

# Public Document Pack

# Blackpool Council

12 April 2019

To: Councillors Collett, Hobson, Humphreys, Hutton, Owen, Robertson BEM and Mrs Scott

The above members are requested to attend the:

## **PUBLIC PROTECTION SUB-COMMITTEE**

Tuesday, 23 April 2019 at 6.00 pm  
in Discovery Room, Solaris Centre, New S Promenade, Blackpool, FY4 1RW

## **A G E N D A**

### **ADMISSION OF THE PUBLIC TO COMMITTEE MEETINGS**

The Head of Democratic Governance has marked with an asterisk (\*) those items where the Committee may need to consider whether the public should be excluded from the meeting as the items are likely to disclose exempt information.

The nature of the exempt information is shown in brackets after the item.

This information is provided for the purpose of this meeting only and must be securely destroyed immediately after the meeting.

### **1 DECLARATIONS OF INTEREST**

Members are asked to declare any interests in the items under consideration and in doing so state:

(1) the type of interest concerned either a

- (a) personal interest
- (b) prejudicial interest
- (c) disclosable pecuniary interest (DPI)

and

(2) the nature of the interest concerned

If any member requires advice on declarations of interests, they are advised to contact the Head of Democratic Governance in advance of the meeting.

**2 MINUTES OF THE LAST MEETING HELD ON 9 APRIL 2019** (Pages 1 - 6)

To agree the minutes of the last meeting held on 9 April 2019 as a true and correct record.

**3 APPLICATION TO LICENCE A CINDERELLA HORSE-DRAWN HACKNEY CARRIAGE** (Pages 7 - 10)

**4 TAXI SHARING SCHEME** (Pages 11 - 26)

To consider proposals to vary the Blackpool Borough Council (Taxi hire at Separate Fares) Scheme 1990 (as amended).

**5 PRIVATE HIRE OPERATOR'S APPLICATION** (Pages 27 - 58)

**6 ANIMAL ACTIVITIES LICENCE - DOG BREEDING** (Pages 59 - 102)

**7 DELEGATION OF APPLICATIONS FOR ANIMAL ACTIVITIES LICENCES** (Pages 103 - 132)

\* **8 HACKNEY CARRIAGE AND PRIVATE HIRE DRIVER'S LICENCES** (Pages 133 - 170)

(This item contains personal information regarding applicants and licence holders which is exempt from publication by virtue of Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972)

\* **9 HACKNEY CARRIAGE DRIVER AND VEHICLE LICENCES** (Pages 171 - 230)

(This item contains personal information regarding applicants and licence holders which is exempt from publication by virtue of Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972)

**10 DATE OF NEXT MEETING**

To note the date of the next meeting as 12 June 2019 from 6pm in Committee Room A, Town Hall, Blackpool.

**Venue information:**

First floor meeting room (lift available), accessible toilets (ground floor), no-smoking building.

**Other information:**

For queries regarding this agenda please contact Chris Williams, Democratic Governance Adviser, Tel: (01253) 477153, e-mail: [chris.williams@blackpool.gov.uk](mailto:chris.williams@blackpool.gov.uk)

Copies of agendas and minutes of Council and committee meetings are available on the Council's website at [www.blackpool.gov.uk](http://www.blackpool.gov.uk).

### **Present:**

Councillor Hutton (in the Chair)

Councillors

Collett	Hunter	Robertson BEM
Humphreys	Owen	Mrs Scott

### **In Attendance:**

Mrs Sharon Davies, Principal Solicitor  
Mr Chris Williams, Democratic Services Adviser

### **1 DECLARATIONS OF INTEREST**

There were no declarations of interest on this occasion.

### **2 MINUTES OF THE LAST MEETING HELD ON 26 MARCH 2019**

The Sub-Committee considered the minutes of the last meeting held on 26 March 2019.

### **Resolved:**

That the minutes of the meeting held on 26 March 2019 be approved and signed by the Chairman as a correct record.

### **3 EXCLUSION OF THE PUBLIC**

**Resolved:** That under Section 100 (A) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the whole item, including the decisions referred to at minute item 4 and 5 on the grounds that it would involve the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A of the Act.

### **4 HACKNEY CARRIAGE AND PRIVATE HIRE DRIVER'S LICENCES**

The Sub-Committee was informed of applicants and licence holders who had been convicted of offences or otherwise given sufficient cause for concern.

Members discussed the applications and referrals as appropriate.

## MINUTES OF PUBLIC PROTECTION SUB-COMMITTEE MEETING - TUESDAY, 9 APRIL 2019

### (i) S.L.W (New applicant)

Mr Ryan Ratcliffe, Licensing Officer, was in attendance and presented the case on behalf of the authority. The Sub-Committee noted that the applicant had a number of historic convictions from over 20 years ago, some for offences involving dishonesty.

SLW was in attendance and made representations to the Sub-Committee. He explained that in relation to the offences he had previously committed, that they occurred during a difficult period in his life and he had since made a number of positive changes and wished to put that period behind him.

Members considered the applicants account and reasoned that despite his frank admission, the fact remained that the offences and the failure to disclose them during the application process meant that deviating from the policy was not desirable.

#### **Resolved:**

1. To not prosecute the applicant for non-disclosure of criminal convictions on the application to be licensed.
2. To refuse the application for a Private Hire Vehicle Driver's Licence on the grounds that the applicant was not a fit and proper person to be licensed.

### (ii) S.P.C (New applicant)

The Sub-Committee was informed by Mr Ratcliffe that the applicant had a recent conviction for dangerous driving and had only had his licence returned to him in July 2017.

SPC was in attendance and explained the circumstances surrounding the conviction, namely driving through a level crossing whilst warning lights were in effect. He expressed regret for his actions and claimed he was on his way to help a relative at the time.

The Sub-Committee considered the explanation of events and the fact that SPC had been forthcoming in declaring the nature of the offence. However, Members were unsatisfied given the risk the applicant's actions presented other road users and given the relatively short period that the applicant had his driver's licence since it had been returned to him by the Driver and Vehicle Licensing Agency (DVLA) saw no reason to deviate from the Policy.

**Resolved:** To refuse the application for a Private Hire Vehicle Driver's Licence on the grounds that the applicant was not a fit and proper person to be licensed.

### (iii) K.A (Existing)

The Sub-Committee was informed that the licence holder had his vehicle checked by Licensing Enforcement officers as part of routine inspections. During the course of the inspection, the vehicle operated by KA was found to have a number of serious mechanical defects.

## MINUTES OF PUBLIC PROTECTION SUB-COMMITTEE MEETING - TUESDAY, 9 APRIL 2019

KA explained to the Sub-Committee that he had not realised a tyre had been under the legal limit and that his side lights had required replacement bulbs. He added that he had not been issued a maintenance checklist by the vehicle owner despite the latter's claims to the contrary.

Despite the driver's apparent lack of mechanical knowledge and formal maintenance schedule with the vehicle owner and concerns about the nature of the relationship between them, the Sub-Committee were more concerned about the lack of responsibility taken by the vehicle owner and the poor level of communication between them. Members also considered that the driver had never previously given them cause for concern.

**Resolved:** To issue the Hackney Carriage Driver with a warning letter in relation to future conduct.

(iv) J.M.J (Existing)

Mr Ratcliffe advised that JMJ had been stopped by Licensing Enforcement officers and his vehicle had been found to have some tyres with excessive wear and degradation. Concerns about the nature of routine checks that the licence holder was responsible for were therefore called into question.

JMJ was in attendance and claimed that the vehicle owner had taken the vehicle to his regular mechanic for work prior to the inspection and he believed that the tyres should have been replaced at that time. Though he claimed there had been a wheel alignment issue that may have led to increased tyre wear, JMJ admitted that he could have done more by way of routine maintenance checks.

The Sub-Committee expressed concerns that, given JMJ's previously exemplary record as a licensed driver, he should have been able to recognise many of the faults identified during the course of routine checks and maintenance of the type expected to be carried out by all licensed drivers on their vehicles. Members were not convinced and suggested that communication between the driver and owner of the vehicle had been poor.

**Resolved:** To issue the Hackney Carriage Driver with a warning letter in relation to future conduct.

Background papers: exempt

### 5 HACKNEY CARRIAGE DRIVER AND VEHICLE LICENCES

The Sub-Committee was informed of three licence holders who had been convicted of offences or otherwise given sufficient cause for concern.

Members discussed the referrals as appropriate.

## MINUTES OF PUBLIC PROTECTION SUB-COMMITTEE MEETING - TUESDAY, 9 APRIL 2019

(i) S.D.J.L (Existing licence holder)

The Licence holder had previously been before the Sub-Committee in relation to one of his other vehicle licences at the 12 February 2019 meeting, at which time the decision was taken to revoke that licence and in addition, the Sub-Committee agreed:

*'To issue a warning letter to the licence holder in relation to his other vehicle licences indicating that he should adhere strictly to the conditions imposed on them with regard to regular and comprehensive vehicle maintenance supported by appropriate documentation or face further action.'*

Mr Ratcliffe reported that in the days following that meeting, another of SDJL's vehicles was stopped for a roadside inspection and was found to have a number of serious mechanical defects that presented risks to fare paying passengers and other road users.

SDJL was present and provided various documents purported to be receipts for work carried out on the vehicle and suggested that his mechanic had let him down. He also claimed to have issued each of his drivers with a maintenance checklist for them to complete in between operating the vehicle to identify any ongoing maintenance issues and quickly address them. However, upon closer inspection, there was a lack of supporting paperwork for the time leading up to when the vehicle was inspected and found to have defects.

Concerns were expressed about the nature of the relationship between the licence holder and his drivers, a lack of communication, a lack of responsibility taken by the vehicle owner and the licence holder's previous appearances before the Sub-Committee for similar issues and a history of non-compliance with the Licensing Service. A dim view was taken of the licence holder's ability to continue to operate vehicles given the manner his vehicles had been presented in on a number of occasions and the fact that he had not fully heeded the conditions on those licences or the advice given to him by Council mechanics and Members of the Sub-Committee.

**Resolved:** To revoke all four of SDJL's Hackney Carriage Vehicle Licences on the grounds that the licence holder was not a fit and proper person to hold such licences and the associated risk to the public of allowing vehicles of such poor standards remain licensed.

(ii) S.M.R (Existing licence holder)

Mr Ratcliffe advised that the vehicle attached to the licence had been stopped by Licensing Enforcement officers and had been found to have some tyres with excessive wear and degradation. Concerns about the nature of routine checks that the licence holder was responsible for were therefore called into question.

SMR was in attendance and claimed that the vehicle had been taken to his regular mechanic for work prior to the inspection and he believed that the tyres should have been replaced at that time. He claimed there had been a wheel alignment issue that may have led to increased tyre wear and presented various receipts and paperwork to support his claims of routine maintenance.

## MINUTES OF PUBLIC PROTECTION SUB-COMMITTEE MEETING - TUESDAY, 9 APRIL 2019

SMR admitted that he could have done more by way of routine checks and would be changing which garage he would take his vehicles to for any future repairs.

The Sub-Committee expressed concerns especially given that many of the faults should have been easily identified during the course of routine checks and maintenance of the type expected to be carried out by all license holders on their vehicles. Members were convinced that communication between the driver and owner of the vehicle had been poor and that the use of a more comprehensive maintenance schedule and daily checklist could have prevented the situation.

### **Resolved:**

1. To issue the licence holder with a Severe Warning Letter in relation to future conduct indicating that if he were brought before the Sub-Committee again, then suspension or revocation of the licence would be the likely outcome.
2. To impose the following conditions on the Hackney Carriage Vehicle Licence:
  - The vehicle must be inspected by a suitably qualified mechanic on fortnightly basis, the licence holder or their appointed representative must then inspect the vehicle on the alternate weeks.
  - The vehicle is to be serviced every 5,000 miles
  - Records of all servicing to be retained for 2 years
  - Those records to be legible
  - Those records to be produced to Enforcement or Police officers within 24 hours of the demand being made.
  - A daily written vehicle handover check to be carried out by the outgoing driver and records to be legible and retained.

(iii) J.T.M (Existing licence holder and driver)

Mr Ratcliffe informed members that the licence holder and driver had presented his vehicle for a routine pit-test inspection whereupon it was found to have serious defects some of which constituted MOT failures and as such the Licensing Service recommended as a minimum, that a number of conditions be applied to the vehicle licence.

JTM was in attendance and claimed to have limited mechanical knowledge and suggested that he relied largely on garage mechanics for maintenance work to be carried out on his vehicle so that it could be presented in a suitable condition for the carriage of fare paying passengers.

## **MINUTES OF PUBLIC PROTECTION SUB-COMMITTEE MEETING - TUESDAY, 9 APRIL 2019**

The Sub-Committee questioned why many of the receipts presented by JTM as proof of maintenance work were for vehicle parts only and did not appear to include fees for fitting or for completed work in a garage setting or by qualified mechanics. Furthermore, members were concerned that the licence holder seemed to use pit tests to identify faults with his vehicle which was evidenced by the number of failed pit test results listed in the report.

### **Resolved:**

1. To issue the licence holder with a Severe Warning Letter in relation to future conduct indicating that if he were brought before the Sub-Committee again, then suspension or revocation of the licence would be the likely outcome.
  
2. To impose the following conditions on the Hackney Carriage Vehicle Licence:
  - The vehicle must be inspected by a suitably qualified mechanic on fortnightly basis, the licence holder or their appointed representative must then inspect the vehicle on the alternate weeks.
  
  - The vehicle is to be serviced every 5,000 miles
  
  - Records of all servicing to be retained for 2 years
  
  - Those records to be legible
  
  - Those records to be produced to Enforcement or Police officers within 24 hours of the demand being made.
  
  - A daily written vehicle handover check to be carried out by the outgoing driver and records to be legible and retained.

Background papers: exempt

### **6 DATE OF NEXT MEETING**

The Sub-Committee noted the date of the next meeting as 23 April 2019, to be held at the Solaris Centre, South Promenade.

### **Chairman**

(The meeting ended at 9.10 pm)

Any queries regarding these minutes, please contact:  
Chris Williams Democratic Governance Adviser  
Tel: (01253) 477153  
E-mail: [chris.williams@blackpool.gov.uk](mailto:chris.williams@blackpool.gov.uk)

<b>Report to:</b>	<b>PUBLIC PROTECTION SUB-COMMITTEE</b>
<b>Relevant Officer:</b>	Lee Petrak, Trading Standards and Licensing Manager
<b>Date of Decision/ Meeting</b>	23 April 2019

## **APPLICATION TO LICENCE A CINDERELLA HORSE-DRAWN HACKNEY CARRIAGE**

### **1.0 Purpose of the report:**

1.1 To consider an application to licence a Cinderella style Horse Drawn Hackney Carriage.

### **2.0 Recommendation(s):**

2.1 To determine whether this carriage is suitable to be licensed as a Horse-Drawn Hackney Carriage.

### **3.0 Reasons for recommendation(s):**

3.1 Licensed Horse-Drawn Hackney Carriages are responsible for transporting passengers. It is important for the protection of the public that only carriages that are suitable and fit for purpose to be licensed.

