

Public Document Pack

Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr

Bridgend County Borough Council



Swyddfeydd Dinesig, Stryd yr Angel, Pen-y-bont, CF31 4WB / Civic Offices, Angel Street, Bridgend, CF31 4WB

*Rydym yn croesawu gohebiaeth yn Gymraeg.
Rhowch wybod i ni os mai Cymraeg yw eich
dewis iaith.*

*We welcome correspondence in Welsh. Please
let us know if your language choice is Welsh.*



Cyfarwyddiaeth y Prif Weithredwr / Chief Executive's Directorate

Deialu uniongyrchol / Direct line /: 01656 643148 / 643147 / 643694

Gofynnwch am / Ask for: Democratic Services

Ein cyf / Our ref:

Eich cyf / Your ref:

Dyddiad/Date: Wednesday, 8 July 2020

Dear Councillor,

LICENSING COMMITTEE

A meeting of the Licensing Committee will be held Remotely via Skype on **Tuesday, 14 July 2020** at **10:00**.

AGENDA

1. Apologies for Absence
To receive apologies for absence from Members.
2. Declarations of Interest
To receive declarations of personal and prejudicial interest (if any) from Members/Officers in accordance with the provisions of the Members Code of Conduct adopted by Council from 1 September 2008.
3. Application to Licence Private Hire Vehicle 3 - 16
4. Application to Licence Private Hire Vehicle 17 - 34
5. Policy on Determining the suitability of Protective Screens in Hackney Carriage and Private Hire Vehicles 35 - 44
6. Urgent Items
To consider any other item(s) of business in respect of which notice has been given in accordance with Rule 4 of the Council Procedure Rules and which the person presiding at the meeting is of the opinion should by reason of special circumstances be transacted at the meeting as a matter of urgency.

Note: Please note: Due to the requirement for social distancing this meeting will not be held at its usual location. This will be a virtual meeting and Committee Members and Officers will be attending remotely. The meeting will be recorded for subsequent transmission via the Council's internet site which will be available once the meeting has concluded. If you have any queries regarding this, please contact cabinet_committee@bridgend.gov.uk or tel. 01656 643147 / 643148.

By receiving this Agenda Pack electronically you will save the Authority approx. £88p in printing costs

Yours faithfully

K Watson

Chief Officer, Legal, HR & Regulatory Services

Councillors:

PA Davies
DRW Lewis
JE Lewis
RM James
RJ Collins

Councillors

B Jones
G Thomas
AA Pucella
JE Williams
MJ Kearns

Councillors

A Hussain
TH Beedle
JR McCarthy

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO LICENSING COMMITTEE

14 JULY 2020

REPORT OF THE CHIEF OFFICER – LEGAL, HR AND REGULATORY SERVICES

APPLICATION TO LICENCE PRIVATE HIRE VEHICLE

1. Purpose of report

- 1.1 The purpose of this report is to ask the sub-committee to consider an application to grant a licence for a private hire vehicle.

2. Connection to corporate improvement objectives/other corporate priorities

- 2.1 This report relates to the Council's regulatory functions. There is no direct link to the Corporate Improvement Plan / Other Corporate Priority.

3. Background

- 3.1 It is the duty of the Local Authority to determine applications made under the Local Government (Miscellaneous Provisions) Act 1976 and Town Police Clauses Act 1847. Applications which fall outside the policy guidelines are referred to a Licensing Sub-Committee for determination.

