | Discretionary | Standard Rated | 115.83 | 3.60% | 120.00 | 144.00 |

| Service Area | Name of Fee or Charge | Description of Fee or Charge | | | Statutory or Discretionary | VAT | CurrentCharge EXC VAT 2025/26 £ | Increase | Proposed charge 26/27 EXC VAT £ | Proposed charge 26/27 INC VAT £ |
|---|---|---|---|---|---|---|---|---|---|---|
| Planning | Pre Application Fees | Buildings and structures for equestrian purposes including stables, menage, riding schools | 40sqm and under | Pre application advice | Discretionary | Standard Rated | 87.50 | 3.81% | 90.83 | 109.00 |
| | | | | Meeting | Discretionary | Standard Rated | 108.33 | 3.85% | 112.50 | 135.00 |
| | | | | Follow up enquiry | Discretionary | Standard Rated | 54.17 | 4.62% | 56.67 | 68.00 |
| | | | 41sqm and over | Pre application advice | Discretionary | Standard Rated | 208.33 | 3.20% | 215.00 | 258.00 |
| | | | | Meeting | Discretionary | Standard Rated | 135.83 | 3.68% | 140.83 | 169.00 |
| | | | | Follow up enquiry | Discretionary | Standard Rated | 68.33 | 3.66% | 70.83 | 85.00 |
| | | Erection gates, walls, fences or other means of enclosure (not householder); and the construction of car parks, service roads and other means of access to land | | Pre application advice | Discretionary | Standard Rated | 95.00 | 3.51% | 98.33 | 118.00 |
| | | | | Meeting | Discretionary | Standard Rated | 135.83 | 3.68% | 140.83 | 169.00 |
| | | | | Follow up enquiry | Discretionary | Standard Rated | 68.33 | 3.66% | 70.83 | 85.00 |
| | | Advertisements | | Pre application advice | Discretionary | Standard Rated | 95.00 | 3.51% | 98.33 | 118.00 |
| | | | | Meeting | Discretionary | Standard Rated | 135.83 | 3.68% | 140.83 | 169.00 |
| | | | | Follow up enquiry | Discretionary | Standard Rated | 68.33 | 3.66% | 70.83 | 85.00 |
| | | | | Pre application advice | Discretionary | Standard Rated | 208.33 | 3.20% | 215.00 | 258.00 |
| | | Telecommunications Development | | Meeting | Discretionary | Standard Rated | 108.33 | 3.85% | 112.50 | 135.00 |
| | | | | Follow up enquiry | Discretionary | Standard Rated | 54.17 | 4.62% | 56.67 | 68.00 |

**Three Rivers Fees and Charges Schedule - Cemeteries Set from 1 April 2026**

| Description of Fee or Charge | | VAT | Current Charge EXC VAT 2025/26 £ | Increase | Proposed charge from 1 April 2026 EXC VAT £ | Proposed charge from 1 April 2026 INC VAT £ |
|---|---|---|---|---|---|---|
| TRDC Resident | Purchase full plot | Exempt | 1,276.00 | 3.21% | 1,317.00 | 1,317.00 |
| | Purchase full plot for cremated remains | Exempt | 1,276.00 | 3.21% | 1,317.00 | 1,317.00 |
| | Purchase half plot | Exempt | 639.00 | 3.29% | 660.00 | 660.00 |
| | Purchase full plot Woodland | Exempt | 697.00 | 3.30% | 720.00 | 720.00 |
| | Purchase half plot Woodland | Exempt | 348.00 | 3.45% | 360.00 | 360.00 |
| | Stillborn Child Interment | Exempt | No Charge | 0.00% | No Charge | No Charge |
| | Child under 18 interment | Exempt | No Charge | 0.00% | No Charge | No Charge |
| | Single Depth interment | Exempt | 926.00 | 3.24% | 956.00 | 956.00 |
| | Double Depth interment | Exempt | 1,130.00 | 3.27% | 1,167.00 | 1,167.00 |
| | Treble Depth interment | Exempt | 2,147.00 | 3.21% | 2,216.00 | 2,216.00 |
| | Ashes interment | Exempt | 396.00 | 3.28% | 409.00 | 409.00 |
| | Weekend interment rate | Exempt | 1,371.00 | 3.21% | 1,415.00 | 1,415.00 |
| | Woodland Single Depth interment | Exempt | 926.00 | 3.24% | 956.00 | 956.00 |
| | Woodland Ashes interment | Exempt | 396.00 | 3.28% | 409.00 | 409.00 |
| | Tree & Bulb Contribution | Exempt | 146.00 | 3.42% | 151.00 | 151.00 |
| | Permit for new memorial | Exempt | 315.00 | 3.49% | 326.00 | 326.00 |
| | Permit to amend memorial | Exempt | 109.00 | 3.67% | 113.00 | 113.00 |
| | Permit to add kerbing | Exempt | 219.00 | 3.65% | 227.00 | 227.00 |
| | Memorial Plaque in Memorial Garden | Exempt | 316.00 | 19.94% | 379.00 | 379.00 |
| | Transfer title on Deed | Exempt | 91.00 | 3.30% | 94.00 | 94.00 |

| | | | | | | |
|---|---|---|---|---|---|---|
| TRDC Non-resident | Purchase full plot | Exempt | 3,825.00 | 3.22% | 3,948.00 | 3,948.00 |
| | Purchase full plot for cremated remains | Exempt | 3,825.00 | 3.22% | 3,948.00 | 3,948.00 |
| | Purchase half plot | Exempt | 1,916.00 | 3.24% | 1,978.00 | 1,978.00 |
| | Purchase full plot Woodland | Exempt | 2,089.00 | 3.21% | 2,156.00 | 2,156.00 |
| | Purchase half plot Woodland | Exempt | 1,042.00 | 3.26% | 1,076.00 | 1,076.00 |
| | Stillborn Child Interment | Exempt | No Charge | 0.00% | No Charge | No Charge |
| | Child under 18 interment | Exempt | No Charge | 0.00% | No Charge | No Charge |
| | Single Depth interment | Exempt | 2,777.00 | 3.20% | 2,866.00 | 2,866.00 |
| | Double Depth interment | Exempt | 3,387.00 | 3.22% | 3,496.00 | 3,496.00 |
| | Treble Depth interment | Exempt | 6,440.00 | 3.21% | 6,647.00 | 6,647.00 |
| | Ashes interment | Exempt | 1,185.00 | 3.21% | 1,223.00 | 1,223.00 |
| | Woodland Single Depth interment | Exempt | 2,777.00 | 3.20% | 2,866.00 | 2,866.00 |
| | Woodland Ashes interment | Exempt | 1,185.00 | 3.21% | 1,223.00 | 1,223.00 |

**Three Rivers Fees and Charges Schedule - Garages set from From 1 April 2026**

| Garage Site | 2025/26 Weekly Rent | Proposed 2026/27 % increase | Proposed 2026/27 Weekly Rent | Proposed 2026/27 Weekly Incl VAT | Proposed 2026/27 Monthly inc VAT | Proposed 2026/27 Annual inc VAT |
|---|---|---|---|---|---|---|
| AINSDALE ROAD | £ 21.29 | 3.60% | £ 22.06 | £ 26.47 | £ 114.69 | £ 1,376.27 |
| ALEXANDRA ROAD | £ 22.95 | 3.60% | £ 23.78 | £ 28.53 | £ 123.64 | £ 1,483.63 |
| ANTHONY CLOSE | £ 22.47 | 3.60% | £ 23.28 | £ 27.93 | £ 121.04 | £ 1,452.48 |
| ASHLEYS | £ 20.10 | 3.60% | £ 20.82 | £ 24.99 | £ 108.28 | £ 1,299.37 |
| BALDWINS LANE | £ 25.31 | 3.60% | £ 26.22 | £ 31.46 | £ 136.34 | £ 1,636.02 |
| BARNHURST PATH | £ 22.47 | 3.60% | £ 23.28 | £ 27.93 | £ 121.04 | £ 1,452.48 |
| BELL CLOSE | £ 20.10 | 3.60% | £ 20.82 | £ 24.99 | £ 108.28 | £ 1,299.37 |
| BERESFORD ROAD | £ 19.02 | 3.60% | £ 19.70 | £ 23.64 | £ 102.45 | £ 1,229.45 |
| BLACKFORD ROAD | £ 21.29 | 3.60% | £ 22.06 | £ 26.47 | £ 114.69 | £ 1,376.27 |
| BLUEBELL DRIVE | £ 21.29 | 3.60% | £ 22.06 | £ 26.47 | £ 114.69 | £ 1,376.27 |
| BRADBERY | £ 21.05 | 3.60% | £ 21.81 | £ 26.17 | £ 113.42 | £ 1,361.03 |
| BREAKSPEARE ROAD | £ 26.73 | 3.60% | £ 27.69 | £ 33.23 | £ 144.01 | £ 1,728.13 |
| BUCKLANDS | £ 21.29 | 3.60% | £ 22.06 | £ 26.47 | £ 114.69 | £ 1,376.27 |
| BULLSLAND GARDENS | £ 26.73 | 3.60% | £ 27.69 | £ 33.23 | £ 144.01 | £ 1,728.13 |
| BUTTLEHIDE | £ 18.93 | 3.60% | £ 19.61 | £ 23.54 | £ 101.99 | £ 1,223.88 |
| CHILTERN DRIVE | £ 21.29 | 3.60% | £ 22.06 | £ 26.47 | £ 114.69 | £ 1,376.27 |
| CHURCH HILL | £ 22.47 | 3.60% | £ 23.28 | £ 27.93 | £ 121.04 | £ 1,452.48 |
| COPMANS WICK | £ 25.31 | 3.60% | £ 26.22 | £ 31.46 | £ 136.34 | £ 1,636.02 |
| COUNCIL COTTAGES | £ 25.31 | 3.60% | £ 26.22 | £ 31.46 | £ 136.34 | £ 1,636.02 |
| DUGDALES | £ 26.73 | 3.60% | £ 27.69 | £ 33.23 | £ 144.01 | £ 1,728.13 |
| EDINBURGH AVENUE | £ 19.02 | 3.60% | £ 19.70 | £ 23.64 | £ 102.45 | £ 1,229.45 |
| FLEETWOOD WAY | £ 21.29 | 3.60% | £ 22.06 | £ 26.47 | £ 114.69 | £ 1,376.32 |
| FROGMOOR COURT | £ 27.68 | 3.60% | £ 28.67 | £ 34.41 | £ 149.09 | £ 1,789.09 |
| GROVE CRESCENT | £ 26.73 | 3.60% | £ 27.69 | £ 33.23 | £ 144.01 | £ 1,728.13 |
| HALLOWES CRESCENT | £ 21.29 | 3.60% | £ 22.06 | £ 26.47 | £ 114.69 | £ 1,376.27 |
| HAMILTON ROAD | £ 21.29 | 3.60% | £ 22.06 | £ 26.47 | £ 114.69 | £ 1,376.27 |
| HARROGATE ROAD | £ 22.47 | 3.60% | £ 23.28 | £ 27.93 | £ 121.04 | £ 1,452.48 |
| HAYLING ROAD | £ 22.47 | 3.60% | £ 23.28 | £ 27.93 | £ 121.04 | £ 1,452.48 |
| HIGH STREET | £ 26.73 | 3.60% | £ 27.69 | £ 33.23 | £ 144.01 | £ 1,728.13 |
| HORSLEYS | £ 20.11 | 3.60% | £ 20.83 | £ 25.00 | £ 108.34 | £ 1,300.07 |
| HUBBARDS ROAD | £ 25.31 | 3.60% | £ 26.22 | £ 31.46 | £ 136.34 | £ 1,636.02 |
| JACKETTS FIELD | £ 25.54 | 3.60% | £ 26.46 | £ 31.76 | £ 137.61 | £ 1,651.26 |
| LITTLE OXHEY LANE | £ 22.47 | 3.60% | £ 23.28 | £ 27.93 | £ 121.04 | £ 1,452.48 |
| LONGCROFT ROAD | £ 18.93 | 3.60% | £ 19.61 | £ 23.54 | £ 101.99 | £ 1,223.88 |
| LOVATTS | £ 26.73 | 3.60% | £ 27.69 | £ 33.23 | £ 144.01 | £ 1,728.13 |
| MARKESTON GREEN | £ 21.29 | 3.60% | £ 22.06 | £ 26.47 | £ 114.69 | £ 1,376.27 |
| MONEYHILL COURT | £ 20.10 | 3.60% | £ 20.82 | £ 24.98 | £ 108.26 | £ 1,299.15 |
| MORRISTON CLOSE | £ 21.29 | 3.60% | £ 22.06 | £ 26.47 | £ 114.69 | £ 1,376.27 |
| NAIRN GREEN | £ 21.29 | 3.60% | £ 22.06 | £ 26.47 | £ 114.69 | £ 1,376.27 |
| OAKFIELD | £ 19.02 | 3.60% | £ 19.70 | £ 23.64 | £ 102.45 | £ 1,229.45 |