3.2a Is the recommendation contrary to a plan or strategy adopted or approved by the Council? No

3.2b Is the recommendation in accordance with the Council's approved budget? Yes

3.3 Other alternative options to be considered:

3.4 None.

### **4.0 Council Priority:**

4.1 The relevant Council Priority is "Safeguard and protect the most vulnerable"

**5.0 Background Information**

5.1 On 4 April 2019, Elizabeth Bowen-Price made an application to licence a Cinderella Horse-Drawn Hackney Carriage.

5.2 The Sub-Committee decided at its meeting on 23 September 2010 to permit any style carriage however any carriages that were not of the traditional style were required to be produced before the Sub-Committee for approval.

5.3 Since 21 October 2010 up until 26 March 2019, the Public Protection Sub-Committee has licensed 23 non-traditional style Horse-Drawn Hackney Carriages.

5.4 This carriage is due to be inspected for use in May as part of the annual licensing inspection by a Council appointed inspector. The carriage will not be licensed until such time it has been approved and inspected.

5.5 Approval from the Sub-Committee is required as this carriage would replace a traditional carriage and increase the number of licensed non-traditional style carriages.

5.6 The applicant has been invited to attend the meeting and bring the carriage for inspection by the members.

5.7 Does the information submitted include any exempt information? No

**5.8 List of Appendices:**

5.9 None.

**6.0 Legal considerations:**

6.1 The Head of Legal Services will be represented to advise the Sub-Committee.

**7.0 Human Resources considerations:**

7.1 None.

**8.0 Equalities considerations:**

8.1 None.

**9.0 Financial considerations:**

9.1 None.

**10.0 Risk management considerations:**

10.1 None.

**11.0 Ethical considerations:**

11.1 None.

**12.0 Internal/ External Consultation undertaken:**

12.1 None.

**13.0 Background papers:**

13.1 None.

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<b>Report to:</b>	<b>PUBLIC PROTECTION SUB-COMMITTEE</b>
<b>Relevant Officer:</b>	Lee Petrak, Trading Standards and Licensing Manager
<b>Date of Meeting</b>	23 April 2019

## TAXI SHARING SCHEME

### 1.0 Purpose of the report:

- 1.1 To consider proposals to vary the Blackpool Borough Council (Taxi hire at Separate Fares) Scheme 1990 (as amended).

### 2.0 Recommendation(s):

- 2.1 To approve the variation proposals submitted by Blackpool Licensed Taxi Operator Association (BLTOA) contained within Appendix 4(b) of the report.
- 2.2 Subject to approval of 2.1, to request the Trading Standards and Licensing Manager to arrange publication of the proposed variation in the Gazette, allowing 28 days for representations to be made about the scheme and to consult the Police and Passenger Transport Authority as outlined in 5.4.
- 2.3 Subject to no representations being received to the consultation outlined in 2.2, to authorise the Trading Standards and Licensing Manager to implement the variation to the Blackpool Borough Council (Taxi hire at Separate Fares) Scheme 1990 (as amended).

### 3.0 Reasons for recommendation(s):

- 3.1 Blackpool Licensed Taxi Operator Association (BLTOA) put forward proposals to amend the existing scheme. These proposals are contained in the Appendix 4(b) to this report.
- 3.2a Is the recommendation contrary to a plan or strategy adopted or approved by the Council? No
- 3.2b Is the recommendation in accordance with the Council's approved budget? Yes
- 3.3 Other alternative option to be considered:

Reject the proposals put forward by BLTOA and remain with the existing Taxi Sharing Scheme.

#### **4.0 Council Priority:**

4.1 The relevant Council Priority is “The Economy: Maximising growth and opportunity across Blackpool”

#### **5.0 Background Information**

5.1 On 9 August 1990 Blackpool Council made the Blackpool Borough Council (Taxi hire at Separate Fares) Scheme 1990 under the powers given by section 10(4) of the Transport Act 1985. This scheme permitted hackney carriages to be used for the carriage of passengers at separate fares as long as they complied with the terms of the scheme. This scheme was varied in August 1991 to include more permitted routes.

5.2 Changes to the scheme were made on 26 July 2012. The fees that are prescribed by the scheme have been in place since 2012. With rising costs the fees contained within the current scheme would not be financially viable for Hackney Carriage operators.

5.3 B.L.T.O.A has put forward a revised proposal to amend the scheme (contained in Appendix 4(b)).

5.4 B.L.T.O.A put forward proposals to the Sub Committee to amend the existing scheme at its meeting on 26 March 2019. The Sub Committee resolved the following:

- Given the complexity of the Taxi Share Scheme as presented, the Licensing Service and BLTOA representatives to discuss the proposals in greater detail at the Taxi Liaison meeting on 1 April 2019.
- The revised Taxi Share Scheme proposal to be brought back to the Sub-Committee once finalised for further consideration

5.5 At the meeting of the Taxi Liaison group on 1 April 2019, the Taxi Sharing Scheme was discussed and a revised proposal has been submitted by BLTOA for the consideration of the Sub Committee (Appendix 4b).

5.6 The Taxi (Schemes for Hire at Separate Fares) Regulations 1986 requires consultation with the Police and Passenger Transport Authority. The proposal must also be advertised in the newspaper allowing 28 days for representations to be made about the scheme. If no representations are received to the consultation, the Trading

Standards and Licensing Manager will implement the variation. If objections are received, then the scheme will be referred back to the Sub-Committee.

5.7 Does the information submitted include any exempt information? No

**5.8 List of Appendices:**

Appendix 4(a) – Original B.L.T.O.A. Taxi Proposal Scheme

Appendix 4(b) - Proposed amendment to existing scheme submitted by B.L.O.T.A.

**6.0 Legal considerations:**

6.1 Any decision taken by the Sub-Committee must have referenced the Blackpool Borough Council (Taxi hire at Separate Fares) Scheme 1990 and Transport Act 1985. The Principal Solicitor will be available to advise.

**7.0 Human Resources considerations:**

7.1 None

**8.0 Equalities considerations:**

8.1 None

**9.0 Financial considerations:**

9.1 The only considerations are the introduction of signage on designated taxi ranks to promote the taxi sharing scheme and the advertising of the proposal. These costs can be met from existing budgets.

**10.0 Risk management considerations:**

10.1 None

**11.0 Ethical considerations:**

11.1 None

**12.0 Internal/ External Consultation undertaken:**

12.1 None.

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The Blackpool Borough Council, in exercise of the powers conferred by Section 10(4) of the Transport Act 1985 and having obtained the consents and carried out the consultations required by the Taxis (Schemes for Hire at Separate Fares) Regulations 1986 hereby resolve to make the following scheme.

#### Citation and Commencement

1. This scheme may be cited as the Blackpool Borough Council (Taxi Hire at Separate Fares) Scheme 1990 and shall come into operation on 20th August 1990.

#### Interpretation

2. In this scheme, unless the context otherwise requires:-

"the Act" means the Transport Act 1985;

"the Council" means the Blackpool Borough Council;

"taxi" means a vehicle licensed by the Council under Section 37 of the Town Police Clauses Act 1847;

"authorised place" has the meaning given by Section 10(5) of the Act;

"designated area" means the Borough of Blackpool;

"exclusive service" means a service other than at separate fares; and

"shared service" means at separate fares.

#### Application

3. Any taxi licensed by the Council to ply for hire in the designated area may at the option of the holder of the licence be used for the carriage of passengers at separate fares under the terms of this scheme.

#### Authorised places

4. The places listed in Schedule 1 to this scheme are authorised places at the times and for the journeys indicated in that Schedule.

#### Signs on vehicles

5. There should be displayed on any taxi available for hire under the terms of this scheme at an authorised place (in addition to any other sign, mark or notice which is required to be displayed on the taxi) a notice containing the sign described in Schedule 2 to this scheme.

#### Fares

6. The fare payable by each passenger for a journey made under this scheme shall be calculated in accordance with Schedule 3 to this scheme.

7. The fare table specified in Schedule 4 to this scheme shall be displayed in a manner that is clearly legible to passengers, in any vehicle standing for hire or hired under this scheme.

#### Operation

8. A taxi shall be available for hire under this scheme when it is standing at an authorised place and displaying the sign specified in paragraph 5 hereof.

9. 11 -
- (a) a person at any time seeks to hire for an exclusive service a taxi available for hire under this scheme; and
  - (b) the driver and a person seeking a shared service are not waiting for another person to accept the hiring; and
  - (c) the driver accepts the hiring although not required to do so,
- then the taxi shall thereupon cease to be available for hire under this scheme until the expiry of that hiring.

10. If a person seeks to hire for a shared service a taxi available for hire under this scheme and the driver is unable to find at least three other persons to share the hiring within a reasonable time then, no fare shall be payable and, subject to paragraph 9 of this scheme, the driver shall be free to seek an alternative hiring, provided that the driver and that person may continue to wait for another person to offer to share the taxi for so long as they both agree to do so.

11. Before a taxi has left an authorised place for the purpose of a shared service, any person may decide not to be carried as a passenger (notwithstanding any earlier agreement) and no fare shall be payable by him.

12. The driver shall not refuse to carry luggage in his taxi provided that the luggage can be accepted safely within the luggage compartment of the taxi having regard to the luggage of other passengers.

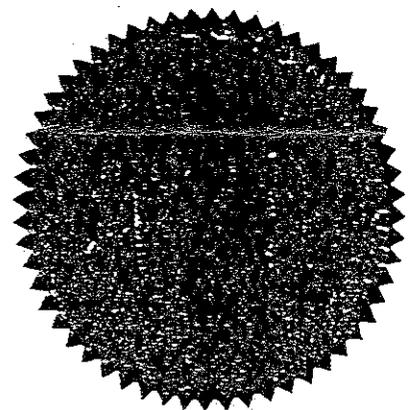
13. The route taken by the taxi and the order in which passengers are set down shall be determined by the driver, but he shall not unreasonably prolong the journey of any passenger.

GIVEN under the Common Seal of the Council of the Borough of Blackpool on the 9th day of August 1990.

THE COMMON SEAL of the Blackpool)  
Borough Council was hereunto )  
affixed in the presence of:- )

*A. J. Rhodes*  
Mayor

*David M. Green*  
DEPUTY Borough Solicitor



**SCHEDULE 1 : AUTHORISED PLACES**

The places listed in column 1 are designated as places from which taxis may be hired under the scheme.

[The times at which the scheme shall operate at each authorised place are listed in column 3. Where no times are listed against an authorised place, the scheme shall operate at all times from that place.]

COLUMN 1	COLUMN 2	COLUMN 3
Pricebusters (Hackney Carriage Stand in Adelaide St 30m east of Promenade)	Blackpool Zoo	Daily (excluding Saturday)
Pricebusters (Hackney Carriage Stand in Adelaide St 30m east of Promenade)	Stanley Park	Daily (excluding Saturday)
Blackpool Pleasure Beach (Hackney Carriage Stand opposite Blackpool Pleasure Beach)	Blackpool Tower	Daily (excluding Saturday)
Promenade (immediately south of Adelaide Street)	Blackpool Pleasure Beach	Daily (excluding Saturday)
Blackpool Zoo (Hackney Carriage Stand in Woodside Drive)	Pricebusters	Daily (excluding Saturday)
Stanley Park Main Entrance (Hackney Carriage Stand north side of passenger shelter)	Pricebusters	Daily (excluding Saturday)

**SCHEDULE 2 : SIGNS ON VEHICLES**

The notice referred to in paragraph 5 of the scheme shall be in the following terms:-

**"AVAILABLE FOR SHARED HIRE"**

The fare to be charged to each person shall be in accordance with the following table:-

SCHEDULE 3 : FARES

START OF JOURNEY	DESTINATION	FARE (PER PERSON)
Pricebusters	Blackpool Zoo	60p
Pricebusters	Stanley Park	50p
Blackpool Pleasure Beach	Blackpool Tower	50p
Promenade (immediately south of Adelaide Street)	Blackpool Pleasure Beach	50p
Blackpool Zoo	Pricebusters	60p
Stanley Park	Pricebusters	50p

SCHEDULE 4 : FARE TABLE

In every vehicle used under the scheme there shall be displayed in a manner that is clearly legible to passengers the following sign:-

"FARE TABLE FOR SHARED SERVICES"

1. The normal tariff is shown on the second fare table displayed in this vehicle.
2. No additional charge shall be made for the carriage of luggage.
3. No fare shall be charged for children under the age of five years unless they occupy a separate seat which would otherwise have been taken by a farepaying passenger.

THE BLACKPOOL BOROUGH COUNCIL (TAXI HIRE AT SEPARATE FARES)  
(VARIATION) SCHEME 1991

The Blackpool Borough Council, in exercise of the powers conferred by Section 10(4) of the Transport Act 1985 and having obtained the consents and carried out the consultations required by the Taxis (Schemes for Hire at Separate Fares) Regulations 1986 hereby resolve to vary the Blackpool Borough Council (Taxi Hire at Separate Fares) Scheme 1990 as follows:-

1. THIS scheme may be cited as the Blackpool Borough Council (Taxi Hire at Separate Fares) (Variation) Scheme 1991 and shall come into operation on 26th August 1991.

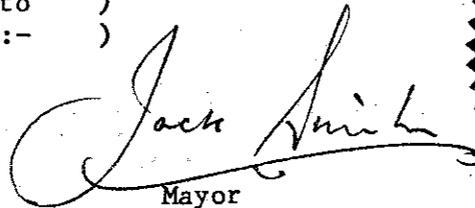
2. THE Blackpool Borough Council (Taxi Hire at Separate Fares) Scheme 1990 (hereinafter referred to as "the said Scheme of 1990") shall have effect as though Schedule 1 to this Scheme was substituted for Schedule 1 to the said Scheme of 1990 and Schedule 2 to this Scheme was substituted for Schedule 3 to the said Scheme of 1990.

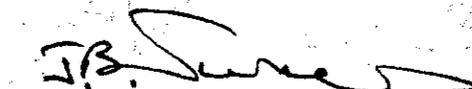
3. THE said Scheme of 1990 shall be in full force and effect as if the provisions of this Scheme had originally formed part thereof.

4. ANY provision contained in the said Scheme of 1990 and inconsistent with the provisions of this Scheme is hereby revoked.

Given under the Common Seal of the Blackpool Borough Council on the 22nd day of August 1991.