4. Current situation/proposal

- 4.1 Application is made by Stacey Jones and Christopher Jones of Bridged to licence a Mercedes E220d vehicle registration number KJ17 FHW as a private hire vehicle to seat 4 persons.
- 4.2 The vehicle is pre-owned and was first registered at the DVLA on 7 June 2017.
- 4.3 The application falls outside the Private Hire Vehicle Policy approved by the Licensing Committee. The vehicle is not wheelchair accessible. A service report has been submitted for the 6 March 2019 with the mileage recorded at 24923 and for the 14 October 2019 with mileage at 39912.
- 4.4 On the 2 July 2020 the vehicle was inspected by a Licensing Enforcement Officer and the vehicle was found to be in good condition. A Vehicle Assessment form is provided at Appendix A and photographs of the vehicle in Appendix B.
- 4.5 Policy Guidelines

The vehicle policy applicable to this application was approved by the Licensing Committee on 10 March 2008. The relevant extract from the policy is as follows:

“(Policy 2.1) Applications for the first licensing of a hackney carriage or private hire vehicle should be submitted to the Council within 14 days of the first registration of

the vehicle at the DVLA. The mileage at the time of application should be no greater than 500 miles. The applicant may be the second or a subsequent registered keeper but the applicant must demonstrate that there is no more than 14 days between the first registration and transfer to the applicant's name. Applications will normally be dealt with under the Scheme of Delegation to Officers.

(Policy 2.2) Applications for the first licensing of vehicles falling outside the above policy guidelines will normally be refused but a relaxation of the policy may be considered in exceptional circumstances. The general guidelines for relaxation of the policy are as follows but each case will be dealt with on its merits:

(Policy 2.2.5) A relaxation of the policy will also be considered in exceptional circumstances for applications relating to the first licensing of private hire vehicles. The Council does not seek to limit or define a particular vehicle which is suitable but will adhere to the minimum standards for the size of seats and legroom etc which are available on request. Irrespective of the age of the vehicle it must be capable of satisfying the general licensing conditions and be fit for purpose as a private hire vehicle in terms of passenger safety and comfort. Each application will be reported to the Licensing Sub-Committee for determination on its merits having regard to the following criteria:

- That the vehicle presented is in an exceptional condition in relation to its exterior and interior appearance with no evidence of defects, chips, marks or other evidence of unreasonable wear and tear or damage.*
- That the vehicle presented offers an exceptional standard of safety and comfort for passengers in terms of features offered for example ABS, passenger airbags and ability to meet current requirements on emissions testing.*
- That the application includes evidence that the vehicle has been serviced at the intervals recommended by the manufacturer and at an approved garage. Other relevant documentations such as an MOT certificate should also be provided.*

5. Effect upon policy framework and procedure rules

5.1 None

6. Equality Impact Assessment

6.1 This vehicle is not for wheelchair use. There are no other implications in relation to age; disability; gender and transgender; race; religion or belief and non-belief; sexual orientation.

7. Well-being of Future Generations (Wales) Act 2015 implications

7.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there will be no significant or unacceptable impacts upon the achievement of well-being goals/objectives as a result of this report.

8. Financial implications

8.1 None for the authority

9. Recommendation

- 9.1 The Sub-Committee is asked to determine the application having regard to the information contained within this report.

Kelly Watson
CHIEF OFFICER – LEGAL, HR AND REGULATORY SERVICES

Date 8 July 2020

Yvonne Witchell
Team Manager Licensing

Telephone: (01656) 643643

E-mail: Yvonne.Witchell@bridgend.gov.uk

Postal Address Civic Offices, Angel Street, Bridgend, CF31 4WB

Background documents

Private Hire Vehicle Application
Private Hire Vehicle Policy Guidelines

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Vehicle Assessment Form

Completed by:

DAVID BARRETT.

Date:

02/07/2020

HC / PH Number:

N/A.

Vehicle Registration:

KJ17 FHW.

Vehicle Make / Model:

MERCEDES E CLASS

Vin Number:

Mileage on Inspection:

Owner Details:

CHRISTOPHER JONES,

[REDACTED]

BRACKLA.

BRIDGEND,

CF31 2ND.

[REDACTED]

DIAMOND EXECUTIVE TRAVEL.