| | | | | | | |
|---|---|---|---|---|---|---|
| OTLEY WAY | £ 21.29 | 3.60% | £ 22.06 | £ 26.47 | £ 114.69 | £ 1,376.27 |
| OWENS WAY | £ 26.73 | 3.60% | £ 27.69 | £ 33.23 | £ 144.01 | £ 1,728.13 |
| PARSONAGE CLOSE | £ 25.31 | 3.60% | £ 26.22 | £ 31.46 | £ 136.34 | £ 1,636.02 |
| PRESTWICK ROAD | £ 21.29 | 3.60% | £ 22.06 | £ 26.47 | £ 114.69 | £ 1,376.27 |
| QUICKWOOD CLOSE | £ 22.47 | 3.60% | £ 23.28 | £ 27.93 | £ 121.04 | £ 1,452.48 |
| ROSEHILL GARDENS | £ 24.36 | 3.60% | £ 25.24 | £ 30.29 | £ 131.26 | £ 1,575.06 |
| RYMAN COURT | £ 25.54 | 3.60% | £ 26.46 | £ 31.76 | £ 137.61 | £ 1,651.26 |
| SHERWOOD HOUSE | £ 26.73 | 3.60% | £ 27.69 | £ 33.23 | £ 144.01 | £ 1,728.13 |
| SKIDMORE WAY | £ 26.73 | 3.60% | £ 27.69 | £ 33.23 | £ 144.01 | £ 1,728.13 |
| ST LAWRENCE CLOSE | £ 25.31 | 3.60% | £ 26.22 | £ 31.46 | £ 136.34 | £ 1,636.02 |
| TIBBS HILL ROAD | £ 25.31 | 3.60% | £ 26.22 | £ 31.46 | £ 136.34 | £ 1,636.02 |
| TOMS LANE | £ 22.47 | 3.60% | £ 23.28 | £ 27.93 | £ 121.04 | £ 1,452.48 |
| TUDOR WAY | £ 22.47 | 3.60% | £ 23.28 | £ 27.93 | £ 121.04 | £ 1,452.48 |
| WHITFIELD WAY | £ 22.47 | 3.60% | £ 23.28 | £ 27.93 | £ 121.04 | £ 1,452.48 |
| WINDSOR WAY | £ 20.10 | 3.60% | £ 20.82 | £ 24.98 | £ 108.26 | £ 1,299.15 |
| WOODHALL LANE | £ 21.29 | 3.60% | £ 22.06 | £ 26.47 | £ 114.69 | £ 1,376.27 |
| WOODWICKS | £ 21.05 | 3.60% | £ 21.81 | £ 26.17 | £ 113.42 | £ 1,361.03 |

**Three Rivers Fees and Charges Schedule - Garden Waste set for services provided from 1 April 2026**

| Garden Waste | 2025/26 Cost | Increase | 2026/27 Cost |
|---|---|---|---|
| One Bin | 70.00 | 2.50 | 72.50 |
| One Bin (concessionary rate) | 60.00 | 2.50 | 62.50 |
| Second and third bins EACH (maximum of three, no concessions, no half yearly charge) | 115.00 | 2.50 | 117.50 |
| 50% reduced rate from 1st October (first bin only) | 35.00 | 1.25 | 36.25 |
| 50% reduced rate from 1st October (first bin only) (concessionary rate) | 30.00 | 1.25 | 31.25 |

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# Lead Member Reports

09/12/2025



THREE RIVERS DISTRICT COUNCIL

## Leaders report to Council; December 2025

I continue to be heavily involved in **Local Government Reform (LGR)**, or rather one could say "abolition" as the government presses ahead with this rather than it seems devolution, as was originally promised. Devolution could see additional powers and monies transferred from Whitehall to the local area. The three LGR options for Hertfordshire have been submitted, and we wait to see what the government will consult on and then what it will impose.

It's clear from what has occurred in Surrey we may not get what residents want. One thing that is clear is the government wants to see less councilors and that even got a mention in the budget. Cutting democrat representation will save £250m the Chanceller said.

It is also clear that this reorganization is going to cost millions. I am told that each Herts Council might have to initially put aside £1m to work on this and the County £10m!!! And that I expect excludes the hundreds of hours of our officers' time and energy spent on this. They have done a great job so far and I thank them all.

The money that will be spent on LGR would in my view be better spent on local services. As at least one (several residents) said at the public forums I held "It an' t broken so let's not fix it" when referring to Three Rivers.

Related to this we have started two Community Governance reviews; one requested by Chorleywood Parish Council over its boundaries and the date of the next election and one covering the remaining parished area. I personally feel that under the new unitary council Parish Councils could play a much more vital role in having that ultra local voice.

The **Local Plan** is now nearing completion, and I expect the final Regulation 19 to be presented to Policy & Resources Committee on 26th January 2026 and then to the Special Council meeting on the 27th. If agreed this will then go out for the final statutory consultation (6 weeks) before officers submit it with any technical changes to the government for approval. I hope that it will in by April. As our expert stage 4 Green Belt review showed there are key areas of Three Rivers that the release of such land would "fundamentally undermine" the purpose of the Green Belt, if large scale development sites were included.

I would have liked the submission to have been earlier. However, the Council's ability to progress its Green Belt assessment work as quickly as I would have liked was also affected by the Government's month-long delay in issuing updated guidance on undertaking Green Belt reviews. This interruption introduced an unavoidable pause at a critical stage in the plan-making process, as it would have been premature to progress technical assessments without clarity on Green Belt status. This delay was unhelpful. However, officers have

worked tirelessly on this whilst understanding the difficulties we face in the nature our area.

Everyone is aware there are significant constraints on Three Rivers in meeting the Government's full housing requirement. Three Rivers is a predominantly semi-rural district, comprising a dispersed network of settlements. We have just one principal town (Rickmansworth population circa 20,000) the rest being "small towns" – affording more protection under Green Belt policies -villages, hamlets and some urban area on the outskirts of Watford and Northwood.

In much of the northwest of the district, that reaches into the Zone of Influence for the Chiltern Beechwoods Special Area of Conservation, is characterized by occasional hamlets linked by single track roads and no public transport.

As a result, our settlement pattern inherently limits opportunities for strategic growth. The supply of developable brownfield land is extremely restricted; most previously developed sites have already been utilised or are subject to significant constraints such as flooding. As a result, despite four call-for- sites we have only been able to identify limited brownfield availability enabling just over 600 dwellings on such sites.

It is, therefore, certain Three Rivers will submit numbers that are below the housing numbers required by both this and previous governments. I sincerely hope that all councillors might put aside party policies and petty insults and unite behind a plan that best supports the area.

In that regards I must thank the Three Rivers Joint Residents' Association for there continued helpful and positive input into the plan and their backing for our approach to this.

I am pleased that Three Rivers Council is hitting all the right buttons in tackling the **climate emergency.** From installing more electric vehicle charging points in car parks, helping restore a rare chalk stream, planting more trees, installing solar panels on its Lesure centers and building, requiring all developers must meet bio-diversity net gain targets, and now investigating the feasibility of solar canopies in some council owned car parks.

I am pleased we supported the free "Your Tree our Future " scheme for residents. So recently we were a 2025 award winner for our joint community energy work was so satisfying. Being recognized as a "trailblazing council". We have more to do but thus was good news.

I have continued to work with our **Parish Council's** and hosted another of the regular engagement events with them.

I also have a further informal meeting with some key **Rickmansworth traders** and had a video promoting the excellent local shops and venues we have not only in Rickmansworth but across the district.

The **Chief Constable** has briefed me on his operational changes in Three Rivers, the role of the new Chief Inspector covering both Three Rivers and Watford and the activity and deployment of both the neighbourhood team and the serving officers. He is clearly keen to see more officers out and about in the community. Likewise, I discussed and meet with the Police and Crime Commissioner to discuss policing issues including yet again misleading facts being spread about crimes.

I have to say I am sad that David Tobin has resigned as Chair and councillor from Croxley Green Parish Council. I had always found him understanding and willing to work cooperatively with TRDC and myself to help resolve issues not least as regards the **Barton Way** site. Those who undertake community work such as David has done for the benefit of their area, should never to be subject of vitriolic attacks and abuse. This now seems to be the norm when people disagree, to resort to personal attacks, innuendo if not downright lies. As a result, I believe, understandably less people want to serve or to put their heads about the parapet for fear of such attacks, especially through social media. As a result, we are all worse off.

However, this Council is following through on the Barton Way scheme and it's on the Council agenda seeking council financial input to support it. Whilst it still requires final planning permission it will, if agreed, be a new community facility, new parish offices and 8 affordable rent homes into the heart of Croxley Green and I am pleased to have helped to push this along and I know David is.

I want to wish all councillors the very best for this season as we end 2025 and enter 2026, I hope the spirit of goodwill and tolerance to all might just carryon on through into 2026. We can disagree but without the personal spite.

**But my final message is to pay a very big thank you to ALL of the Council's staff**, from our barrow beat team our refuse operators, to our ground and leisure team, those that work to ensure our communities are safe, deal with housing issues and planning applications are just a few. But a special "thank you" to those who are front of the house at the reception in Three Rivers House. Our staff and officers are backbone of what we do. As Leader it's a delight that EVERYONE I have spoken to over the year have shown me how much they all care about delivering the very service no matter the constraints. Without them this council would not get its massively high satisfaction ranking ( 77%). Let us all thank the staff for the services they deliver.