THE COMMON SEAL of the Blackpool)  
Borough Council was hereunto )  
affixed in the presence of:- )

  
Mayor

  
Borough Solicitor



**SCHEDULE 2 : FARES**

START OF JOURNEY (1)	DESTINATION (2)	FARE (PER PERSON) (3)
Pricebusters	Blackpool Zoo	60p
Pricebusters	Stanley Park	50p
* Blackpool Pleasure Beach	Blackpool Tower	60p
Promenade (immediately south of Adelaide Street)	Blackpool Pleasure Beach	60p
Blackpool Zoo	Pricebusters	60p
Stanley Park	Pricebusters	50p
South Pier	Blackpool Tower	60p
Promenade (Waterloo Road)	Blackpool Tower	60p
Promenade (Alexandra Road)	Blackpool Tower	60p
Promenade (Woodfield Road)	Blackpool Tower	60p
Promenade (St Chad's Road)	Blackpool Tower	60p
Promenade (Barton Avenue)	Blackpool Tower	60p
Promenade (Manchester Square)	Blackpool Tower	60p
Promenade (Foxhall)	Blackpool Tower	60p
Promenade (Central Pier)	Blackpool Tower	60p
Promenade (Uncle Tom's Cabin)	Blackpool Tower	60p
Promenade (Wilshaw Road)	Blackpool Tower	60p
Gynn Square	Blackpool Tower	60p
Promenade (Pembroke Hotel)	Blackpool Tower	60p
Blackpool Tower	South Pier	60p
Blackpool Tower	Waterloo Road	60p
Blackpool Tower	Alexandra Road	60p
Blackpool Tower	Woodfield Road	60p
Blackpool Tower	St Chads Road	60p
Blackpool Tower	Barton Avenue	60p
Blackpool Tower	Manchester Square	60p
Blackpool Tower	Foxhall	60p

START OF JOURNEY (1)	DESTINATION (2)	FARE (PER PERSON) (3)
Blackpool Tower	Central Pier	60p
Blackpool Tower	Uncle Tom's Cabin	60p
Blackpool Tower	Wilshaw Road	60p
Blackpool Tower	Gynn Square	60p
Blackpool Tower	Pembroke Hotel	60p

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## **BLTOA SUBMISSION TO BLACKPOOL COUNCIL – FURTHER INFORMATION RE TAXI SHARING SCHEME**

We note and appreciate the Council decision to approve our request for taxi sharing in principle. This email is intended to provide greater detail as requested.

### **Timing**

Subject to approval from Blackpool Council, Taxi Sharing will only be available between the hours of 6:00AM and 7.00PM. This was the time duration previously authorised in the past.

### **Zones**

South Promenade Zone – Encompassing Pleasure Beach to Central Pier

Central Promenade Zone - Encompassing Central Pier to North Pier/North Station

North Promenade Zone - Encompassing North Pier to Norbreck Castle

Blackpool Zoo Zone – the area near to the Zoo including Stanley Park

### **Taxi Ranks**

Any taxi rank within the zones mentioned. All journeys to commence from an authorised taxi rank. Any passenger requesting the journey to be terminated along the recommended route may be allowed to do so at no additional cost provided that it is safe to do so.

### **Exclusive Hiring**

Drivers wishing to participate in taxi sharing must understand that this is subsidiary to a normal taxi journey. If a driver displaying taxi sharing signs is approached by a member of the public wishing to hire a metered taxi journey to a destination anywhere in Blackpool, this will take priority. However, this will not be the case if the shared taxi has already found shared hirers and is shortly intending to depart.

### **Finding Shared Hire Passengers**

Drivers may inform the public of shared hire availability subject to certain provisos. They may not:

- Approach or speak to members of the public who are stood in a queue for buses or trams.
- Persistently harass or tout for hiring's. It is suggested that the driver makes a brief statement that the vehicle is available for shared hire to certain destination(s). Only if people express an interest can further conversation then take place.
- Drivers who cause offence to the public or approach bus/tram queues will be subject to disciplinary action from the Council.

Having found one, two or three shared hire passengers a driver must then limit the time then spent seeking further passenger(s) to 3 minutes. The driver must then decide what action to take next, in consultation with the passengers. Always mindful of the requirements of the passengers the choices are:

- To take the shared hire with 1, 2 or 3 passengers at the shared hire rate.
- Decline the booking or politely ask the passengers if they are prepared to wait longer.
- If 1, 2 or 3 passengers state that they want to travel anyway on a metered fare that will then take place without further shared hire passengers being sought.

## Appendix 4(b)

- If a driver of 1,2 or 3 shared hire passengers wishes, a shared hire destination sign may be left in place, provided that it does not obstruct vision. Provided that it is safe to stop along the journey route, additional passengers may be added, subject also to the vehicle maximum seating capacity.

If a driver finds 4 passengers wanting to travel in a shared hire, he or she must not wait more than one minute before departing.

### **Signage**

Shared Hire Signage will be subject to approval by Council Licensing and will consist of a standard format and font.

**AVAILABLE FOR SHARED HIRE TO NORBRECK CASTLE**

**AVAILABLE FOR SHARED HIRE TO BLACKPOOL TOWER AND NORTH PIER/STATION**

**AVAILABLE FOR SHARED HIRE TO PLEASURE BEACH**

**AVAILABLE FOR SHARED HIRE TO BLACKPOOL ZOO**

Signs must be removed from display before any journey commences. The only exception to this is if the driver is seeking additional passengers to a shared destination. Signage must not block windscreen vision detrimentally.

### **Fares**

Journeys within the same Promenade Zone or, into the adjacent Promenade Zone £2 each.

Journeys South or Central Promenade Zone to Blackpool Zoo/Stanley Park and vice versa £2 each.

Journeys from North Promenade Zone to Blackpool Zoo/Stanley Park and vice versa £2.50 each.

Journeys from South to North or vice versa £2.50 each.

No fare shall be charged for children under the age of 5 years unless they occupy a separate seat which would otherwise have been taken by a fare paying passenger.

If drivers want to charge less, then of course they can do. These are maximum fares.

Drivers must understand that whilst these are the Shared Hire fare arrangements, **on no account can this be used to justify overcharging groups of people who wish to travel exclusively.** For instance, if a group of people approach a taxi that is not displaying a sign indicating shared hire availability, then the assumption must be that they simply want to hire a taxi using a metered fare.

**Payment**

Drivers of shared hire journeys must not seek payment until immediately prior to the commencement of the journey.

**Tariff Sheets**

Taxi Sharing tariff sheets to be displayed in all participating cabs.

Subject to approval from the Council Licensing Service we intend advertising the Taxi Sharing Scheme on Licensed Hackney Vehicles. We will also be seeking Council consent to hand out a limited number of leaflets and of course paying the relevant license fee.

We will be grateful if Taxi Sharing can again be put to the PPC Sub-Committee please. If any of these proposals cause concern, we would be happy to discuss and consider making amendments.

BLTOA Committee

9 April 2019

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<b>Report to:</b>	<b>PUBLIC PROTECTION SUB-COMMITTEE</b>
<b>Relevant Officer:</b>	Lee Petrak, Trading Standards and Licensing Manger
<b>Date of Meeting:</b>	23 April 2019

## PRIVATE HIRE OPERATOR'S APPLICATION

### 1.0 Purpose of the report:

1.1 To consider an application for a Private Hire Operators licence.

### 2.0 Recommendation(s):

2.1 To determine the application as appropriate.

### 3.0 Reasons for recommendation(s):

3.1 Licensed operators are responsible for arranging the transport of passengers. It is important for the protection of the public that only suitable operators are licensed.

3.3a Is the recommendation contrary to a plan or strategy adopted or approved by the Council? No

3.3b Is the recommendation in accordance with the Council's approved budget? Yes

3.3 Other alternative options to be considered:

3.4 Refusal of the application.

### 4.0 Council Priority:

4.1 The relevant Council Priority is "The Economy: Maximising growth and opportunity across Blackpool."

## 5.0 Background Information

5.1 Application Received on 28 January 2019 for a Private Hire Operators licence for Vooma in the name of Vovoma Ltd (Director – Lee James Millward).

5.2 The operator’s application is for an app-based operating system. This is different to the traditional way in which an operator would usually take bookings and in turn requests drivers and vehicles to complete bookings.

5.3 The Licensing Service initially raised concerns regarding Vooma’s ability to satisfy the requirements of the Local Government (Miscellaneous Provisions) Act 1976 in particular Section 56, sub sections (2) and (3), which states the following in relation to operators of private hire vehicles:

*(2)Every person to whom a licence in force under section 55 of this Act has been granted by a district council shall keep a record in such form as the council may, by condition attached to the grant of the licence, prescribe and shall enter therein, before the commencement of each journey, such particulars of every booking of a private hire vehicle invited or accepted by him, whether by accepting the same from the hirer or by undertaking it at the request of another operator, as the district council may by condition prescribe and shall produce such record on request to any authorised officer of the council or to any constable for inspection.*

*(3)Every person to whom a licence in force under section 55 of this Act has been granted by a district council shall keep such records as the council may, by conditions attached to the grant of the licence, prescribe of the particulars of any private hire vehicle operated by him and shall produce the same on request to any authorised officer of the council or to any constable for inspection.*

5.4 Lee James Millward has provided detailed information as to how the operating company intends to operate. A copy is attached at Appendix 5(a).

5.5 The Licensing Service has included a copy of the current conditions attached to a Private Hire Operator’s licence at Appendix 5(b).

5.6 Lee James Millward currently has an agreement in place with FYCreatives, 154-158 Church Street. They are currently occupying office space which is intended to be used as their operating address. However after making enquiries with Blackpool Council’s Economic Development team this agreement can be terminated at one month’s notice.

5.7 Does the information submitted include any exempt information? No

**5.8 List of Appendices:**

Appendix 5(a) - Vooma Operating Information  
Appendix 5(b) - Private Hire Operator Conditions

**6.0 Legal considerations:**

6.1 The Principal Solicitor, Licensing Service will be in attendance to advise the Sub Committee further.

**7.0 Human Resources considerations:**

7.1 None

**8.0 Equalities considerations:**

8.1 None

**9.0 Financial considerations:**

9.1 None

**10.0 Risk management considerations:**

10.1 None

**11.0 Ethical considerations:**

11.1 None

**12.0 Internal/ External Consultation undertaken:**

12.1 None

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### **How does vovoma operate?**

Vovoma has a vision where everyone can book a taxi hassle free. With better service, and more reliability than any other taxi company, so having said that we designed the technology that enables us to do that, 'VoomaCab'.

### **How does everything work?**

VoomaCab is the new service that we provide, where passengers can book their private hire taxi via the App. This relays straight to the driver that is the closest to their location. A passenger will be able to book for now, later or weeks in advance at any time and day 24/7, 365 days of the year. VoomaCab is unique because we offer a seamless payment. Instead of digging around for their fare to pay the driver or reaching in their handbag or back pocket for their cards, Voomacab stores their Debit/Card via our payment gateway. For every completed fare the app charges the card, so the passenger doesn't have to hang around to pay the driver and the driver doesn't have to carry money on their person all day long and be at risk of theft.

### **How does the Passenger App work?**

The passenger app has been designed to keep booking a taxi simple, hassle free and user friendly. The passenger app works as follows:

- Download the app from Apple App Store (IOS) or Google Play store (Android)
- Register either using email or Facebook login
- Enter passenger details i.e. Name, Address and Phone Number
- Enter Debit/Credit Card details

### **How to book a Private Hire Taxi?**

- Simple. When the passenger opens the App, it will take them straight to Google maps with a search bar. Enter the destinations then google maps will bring up exact address locations along with how much their fare will be, so the passenger/s already know the cost before they book.
- The passenger will be able to 'book now', which, once the booking has been made it will automatically send to the driver, who will then accept the booking and then notify the passenger of their confirmation.
- Once the driver has confirmed the booking the passenger will be notified by Notification via the App, SMS message to their phone and email
- The passenger will receive the drivers details i.e.

Picture, Full name, PH Licence Number, Vehicle Details i.e. Reg Number, Colour Make and model.

- Once the driver arrives, they will send a notification to the passenger. Once the passenger is onboard, the journey will begin.
- Once arrived at the chosen destination, the driver will press 'arrived' and payment for the fare will be taken from the account details given by the passenger when booking.
- The passenger will be able to give a review of their experience via the app, which will be visible to other users of the app, both drivers and passengers.

## **How does the Driver App work?**

The Driver App is designed to be user friendly. The driver will be able to see as follows:

- Press the 'Ready to Drive' button
- Booking information for now, later, or Scheduled bookings in their in-app calendar
- Journey information
- Earnings
- Upload Documents

When a new driver wants to come and join us, they are booked into a meet and greet. This is where the driver is invited to meet us at our office. We then talk about Voomacab, explain how it all works, listen to the driver and answer any questions. Then we look at the process of on-boarding any new drivers and at this stage, we will ask for information from them i.e. proof of PH licence, driving licence, DBS Check Certificate, Proof to work in the UK.

## **What happens if they have already got a PH licence?**

If a driver is already licenced by Blackpool Council Licencing Department, then we will ask the driver for the DBS Certificate number so we can check using the update service. We will also check with the Blackpool Council Licencing online Database to check that the driver's licence is still valid.

## **What happens if they don't have a PH Licence yet?**

At the time of registration, if the driver doesn't have a PH Licence yet, we will advise the driver that they will need to visit Blackpool Council to obtain the correct licence. We also advise this on our website and on any job advertisements. We will provide a driver pack to give to new un-licenced drivers at the time of enquiry.

## **Getting Started**

Once a driver has completed the process, they can log in via the app and start driving. They will be able to manage everything from the app i.e. journey history and earnings etc. They can upload any documents that may need to be updated for driving licence, PH Licence or change of address. We give full flexibility for our driver/s to be more in control.

Once a driver has confirmed their booking, they will be in commutation with the passenger via our in-app 'text messaging', where they can let the passenger know of any delays whilst being on the road. All passengers will be able to track where their driver is, and the driver will give the passenger an estimated time of how long they will be.

## **Where do we store everything?**

We don't hold information within our database or servers. The driver and passenger information are only stored in their vaults, which is integrated within the apps. All payments are secured within our payment gateway provider, which is PayPal, and we will never share or sell information to any 3<sup>rd</sup> party companies. We will be a member of the Information Commissioner's Office (ICO) to ensure our passengers, drivers and the Local Authorities, that we adhere to the Data Protection Act 2018 (DPA 2018), and the General Data Protection Regulation (GDPR)

I hope I have managed to answer the questions that you requested, but should you have any more, please do not hesitate but to contact me back and I'll be more than happy to answer any further queries you may have about the company.