Exterior

<p>Clean Free from dents/rust No missing trims Scrapes / Scratches Loose Panels</p>	<p>Yes / No</p>
<p>Paintwork in uniform colour and free from chips and scratches No egg shell finish No different shades or colours either inside or outside which are visible to the public</p>	<p>Yes / No</p>
<p>Front and Rear registration plate clean Registration plate not obstructed by tow bar Registration plate unbroken and conform to relevant legislation</p>	<p>Yes / No</p>
<p>Trim panels secure with no sharp edges All wing mirrors in good condition and fixed as per manufacturer's specification (Not fixed secured, covered in duct tape.</p>	<p>Yes / No</p>
<p>Windscreen to be clean and free of scratches or chips</p>	<p>Yes / No</p>
<p>Wheels / tyres fit for purpose and free from defects All wheel trims to be fitted according to the manufacturer's specification and all matching</p>	<p>Yes / No</p>
<p>Lights operational Side, dip, full beam, brake, reverse, fog, indicators 'For Hire' light (if applicable)</p>	<p>Yes / No</p>
<p>Washers / Wipers operational and in working order</p>	<p>Yes / No</p>
<p>Horn Operational</p>	<p>Yes / No</p>

Interior

Seats free from dirt, tears and stains All seat covers matching Fitted carpets free of stains or holes	Yes / No
No missing trims All internal panels to be clean and match original trim	Yes / No
Seat belts, clean and attachments functioning correctly with no signs of deterioration All anchorage point covers properly fitted with no sharp edges	Yes / No
Windows / doors open correctly and in working order All doors must be able to be opened from the inside	Yes / No
Luggage space / boot clean and tidy	Yes / No

Other

Steps / Ramps free from defects with no missing parts	Yes / No
Details of any other non-compliance <i>This vehicle configured to carry three passengers only - due to rear seat arrangement.</i>	

Meets Minimum Size Specification: Yes / ~~No~~ *For 3 passengers only.*

Recommended for plating: Yes / ~~No~~

Licensing Office Informed: Yes / ~~No~~

Re-inspection date (If applicable): *N/A.*

Signed: *DEBH*

Date: *02/07/2020.*











BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO LICENSING COMMITTEE

14 JULY 2020

REPORT OF THE CHIEF OFFICER – LEGAL, HR AND REGULATORY SERVICES

APPLICATION TO LICENCE PRIVATE HIRE VEHICLE

1. Purpose of report

- 1.1 The purpose of this report is to ask the sub-committee to consider an application to grant a licence for a private hire vehicle.

2. Connection to corporate improvement objectives/other corporate priorities

- 2.1 This report relates to the Council's regulatory functions. There is no direct link to the Corporate Improvement Plan / Other Corporate Priority.

3. Background

- 3.1 It is the duty of the Local Authority to determine applications made under the Local Government (Miscellaneous Provisions) Act 1976 and Town Police Clauses Act 1847. Applications which fall outside the policy guidelines are referred to a Licensing Sub-Committee for determination.

4. Current situation/proposal

- 4.1 Application is made by G & S Travel Limited of Ogmore Vale to licence a Mercedes Vito vehicle registration number KJ18 HHZ as a private hire vehicle to seat 7 persons.
- 4.2 The vehicle is pre-owned and was first registered at the DVLA on 22 June 2018.
- 4.3 The application falls outside the Private Hire Vehicle Policy approved by the Licensing Committee. The vehicle is not wheelchair accessible. A service report has been submitted for the 17 March 2020 with the mileage recorded at 20074.
- 4.4 On the 30 June 2020 a Licensing Enforcement Officer inspected the vehicle and the vehicle was found to be in good condition. A Vehicle Assessment form is provided at Appendix A and photographs of the vehicle in Appendix B.
- 4.5 Policy Guidelines

The vehicle policy applicable to this application was approved by the Licensing Committee on 10 March 2008. The relevant extract from the policy is as follows:

“(Policy 2.1) Applications for the first licensing of a hackney carriage or private hire vehicle should be submitted to the Council within 14 days of the first registration of the vehicle at the DVLA. The mileage at the time of application should be no greater than 500 miles. The applicant may be the second or a subsequent registered

keeper but the applicant must demonstrate that there is no more than 14 days between the first registration and transfer to the applicant's name. Applications will normally be dealt with under the Scheme of Delegation to Officers.