**So, Seasons Greetings to you all, come back in 2026 refreshed and willing to do better still.**

**Stephen**

**Lead Member Report Councillor Nelmes GPS December 2025**

Waste Services

- We passed the Health and Safety Audit on 18th November
- Collection calendars are now online and will be publicised in all the usual ways, including in the Members Information Bulletin
- Welwyn and Hatfield working of publishing a Transparency Notice to facilitate the Direct Award of the MRF (Materials Recovery Facility) Contract

Herts Waste Partnership

- Thomas Began has now started as the Head of HWP
- Compositional analysis scheduled for February 2026
- The next meeting is scheduled for 8 December

Fleet & Fleet Maintenance

- The vehicle maintenance contract is nearing completion

Grounds Maintenance

- The annual bulb and tree planting event took place on 8 November and was well received by those attending

Animal Inspection and Licensing

- We are still working to find a new kennel provider
- We continue to work with the various agencies involved with the property in Moor Lane

Environmental Enforcement

- We continue to work on a number of cases

Bereavement Services

- PlotBox (a new cemetery management system) is now live for officer use and the customer facing side of things eg for family searches, is the next stage
- Works at East Lane cemetery to clean the markers and fix back to plinths, is scheduled to commence 8 December

Parking

- High Elms Lane – parking scheme commenced with most parking restrictions now implemented.
- Primrose Hill – work continues to complete the line marking here to complete this parking scheme.
- Chorleywood – officers are further reviewing part of the parking scheme, following the consultation responses, prior to making their recommendation on progressing the scheme.
- Rickmansworth West Review – an initial consultation on the review of this parking scheme launched 1 December with the opportunity for all residents, businesses and visitors to provide feedback.

- Rickmansworth Parking review – the council has begun work on reviewing the parking restrictions in Rickmansworth including those which are in carparks and on-road.
- Gosforth Lane – this parking scheme has been consulted on, and officers are further reviewing part of the scheme prior to making their recommendation on progressing the scheme.
- Ferry Carpark – this scheme has been implemented.
- Various Schemes – plans are being drawn up to introduce additional No Waiting at Any Time restrictions (double yellow lines) across various roads in the district. This will be consulted on early in 2026.
- Community Way Carpark review – a meeting to progress this scheme is being held on 8 December with local Councillors.

Transport

- EV charging infrastructure – 6 sites have been delivered using ORCS and CIL funding. This project is nearing completion with 3 more to come
- Beryl Bikes – work is underway to investigate expansion into new areas including Rickmansworth, South Oxhey and Leavesden
- LCWIP **-** has been adopted by Hertfordshire County Council

**Report from the Lead Member for Resources, Regeneration and Economic Development, Councillor Louise Price – December 2025**

## Finance Updates

Azets presented their Annual Audit Report to Audit Committee on 27th November 2025.

Their report on arrangements for VfM (Value for Money) concludes:

“We have not identified any significant weaknesses in the Council’s arrangements and so are satisfied that the Council has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources.”

In commenting on the Council’s financial sustainability, Azets note:

“The MTFP (Mid-Term Financial Plan) assumes the savings targets will be achieved in full to avoid further reliance being placed on in-year use of general fund reserves over the period to 2027/28. The Council recognises there is an inflationary impact on utility costs and interest rates impacting the borrowing costs. The Council does not have additional borrowing needs for 2025/26, and the higher interest rates produce favourable returns for the Council through the investment of cash balances.

Notwithstanding the challenging financial pressures over the MTFP period, the Council’s arrangements for identifying its financial and economic risks and understanding its position are strong. The MTFP is well-thought-through and management is responsive to in-year changes to income and cost and their impact both in the current year and future MTFP plans. The Council’s financial management in-year has enabled it to reduce its draw on General Fund reserves compared to previous years. Risks associated with the assumptions in the MTFP are well-understood and well-articulated and the MTFP is a detailed, granular strategy with an in-depth level of consideration across all areas of funding, costs and risks.”

The Government’s Budget on 26th November 2025 contained proposals for the High Value Council Tax Surcharge, whilst Three Rivers District Council will be responsible for collecting this, the income will be transferred to Government. Key things for us are:

- The changes to salary sacrifice pension do not affect us as the local government pension scheme is an ‘opted in’ scheme.
- The increase to national living wage does not impact us as we have already incorporated the increase to Real Living Wage which is above this level.

- The removal of the two-child benefit cap may require changes to the CTSS scheme to reflect changes in income levels as a result as our CTSS scheme currently caps income disregard for children at 2.
- The bringing together of administration for pension credit and housing benefit will impact on Revenues and Benefits along with administration of the new council tax surcharge.

We also received the policy statement on Fair Funding. This confirmed the council tax referenda limit for districts at 2.99% or £5 and gave some more details on changes to the formulae and transitional arrangements. Our final position will not be confirmed until the Provisional Settlement which is expected the week beginning 15th December 2025.

Budget monitoring is underway and will form the base budget for Policy and Resources in January 2026.

**Projects and Property Updates**

**South Oxhey Phase 3**

Officers are obtaining quotes for an updated parking capacity survey to identify post-redevelopment parking pressures within the heart of South Oxhey. The findings from the report will be used to inform any required mitigation works & actions.

**Local Authority Housing Fund – Rounds 1, 2 & 3**

MHCLG is under ministerial pressure to close LAHF1 and LAHF2, with LAHF2 now complete, TRDC are pushing on with securing the substitute properties required whilst the garage sites are being developed. Officers have been in contact with local Registered Providers to ensure that there are sufficient available properties, once the resettlement flights resume.

With respect to LAHF3, of the 12no, properties to be secured, four properties are ‘legal instructed’, a further two have building survey reports which are being reviewed and a further 4no. properties have just had building surveys commissioned. There has been some, limited, negative social media opposition to Afghan family housing, and TRDC’s ASB Team are continuing to monitor community tensions closely.

**Three Rivers House – Ground Floor Letting**

The draft lease is all but completed and ready for signature. The main focus of work now is to conclude the licence to alter with Harrow Health, and to obtain planning approval and signage proposals for their planned changes. Officers continue to work through practicalities such as bin storage, parking, and a refurbishment compound; service costs have been agreed, ensuring TRDC no longer funds occupation or business rates for the space.

**Barton Way Building, Croxley Green**

The planning application has been submitted and now awaits validation. Officers are pleased to report that the final layout and use of the space has been agreed with Parish Council. The only outstanding matter now is to agree the rent following an independent valuation; a joint press release will follow. As Members will be aware, a more detailed update in provided with the report to Council that is being considered today.

**Sir James Altham & Oxhey Jets Football Club, South Oxhey**

At the Oxhey Jets clubhouse, improvement works, continue as part of their successful CIL bid with a new heating system installed and further upgrades—to the windows, doors and roof works left to complete. With further works to include the construction of a new 4G pitch and stand improvements, which are planned for next summer.

**Three Rivers Museum Trust – Basing House Lease**

Officers continue working with the Museum Trust on finalising lease terms. TRMT have responded with some queries regarding practical matters, and we await their comments on the draft lease.

**Bullsland Hall, Chorleywood – Lease Surrender**

Chorleywood Parish Council have agreed terms with a potential tenant to operate a day care facility from the premises. In order to permit this change of use, the lease needs to be varied and a part-rent share agreement with TRDC needs to be concluded. TRDC's Legal Team have been instructed, and the Parish Council's solicitor has been asked to provide a copy of the draft underlease for review.

Thank you to officers for their assistance in compiling this report.

**Lead Member Report for Leisure Councillor Lloyd**

**Watersmeet**

**Panto**

- This year's panto Beauty and the Beast currently (as of 27/11/25) has 303 tickets reserved and 10,948 tickets sold. This is 900 tickets down on this time last year, but still 1,000 tickets up on 2023. Additional time is being spent on targeting specific groups to increase sales.
- The panto civic night is Friday 5 December @ 6pm. I have bought my tickets and will be attending with my wife and grandson. Eddy the Eagle Edwards (Competed in the Olympics in 1988) is staring as Professor Crackpot.
- Next year's panto is confirmed as Peter Pan and is on sale now.

**Box office/Marketing**

- The membership scheme has 129 members.

**Capital works**

- Electrical works contractor has been appointed – Govier Electrical with works taking place around events and expected to be completed by end of February 2026.
- Door replacement and repair contractor has been appointed – Global HSE with works expected to be completed by end of February 2026.
- The venue is working with the climate change and sustainability team to carry out cavity wall insulation. Climate Change & Sustainability team are leading this project and is booked in to be carried out during last week of January 2026.
- The venue's auditorium air conditioning has had a thorough service and inspection, and we are awaiting the report to determine if this will need replacement. If the report identifies that replacement is needed the council will need to decide if it is going to allocate capital budget to complete the works in future years.
- Capital bids are not being considered this year due to budget constraints. Therefore, no capital projects are planned for 2026/27 financial year. This is not expected to cause any issues for Watersmeet this year but will likely present significant challenges if repeated in future years. Capital investment that will need to be considered in the next 3 years include:
    - Auditorium air conditioning (subject to outcome of survey report)
    - Replacement of motorised theatre access equipment
    - Replacement of theatre sound system, speakers and subs
    - Replacement of stage winch and hemp flying system

**Watersmeet Annual Review**

Watersmeet annual review 2024-25 was presented to October Climate Change and Leisure committee.

**Open Spaces**

**The Green at Croxley Green**

Verbal update by Leader or Lead member at Full Council.

**Management Plans for 2025/2026**

- Prestwick Road Meadows – The second engagement is out for public consultation until 28 November 2025
- Stone's Orchard and The Green Management Plan – the consultation has now closed, and the site visit has taken place. This will be discussed at CCL on 14th January 2026.

**The Glade Bridge**

- Essential repairs are being carried.
- Options are being considered for the long term

**Rickmansworth Aquadrome Vehicle Bridge:**

- Following a recent structural survey some routine maintenance works were identified as needing to be done to the vehicle bridge. These works were done in the week of the 17 November.

**Leisure Management Contract:**

- Three Rivers District Council have arranged the install of EV chargers (via Blink) within South Oxhey Leisure Centre and William Penn Leisure Centre carparks. SOLC is complete and live, with WPLC due to be completed by the end of the year. -
- Working together with Geo Green Power to install solar panels on South Oxhey Leisure Centre roof. Installation works anticipated to be completed by March 2026.
- Golfpod driving range for Rickmansworth Golf Course nearing completion regarding legal work for sub leasing / license arrangements. Golfpod anticipates commencing construction works in the beginning months of 2026.
- William Penn Leisure Centre sports hall will have new pickleball lines completed on Friday 19th December.. .
- William Penn Leisure Centre / South Oxhey Leisure Centre - we continue to support U19s Free Gym Sessions & Free Swim (Only in School Holidays) and over 60's Free swims.

**Leisure Development**

**Artistsmeet**

- Oct – Nov exhibition: Romey Brough exhibiting from 3 October to 2 December.
- December has been reserved by Watersmeet for Panto. They will lead on the exhibition.
- Jan - Mar: Laura Santry (event TBC) https://yellobelliart.bigcartel.com/about

**Play Rangers**

Play Rangers term time sessions and school delivery continued until the end of November. The Play Ranger team are then on their winter break returning on Monday 28 February 2026.