Kind Regards

Lee Millward  
CEO/Founder  
Vovoma Ltd



## Contents

1. Introduction to Vovoma Cabs
2. Passengers App
3. Drivers Apps
4. Admin Dashboard
5. Licencing
6. Payment Gateway
7. Drivers On-Boarding
8. Vehicle database
9. Bookings
10. Complaints
11. Summery

## Introduction

Vovoma Ltd was first founded in late 2018 by Lee Millward, After years of being a regular taxi user and being licenced himself, He felt that there is a better way for passengers and drivers.

Passengers spend a lot of money each week on regular use of a taxi and drivers spend a large substantial amount of earnings on their fees to their operator.

Page 3  
Vovoma is not about that and more about reliable, friendly, and more affordable for our passengers and lower fees and higher earnings for drivers, Vooma Cabs is the trade name of vovoma Ltd.



## Passenger App

Once the passenger has downloaded the vooma app they will come to this screen where the passenger can change the language by pressing the top right and for the passenger to make account they can press the “ GET STARTED” button.

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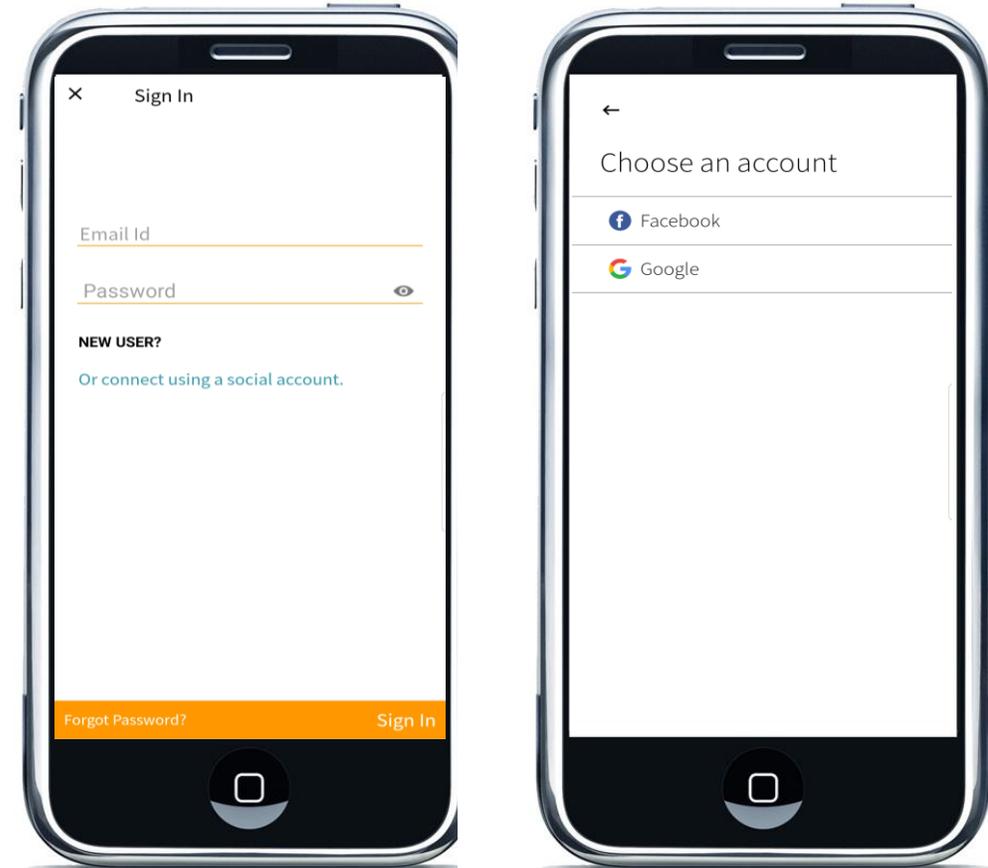


## Passenger App

The passenger will then be able to either make account or sign in to their account, the passenger will have a choice of options to make account by either,

- Facebook
- Google
- Email

If the passenger has forgotten their password this is where they will be able to reset their password by pressing the button on the bottom right.



## Passenger App

Once account has been set up they will be able to book a taxi straight away or they can set up their account by adding additional information:

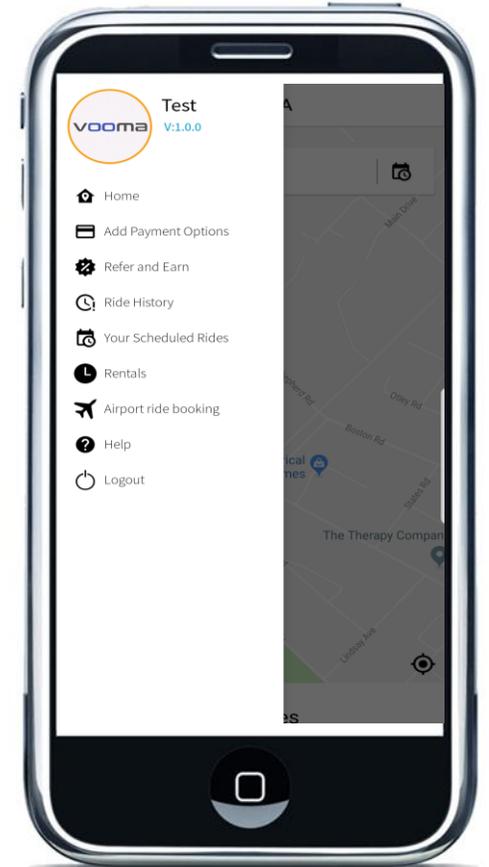
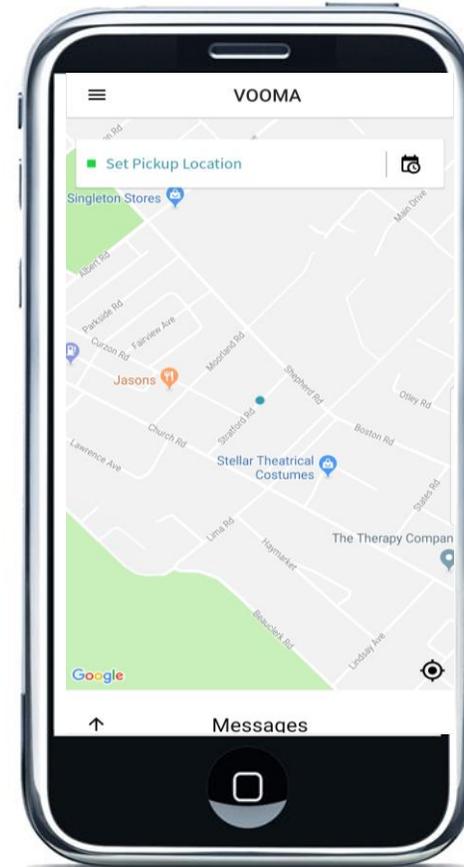
- Name
- Home Address

Or payment method

- Paypal
- Cash
- Bank Card

Our card method is designed for a seamless way for the passenger to pay for their fare without waiting.

When the menu is opened up the passenger will be able to book airport transfers, book later, booking history, Taxi Rental, Refer and Earn.



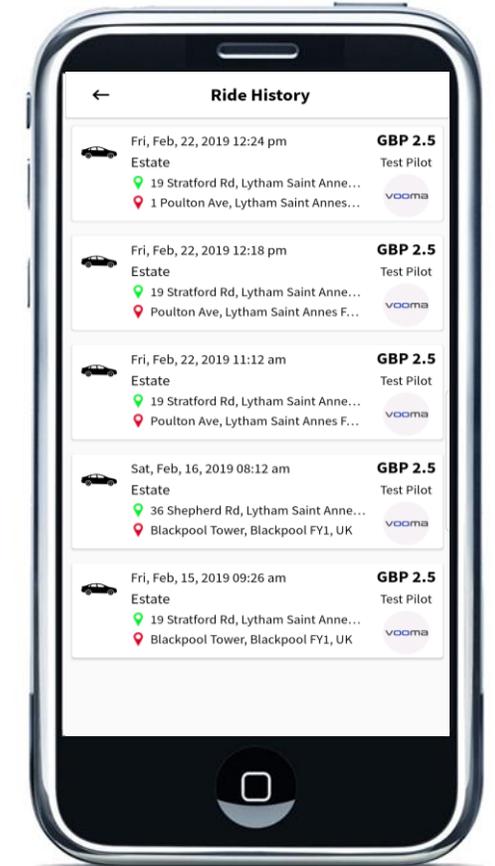
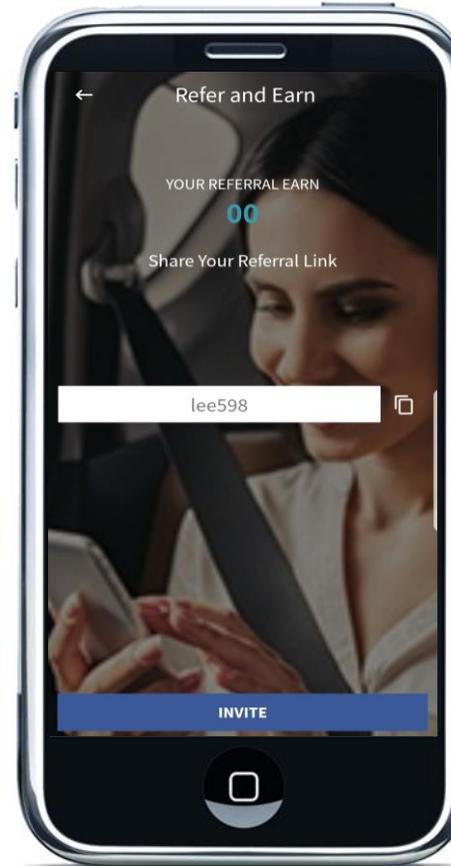
# Passenger App

## Ride History

The passenger is will be able to view their ride history, where they can view their fare, locations. The passenger ride history can NOT modified in anyway as it's a log made at the time of booking.

## Refer and Earn

To encourage passengers to spread the good word about the Vooma app so every recommendation the passenger will receive a 30% discount on their fares by giving the code to the friend or family members.



# Passenger App

## Ride Details

When a ride has been booked the passenger will be able to see on the map and booking information:

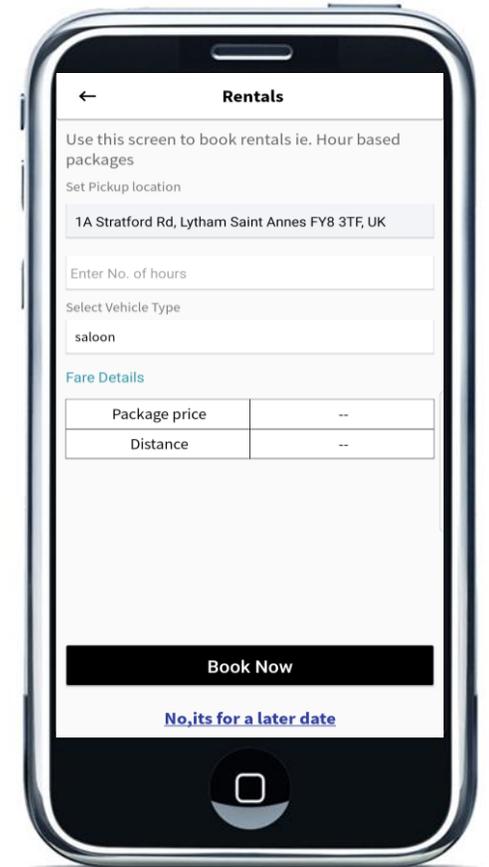
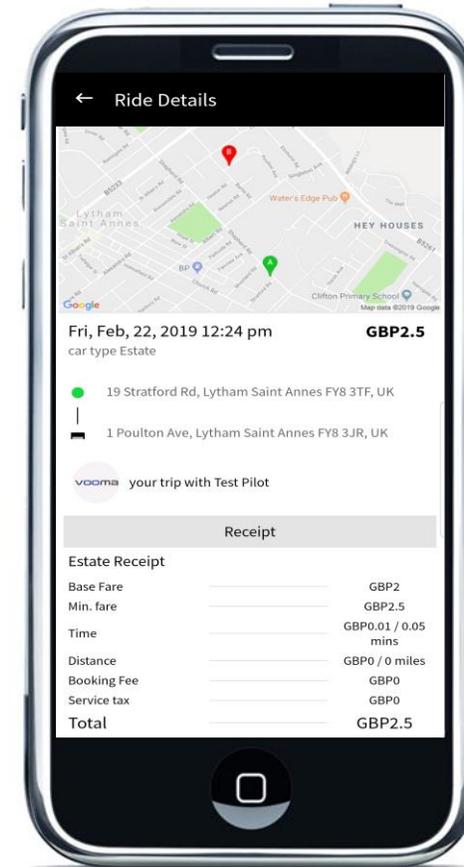
- Date, Time
- Drivers details (Name, Vehicle make and model, Registration number, PH Licence Number)
- Fare Price

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And will be sorted in the app and which is stored with vovoma Cabs for a minimum of 2 years.

## Taxi Rental

Passenger can now rental a taxi and driver at discounted rates which is suitable for hospital trip, shopping, meetings.



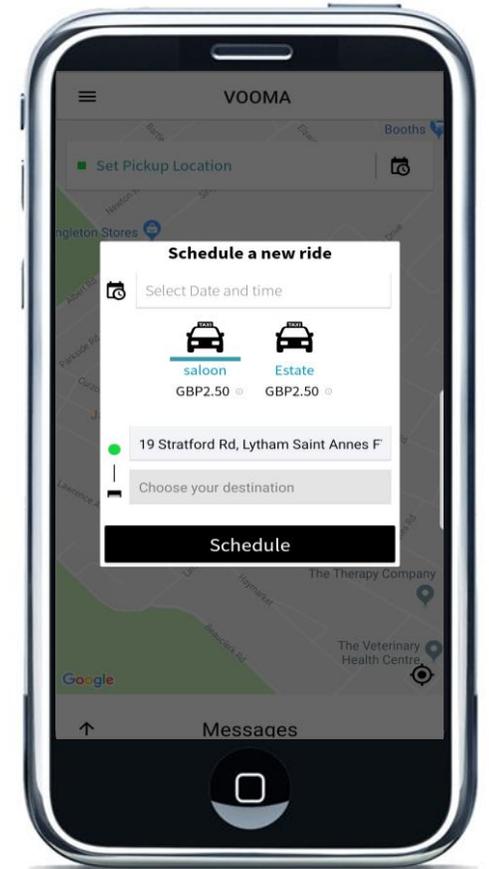
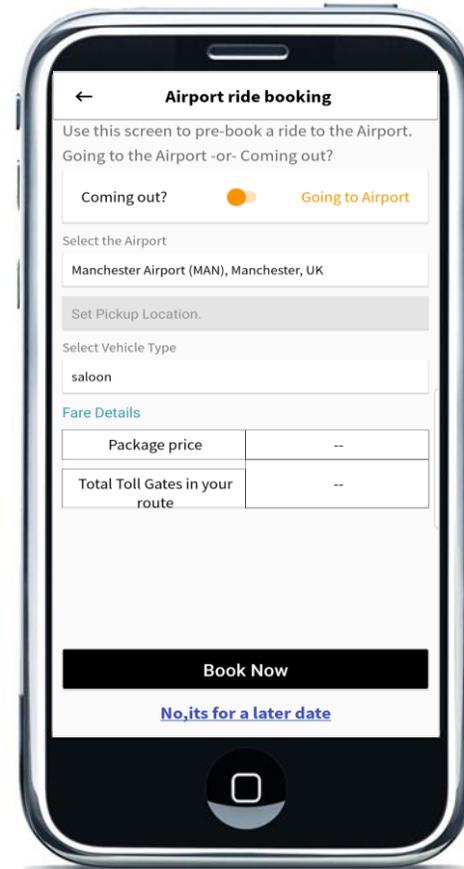
## Passenger App

### Schedule Bookings

Passengers can book their taxi up to 3 months ahead giving our passengers more peace of mind, knowing that everything is taken care off. The driver will know in his/her calendar of the booking giving the driver regular trips.