(Policy 2.2) Applications for the first licensing of vehicles falling outside the above policy guidelines will normally be refused but a relaxation of the policy may be considered in exceptional circumstances. The general guidelines for relaxation of the policy are as follows but each case will be dealt with on its merits:

(Policy 2.2.5) A relaxation of the policy will also be considered in exceptional circumstances for applications relating to the first licensing of private hire vehicles. The Council does not seek to limit or define a particular vehicle which is suitable but will adhere to the minimum standards for the size of seats and legroom etc which are available on request. Irrespective of the age of the vehicle it must be capable of satisfying the general licensing conditions and be fit for purpose as a private hire vehicle in terms of passenger safety and comfort. Each application will be reported to the Licensing Sub-Committee for determination on its merits having regard to the following criteria:

- That the vehicle presented is in an exceptional condition in relation to its exterior and interior appearance with no evidence of defects, chips, marks or other evidence of unreasonable wear and tear or damage.*
- That the vehicle presented offers an exceptional standard of safety and comfort for passengers in terms of features offered for example ABS, passenger airbags and ability to meet current requirements on emissions testing.*
- That the application includes evidence that the vehicle has been serviced at the intervals recommended by the manufacturer and at an approved garage. Other relevant documentations such as an MOT certificate should also be provided.*

5. Effect upon policy framework and procedure rules

5.1 None

6. Equality Impact Assessment

6.1 This vehicle is not for wheelchair use. There are no other implications in relation to age; disability; gender and transgender; race; religion or belief and non-belief; sexual orientation.

7. Well-being of Future Generations (Wales) Act 2015 implications

7.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there will be no significant or unacceptable impacts upon the achievement of well-being goals/objectives as a result of this report.

8. Financial implications

8.1 None for the authority

9. Recommendation

9.1 The Sub-Committee is asked to determine the application having regard to the information contained within this report.

Kelly Watson
CHIEF OFFICER – LEGAL, HR AND REGULATORY SERVICES

Date 8 July 2020

Yvonne Witchell
Team Manager Licensing

Telephone: (01656) 643643

E-mail: Yvonne.Witchell@bridgend.gov.uk


Postal Address Civic Offices, Angel Street, Bridgend, CF31 4WB

Background documents

Private Hire Vehicle Application
Private Hire Vehicle Policy Guidelines

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Vehicle Assessment Form

Completed by:	DAVID BARRETT.
Date:	30/06/2020.
HC / PH Number:	N/A.
Vehicle Registration:	K518 HHZ
Vehicle Make / Model:	MERCEDES VITO (7 SEATER)
Vin Number:	
Mileage on Inspection:	20,461 mls.
Owner Details:	G+S TRAVEL LTD, UNIT B+14 PENLLWYN GEMENT SAVILLE ROAD, OGMORE VALE, CF32 7AX. 

Exterior

<p>Clean Free from dents/rust No missing trims Scrapes / Scratches Loose Panels</p>	Yes / No
<p>Paintwork in uniform colour and free from chips and scratches No egg shell finish No different shades or colours either inside or outside which are visible to the public</p>	Yes / No
<p>Front and Rear registration plate clean Registration plate not obstructed by tow bar Registration plate unbroken and conform to relevant legislation</p>	Yes / No
<p>Trim panels secure with no sharp edges All wing mirrors in good condition and fixed as per manufacturer's specification (Not fixed secured, covered in duct tape.</p>	Yes / No
<p>Windscreen to be clean and free of scratches or chips</p>	Yes / No
<p>Wheels / tyres fit for purpose and free from defects All wheel trims to be fitted according to the manufacturer's specification and all matching</p>	Yes / No
<p>Lights operational Side, dip, full beam, brake, reverse, fog, indicators 'For Hire' light (if applicable)</p>	Yes / No
<p>Washers / Wipers operational and in working order</p>	Yes / No
<p>Horn Operational</p>	Yes / No