**Leavesden Country Park football pitch and pavilion**

Evergreen FC have been sent draft heads of terms to review regarding the lease.

**Sport and Physical Activity Strategy**

Online consultation for residents around activity habits and participation will be online in Nov/Dec. This will feed into the update due to come to committee in 2026.

**Halloween Ghost Trail – Stones Orchard**
813 players took part in the Halloween trail at Stones Orchard; Croxley Green and 3,248,001 steps were walked on this trail. There will be two more locations for QR code trails at Christmas, Leavesden Country Park, and Rickmansworth Aquadrome for the duration of December.

**Natural Infrastructure and Projects** (There is crossover with Climate Change and General Public Services).

**Aquadrome Programme**

Aquadrome Steering Group – The October meeting was well supported by stakeholders and has resulted in positive feedback. The agenda included RSK introducing their initial thoughts of the Landscape and Environmental Design Brief. They ran a consultation workshop to look at the design development alongside Haley Sharpe and LinkyThinks, who looked at the softer elements of the project such as the nature and poetry trails.

The minutes and all presentations are hosted on the Councils website.

**NLHF main application- WWW bid**

- Development Phase bid for £787,315.40 was successful and will be completed by 31 August 2026
- RSK have been commissioned and are now focusing on generating the site wide plans with detailed infrastructure designs, and stakeholder engagement .
- The EA Flood Modelling has now been released and is being used to complete the Hydrological study of the site.
- Officers submitted the Q1 Progress Report to the National Lottery Heritage Fund. This covered all aspects of the project for the first three months. It was well received. Officers continue to work towards submitting the Delivery Phase bid in November 2026 for approximately £4m. If successful, this funding will be confirmed for a start date of March 2027 and a project delivery period up to April 2030.

**Comms**

- The Lottery funded Community Engagement officer, Marcus Day, has begun a series of activities aimed to meet the public. Recent events include a stand at the Aquadrome during half term, Watersmeet Christmas Fair and the Seniors Forum.
  Residents are invited to meet Marcus in most weathers on Tuesdays between 10am and 12pm outside the Café in the Park during December and on Wednesdays between 12pm and 2pm during January 2026.
- Educational signage in now in place at the Bird Viewing Platform explaining the local birds and appropriate feeding.

**Activities**

- The Autumn Nature Challenge booklet was well received, and children have enjoyed this exciting child focused self-guided activity booklet.

**Scotsbridge**

- Following issues in previous years with schools visiting and entering the river without consent and the council subsequently advertising that this is not permitted at Scotsbridge. Officers have recognised the main challenge raised by

schools is the need to collate and analyse data for geography field work. Therefore, officers have collected the raw data from Scotsbridge and will make this freely available for all students to use.
- Further to this, if further permission is sought and conditions met (risk assessments, insurances) schools may be able to visit the site and observe the river from the bank – not entering the water.

**Capital Programme**

**Ebury Play Area**

Officers continue to work with the contractor to produce a remediation and mobilisation plan to resolve the issue of Japanese Knotweed. Updates are on the website and signage on site for visitors. There have been site investigations with specialist contractors to assist with the remediation programme. Works have been undertaken and completed to treat and remove the invasive weeds including Japanese Knotweed that were present on the areas of land which TRDC have already taken back possession from the contractor. Officers will continue to update Councillors.

**Barton Way Play Area refurbishment**

Timetable for next steps are:
- Application for permitted development has been submitted - awaiting validation approval and decision from planning
- Subject to planning approval, works are scheduled to commence in February 2026 and to be complete by March 2026, weather permitting.
- Croxley Cllrs to be updated as the project progresses

Officers have received confirmation from Croxley Green Parish Council for £30,000 funding from their Neighbourhood CIL pot towards the project.

**Lead Member Report for Sustainability and Climate Change, Councillor Jon Tankard**

**What the Sustainability and Bio Diversity Team have been and are doing.**

- Highly Commended most supportive Local Authority for Community Energy.
- Councillor completes and graduates the UK 100 Climate Leadership Academy, vast array of contacts and potential partnering arrangements confirmed.
- Asset resilience thru sustainable measures currently exceeding performance expectations, Notes at the end of the report.

**Carbon Offsetting Principles for Hertfordshire:** Report updating senior leadership on the HCCSP carbon offsetting principles and asking for approval to create a document formalising the council's approach to carbon offsetting is aiming for CMT 9/12/25.

**Warm Homes Local Grant (2025-2028):**

18 live applications from Three Rivers residents so far - these are being assessed for eligibility, and once eligibility evidenced, homes will be surveyed, and installers will provide quotes for the work.

Social media posts (including paid advertising on Facebook/Instagram), mail-outs to EPC D properties with uninsulated cavity walls, and a feature in the Greener Living e-newsletter have been undertaken to market the scheme. Further marketing to be considered with the managing agent.

1 Three Rivers property completed, and a further 3 approved to proceed to installation. Quotes of surveyed properties coming through on an ongoing basis for approval.

Timelines from resident applying to the grant to receiving an installation are longer than expected due to the front-loaded paperwork needed to comply with DESNZ rules and the fact this is the first year of navigating the scheme. The project is still confident we will spend our first-year allocation, however it is likely to be to fewer homes (higher average spend on fewer homes).

**Grand Union Community Energy contracts:**

Sustainable Streets (formerly Transition Streets) launched 10th November 2025. A press release was published on 4/11/25:
https://www.threerivers.gov.uk/news/sustainable-streets-2025
Marketing of the scheme to follow.

The Community Energy services contract is currently being counter-signed by TRDC. This contract will seek to encourage domestic retrofit and adoption of heat pumps and renewable energy technologies, and support with community-funded retrofit of community buildings in the district where opportunities arise.

**Hertfordshire Retrofit Strategy**

**When & What is it**: A countywide strategy to increase uptake of domestic retrofit across Hertfordshire. TRDC endorsed the Strategy, at HCCSP on 3rd July 2025.

**What is being done:** A priority action of the Retrofit Strategy is to seek to procure a countywide retrofit advice service for Hertfordshire residents.

TRDC were unsuccessful in securing Innovate UK Funding to enable the National Energy Foundation to refine and scale their One Stop Shop service. HCCSP are seeking alternative funding from MCS Foundation or the National Lottery . HCCSP have commenced the formation of a steering group comprising the different sectors, and Ellie has put herself forward.

**Investment Readiness Service (IRS) Grant – Business Case Creation for the Solar Car Park Canopies**

**When:** In March 2025 the council were awarded a £75k grant from the Greater South East Net Zero Hub as part of their Investment Readiness Service. The project will complete in March 2026. The business cases are expected – Rose Garden, SOLC and WPLC:

**What are we doing:** Engagement events are complete. The provisional business case for the Rose Garden has been submitted, and several points are being clarified before sharing further.

**SOLC Roof Top Solar:**

**When:** . Target for installation February 2026

**What**: **What Are We Doing?**

- Supplier Services contract signed
- DNO approved
- Draft power purchase agreement created
- Prior Planning Approval received.
- Leases variations and contract variations underway

**Three Rivers House Roof Top Solar**

**When**: Target for installation March ‘26

**What are we doing?:** .

Services contract completed, waiting signing

Prior Planning approval received.

DNO application submitted

**Next Step**s: RAMS for facilities to approve

**Cavity Wall Insulation for Three Rivers House and Watersmeet**

**When**: TRH Target February / March 2026 tbc with facilities

Watersmeet – 26-28th January

**What are we doing**: The insurers have approved the material – SupaFill 40.

Creating the contract with Carbon Rewind who won the tender for £64,000.

Ensuring the TRH roof top solar installation and this project, utlise the same scaffolding, and the two suppliers work together.

**Funding**: A mix of internal budgets are being used, and we are waiting to see if we have secured a grant from the Theatre Fund.

**Batchworth Depot Solar Array Extension**

**When**: TBC

**What are we doing**: Planning to install 18kWp solar array consisting of 36* 510w PV panels mounted on a ballast system. We are also considering a battery. It is estimated to cost approx. £15,000, will reduce the depot electricity bill by over £2000 and anticipated to payback in 8 years. We plan to use the sustainability Capital Fund. The system will reduce the 5t CO2e generated at present to 3tCO2e.

NB The depot has an existing 3.75 kWp array consisting of 10 * 375w panel, controlled by a 3.6kW Solis inverter.

**What are we doing**: Seeking tender from 3 local MCS registered suppliers

**Energy Plan:**

**When:** Currently and in the coming 6 months

**What:** Officers are developing an Energy Plan

**What are we doing**:

- Draft Plan is written, evidence base and presentation work underway.

**Environmental Forum**

**When** Wednesday 18th March – location and time TBC, likely Chorleywood at 7pm.

**What are we doing?** The report was recommended from JLT to go to CCLC 14th January.

**Proposed Data Centre**

**We were unsuccessful in securing HNDU funding.**

**What are we doing:**

GUCE's high level feasibility study will complete in April 2026. We are establishing what further studies and evidence will be required to have a sufficient information to apply to the Green Heat Network Fund. Once this is understood we can work out how to fund the work required.

We are introducing developers with proposed sites in the vicinity of the data centre to a potential heat network provider, so these developers can consider heat networks rather than ASHP.
Why: to ensure future developments could connect to a network

**Business Solar and Battery Grant**
**When**: February 2026
**What**: We propose to launch a grant for SME's to encourage the installation of solar and batteries.

The grant will be up to £3,000 and will require at least 75% match funding from the recipient. We will be targeting the industrial estates, and applicants will be required to complete our business energy survey to help contribute to the Three Rivers Energy Plan. Due diligence will be in place to prevent fraud.
We intend to spend £30,000 - £50,000 of the climate change budgets, including the new budget, depending on the demand. We have budgeted for £30,000 but if some of our other planned expenditure is delayed until next year, then we can increase to £50,000.
**Why**: enabling businesses to install renewable energy will improve their energy security, reduce their bills and improve their resilience to future price rises, save carbon, reduce pressure on the grid, and with the battery storage aid the utility companies in flexing the grid. In addition, it should unlock over £200,000 worth of investment in the district which will help support the local economy.
**What we need**: Take a report to SLT for approval.

**Solar and Heat Pump campaigns**

**When**: January 2026

**What**: Twin campaigns to promote solar and heat pump installations to residents and businesses, particularly in the able to pay group. We are looking to commission campaign materials from an external designer, and assets will include waste vehicle banners, social media images, posters, logo etc which can be used across the District, and possibly with partners for a fee.

**Tree Protection**

- A new Tree Preservation Order (TPO 934) was served in July at 156 The Drive, Rickmansworth. The TPO was served in response to concerns from local

residents regarding protection of trees at the location, and to update an existing TPO covering the site. One objection to the TPO has been received, so confirmation (making permanent) of the TPO will be referred to planning committee. A legal challenge to the TPO has also been made by the owner, officers and legal have responded to this.
Following the presentation of an officer report to November planning committee, Members voted unanimously to Confirm TPO 934, and revoke TPO 173. The TPO will be sealed and copy sent to the tree owner and interested parties.