### Airport Bookings

When booking airports rides the passenger will have a list of airports around the UK either coming out or going in. they can book their return journey at the same time, which gives passengers peace of mind on their return journey.



## Drivers Registration

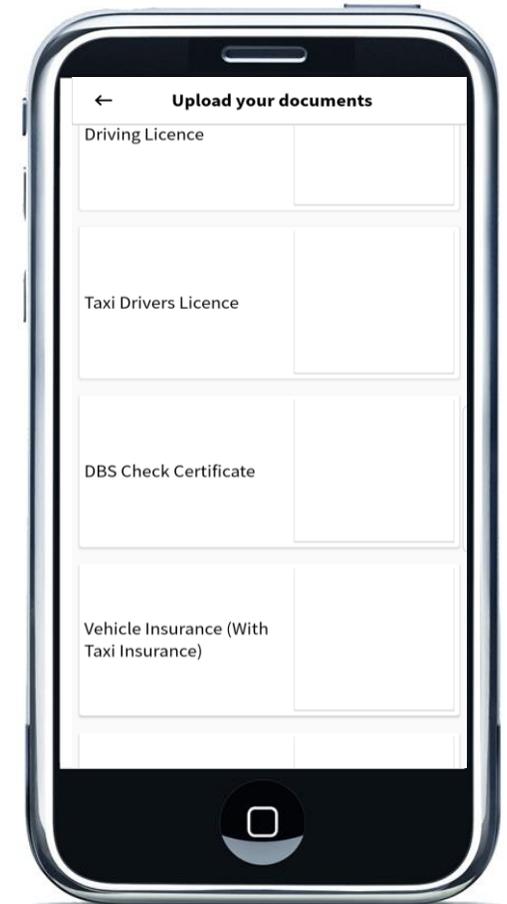
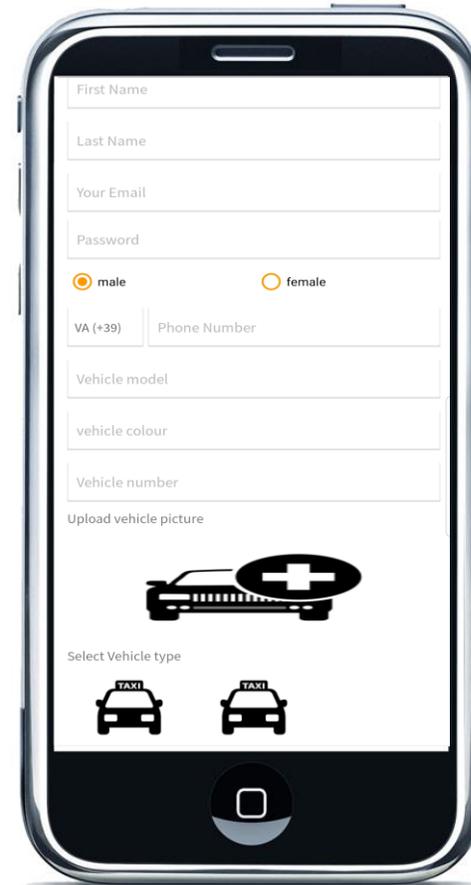
After a drivers downloads the App they can sign up to become a Vooma Driver. Here is where the driver will give details about themselves:

- Name
- Address
- Phone Number
- Taxi Driver Licence
- Details of their vehicle
- Number of seats
- Council Vehicle Test Certificate
- V5 Logbook and MOT Certificate
- Insurance details along with DBS check

•Page 42

After we receive their information, we begin our checks to ensure that our drivers a fit and proper to carry out their duties as a vooma driver.

Once all check are complete we invite the driver to our interview event and we get to meet them and they meet us. We check their vehicle and paperwork including the vehicle paperwork. Once everything is complete we upload them to our system so the driver can begin to drive.



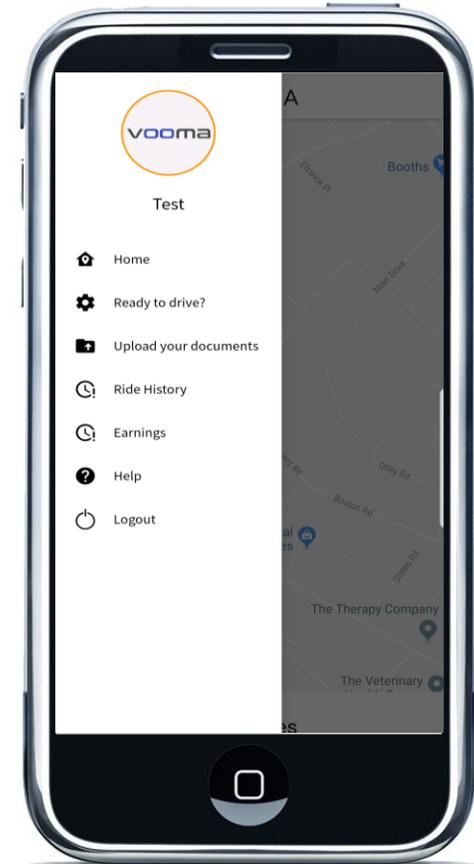
## Driver Log In

Once all checks have been complete, the driver will be able to start work they can do a number of things upload documents, earning, and history.

All the driver needs to do is click on “**Ready to Drive**” that will send the driver live on our system and ready to receive bookings.

When a driver receives a booking it will appear as a notification. All bookings are programmed to notify the closest taxi to the passenger so there is a long waiting time.

The driver will be able to notify the passenger via in-app messaging.



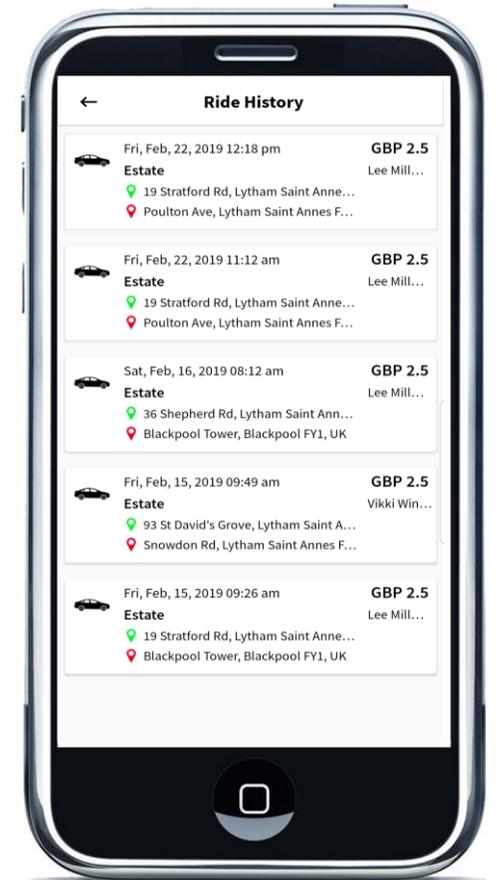
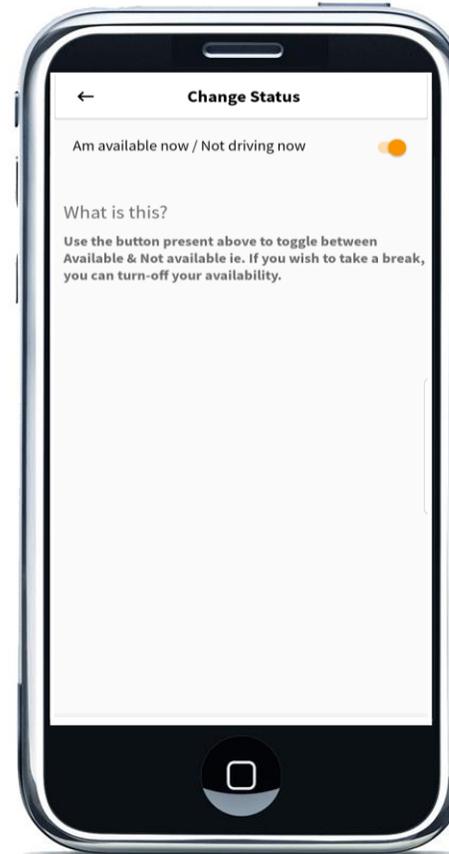
## Drivers Ride History

All drivers will be able to view their ride history at any point to give drivers a full knowledge of their busy times and areas this can NOT be modified at all at any point as this is a live log.

This information is always kept secured within our system for minimum 2 years information kept:

- Date/Time
- Driver details
- Passengers details
- Vehicles details
- Pick up and drop locations
- Cost of fare and payment method

This information is accessible to local authorities at time requested.



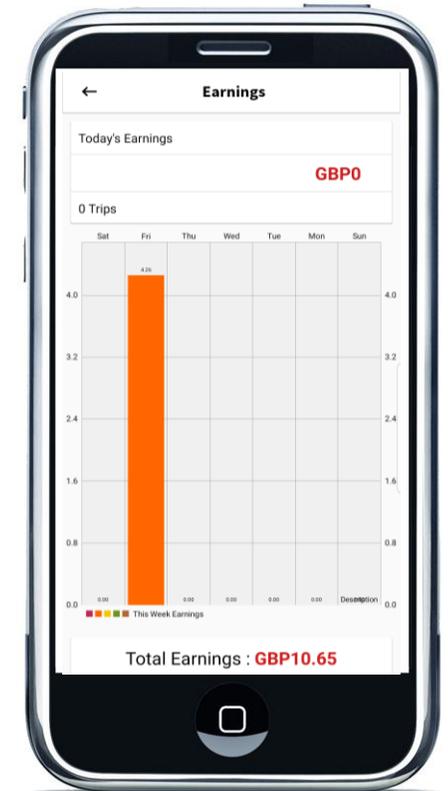
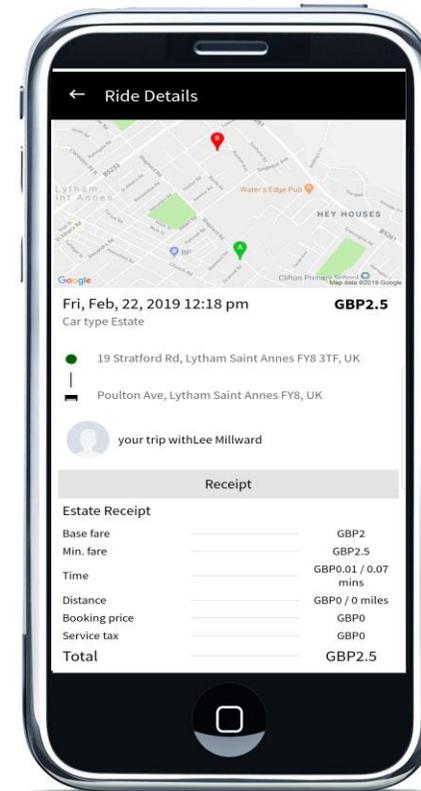
## Earnings

All drivers will be able to view their earnings giving driver the know how of their earnings each day so their know how much is going into their bank account each day

## Payment Process

Once a fare has been completed the passenger has a preferred method if card is their chosen method then the fare will be taken from their card once the journey is complete.

Once payment is taken then the integration will deduct our service charge from the fare and the Remainer will be sent directly to the drivers account.

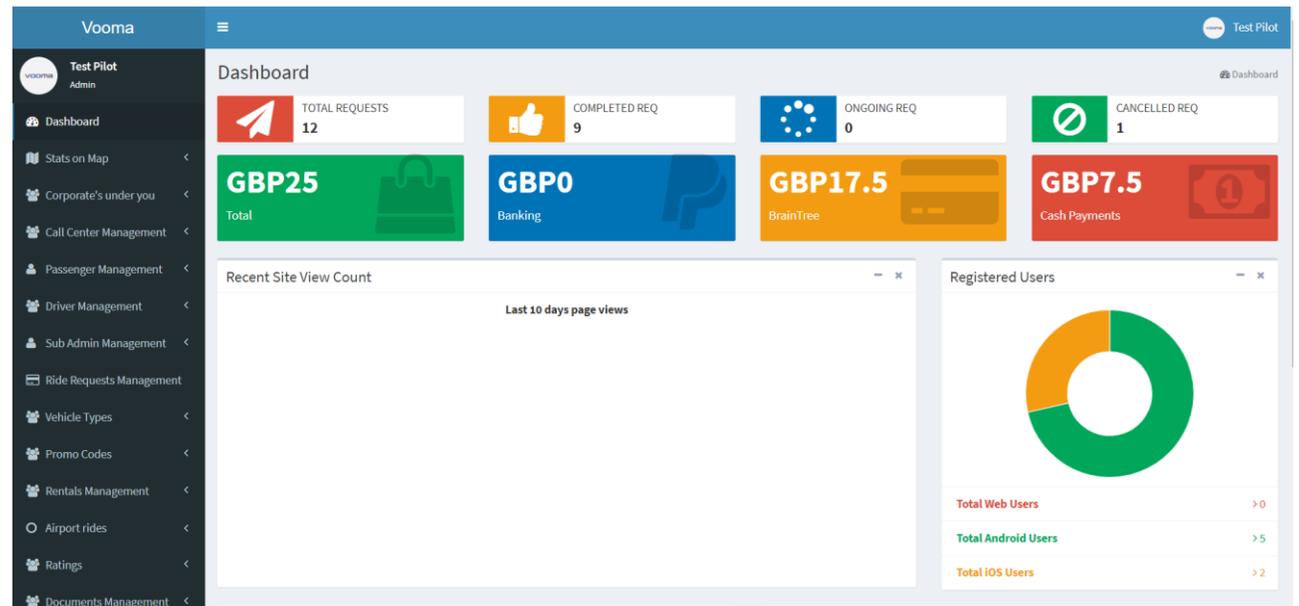


## Admin Dashboard

Here on Admin we can see all operations of our company,

- Bookings
- Transactions
- Active Drivers
- Drivers profiles
- Passengers
- Feedback

This is where we can operate our company effectiveness



## Driver Profiles

In this section, this is where we on-board new drivers into our system. We ask drivers for information from name to photograph, in this section we ask for:

- Personal Details
- Vehicle Details
- Photograph
- Private Hire Drivers and Vehicle Licence

This section is what is displayed on the profile within the Drivers App.