Interior

Seats free from dirt, tears and stains All seat covers matching Fitted carpets free of stains or holes	Yes / No
No missing trims All internal panels to be clean and match original trim	Yes / No
Seat belts, clean and attachments functioning correctly with no signs of deterioration All anchorage point covers properly fitted with no sharp edges	Yes / No
Windows / doors open correctly and in working order All doors must be able to be opened from the inside	Yes / No
Luggage space / boot clean and tidy	Yes / No

Other

Steps / Ramps free from defects with no missing parts	<i>N/A</i>	Yes / No
Details of any other non-compliance <i>NIL</i>		

Meets Minimum Size Specification: Yes / ~~No~~

Recommended for plating: Yes / ~~No~~

Licensing Office Informed: Yes / ~~No~~

Re-inspection date (If applicable): *N/A*

Signed: *[Signature]*

Date: *30/06/2029*

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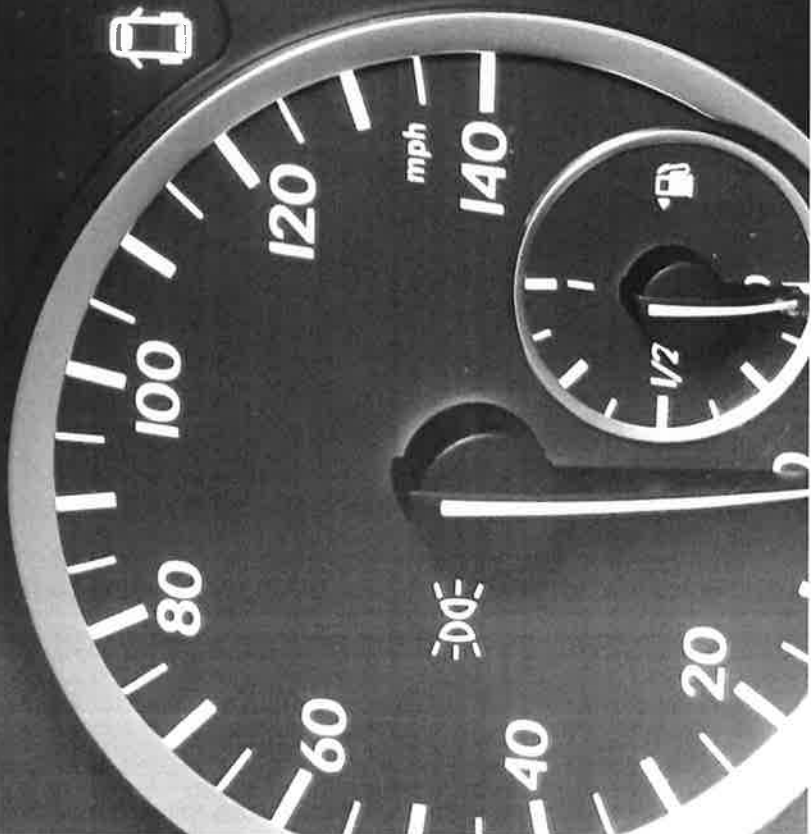
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Perthcraig
(4473)

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO LICENSING COMMITTEE

14 JULY 2020

REPORT OF THE CHIEF OFFICER – LEGAL, HR AND REGULATORY SERVICES

POLICY ON DETERMINING THE SUITABILITY OF PROTECTIVE SCREENS IN HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES

1. Purpose of report

- 1.1 To consider the adoption and publication of a policy on “Temporary Screens in Taxis and Private Hire Vehicles” following consultation with the trade.