**TRDC Tree management**

- Ash Die Back – The annual inspection of high priority areas commenced during July 2025. Officers are currently considering the results of this year's inspections.
- Tree safety inspection of higher risk areas (for inspection on an 18-month cycle) – A local consultancy, Maydencroft, have been appointed to carry out these inspections, due for completion by Feb 2026. **No update.**
- Tree Officers will also be starting the inspection of trees for safety, on lower risk areas of TRDC land (inspected on 36-month cycle) this financial year. A third of areas will be inspected each year to complete the cycle. **No update**
- Pond Wood, South Oxhey – CMS, working in partnership with TRDC are developing a management plan for Pond Wood in South Oxhey. The public engagement session on-site on the16th September had very little engagement but was generally supportive. A draft plan for the site has been received and is currently being reviewed by officers.
- Woodland management works – Officers are currently planning woodland management works for the winter. Projects include Sycamore thinning and hedge laying works at Leavesden Country Park; hedge laying and hedge restoration works at Carpenters Wood; Conifer thinning works at Oxhey Woods. Thinning works at Catamoles Wood, Chorleywood House Estate have begun and will be progressing through November and December. **No update**
- Standard tree planting for the season is currently being planned and trees should be planted during December 2025 and January 2026.

**River Restoration and Management**

**Hydrological Study:** *No update, work is progressing*
**When:** Estimated for completion late December/early January
**Where:** For Rickmansworth Aquadrome.
**What it is:** The hydrological study helps us understand the movement of water in, across and out of the site.
**What it's doing:** It will inform design of infrastructure interventions at the site.

**Draft Management Plan for The Green & Stones Orchard**

**When:** Will go to Climate Change & Leisure Committee on 14th January 2026.
**Where:** The Green & Stones Orchard, Croxley Green
**What it is:** New management plan for the Green & Stones Orchard, to guide how the site is managed over the next 5 years
**What it's doing:** Sets out how the sites will be managed over the coming 5 years with support from the Parish Council. Following the report being discussed at JLT earlier in November, the report will progress to be discussed a CCL in January.

**Biodiversity Policy Update including Biodiversity Duty Reporting**
**When**: Must be published before 26th March 2026; scheduled for discussion 26th January at P&R
**Where**: District Wide, the report will be discussed at P&R and then Full Council
**What it is**: An update to the Biodiversity Policy adopted in July 2024 Full Council including meeting a legislative obligation of the Environment Act to ensure local authorities have due regard for biodiversity.
**What it's doing**: This will include an updated Biodiversity Policy; acknowledgement of the Herts Local Nature Recovery Strategy; reporting on BNG within the District and how the council is considering biodiversity within several strategies/policies.
**What we're doing about it**: Officers have commenced work on the report, in anticipation for the end of the reporting period 31.12.2025. The Development Management team are assisting with collating BNG data. The report will be discussed in a draft form at JLT on 6th January 2026 ahead of P&R on 26th January 2026. A separate briefing for Cllrs Tankard and Mitchell will be arranged ahead of JLT as requested.

**Air pollution and noise pollution**

**Noise Pollution – no update**
Residential Environmental Health continue to see a significant amount of noise and smoke nuisance complaints made by residents to the council. This includes complaints from development/building sites within the district. Officers will always consider the use of formal enforcement powers, however, in the first instance, Officers will attempt to work with the parties involved to achieve an informal resolution.

It is important to note that whilst the upcoming colder months tend to see a reduction of smoke complaints from residential addresses, this period usually sees an increase in complaints of burning of building waste on constructions sites. Officers will attempt to prioritise these complaints over this period and try to take action quickly on this type of burning.

| Future Reports | Committee | Date of Meeting |
|---|---|---|
| Environmental Forum Terms of Reference, | CCL | 14/01/26 |
| Batchworth Depot Solar Panel Extension | P&R | 06/01/26 |
| **Key Meetings** | | **Date of Meeting** |
| | | |

**William Penn Leisure Centre | Solar PV Performance Update | October 2025**

**Headlines**

1. The solar PV system has been operational since the 28th of November 2024.
2. Since being switched-on it has generated the following benefits:

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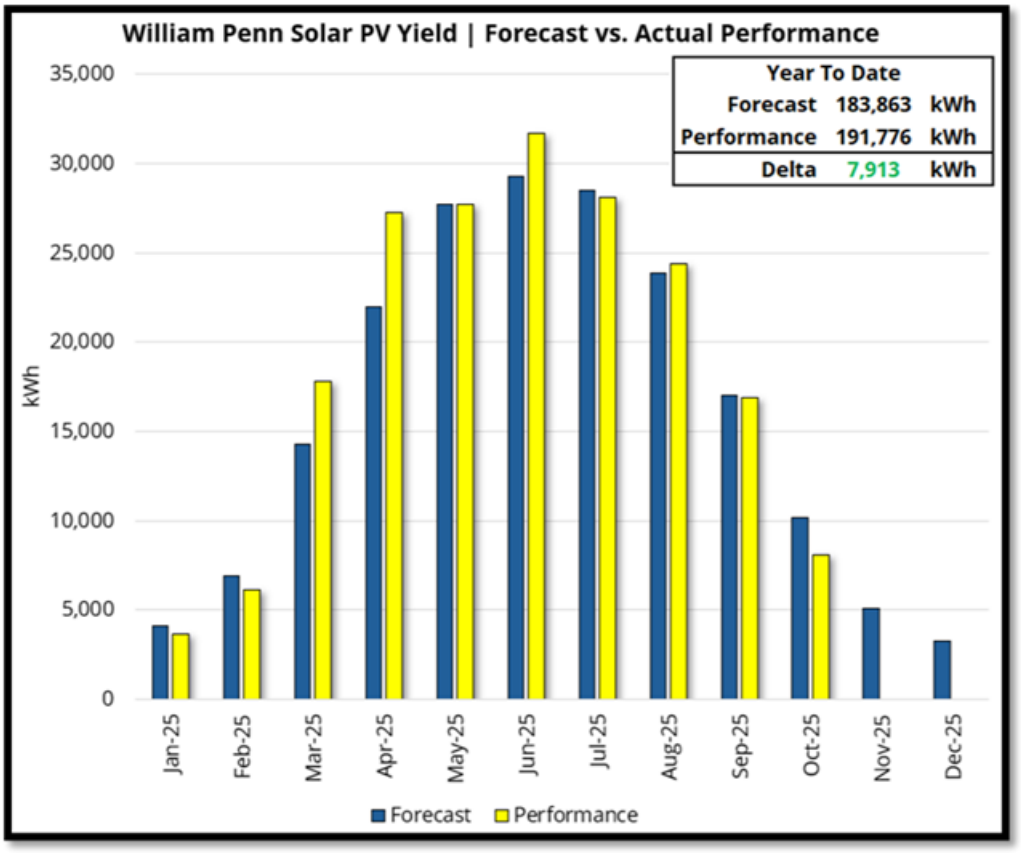
| **£31,020**<br>saved in electricity costs | |
| **93.02**<br>tonnes of carbon saved | **128**<br>equivalent trees planted |
| **195.83**<br>megawatt-hours of electricity generated | **68**<br>equivalent homes powered for a year |

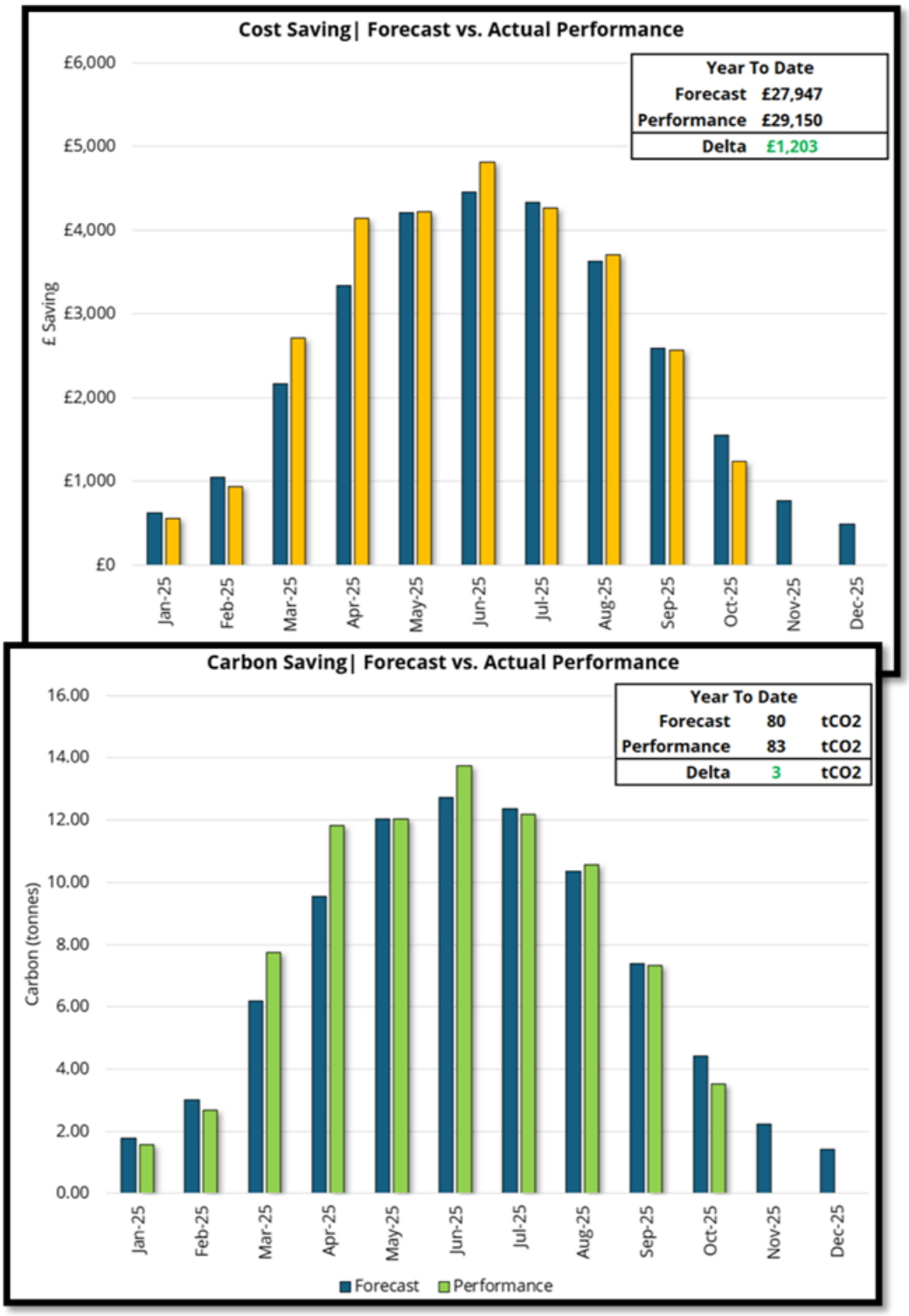
3. The solar PV system has an embodied carbon footprint of 130 tonnes and the current payback position is 72%.