The screenshot shows the 'Add a Driver' form in the Vooma Admin Dashboard. The form is located under the 'Driver Management' section. It includes the following fields:

- Assign under a corporate?:** A dropdown menu with 'Select Corporate' as the current selection.
- First Name:** A text input field.
- Last Name:** A text input field.
- Gender:** Radio buttons for Male, Female, and Others.
- Email:** A text input field with the value 'admin@smartcar.com'.
- Password:** A text input field with masked characters '\*\*\*\*'.
- Confirm Password:** A text input field.
- Contact Number:** A text input field.
- Plate No:** A text input field with the example 'Eg: 12345'.
- Brand:** A text input field with the example 'Eg: Ferrari'.
- Color:** A text input field with the example 'Eg: Black'.
- Address:** A text input field.
- Profile Picture:** A 'Choose file' button and the text 'No file chosen'.

## Journey Details

All journey's are logged and stored for a minimum of 2 years, All logs contain

- Booking by passenger
- Driver details
- Vehicle details (under driver registration)
- Fare details
- Pick up and drop off point
- Detailed map

All logs are available for local authorities on request.

## Vehicle Registration

In this section is where we add vehicles to our system so passengers can request the more suitable taxi that they require.

All our tariffs are in accordance to the local authorities details tariff prices.

All full vehicle is records on speed sheet which include

- Make/Model
- Registration
- Colour
- Engine Size, Number of Seats
- MOT, Service, Road Tax, Insurance, Taxi vehicle Licence
- Owner details, V5 log book
- Council Vehicle Test Certificate

Trip Details	
Booked by	Test
Driver Name	Test
Total Time	0.05
Trip started on	22nd of February 2019 12:24:52 PM
Trip ended on	22nd of February 2019 12:24:55 PM
Base Price	GBP2
Extra time price	GBP0.01
Tax	GBP0
<b>Total Amount</b>	<b>GBP2.5</b>
Source:	19 Stratford Rd, Lytham Saint Annes FY8 3TF, UK
Destination:	1 Poulton Ave, Lytham Saint Annes FY8 3JR, UK

The map below the table shows the route between the source and destination in Lytham Saint Annes, with markers for 'Water's Edge Pub' and 'Mel's Fancy Dress'.

**Vehicle Type**

**Number of Seats**

**Base Fare**

**Minimum fare**

**Booking Fee**

**Tax Fee**

**Price Per Minute**

**Price per Mile / Kms**

**Mile-or- Kms?**

**Picture**  No file chosen  
Upload .png, .jpg or .jpeg image files only

Set as Default

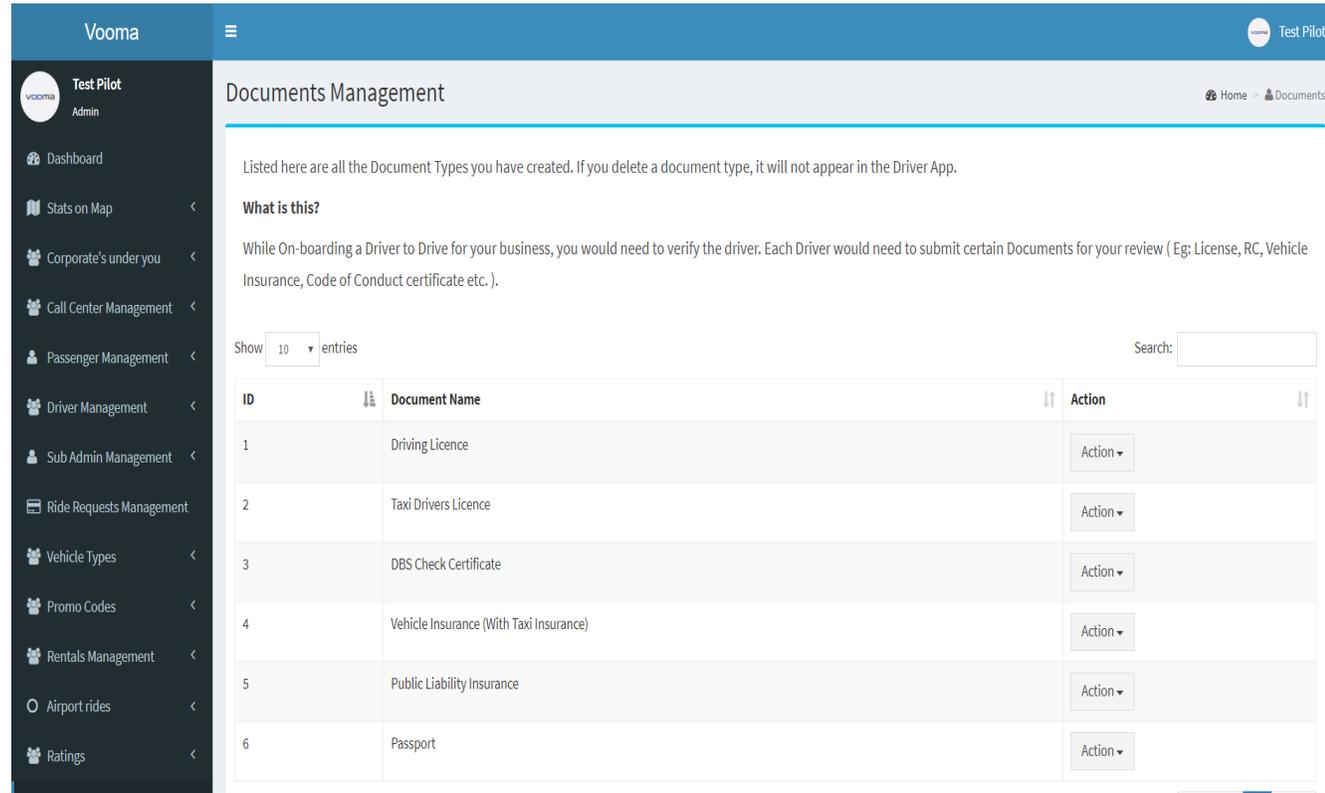
# Document Management

All drivers can upload their own documents which will be loaded up to the dashboard where we can revise all documents and update our systems once approved.

**We ask for number of documents able us to do our checks for all drivers:**

- Driving Licence
- PH Drivers Licence
- PH Vehicle Licence
- Council Vehicle Test Certificate
- Vehicle V5 Logbook
- DBS certificate
- Public Liability Insurance
- Proof of Identification
- Proof of Address
- Taxi Insurance

All this information is in the New Drivers Pack, At Vooma Cabs we will work closely with the Council's Licencing Department.



## Payment Gateway

Vooma offers a seamless payment method which gives our passengers and drivers the simplicity for paying for their fare.

Vooma has partnered with Stripe as their chosen provider, Stripe has a long history for collecting and paying out within a secure environment. As Vooma needed a more complex gateway stripe are able to split the payment once the fare as been collected, Vooma does NOT hold any funds for the drivers, funds are transferred into their account same day as collected.

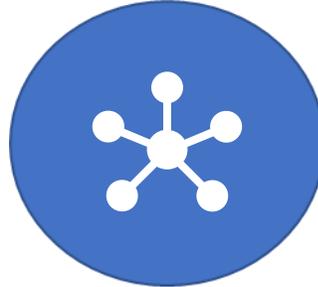
Page 49



Once Arrived at Destination the voom app will take payment for their journey



Stripe will process the payment once the passenger has verified the trip has ended.



The payment will then be split where vooma will take their 15% commission.



The remainder of the fare is then deposited into the drivers account.

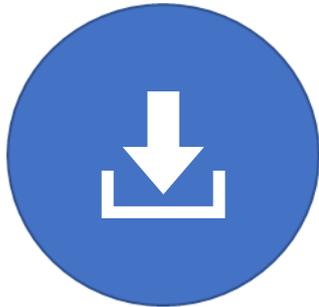
## DRIVER PROCESS

All drivers will be able to download the Vooma App from Apple App Store or Google PlayStore, Once downloaded the Driver will be taken to the through the on-boarding process.

Once their application is complete and submitted and checks are complete the driver will be invited to their interview this is where the vooma team can meet the driver and the driver meets us and answer any questions the driver may have.

We inspect all vehicles to ensure their vehicle is within the requirements to drive with Vooma Cabs, Once all checks are carried out the driver will become active and will be able to start driving.

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Download The  
Vooma App



Driver Completes full  
application via the  
Vooma App



After all checks are  
conducted and vehicle  
inspection is complete  
and interview and  
everyone is happy.



Once all 3 steps are  
complete the driver  
will be able to start  
driving and be apart of  
the vooma team.

## Vehicle database

At this present moment in time our database is built using spread sheets, Where we will log all vehicle on-boarding:

- Make/model
- Colour
- Vehicle Registration number
- VIN Number
- Engine Size
- Number of Seats
- V5 Logbook
- Owner Details
- MOT Details
- Council Vehicle Test
- Servicing Details
- PH Vehicle Licence

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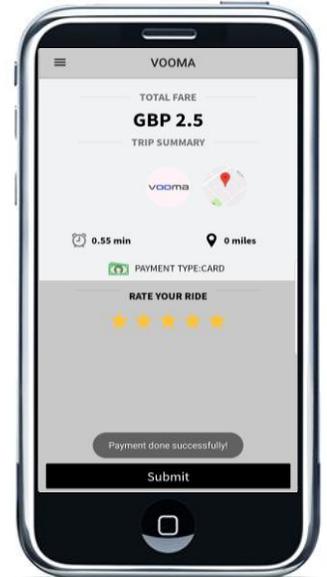
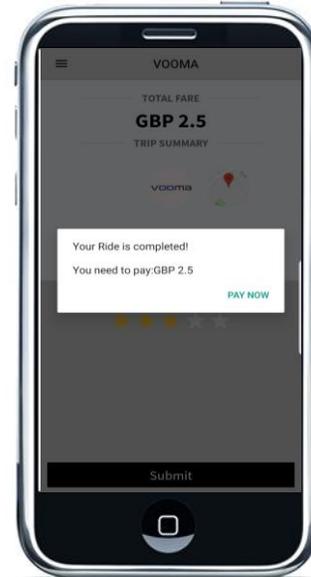
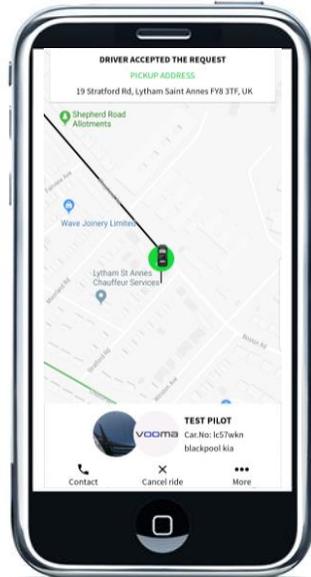
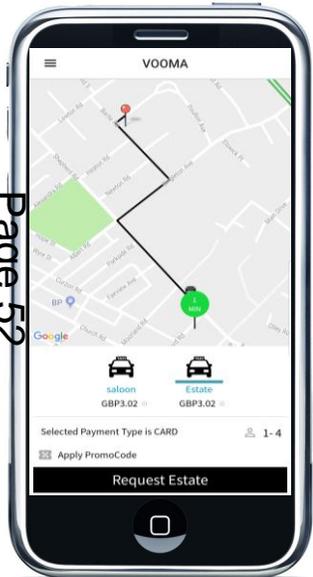
we are current in the process of obtain a vehicle Fleet Management Software with a provider called Fleet Check that will be integrated in to our system. The new software will give reminders to the drivers for example MOT is due also this will notify vovoma of any upcoming maintenance due to the Fleet.

Our new software also checks drivers licences via Driver Vehicle Licensing Agency (DVLA) to ensure that we are always informed of any changes to the drivers licence.

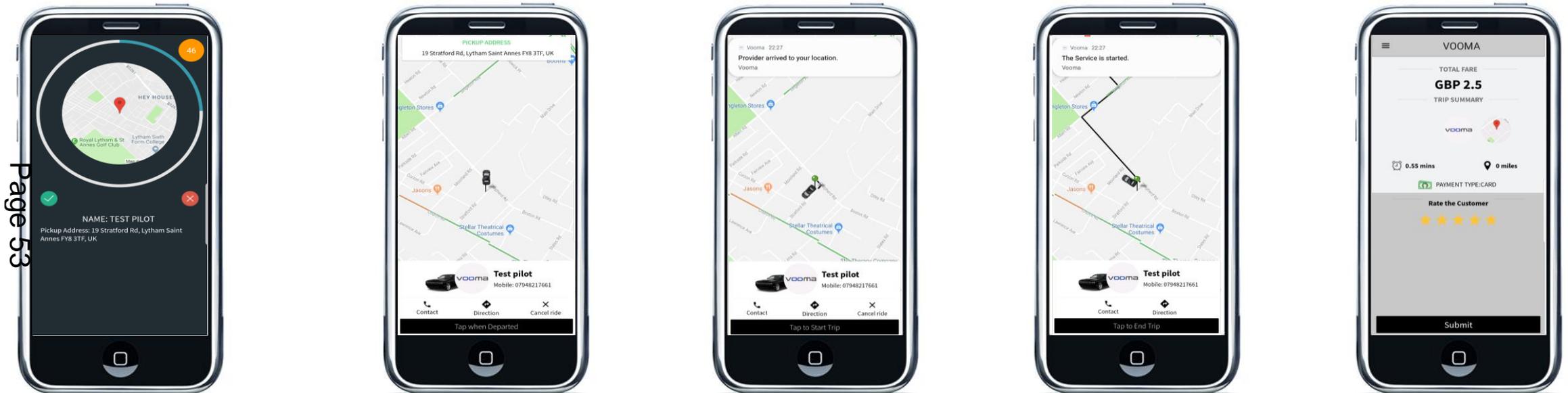
# BOOKINGS

At vooma we are proud in our technology as you can see in the demo below the app shows the commucation between the passenger and driver from start to finish. The passenger is always in touch with the driver via our in app all notification are delivered in 1.2sec in real-time tracking so the passenger knows exactly where their driver is at the time of booking.