2. Connections to corporate well-being objectives / other corporate priorities

- 2.1 There is no direct link to the Corporate Plan / Other corporate priorities.

3. Background

- 3.1 Under the Local Government (Miscellaneous Provisions) Act 1976, the Council may attach any conditions to the grant of taxi (hackney carriage) and private hire vehicle licences that they consider reasonably necessary. Furthermore, a Licensing Authority shall not grant a licence unless they are satisfied that a vehicle is safe.
- 3.2 The Licensing Authority have received requests from the trade urging the Licensing Department to push through greater in-car safety measures to guard against Covid-19 including the use of safety screens. According to the Office of National Statistics taxi drivers have one of the highest mortality rates of any other occupation in the UK.

Bridgend County Borough Council’s conditions of licence for taxis and private hire vehicles state:

“Any alteration in the design of the vehicle to the machinery or the body shall be reported to the Council who may require the proprietor to submit the vehicle for examination.”

This condition requires licence holders who wish to install screens or partitions in their vehicles to first get approval from the Licensing Authority.

- 3.3 A draft policy document has been produced, and approved by the Directors of Public Protection in Wales (DPPW), detailing the requirements and approval procedure for the use of screens in vehicles. A copy of this draft policy is attached at **Appendix A**.

4. Current situation/proposal

- 4.1 In Bridgend, as at 6 July 2020, there have been a total number of 554 confirmed cases of Covid-19 out of a local population of 147,049; this compares to a total of 15,890 confirmed cases in Wales. As at 26 June there had been 90 Covid related deaths in Bridgend.
- 4.2 It is understandable that licence holders will want to put measures in place in order to protect themselves from the transmission of Covid-19. However, this must not impact the safety or integrity of the vehicle.
- 4.3 With the restrictions starting to ease, more and more taxi and private hire drivers are looking to return to work attempting to ensure that they do their utmost to protect themselves and their passengers. Temporary screens in vehicles have been at the forefront of enquiries from the trade in the hope that a physical separation between drivers and passengers may reduce the transmission of Covid-19.
- 4.4 In response to the requests from the trade to install screens in licensed vehicles, the Licensing Expert Panel, made up of representatives from the 22 Welsh local authority Licensing Departments, set up a working group in order to produce guidance for Licensing Authorities to adopt, with the intention of harmonising the approach to the approval of screen installations in Wales.

The document produced has been approved by the Directors of Public Protection in Wales (DPPW) and can be found in **Appendix A**.

- 4.5 There are various types of screens on the market, including flexible plastic screens that wrap around the driver and can be easily removed, to rigid polycarbonate plastic screens that have been attached by way of nuts, bolts and rivets to the seats or other interior vehicle trim.
- 4.6 The proposed policy is intended to provide guiding principles on how the Licensing Authority will deal with such requests from licence holders who may wish to install a screen in their vehicle - a number of safety concerns associated with screens, for example. the potential to interfere with original features of the vehicle such as the side airbags or the movement of the driver's seat and looks to set out specific requirements to satisfy these concerns.
- 4.7 The requirements set out by the policy include:
- Compliant with government and industry regulations, for example the Road Vehicle (Construction and Use) Regulations and relevant safety, UK and European Community (EC) legislation.
 - Compliant with the relevant UN ECE/EU standard for an original equipment type approval test covering interior fittings. Any screen installation that has been fixed to the vehicle in such a way that it may affect the vehicle's structural integrity or the safe operation of the vehicle's Supplementary Restraint System (airbags) should be approved by MIRA, Millbrook or other comparable independent product engineering, testing, consultancy and certification organisation.

- 4.8 The Licensing Authority has consulted the trade on the proposed policy, which included a number of licensed operators as well as drivers.

One response was received in relation to this consultation. This response was from a licensed operator within Bridgend County Borough Council, Valley Cars, who advised that they would not be looking to install screens in their vehicles.