**Actual Performance vs. Forecast | 2025**

1. After underperforming by -1% in July, over performing by +2% in August and underperforming -1% in September the solar PV system

underperformed by -22% in October resulting in an overperformance of +4% for 2025 to date.






1. In October the solar PV system provided, on average, 15% of the leisure centres electricity consumption over a 24-hour period, compared with 30% in September.
2. On Sunday the 5th of October, the solar PV system generated 547 kilowatt-hours of electricity which represented 33% of the leisure centres electricity consumption over a 24-hour period.

Sunday 5th October 2025

**Lead Member Report Councillor Steve Drury**

Community engagement

Since last meeting, there have been 3 briefings on community engagement and safety.

There have been funding allocations to the tune of £15,500 agreed by the Connecting Three Rivers Board, and a carry over of £2885.81. W3RT have been working with officers to develop monitoring reports and grant agreements with the applicants.

Our Healthy Hubs will be closed over the holiday period, from 15th Dec until 5th Jan but there will still be support available via telephone or the website for those who need it.

There is an application in with HS2 for funding for the expansion of our very successful project and possible 2nd member of staff.

Capital Grants. At the moment we are looking at a number of sites across the district for Defibrillators including, West Hyde, Moneyhill Parade, Chandlers Cross, Belsize, Otley Way Family Centre and Eastbury playing field. We will be looking to go forward with this project in the New Year. My thanks to Councilors who responded to my call out at the last meeting.

There has been a campaign to encourage us older people to have our flu jabs this year; the NHS are expecting a heavy flu season with a number of mutations which would impact on our older residents. I've had mine and would expect you all to remind your friends and neighbors to do likewise.

Housing issues

At the time of writing we have 987 households on our register, 124 live homeless applications, 24 of which we owe a full housing duty. We also have 48 households in temporary accommodation, only 1 is out of district, due to safety reasons.

Some of you would be aware of the HMO issue brought up at the last full council meeting, the closure order granted to the police was appealed by the owner, so the police went back to court to oppose this, they were successful, so the closure order remains in place. From this, the owner withdrew the license application.

Last week, 1st Dec I attended the "topping out" ceremony for the new Grove Ct buildings in Croxley Green, along with ward Councilors Cheryl Stungo and Narinder Sian. 42 apartments, 15 for social rent and 27 for affordable rent. Built in conjunction with Howarth Homes, Thrive Homes secured funding from Homes England to support the scheme.

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# Questions from Members

09/12/2025

THREE RIVERS DISTRICT COUNCIL

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| **Councillor Narinder Sian to the Lead Member for Leisure, Councillor Chris Lloyd** | |
| 1 | Barton Way Play Area in Croxley Green is currently being refurbished as part of the council's rolling improvement programme. To ensure transparency for residents and councillors, could the Council please provide a clear account of the financial and procedural details of this project?<br>Specifically, could the Council provide:<br>1. The total capital cost of the refurbishment.<br>2. A breakdown of spending by major cost category, including equipment, installation, safety surfacing, landscaping, design, consultation, project management, officer time and contractor fees.<br>3. Details of any external funding, contributions or grants supporting the project.<br>4. Confirmation that procurement and contracting arrangements complied with the Council's financial regulations and standing orders.<br>5. Any long-term maintenance implications, including expected annual upkeep costs or changes to the maintenance budget.<br>Could you also confirm whether any further expenditure is expected before the project is completed? |
| | The total capital cost of the refurbishment was £150,000 which included £5,500 for design costs. A breakdown of costs cannot be provided as this is commercially sensitive information. Consultation, project management and officer time is all within existing resources. At this stage in the project, no additional expenditure has been identified.<br>Croxley Green Parish Council have contributed £30,000 towards the project.<br>The project was procured following the Council's Contract Procedure Rules and the project will be maintained within existing budgets for play areas. |
| Councillor Joan King to the Lead Member Steve Drury | |
| 2 | Will the Lead Member advise, given the on-going reported water leak at Catherine House in South Oxhey, affecting the communal area, which went unrepaired by Riverside Homes, what is the present situation and what pressure have officers brought to bear on the housing association to bring this matter to a successful resolution. |
| | This issue has been reported to the council's Residential Environmental Health team, and the case has been allocated to an Officer.<br>A representative of the housing provider confirmed on Friday 20 November that the leak has been repaired, the water supply has been restored to the building and that the remedial works required to the area following the leak and leak repair would be carried out.<br>Officers have requested confirmation of when these remedial works will be undertaken and will continue to follow this up until adequate works are undertaken. |
| Councillor Vicky Edwards to the Leader of the Council | |
| 3. | The Leader of the Council claimed in January and in many leaflets and press releases since that the Council was aborting its previous low-growth Local Plan before the new NPPF came into effect so "officers [can] undertake a new review of site" and "officers [can] gather extra evidence" to protect the Green Belt.<br>Will the Leader confirm that, having reviewed the evidence that his approach to delaying the Local Plan is based on collecting, officers will not propose significantly more building on the Green Belt than the low-growth Local Plan? |

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| | Cllr Edwards being a member of the Local Plan Sub Committee is well aware of the background to this. The professional Fofficer advice was due to the changes in the NPPF there was no chance that the emerging local plan in January would have any chance of being agreed by the Planning Inspector given it lacked additional evidence to support the then new housing numbers proposed. The professional advice was the gather all the extra evidence including a new Green Belt review that might show releasing areas of Green Belt would "fundamentally undermine" it as allowed for in the NPPF to argue for a lower housing number I note on the 7th January Cllr Edwards voted against getting this evidence. If Cllr Edwards and her colleagues view had been followed and the then plan , which had been overtaken by changes in the NPPF had been submitted and as expected thrown out this council, we would have spent hundreds of thousands of pounds of tax-payer money to go through an examination process we were certain to fail. This not only would have cost the council money but also resulted in delays to the process as we would then have to go and do the evidence to justify our plan. So, we would be a year to 18 months behind where we are now. We would therefore have been at risk of speculative development being successful at appeal for a longer period. Also, the failure at examination would also significantly increase the risk of government intervening and a producing a local plan themselves. In that case it would almost certainly be for the full 13,312. Is that what Cllr Edwards wanted? would have been required to submit a full plan forthwith for 13,312 homes with no ability to gather any extra evidence to refute that number. I am pleased no other groups on the Council, nor the Three Rivers Joint Residents' Association supported the approach taken by Cllr Edwards and her Conservatives colleagues but supported the approach taken by this administration. I have to secretly wonder if this was the Conservative view all along to get our plan thrown out, after all the previous Conservative government had wanted 12,600 homes here- something this side also objected to. The updated evidence needs to be robust and justify decisions on housing growth. In terms of Green Belt evidence, due to the introduction of new policy tests in the updated 2024 NPPF, an updated Green Belt Review needed to be produced. The role of the study was to assist in identifying grey belt and considerations on whether development would fundamentally undermine the purposes of the Green Belt as set out in the NPPF. The purpose of the evidence is not to demonstrate that the Council cannot meet its housing need due to Green Belt constraints, it is to consider potential impact on the Green Belt and inform officer recommendations and Member decisions. The findings of the review in my view, and Cllr Edwards has seen the review, does make a strong and robust case along with other evidence on sustainability, and accessibility why the Council cannot meet its housing need in full and why certain large-scale sites are unacceptable. Given this it is even more disappointing that Cllr Edwards and some of her colleagues have questioned seeking to undermine and indeed disagreed with the expert professional review that the Council will be using. I just hope her lay-person criticisms of it do not undermine the Councils' case and result in a planning inspector agreeing with her and forcing larger housing numbers on us. |
| Councillor Rue Grewal to the Lead Member Steve Drury | |
| 4 | Residents in Carpenders Park have raised increasing concerns about the number of Houses in Multiple Occupation (HMOs) now operating in the ward, and the lack of clear, accessible information about who is responsible for them and how they are being monitored.<br>Could the Portfolio Holder please confirm: |

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| | 1. **How many licensed and unlicensed HMOs are currently known to the Council in Carpenders Park**, broken down by property type and size.<br>2. **How the Council tracks ownership and management responsibility** for these HMOs, and what due-diligence checks are carried out on landlords or managing agents.<br>3. **What enforcement action has been taken in the past 12 months** in Carpenders Park regarding suspected unlicensed HMOs, overcrowding, or safety breaches.<br>4. **Where residents can access an up-to-date public register** of HMOs - including licence status, ownership details (where legally publishable), and inspection history.<br>5. **What proactive monitoring the Council undertakes** to identify illegal or unregistered HMOs, and how often this monitoring is carried out in Carpenders Park specifically.<br>**Finally, could the Portfolio Holder outline when the next update to the Council's HMO register will be published, so residents have confidence that the information they rely on is current and accurate?** |
| | For clarity, the council currently operate a mandatory HMO licencing scheme. In accordance with Part 2 of the Housing Act 2004, a House in Multiple Occupation (HMO) must be licensed by the council if it is occupied by five or more people, forming two or more separate households, and tenants share facilities such as a kitchen or bathroom.<br>The council are statutorily required to publish a HMO Register of those HMOs that have been granted a licence by the council. This is live document that is updated when any change is required (e.g. when a new HMO licence is granted or renewal of a licence is granted) and is available on the council's website at the following link - https://www.threerivers.gov.uk/services/environmental-health/houses-multiple-occupation#HMO%20licensing<br>Also contained on the link to the council's webpage above are the matters that Officers will consider when deciding on whether to grant an HMO licence and the amenity standards required by the council.<br>There are currently three properties within Carpenders Park that hold a HMO licence granted by the council (1 x 4 bedroom house, 1 x five bedroom house and 1 x six bedroom house), however, any HMO operating within Carpenders Park that is housing less than 5 residents does not need a licence from the council, therefore, the number of these operating within Carpenders Park is unknown. There has been no enforcement action undertaken on any HMO within Carpenders Park within the last 12 months.<br>The council have recently received an application for a new HMO licence from a landlord for a property located in Carpenders Park. Whilst I am unable to share any details of this application within this response, should you wish, I will ask Officers to provide you with the information regarding this application and any questions you may have.<br>Current resources do not allow for proactive monitoring of any potential unlicensed HMO's operating within the district. However, should residents suspect that an unlicensed HMO is operating within their local area, they are encouraged to report this to the council's Residential Environmental Health team, who will investigate this report and take any relevant action required. The team will also investigate any reports of unsatisfactory housing conditions received by residents of HMOs within the district.<br>As confirmed at Full Council on 21 October 2025, the council have committed to the following actions with regards to HMOs within the district - |