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Once the booking has been the driver is automatically notified and logged once the driver has accepted the request the passenger is notified straightway, at the end of the journey the passenger will be able to send feedback via the in a golden star format.



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# Booking Logging

All bookings are logged and store on the admin dashboard, all logs are kept for minimum 2 years.

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The screenshot displays an admin dashboard with a dark sidebar on the left containing various management options. The main content area is titled 'Trip Details' and features a table with the following information:

Booked by	Test
Driver Name	Test
Total Time	0.55
Trip started on	24th of February 2019 10:27:32 PM
Trip ended on	24th of February 2019 10:28:04 PM
Base Price	GBP2
Extra time price	GBP0.11
Tax	GBP0
<b>Total Amount</b>	<b>GBP2.5</b>
Source:	19 Stratford Rd, Lytham Saint Annes FY8 3TF, UK
Destination:	1 Poulton Ave, Lytham Saint Annes FY8 3JR, UK

Below the table is a map showing the route between the source and destination locations in Lytham Saint Annes. The map includes labels for 'Map', 'Satellite', and various local landmarks such as 'Sainsbury's', 'Alices Tearoom', 'Clifton Primary School', and 'Lytham Park & Crematorium'.

## COMPLAINTS

All complaints from passengers and drivers is handle via our complaints department passengers and drivers can email their complaint to [complaints@voomacabs.com](mailto:complaints@voomacabs.com)

or in writing to

Vovoma Ltd T/A Vooma Cabs, 154-158 Church Street, Blackpool, Lancashire, FY1 3PS.

Page 55 All complaints are handled within 14 days time frame, At vooma all complaints are treated as a serious matter and fairly, all complaints are logged on our software and each complaint is referred to as a “Case” we focus on passenger and drivers feedback to ensure vooma is operating to its full ability.

## SUMMARY

Vooma Cabs is a taxi company that offers passengers and drivers a seamless option with affordable travel cost and offering drivers lower fees and higher earnings, giving them flexibility, which operates through the vooma app.

As a taxi company we log and store for a minimum of 2 years:

- Booking Information
- Driver information
- Vehicle details
- Payment information
- All drivers will take part in an induction and training
- All drivers will be licenced by Blackpool Council Licencing Team
- All Vehicles will be licenced and Tested by Blackpool Council Licencing Team

Vooma Cabs offers a full transparent model and to work in partnership with Blackpool Council Licencing Department to ensure that we operate to its full capability providing a safe and effective way of traveling via Private Hire Taxi's.

Vooma Cabs is a member of the ICO data protection No/ ZA492887



**CONDITIONS SUBJECT TO WHICH THIS LICENCE IS GRANTED**

Records, which must be kept by operators, under the Local Government (Miscellaneous Provisions) Act 1976 shall be kept in a suitable non-erasable form in a suitable log or book, the pages of which are numbered consecutively for a period of 2 years. If records are kept in computerised format these should be kept for a period of 2 years (unless an alternative period has been agreed with the Council in writing) and should be made available to an authorised officer of the Council on request.

Prior to each journey, the operator shall enter the following particulars of every booking of a private hire vehicle accepted namely: -

- the date of the booking
- the name of the hirer
- the time of pick-up
- the address of the point of pick-up
- the time at which a driver was allocated to the booking
- the plate number (or other identification) of the vehicle allocated

The operator shall keep records of the following particulars of all private hire vehicles operated by him/her, namely:-

- type, Make, Model, Colour and Engine Size of Vehicles
- the year when the vehicle was first licensed for private hire
- vehicle Registration Numbers
- the number of seats for passengers
- owners
- a copy of a current insurance certificate
- whether a meter is fitted
- Private Hire Vehicle Plate Numbers
- A copy of the Private Hire Vehicle licence

The operator shall keep records of the particulars of all drivers of private hire vehicles operated by him/her, such details to include the following particulars, namely:-

- details as to the drivers of the vehicles, and their call signs
- details of when any new driver begins service
- details of when any driver's service ceases
- details of any change of address of any driver in service
- if he/she becomes aware that any driver is suffering from any illness, disability or condition which may affect the driver's ability to safely carry out his/her duties, details of that information
- expiry dates of driver's badges and vehicle licences
- a copy of the Private Hire drivers licence
- a copy of the DVLA licence

The operator shall notify the Authority in writing of any change affecting this licence including change of address (including any address from which he operates or otherwise conducts his business), which takes place during the currency of the licence. Such notice shall be given within 14 days of the change to the Licensing Officer.

The operator shall, within 7 days of conviction, notify the Licensing Service in writing of any conviction or fixed penalty imposed on him during the currency of his/her operator's licence. If the operator is a company or partnership, this requirement shall apply if any of the directors or partners receives a conviction or fixed penalty.

The operator shall ensure that a certificate of motor insurance covers every private hire vehicle operated by him under the licence, which is compliant with the Road Traffic Act 1988 as regards the carriage of passengers for hire or reward.

## Appendix 5(b)

If the Operator has premises to which the public have access, in connection with the hiring of vehicles, he shall ensure that there is public liability insurance in force, which indemnifies him against any claim for loss, damage or personal injury by any person using those premises.

<b>Report to:</b>	<b>PUBLIC PROTECTION SUB-COMMITTEE</b>
<b>Relevant Officer:</b>	Lee Petrak, Trading Standards and Licensing Manger
<b>Date of Meeting:</b>	23 April 2019

## ANIMAL ACTIVITIES LICENCE – DOG BREEDING

### 1.0 Purpose of the report:

1.1 To consider an application for an Animal Activities Licence for Dog Breeding.

### 2.0 Recommendation(s):

2.1 To consider the potential options outlined at paragraph 5.5 and any update given at the meeting and agree how to determine the application.

### 3.0 Reasons for recommendation(s):

3.1 The Sub-Committee must be satisfied that the applicant meets the requirements of the Animal Welfare Regulations 2018, in particular Schedules 2 and 6.

3.3a Is the recommendation contrary to a plan or strategy adopted or approved by the Council? No

3.3b Is the recommendation in accordance with the Council's approved budget? Yes

3.3 Other alternative options to be considered:

As outlined in paragraph 5.5.

### 4.0 Council Priority:

4.1 The relevant Council Priority is "Safeguard and protect the most vulnerable"

## 5.0 Background Information

- 5.1 Application Received on 14 December 2018 for an application for a licence to breed dogs for Kathryn Stock, 8 St Martins Road, Blackpool.
- 5.2 The premises was inspected on 22 March 2019 by Andrew Mellor of Andrew Mellor Veterinary practice, Norbreck Road, Thornton Cleveleys, accompanied by local authority officers Ryan Ratcliffe and Dave Verity. The inspection identified a number of areas that required attention before the minimum required standards could be met. The premises will be re-inspected following the areas identified being remedied, a date for which is yet to be determined.
- 5.3 The Animal Welfare regulations 2018, regulation 4 in relation to Conditions of grant or renewal of a licence states the following:

*4.—(1) This regulation applies where—*

*(a) a local authority has received from an operator an application in writing for the grant or renewal of a licence to carry on a licensable activity on premises in the local authority's area, and*

*(b) the application gives such information as the local authority has required.*

*(2) The local authority must—*

*(a) appoint one or more suitably qualified inspectors to inspect any premises on which the licensable activity or any part of it is being or is to be carried on, and*

*(b) following that inspection, grant a licence to the operator, or renew the operator's licence, in accordance with the application if it is satisfied that—*

*(i) the licence conditions will be met,*

*(ii) any appropriate fee has been paid in accordance with regulation 13, and*

*(iii) the grant or renewal is appropriate having taken into account the report submitted to it in accordance with regulation 10.*

Regulation 10 States the following in relation to the inspectors report:

*(1) Where a local authority arranges an inspection pursuant to regulation 4(2)(a), it must arrange for the submission to it of a report by the inspector.*

*(2) The inspector's report must—*

*(a)contain information about the operator, any relevant premises, any relevant records, the condition of any animals and any other relevant matter, and*

*(b)state whether or not the inspector considers that the licence conditions will be met.*

5.4 For review officers have attached a copy of the application form and associated documents, Inspectors Report and an email from the vet who inspected the premises confirming that following the inspection, the minimum required standards were not currently being met. These can be found at Appendix 6 a, b and c.

5.5 Following the inspection outlined in paragraph 5.2, the applicant was served with a list of required improvements to the premises and a deadline of 23 April 2019 to complete them. At the time of dispatch of the agenda, no further update has been received from the applicant. Any change of circumstances will be updated to the Sub-Committee. There are three options therefore for the Sub-Committee to consider at the meeting, namely:

- To defer consideration of the application to a future meeting.
- To approve the application in principal for an Animal Activities licence for Dog Breeding, subject to completion of the required improvements by the applicant and following a satisfactory re-inspection of the premises.
- To refuse the application for an Animal Activities licence for Dog Breeding if the required improvements have not been completed.

5.6 Does the information submitted include any exempt information? No

5.7 **List of Appendices:**

Appendix 6(a) - Application form,  
Appendix 6(b) - Inspectors Report  
Appendix 6(c) – confirmation email

6.0 **Legal considerations:**

6.1 The Head of Legal Services will be represented to advise the Sub Committee

7.0 **Human Resources considerations:**

7.1 None

8.0 **Equalities considerations:**

8.1 None

**9.0 Financial considerations:**

9.1 None

**10.0 Risk management considerations:**

10.1 None

**11.0 Ethical considerations:**

11.1 None

**12.0 Internal/ External Consultation undertaken:**

12.1 None

# Blackpool Council

The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

## Application for a licence to Breed Dogs

Please complete all the questions in the form.

If you have nothing to record, please state "Not applicable" or "None"

<b>1a</b>	<b>Agent</b>				
1.1	Are you an agent acting on behalf of the applicant	Yes	No	<input checked="" type="checkbox"/>	If no, go to 2.1
<b>1b</b>	<b>Further information about the Agent</b>				
1.2	Name	N/A			
1.3	Address	N/A			
1.4	Email	N/A			
1.5	Main telephone number	N/A			
1.6	Other telephone number	N/A			
<b>2</b>	<b>Applicant details</b>				
2.1	Name	KATHRYN STOCK			
2.2	Address				
2.3	Email				
2.4	Main telephone number				
2.5	Other telephone number	N/A			
2.6	Are you applying as a business or organisation, including a sole trader	Yes	No		
2.7	Are you applying as an individual	Yes	No		
<b>3a</b>	<b>Applicant Business</b>				
3.1	Is your company registered with companies house	Yes	No		If no, go to 3.3
3.2	Registration Number	N/A			
3.3	Is your business registered outside the UK	NO			
3.4	VAT Number	NA			
3.5	Legal status of the business	SOLE TRADE			
3.6	Your position in the business	SELF EMPLOYED			
3.7	The country where your head office is located.	AS ABOVE			
<b>3b</b>	<b>Business Address – This should be your official address – The address required of you by law to receive all communication</b>				
3.8	Building name or number				
3.9	Street				
3.10	District				
3.11	City or Town				
3.12	County or administrative area				
3.13	Post Code				
3.14	Country				

<b>4a</b>	<b>Type of Application</b>		
4.1	Type of Application	New	Renewal
4.2	Existing licence number		
<b>4b</b>	<b>Animals to be accommodated</b>		
4.3	Wholly indoors	Wholly outdoors	✓
4.4	Breeds of dogs concerned		
4.5	Number of bitches kept		
4.6	Owned by the applicant	✓ Co owned by the applicant	On breeding terms
4.7	Provide details of the ages of bitches kept.		
4.8	Number of studs kept	1	
4.9	Owned by the applicant	Co owned by the applicant	✓ On breeding terms
4.10	Provide details of the ages of the studs kept	10 months	
<b>4c</b>	<b>Further information about the applicant</b>		
4.11	Date of birth		

<b>5</b>	<b>Premises to be licensed</b>	
5.1	Name of premises/trading name	N/A
5.2	Address of premises	
5.3	Telephone number of premises	
5.4	Email address	
5.5	Do you have planning permission for this business use.	Planning consalte and deemed not re uired <input checked="" type="radio"/> Yes <input type="radio"/> No

<b>6</b>	<b>Accommodation and facilities</b>	
6.1	Details of the quarters used to accommodate animals, including number, size and type of construction	Full details on su limentar Pa e
6.2	Exercise facilities and arrangements	Trans orb ed to an ci d rivate id e lam / central heating
6.3	Heating arrangements:	Natural fans ins ed if
6.4	Method of ventilation of premises	been m s
6.5	Lighting arrangements (natural & artificial)	wt r tular 1 med & illed
6.6	Water supply	dr kibbel s re indoors
6.7	Facilities for food storage & preparation	ed and dis osed in wheelie bin
6.8	Arrangements for disposal of excreta, bedding and other waste material	Isolation area to be constructed in Gara
6.9	Isolation facilities for the control of infectious diseases	Fire extin uisher & ire lan - fire&rescu L.woo 1 Grain d
6.10	Fire precautions/equipment and arrangements in the case of fire	<input checked="" type="radio"/> Yes <input type="radio"/> No
6.11	Do you keep and maintain a register of animals?	reduce numbers, star ins with noise . humane anti bark devices 1 mo
6.12	How do you propose to minimise disturbance from noise?	humane anti bark collars bought and in use sound engineers Consulted & 2 options explored

<b>7</b>	<b>Veterinary surgeon</b>		
7.1	Name of usual veterinary surgeon		
7.2	Company name		
7.3	Address		
7.4	Telephone number		
7.5	Email address		
<b>8a</b>	<b>Emergency key holder</b>		
8.1	Do you have an emergency key holder?	e No	If no, go to 9.1
8.2	Name		
8.3	Position/job title		
8.4	Address		
8.5	Daytime telephone number		
8.6	Evening/other telephone number		
8.7	Email address	N A	
8.8	Add another person?	Yes/No	If no, go to 9.1
<b>8b</b>	<b>Emergency key holder 2</b>		
8.9	Do you have an emergency key holder?	Yes/No	If no, go to 9.1
8.10	Name		
8.11	Position/job title		
8.12	Address		
8.13	Daytime telephone number		
8.14	Evening/other telephone number	NIA	
8.15	Email address	NIA	
<b>9</b>	<b>Public liability insurance</b>		
9.1	Do you have public liability insurance?	Yes/No	If no, go to 9.6
9.2	Please provide details of the policy	NIA	
9.3	Insurance company	NIA	
9.5	Policy number	NIA	
9.6	Period of cover	NIA	
9.7	Amount of cover (£)	N A	
9.8	Please state what steps you are taking to obtain such insurance		
<b>10</b>	<b>Disqualifications and convictions</b>		
	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:		
10.1	Keeping a pet shop?		Ye
10.2	Keeping a dog?		Yes/No
10.3	Keeping an animal boarding establishment?		Yes/ o
10.4	Keeping a riding establishment?		Yes/ o
10.5	Having custody of animals?		Yes
10.6	Has the applicant, or any person who will have control or management of the establishment, been convicted of any offences under the Animal Welfare Act 2006?		Yes/No