No other responses were received.

5. Effect upon policy framework and procedure rules

- 5.1 None

6. Equality Impact Assessment

- 6.1 A full Equality Impact Assessment has not been undertaken as there are no implications in relation to age; disability; gender and transgender; race; religion or belief and non-belief; sexual orientation on this matter.

7. Well-being of Future Generations (Wales) Act 2015 implications

- 7.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there will be no significant or unacceptable impacts upon the achievement of well-being goals/objectives as a result of this report.

8. Financial implications

- 8.1 There are no financial implications. Publication of the policy will be met from existing budgets.

9. Recommendation

- 9.1 It is recommended that the Committee:
- (i) Adopt the *Temporary Screens in Taxis and Private Hire Vehicles* Policy detailed in **Appendix A**.
 - (ii) To help ensure that any requests for screens are processed efficiently, it is recommended that the decision to approve a screen for use in a taxi or private hire vehicle be delegated to the Chief Officer of Legal, HR and Regulatory Services.

Kelly Watson

Chief Officer - Legal, HR & Regulatory Services

Prif Swyddog – Gwasanaethau Cyfreithiol, Adnoddau Dynol a Rheoleiddio

DATE 07.07.2020

Contact officer: **Yvonne Witchell**
Team Manager Licensing

Telephone: (01656) 643643

Email: licensing@bridgend.gov.uk

Postal address: **Civic Offices Angel Street Bridgend CF31 4WB**

Background documents:

BBC News - Coronavirus cases in Wales: How many people have died?

Temporary Screens in Taxis and Private Hire Vehicles Policy

Summary

1. The Council's conditions of licence require any modifications to the vehicle to be approved by the licensing authority. If a driver/operator wants to fit a temporary screen they should follow the Approval Procedure below.
2. It is the responsibility of the driver/operator to ensure that the device installed is compliant with government and industry regulations, is fit for purpose and does not compromise public safety.
3. Screens need to be regularly cleaned and appropriately maintained
4. The Council reserves the right to require the removal of any screens if concerns as to their safety, fitness for purpose or compliance with health and safety legislation exist.

Introduction

5. Due to the Coronavirus pandemic, we have recently received enquiries from drivers regarding the installation of protective screens in their vehicles between the front and rear seats.
6. Partitions or safety screens provide a physical barrier between drivers and passengers in the vehicle. They are commonly installed as a safety feature to protect the driver from physical attacks or theft. There has been an increase in interest of the use of screens as a way of providing physical separation between drivers and passengers in order to reduce the transmission of COVID-19.
7. There is no evidence available that demonstrates that partitions in taxis or PHVs reduce the risk of transmission of COVID-19 infection. Partitions in taxis or PHVs do not provide a fully sealed compartment which completely separates the driver from the passenger. Therefore, whilst it is possible that partitions may reduce the risk of transmission of infection, the risk would not be eliminated entirely.

8. The Licensing Team appreciates that anything which helps to protect drivers and passengers from the spread of coronavirus is to be welcomed, but it is important that the installation of any aftermarket equipment is safe and doesn't introduce new and unintended safety hazards.
9. Following comprehensive safety testing, vehicles will have achieved European Whole Vehicle Type Approval and changing or adding to the interior of the vehicle can potentially alter the 'type approval' of the vehicle. Additionally, badly fitted, inappropriately constructed units, or products made using unsafe materials, could have a catastrophic impact in the event of a vehicle being involved in a road traffic accident.
10. The Council is aware that there are companies advertising the installations '*that have been fully risk assessed*', which do not conform to legal requirements. Drivers should also be aware that screen installation may also affect the vehicle's ability to pass an MOT, such as where they restrict the movement of the front seats. Drivers are advised to obtain independent confirmation from the vehicle manufacturer, MIRA (or comparable body) and their insurer *before* incurring the expense of installing a screen which may not be compliant and may be unsafe.
11. The Council's conditions of licence state:

"Any alteration in the design of the vehicle to the machinery or the body shall be reported to the Council who may require the proprietor to submit the vehicle for further examination."
12. For these reasons, prior to voluntarily installing any screening device in your vehicle you must apply for approval to install a temporary screen following the procedure below.