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| | 1. To explore the possible introduction an Additional Licensing Scheme for smaller HMOs (under six residents) under the Housing Act 2004, with a report and recommendations to the Policy and Resources committee by January 2026.<br>2. To review the introduction of an Article 4 Direction to remove permitted development rights where appropriate, which if implemented would remove development rights in the whole or certain areas of the district. Also to investigate what other authorities do to regulate HMOs through the planning process ensuring HMOs are properly planned and managed.<br>3. Explore the options for a formal mechanism for resident input on HMO licence conditions, ensuring communities have a clear way to raise concerns and make representations, with a report and recommendations to the Policy and Resources Committee by January 2026.<br>4. Improve transparency through a publicly accessible online register of all HMO licence applications and decisions, alongside clear communication channels for councillors, parish councils and residents. To ensure adherence to our data protection responsibilities, no personal details of the applicant can be published in addition to the address whilst the application is being considered.<br>5. The outcome of above assessments by the relevant Officers will be detailed within a report, containing their recommendation, that will be presented to a future Policy and Resources Committee as required under the Constitution to target January 2026.<br>6. Continue to strengthen partnership working with police, residents, and landlords to reduce antisocial behaviour and support effective enforcement.<br>7. While individual licence conditions are determined by officers acting in accordance with the Housing Act 2004, following the outcome of the reports presented to Policy and Resources Committee in January 2026, Officers will prepare a HMO Licencing Policy for consideration at a future committee for implementation by the council. This ensures transparency and democratic accountability while complying with legal obligations. Licence holders have a right of appeal to the First-tier Property Tribunal. |
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| Councillor Chris Mitchell to the Lead Member for Leisure, Councillor Chris Lloyd | |
| 5 | In recent years we have been improving the grass cutting regime in the district through regimes to improve Bio Diversity. It is important we can show clearly what we have achieved.<br>Now we are at the end of the 2025 season, please can you present the percentages for each type of cut, and include the 2024 figures. These to include, hay meadow conservation cut, reduced cut, uncut, conservation grazing, enhanced Amenity grass, general amenity grass and permanent amenity grass. |
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| | 2024 - 2025 | | | 2025 - 2026 | | |
|---|---|---|---|---|---|---|
| | *Area (Ha)* | % of all | % of Available | *Area (Ha)* | % of all | % of Available |
| Cut & Lift | *49.7* | 20 | 22 | *51.0* | 21 | 22 |
| Reduced Cut | *23.6* | 9 | 10 | *23.6* | 9 | 10 |
| Uncut | *16.3* | 7 | 7 | *16.3* | 7 | 7 |
| Grazing | *64.5* | 26 | 28 | *64.5* | 26 | 28 |
| Amenity | *74.7* | 30 | 33 | *75.2* | 30 | 33 |
| Permanent | *19.5* | 8 | - | *17.8* | 7 | - |
| Total area (ha) | 248.3 | | 228.8 | 248.4 | | 230.5 |

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| Councillor Joan King to the Lead Member | |
| 6 | Does the Lead Member agree with me that it is Labour councillors and not Reform that are dealing with parking difficulties on the estate and can they provide an update on the Gosforth Lane Parking Consultation? |
| | Gosforth Lane parking scheme was formally consulted on earlier this year and initial discussions have taken place with Ward Councillors as to the outcome of this consultation. Officers are now drafting a report for a decision to be made on how to progress with this scheme. |
| Councillor Ian Campbell to the Lead Member for General Public Services, Councillor Sarah Nelmes | |
| 7 | In response to Conservative criticism of the adoption of W17 by this council in its Local Cycling & Walking Infrastructure Plan, the council claimed that no specific interventions, such as a dedicated cycle lane up Gallows Hill, were identified for W17. However, Three Rivers' own consultation document in May 2023 included a "proposed cycle track" up Gallows Hill, alongside three pictures that confirm that a "cycle track" means a segregated cycle lane.<br>Can the Lead Member confirm that the Council consulted on a 'proposed cycle track' on Gallows Hill in May 2023? |
| | *The Council Press Releases are correct and were checked by officers unlike the claims in publications you have issue. The press release states that Route 17 is a "desired route" Route 17 was identified as part of the Watford LCWIP and the section within Watford Borough has been developed through to the final stages of the LCWIP with concept designs up to the A41 roundabout. The Three Rivers section north of this has been identified as a route for future consideration acknowledging the importance of the corridor between Watford and neighbouring areas but there was no further development of improvement measures along it as part of the Three Rivers LCWIP. The route remains a desired route but* ***no specific interventions, such as a dedicated cycle lane, have been identified as an intervention on Gallows Hill*** *and* ***therefore were not included in the Three Rivers LCWIP or its consultation****. The Watford LCWIP consultation on this route did not show any interventions on the sections in Three Rivers either. Whilst there is reference to the route in Paragraph 4.5 in the Three Rivers LCWIP it does not confirm that it is a priority route. The LCWIP outlines the route for the potential connection it could bring with neighbouring Watford, but it has not been developed further as priority route and therefore remains a 'desired route'. Any interventions on such a route would require consultation by TRDC and Herts County Council and would involve residents. There are no such plans at present.*<br>*The LCWIP has now been adopted by the highway authorly, Hertfordshire County Council bd its adoption waws unanimously agreed by all the political partes on the Council.* ***The County Council has confirmed again that there is no proposal for a dedicated cycle lane on Gallows Hill.*** *It is more than unfortunate that you and your fellow councillors still claim falsely that were said are plans to not only plan but to build a cycle lane here when you know this is totally untrue.* |
| Councillor Rue Grewal | |
| 8 | Given the growing number of complaints from residents across Carpenders Park and wider Three Rivers about excessive, late-night, and industrial-grade fireworks being set off outside permitted times (confirm what these times are) - often causing distress to pets, wildlife, elderly residents, and those with health conditions - can the Portfolio Holder outline what steps |

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| | the Council is taking to strengthen enforcement, improve public messaging, and work with Hertfordshire Police to minimise disruption during peak periods? Specifically, can you confirm:<br>1. **What current powers the Council is actively using to address noise nuisance from fireworks**, and whether the Council will review their effectiveness.<br>2. **What joint action is being taken with the Police** to tackle illegal fireworks and anti-social behaviour linked to firework misuse.<br>3. **Whether the Council will commit to a clearer public awareness campaign** ahead of key dates (Bonfire Night, Diwali, New Year's Eve) so residents know when fireworks are permitted and how to report breaches.<br>4. **What support is being offered to vulnerable residents** - including pet owners, veterans, and those with dementia - when fireworks cause distress or health impacts. |
| | Whilst the question refers to 'industrial-grade' fireworks, it is important to note that Category F4 fireworks, used for large public displays, are only available for sale to licensed professionals. Therefore, it is assumed that this question is about Category F2 and F3 fireworks, both of which are available for general sale to adult members of the public.<br>The Fireworks Regulations 2004 confirm that fireworks must not be set off between the hours of 11pm and 7am, except for the following -<br>• Bonfire Night, where the cut off is 12am<br>• New Years Eve, Diwali and Chinese New Year, where the cut off is 1 am.<br>If the use of fireworks is undertaken outside of these hours, a criminal offence has been committed.<br>As confirmed on the Environmental Health section of the council's website, noise from fireworks can be considered environmental pollution, therefore, can be investigated as a statutory nuisance by the council, using the Environmental Protection Act (EPA) 1990.<br>However, despite the council receiving some complaints over the recent period regarding noise from fireworks, most of these reports have been about the noise from fireworks in a local area and have not been attributed by the reporter/s to a specific address or person, making any action by the council using the powers within the EPA 1990 extremely difficult.<br>I would encourage any member of the public who experiences noise nuisance from fireworks at unsociable times to report this to the council's Residential Environmental Health team and to provide as much detail as possible as to the origin of these fireworks. This will enable Officers to investigate robustly and take any relevant action required.<br><br>We also work closely as a Community Safety Partnership to encourage all residents to report any Anti-Social Behaviour via 101. No reports of anti-social behaviour during the recent firework period were received directly to the Councils ASB team. The Council also shared information with residents about extra police patrols and firework safety, reminders to let neighbours know in advance to help prepare and keep animals safe. This included sharing police information as well as our own posts. We also share these directly to specific groups dependent on location in addition to our own pages. The Community Safety Partnership will continue to work in partnership with Trading Standards and the Police Licensing Officer.<br>Mental Health and Wellbeing support is also available in Three Rivers for vulnerable residents. This includes the Community Support Service led by Herts |

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| | Mind Network, funded by Three Rivers District Council and Thrive Housing. Our Armed Forces Support pages on the TRDC website contains information about services available for veterans as well. |
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| Councillor Cheryl Stungo for the Lead Member for Leisure, Councillor Lloyd and the Lead Member for Sustainability and Climate Change, Councillor Jon Tankard | |
| 9. | It was good news that the interim bank works the River Chess has been completed to help protect from flooding.<br>What is the status of the proposed works to provide a relief channel. What is the likely timescale for these works and where will the funding come from? |
| | This is a project led by Hertfordshire County Council on behalf of the Environment Agency and they would need to provide the details requested. |
| Councillor Joan King to the Lead Member | |
| 10. | Does the Lead Member agree with me that Labour-run Watford Parish Council's summer and winter fun days thanks to all councillors have been, over many years and continue to be, a great success and these community events raising money for charities (this month the Ascend Dig Deep project in South Oxhey and the estate's boxing club) give pleasure to member of the local community and if confirm will the district council be in attendance? |
| | Clearly any event that encourages community to help raise funds for charities is always good and I thank Watford Rural Parish Council for organising its successful Fun Days. I understand they are well attended and the Healthy Hub is going to be present. |
| Councillor Oliver Cooper to the Lead Member for Leisure, Councillor Chris Lloyd | |
| 11. | On 20th October, I emailed the council – including the Leader and two Lead Members – noting that the placement of rocks on the Green in Croxley is likely unlawful under the Commons Act. That Act requires landowners to seek consent from the Planning Inspectorate before doing construction works on common land or village greens. I asked the Council for a response, but I have not received a reply.<br>On 21st October, at the last full council meeting, I asked about this orally. I was told I would get a written answer, but I have not received a reply.<br>On 23rd October, the council then told the Watford Observer that it would issue a statement on the subject "later that afternoon". It does not appear that they received a statement.<br>Instead of replying, the council has resorted with shamed silence.<br>Will the Lead Member now confirm that the council has indeed breached the Commons Act? And if so, and the council ignored its breach when I raised it, what assurance will the council give that it will not unlawfully build on other common land and village greens across Three Rivers, whether in breach of the Commons Act or not? |
| | The Council has not "undertaken construction works" nor has it "[built] on common land", it has merely, in collaboration with the Parish Council, replaced existing wooden bollards with natural stone boulders. It is important to note that the purpose of the Commons Land Act is to protect common land and town or village greens, reinforcing existing protections against abuse and encroachment. The consistent illegal parking across The Green is a prime example of such abuse and encroachment of the land. Without the installation of the boulders or any obstacle, the illegal parking would have continued, and the protected land would have continued to deteriorate. In addition, both Croxley Green Parish Council and Three Rivers District Council |