General requirements

13. The decision to install a safety screen is for the driver, proprietor and/or operator to make, after carrying out your own risk assessment. Due to the wide and diverse variety of vehicles and different types of safety partition screens available, it is not possible to offer specific purchase or installation advice in respect of these devices, however the following minimum requirements need to be satisfied:

- a. The device must be purpose-built to use as a safety screen within a vehicle and must be suitable for the specific make and model of vehicle.
- b. Not wrap around the driver seat and create a partition between the two front seats, in addition to the rear cabin area.
- c. The installation and / or design of the device must not adversely influence or interfere with the structural integrity or driver and passenger safety systems (including airbags) in the vehicle. In particular the installation must:
 - i. Not put passengers and/or the driver at any additional risk during a collision and/or when in use generally as a taxi or private hire vehicle.
 - ii. Not interfere with the safe operation of the vehicle and/or the vehicles safety features at any time.
 - iii. Not obscure or interfere with the view of the driver and/or passengers in any way.
- d. Screens must be professionally and securely fitted and maintained in accordance with the manufacturer's specifications and recommendations
- e. Devices should remain free of scratches, clouding or stickers which would impede the drivers or passengers' visibility.
- f. Screens should not impede the driver's movement or communication with passengers.
- g. Screens should not impede driver or passenger entry or egress to the vehicle or present a trip hazard.

If you have installed an approved safety screen in your vehicle you must ensure that you clean the screen after each passenger journey using normal household disinfectant.

14. The proprietor shall ensure that the safety screen is properly and regularly maintained and serviced in accordance with the manufacturer's instructions by a suitably qualified person. Written records of all maintenance and servicing shall be made and retained by the proprietor for a minimum of 12 months. Such written records shall be made available on demand by an authorised officer of the Council, or a Police officer.

Approval Procedure

15. If you wish to fit a protective screen you will need to apply to the Council at licensing@bridgend.gov.uk providing confirmation that:

- a. The installation will be conducted in accordance with the requirements of this policy.
- b. Your insurance will still be valid if you fit the protective screen.
- c. The product to be installed is compliant with government and industry regulations, will not compromise the safety of the vehicle and is approved by a MIRA (or comparable body) for use in the UK (if applicable).
- d. You agree to remove the protective screen in less than 21 days after the date the Welsh Government officially declares an end to the current social distancing restrictions relating to Covid-19.

16. Upon the Authority being satisfied that the proposed installation meets the criteria outlined above you will be permitted to install a safety screen in your vehicle.

17. Once the partition or screen is installed the vehicle owner must email the Licensing Section with the following:

- a. Certification from the installer or other evidence to prove that the installation is:
 - i. Compliant with government and industry regulations, for example the Road Vehicle (Construction and Use) Regulations and relevant safety, UK and European Community (EC) legislation;
 - ii. Compliant with the relevant UN ECE/EU standard for an original equipment type approval test covering interior fittings. Any screen installation that has been fixed to the vehicle in such a way that it may affect the vehicle's structural integrity or the safe operation of the vehicle's Supplementary Restraint System (airbags) should be approved by MIRA, Millbrook or other comparable independent product engineering, testing, consultancy and certification organisation.

- b. Photograph(s) of the partition or screen installed in the vehicle.
 - c. A copy of the vehicle owner/operators email to the insurance company and the insurance company's acknowledgment that the insurance cover remains valid.
18. The Council reserves the right to require additional testing/certification, or the screen to be removed if not satisfied that it is safe, fit for purpose and legally compliant.

DRAFT

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