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| | consistently received complaints from local residents about the illegal parking. Since the boulders have been installed, neither council has received any complaints about illegal parking in the areas they have been placed.<br>As background; wooden bollards had previously been installed across The Green to protect the land from illegal parking and consequent erosion. These bollards had deteriorated over time, either by reaching end of life (becoming rotten) or through damage sustained by vehicles consistently hitting them. The boulders were installed to replace those existing bollards. As these bollards had been in place for a number of years, the Council had understood that the boulders could be installed to simply replace these. There are, however, no historical records that show that Common Land permission (Section 38) was applied for or granted in relation to the initial installation of these previous bollards. As such a retrospective Section 38 application will be submitted to the Planning Inspectorate for consideration of the boulders. The application will focus on how the illegal parking was damaging the land, through ongoing encroachment and erosion of the soil and grassland and that the boulders are protecting the land, whilst continuing to allow the public to have a right of access to the common for air and exercise under section 193 of the Law of Property Act 1925.<br>Policy DM11 in the Development Management Policies, Local Development Document sets out that how development on commons within the District will be resisted.<br>Other lands owed and maintained by Three Rivers District Council which are classified as either a Common or a Village Green have approved Management Plans in place. These plans detail how each site will be managed for the benefit of nature and recreation and are discussed and approved through the committee process. They include South Oxhey Playing Fields, Batchworth Heath and Croxley Common Moor.<br>The Green and Stones Orchard will have a new management plan, which is due to be presented and recommended for approval at the Climate Change and Leisure Committee meeting in January 2026. |
| Councillor Rue Grewal | |

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| | Residents in Carpenders Park regularly report issues such as missed waste collections, overflowing public bins, delayed responses to fly-tipping, a lack of regular street sweeping, particularly in autumn when leaves block drains and overgrown hedges on land managed by the District Council.<br>Residents consistently say they do not receive clear updates or timelines for when these issues will be actioned.<br>**Could the Portfolio Holder provide the average response times over the past 12 months for the following services which fall under the remit of Three Rivers District Council:**<br>• Fly-tipping clearance<br>• Missed waste and recycling collection resolution<br>• Street sweeping, including autumn leaf-fall<br>• Hedge and verge cutting on TRDC-managed land<br>• Overflowing public bins<br>**Could you also outline:**<br>1. The standard lead times and processes for each of these District Council service areas, so residents understand what to expect when they report an issue;<br>2. How the Council communicates with residents when reports are acknowledged, when updates are provided, and how delays are explained.<br>3. What steps are being taken to improve communication and service reliability for Carpenders Park residents; and<br>4. Whether the Council will commit to issuing **regular public communication, including through social media, clearly setting out what falls under Three Rivers District Council's responsibility and what falls under Hertfordshire County Council's responsibility**, together with the correct reporting lines for each.<br>In a world where so much casework is now raised on social media, clearer and more regular communication would prevent a great deal of frustration and confusion. It would help residents report issues accurately, reduce unnecessary angst online, and ultimately support a calmer, happier and better-informed community. |
| | • Fly-tipping clearance<br>o Information on our website with timescales: https://www.threerivers.gov.uk/services/waste-and-recycling/street-care-and-cleaning#Fly-tipping<br>o Work is in progress on this route in relation to back-office processes, which will also include acknowledgement to the customer of their report<br>• Missed waste and recycling collection resolution |

- Information on our website with timescales: https://www.threerivers.gov.uk/services/waste-and-recycling/report-a-missed-collection
- The submission message when submitting the form states: *Thank you for submitting your missed collection information. Your report will be passed to the department and if you have a genuine missed bin report we will return within 48 hours of your report. Please ensure your bin is left on your boundary/normal collection location from the time of reporting your missed collection*
- There is an ongoing project, as part of the Customer Experience action plan to improve the information given to all residents.

- Street sweeping, including autumn leaf-fall

We have schedules for street sweeping and leaf fall, as laid out below

- Information on our website: https://www.threerivers.gov.uk/services/waste-and-recycling/street-care-and-cleaning#contentgroupsection-Dealing%20with%20leaf%20fall
- https://www.threerivers.gov.uk/services/waste-and-recycling/street-care-and-cleaning#Street%20sweeping%20and%20litter%20collection
- Littering and full litter bins can be reported online.

- Hedge and verge cutting on TRDC-managed land
  - Information on our website: https://www.threerivers.gov.uk/services/transport-and-streets/road-pavement-maintenance
  - Grass cutting report currently only available through CSC who can signpost to relevant organisation
- Overflowing public bins
  - Information on our website: https://www.threerivers.gov.uk/services/waste-and-recycling/street-care-and-cleaning
  - Online form to report

In terms of Q4 – Comms regularly post information, links to our websites and links on how to report all Council services. The council shares information to local residents Facebook groups, including 'CPRA Community Conversations' and 'Carpenders Park and South Oxhey Community' and shares information on the local noticeboard.

# Motions
09/12/2025



THREE RIVERS DISTRICT COUNCIL

**Full Council – 9 DECEMBER 2025**
**Motions**

1. **Misinformation and fake news**

Proposed by Councillor Giles-Medhurst and seconded by Councillor Nelmes
This council objects to the continued mis-information and fake news being promoted by Three Rivers Conservatives and their councillors especially as regards using the below and other means namely on;

1. The legal and council process over the Local Plan
2. Parking issues
3. Claims made on crime and policing issues
4. Local Cycling and Walking Routes

Furthermore this council condemns the use of a web and email link that is made to look as if it's from Three Rivers Council , namely www.threerivers.team , fails to indicate it's from a political party and is thus dubious and can fool residents into thinking it's an official Three Rivers Council link when in fact a rouse to just collect emails.
Council calls upon Three Rivers Conservatives' etc 'to cease immediately THESE and any other such activities that ARE bringing politics into disrepute'

2. **Chorleywood Parish Council Elections**

Proposed by Councillor Giles-Medhurst and seconded by Councillor Nelmes

Council notes the views of the Chorleywood Parish Council and Chorleywood Residents Association to support the Community Governance Review and notes the following :

The decision to request the CGR, including the election timing, was led by independent councillors, not Liberal Democrats as laid out in the motion. The Conservative lead is well aware of this (an independent councillor who proposed the motion to the Parish Council) discussed the issue with him before the TRDC Policy and P&R decision on this .

The decision was unanimously supported by the Parish Council, including Conservative councillors

If any of the areas being consulted on the change in boundaries decide to join Chorleywood Parish (which is considered highly probable), if elections were to be held in May 2026, it would be extremely difficult, in the time available, for candidates from the new area(s) to put themselves forward for election to the Parish Council.

It is quite possible that Heronsgate residents will vote differently to those of Stag Lane and Shepherds Lane. As both of these areas use the same polling station, this would impact the preparation of Poll Cards for the 2026 Council elections and may well not be possible to organise in the time available.

By aligning with the elections for the Unitary Council, both in 2027 ( along with other Parish councils) going forward, this will save the Parish Council a considerable amount of money in terms of Election Costs. For the Parish Council to hold elections on their own could cost the residents of Chorleywood in excess of £20,000 for each election cycle.

With the change in the role of Parish Councils and Parish Councillors as part of the LGR, with Parish Councillors likely to have to take on more responsibility for community engagement at all council levels, it will be hard to give candidates for Parish Councillor clarity on their roles before the 2026 election. This is likely to result in real difficulty in recruiting quality candidates and those who do join may well stand down before the end of the 4 year period if their roles are not what they expect. This will cause unnecessary disruption and cost of additional elections.

With LGR and the Local Plan going through critical phases in 26/27, giving the Parish Council some measure of stability through the period will be vital for its smooth running. Many of the existing experienced councillors are not willing to stand again for a four year term but are happy to cover this one difficult year. A new Council can then take the parish forward in the new world of Unitary Councils and higher development levels.

The request for the Community Governance Review has the support of Chorleywood Residents Association and other Parish Councils.

3. **To meet Thames Water at a high level to get clarity on the works required to meet the sewage capacity need of Three Rivers.**

Proposed by Councillor Mitchell and seconded by Councillor Stungo
Thames Water has made it clear in their recent response to planning applications that they do not have any spare capacity for Sewage treatment. This impacts on any planning applications for new homes and the ability for the local plan, when its is agreed, to be implemented.
Council therefore resolves to:
1. The Chief executive to write to the Chief Executive of the Thames Water to set up a meet with the relevant officers to establish;
1.1 What works are required to meet the future needs for the district and to ensure pollution into our watercourses does not occur
1.2 What is the timescale for the work to be implemented

4. **To ensure our PR is creating a positive story for the Council, not just the administration**

Proposed by Councillor Mitchell and Seconded by Councillor Sian

At the last Full council meeting, the Green Group submitted a motion for the council to review tightening up on the HMO regulations. The wording mainly put to together by the Green Group was then used in agreement at the beginning for the meeting in response to the public question. A press release was realised on the 24th October with no mention of the fact that the Green Group fundamentally created the wording. We consider that this is typical of the PR we send out and it does not reflect where the has been very effective cross party working. We consider that the present approach is biased.

Council therefore resolves to;

The official Council press releases should promote the work of the “Council” reflecting any work that has been cross party in a positive way. Also, it should include any work carried out by any councillor, as all councillors are representing the residents. If there are changes required to the constitution then the monitoring officer will review these and bring back to the relevant committee.

5. **Raising our flag in Three Rivers**

Proposed by Councillor Reed and seconded by Councillor Alley

This Council recognises that a shared sense of British identity unites the villages and towns of Three Rivers and the wider country. It is only through emphasising what unites us, not what divides us, that we can bring people together into a shared sense of community.

The Union Flag, as the main symbol of our shared cultural identity and shared values that we hold as a country, is a common way of uniting everyone who lives and works in our district.

However, this council believes that it is disappointing that the Union Flag is not currently seen as commonly as it could be on buildings in public spaces, particularly high streets across our district.

Residents want to see more flags that represent all of our common identity flying in public spaces, as demonstrated by the direct action of residents who have put flags on lampposts across Three Rivers.

But more must be done in an official way to increase the presence of the Union Flag in the public spaces in Three Rivers.

Furthermore, with difficult economic conditions at the moment, this council recognises that many shops on our high streets are struggling and that many high streets across Three Rivers have been poorly managed, seeing a decline in their attractiveness to new businesses, customers and residents.

Therefore, to increase the number of Union Flags, this council resolves to create a Flags Fund to increase the number of Union Flags or St George's Flags on high streets, parades of shops, and public spaces in Three Rivers District.

· The cost of that fund not to exceed an initial £9,999, due to the limit in the council's procedure rules.

· The Flags Fund to be available to parish councils (or in areas that are unparished, the internal departments of Three Rivers District Council) or other entities representing the community

· The Flags Fund to be able to make grants for projects including but not limited to purchasing and installing flagpoles, brackets, or the flags themselves

· Materials purchased with the Flags Fund to only be used for the purpose of flying Union Flags or St George's Flags.

6. **Timely and Inclusive Burial**

Proposed by Councillor Merali and seconded by Councillor Cooper

Council notes that in several faith traditions, including Islam and Judaism, there is a religious requirement to bury the deceased as soon as possible, often on the same day or within 24 hours of death. Current burial arrangements in Three Rivers do not always accommodate these needs, particularly outside of normal working hours and at weekends.

Council recognises that the ability to bury loved ones quickly and with dignity is a deeply important issue for many residents in our district. As a local authority serving a multi-faith community, it is vital that our burial services reflect and respect these needs.

Council therefore resolves to:

1. Review the current cemetery and burial service provision to ensure that same-day or within 24-hour burials can be facilitated where required.
2. Explore the feasibility of providing weekend and out-of-hours burials to meet the needs of faith communities.
3. Consult with local faith leaders and community representatives to identify practical steps that would enable the council to deliver timely and inclusive burial services.
4. Report back within [6 months] with recommendations on policy, resourcing, and operational changes needed to implement these measures