<b>10</b>	<b>Disqualifications and convictions</b>	
10.7	Has the applicant, or any person who will have control or management of the establishment, ever had a licence refused, revoked or cancelled?	Yes <input type="radio"/> No <input checked="" type="radio"/>
10.8	If yes to any of these questions, please provide details,	N/A

<b>11</b>	<b>Additional details</b>	
Please check local guidance notes and conditions for any additional information which may be required		
11.1	Additional information which is required or may be relevant to the application	N/A

<b>12</b>	<b>Model Licence Conditions &amp; Guidance</b>	
All applicants to tick that they have read the applicable model licence conditions & guidance		
12.1	The Breeding and Sale of Dogs	<input checked="" type="checkbox"/>

<b>13</b>	<b>Additional Information</b>	
Please attach the following information		
13.1	A plan of the premises	
13.2	Operating procedures	
13.3	Risk Assessments (including Fire)	
13.4	Infection control procedure	
13.5	Training records	

<b>14</b>	<b>Declaration</b>	
14.1	This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.	
14.2	I am aware of the provisions of the relevant Act and model licence conditions. The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.	
14.3	Signing this box indicates you have read and understood the above declaration	KS
14.4	Full Name	KATHRYN STOCK
14.5	Capacity	
14.6	Date	14/12/18

**Please Return to:**  
**Licensing Service**  
**Blackpool Council**  
**Municipal Building**  
**Corporation Street**  
**Blackpool**  
**FY1 1NA**

**Email:** [licensing@blackpool.gov.uk](mailto:licensing@blackpool.gov.uk)

#### 4.5

<b><u>Name</u></b>	<b><u>Breed</u></b>	<b><u>Sex</u></b>	<b><u>Age</u></b>
Willow	Labrador	Female	2
Jess	Cocker Spaniel	Female	5
Katie	Cavalier King Charles	Female	4
Molly	Cavalier King Charles	Female	11 Months
Hattie	Cavalier King Charles	Female	7 Months
Sarsar	Pomeranian	Female	10 Months
Felicia	Pomeranian	Female	10 Months
Coco	Pomeranian	Female	7 Months
Tim	Pomeranian	Male	10 Months

#### 6.1

Indoor space:

Laminated flooring with puppies/dogs contained within galvanised puppy panels. Heated via central heating and heat lamps.

Outdoor space:

Fully contained concrete area to rear.

Concrete area to side set at a gradient with a channel drain. Set onto this will be 3 off kennels, constructed of polyethylene panels with galvanised trim.

External runs provided with galvanised panels and gates.

Internally these will be lit with batten lamps and heated via thermostatically controlled heat lamps.



Kathryn Stock  
8 St Martins Road  
Blackpool  
Lancashire  
FY4 2DY

**Dog breeding operating procedure**

## **Contents**

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Adult dogs	P 7
Infection control	P 7
Veterinary contacts	P 7
Out of hours veterinary contacts	P 8
Cleaning and hygiene	P 8
Food	P 8
Emergency contacts	P 8
Visitors	P 9
Fire	P 9
Daily routine	P 10

## **Puppies life plan**

Until all puppies are fully vaccinated the following must be in place:

Disinfectant mat located at the front door.

Foot dips to be used and located at entrances to any room containing puppies.

Sanitising hand gels located in close proximity to puppies, and to be used before and after handling.

### **Birth**

At birth all puppies are to be cleaned, warmed, weighed, ID collared, plasma administered, and to suckle from mother for colostrum.

Should mother not produce enough milk at the start, puppies are to be supplemented with Royal Canin ProTech puppy milk and colostrum replacement.

### **Week 1**

Puppies placed onto mother to feed every 3 hours as a minimum.

Puppies given plasma every 12 hours for the first 36 hours of life.

Suitable movement and activity to be monitored. Any puppies not demonstrating suitable movement to be closer monitored. Should their condition deteriorate they are to be presented to the vet.

Weighed daily to monitor growth.

### **Week 2**

Puppies placed onto mother to feed every 4 hours as a minimum.

Suitable movement and activity to be monitored. Any puppies not demonstrating suitable movement to be closer monitored. Should their condition deteriorate they are to be presented to the vet.

Weighed daily to monitor growth.

Puppies are to be inspected daily for eyes opening and any abnormalities that may present themselves.

Wormed with Panacur 3 day wormer.

Flea treated with FiprocLEAR spray.

### **Week 3**

Puppies allowed to nurse from mother when they are hungry.

Supplemented with Skinners puppy milk twice daily.

Suitable movement and activity to be monitored. Any puppies not demonstrating suitable movement to be closer monitored. Should their condition deteriorate they are to be presented to the vet.

Weighed daily to monitor growth.

Additional human interaction given, play time with both adults and children.

Noises introduced slowly, hair dryer, radio on, progressing to hoovering in the same room.

#### **Week 4**

Mother removed for short periods of up to 1 hour to encourage sibling play and discourage separation anxiety.

Puppies fed twice daily a mix of 90% skimmers puppy milk, 10% kibble. Kibble to be soaked in the hot milk mixture, and allowed to cool to a suitable temperature for feeding.

Suitable movement and activity to be monitored. Any puppies not demonstrating suitable movement to be closer monitored. Should their condition deteriorate they are to be presented to the vet.

Weighed daily to monitor growth.

Additional human interaction given, play time with both adults and children.

Wormed with Panacur 3 day wormer.

Flea treated with FiprocLEAR spray.

#### **Week 5**

Mother removed for periods of up to 2 hours to encourage sibling play and discourage separation anxiety.

Puppies fed twice daily a mix of 75% skimmers puppy milk, 25% kibble. Kibble to be soaked in the hot milk mixture, and allowed to cool to a suitable temperature for feeding.

Suitable movement and activity to be monitored. Any puppies not demonstrating suitable movement to be closer monitored. Should their condition deteriorate they are to be presented to the vet.

Weighed daily to monitor growth.

Additional human interaction given, play time with both adults and children.

All puppies to be microchipped.

#### **Week 6**

Mother removed for periods of up to 4 hours to encourage sibling play and discourage separation anxiety.

Puppies fed 3 times daily a mix of 50% skimmers puppy milk, 50% kibble. Kibble to be soaked in the hot milk mixture, and allowed to cool to a suitable temperature for feeding.

Suitable movement and activity to be monitored. Any puppies not demonstrating suitable movement to be closer monitored. Should their condition deteriorate they are to be presented to the vet.

Weighed daily to monitor growth.

Additional human interaction given, play time with both adults and children.

Wormed with Panacur 3 day wormer.

Flea treated with FiprocLEAR spray.

### **Week 7**

Mother removed during the day to encourage sibling play and discourage separation anxiety.

Puppies fed 4 times daily a mix of 25% skimmers puppy milk, 75% kibble. Kibble to be soaked in the hot milk mixture, and allowed to cool to a suitable temperature for feeding.

Suitable movement and activity to be monitored. Any puppies not demonstrating suitable movement to be closer monitored. Should their condition deteriorate they are to be presented to the vet.

Weighed daily to monitor growth.

Additional human interaction given, play time with both adults and children.

Interaction with other dogs within the house to be introduced.

### **Week 8**

Mother removed during the day to encourage sibling play and discourage separation anxiety.

Puppies fed 4 times daily dry kibble. A small splash of milk may be used to encourage feeding.

Suitable movement and activity to be monitored. Any puppies not demonstrating suitable movement to be closer monitored. Should their condition deteriorate they are to be presented to the vet.

Weighed daily to monitor growth.

Additional human interaction given, play time with both adults and children.

Interaction with other dogs within the house to be continued.

Wormed with Panacur 3 day wormer.

Flea treated with FiprocLEAR spray.

Puppies to be presented vet for thorough health check and first vaccine.

### **Week 9 - 10**

Puppies may leave to new homes.

Remaining puppies to have mother removed.

Puppies fed 4 times daily dry kibble. A small splash of milk may be used to encourage feeding.

Suitable movement and activity to be monitored. Any puppies not demonstrating suitable movement to be closer monitored. Should their condition deteriorate they are to be presented to the vet.

Additional human interaction given, play time with both adults and children.

Interaction with other dogs within the house to be introduced.

Second vaccine to be administered at 10 weeks of age.

## **Adult dogs**

Animal first aid kit to be maintained and available for use.

Teeth, pads, nails, eyes, joints inspected weekly.

Flea and worm treated monthly 10 weeks to 12 months. Adults 3 monthly.

Booster vaccine & veterinary health check yearly.

All females to be given herpes vaccine at mating and 3 days before whelping.

All bitches to be 12 months old prior to mating.

Stud dog and bitch must have a COI of less than the breed average.

Bitches must not whelp more than 1 litter in a 18 month period, or 4 litters in their life time.

Bitches must not have more than 1 caesarean section in their lifetime.

Indoor adults are to allowed outside to exercise and mess a minimum of 3 hourly 7am-10pm

## **Infection control**

Should any dog present signs of an illness it is to be presented to a vet at the next available appointment. The vet will advise on the appropriate course of action.

This may include, hospitalisation, medication and to live at home, live at home in isolation.

Should home isolation be required, the dog is to be placed into isolation in the approved location away from other dogs.

Isolated dogs must be checked 2 hourly, regularly exercised, and taken to the toilet.

Hands and footwear must be sanitised before and after contact with any isolated dog.

## **Veterinary contacts:**

Fiona Forrest  
Vet4Pets Kendal  
01539 742910

Oakhill Vets  
Langley Lane, Goosnargh, 01772 861300

### **Out of hours Veterinary contacts:**

Greenways Vets  
4 Greenways, Lytham  
01253 729309

Vets Now  
90 Noor Lane, Preston  
01772 301382

### **Cleaning and hygiene**

Water bowls to be cleaned and refilled daily

Food bowls to be cleaned after each use.

Only G9 or Virkon S disinfectants to be used in dog areas.

Puppy mess to be collected twice daily. Bedding removed, area disinfected and bedding replaced daily.

Adult dog mess to be collect 3 times daily. Area to be washed down daily. Deep clean, jet wash and disinfection minimum 3 times weekly.

### **Food**

Food served is to be suitable to the individual's needs. Generally adult dogs are fed Autarky Adult, and puppies fed Autarky Puppy.

Dry kibble is to be stored sealed in bags, and transferred to dedicated feed bins, kept indoors.

Puppy milks to be used are Royal Canin ProTech, Skinners puppy milk, or Provimi multimilk.

### **Emer enc Contacts**

In the case of an emergency, the following are to be contacted.

Mandy Wood

Jayne Ford

Should any dogs need to be evacuated from the property in an emergency situation, an agreement has been reached for them to be transported to and cared for by:

Longview Boarding Kennels  
Division lane  
Blackpool

### **Visitors**

To be fully covered with a risk assessment.

All visitors are to be requested to wear clean clothes, foot dip upon entering the property, and hand sanitise before handling puppies.

Puppies mother is to be present whilst visitors are present, however is to be removed prior to any visitor handling puppies as to avoid distressing the mother.

First aid kit to be maintained and available for use.

### **Fire**

To be fully covered with a risk assessment.

Fire extinguisher and fire blanket to be in a prominent location and ready for use.

First aid kit to be maintained and available for use.

## Typical Daily Routine

- 7:00 All dog mess cleaned up, puppies & adults.  
Water bowls cleaned and refilled.  
Indoor adults taken outside to toilet.
- 7:30 All dogs fed.
- 8:00 Food bowls collected and cleaned.
- 9.30 Puppies inspected and weighed.  
Indoor adults taken outside to toilet.
- 10:00 Adult dogs walked to van 1 at a time and inspected for any lameness or ill health. Dogs to be loaded into secure travel compartment within van.
- 11:00 Adult dogs walked on private field, minimum 30 minutes.
- 12:00 Puppies fed.  
Adult dog mess removed and washed down.  
Dogs replaced back into living accommodation.  
Indoor adults taken outside to toilet.
- 14:00 Indoor adults taken outside to toilet  
Puppies fully cleaned out, bedding removed, fresh put down.
- 16:00 Puppies fed.  
Indoor adults taken outside to toilet.
- 18:00 Indoor adults taken outside to toilet.  
Additional walk for larger dogs. On lead from the house.  
Dog mess picked up.
- 19:00 Puppies inspected and weighed. Weights recorded and wormer/flea treatment applied if required.
- 20:00 Puppies fed.  
Indoor adults taken outside to toilet.
- 22:00 Indoor adults taken outside to toilet.

<b>Risk Assessment - Record of significant findings</b>		
<i>Risk assessment for</i> 8 St Martin Road Blackpool FY4 2DY		<i>Assessment undertaken by</i> Date: 18/12/2018 Completed by: Lloyd Wood Signature: L Wood
Sheet number Floor/area: Two storey semi-detached house, with three bedrooms, bathroom, utility room, kennels & kitchen		Use: Residential property occupied by five Individuals, & 9 dogs.
<b>Step 1 - Identify fire hazards</b>		
<i>Sources of ignition</i> Boiler Log burner Heat lamps Cooking Electrical Installation Gas Installation Candles	<i>Sources of fuel</i> Furniture Towels Blankets Soft furnishings Dog bedding	<i>Sources of oxygen</i>  None other than naturally occurring
<b>Step 2 - People at risk</b>		
Residents and visitors to the property		
<b>Step 3 - Evaluate, remove, reduce and protect from risk</b>		
What are the risks?  Who is at risk?  Action taken to remove and reduce the hazards that may cause a fire  Action taken to remove and reduce the risk to people from a fire	Risk from cooking, heat lamps, boiler, candle burning, log burner, electricals.  Fire can spread throughout the property and kennels. House members and visitors at risk.  Candles banned during the night within the property. Log burner to be out during the night. Heat lamps to be installed at manufacturers recommended distance from combustibles. Electrical Installation tested for safety. Gas Installation tested for safety. Fire loading to be kept to a minimum. All plugs and cables to be routinely examined for splits or deformities.  Fire extinguisher and blanket installed. House members instructed how to safely use fire blanket and extinguisher. Fire alarms installed and routinely inspected. Access and egress routes to be reasonably clear. House members to be familiar with exit routes. Only one visiting family at a time.	
<b>Assessment review</b> <b>Assessment/ review</b> <b>date</b>  18/12/2019	<b>Completed by</b>	<b>Signature</b>



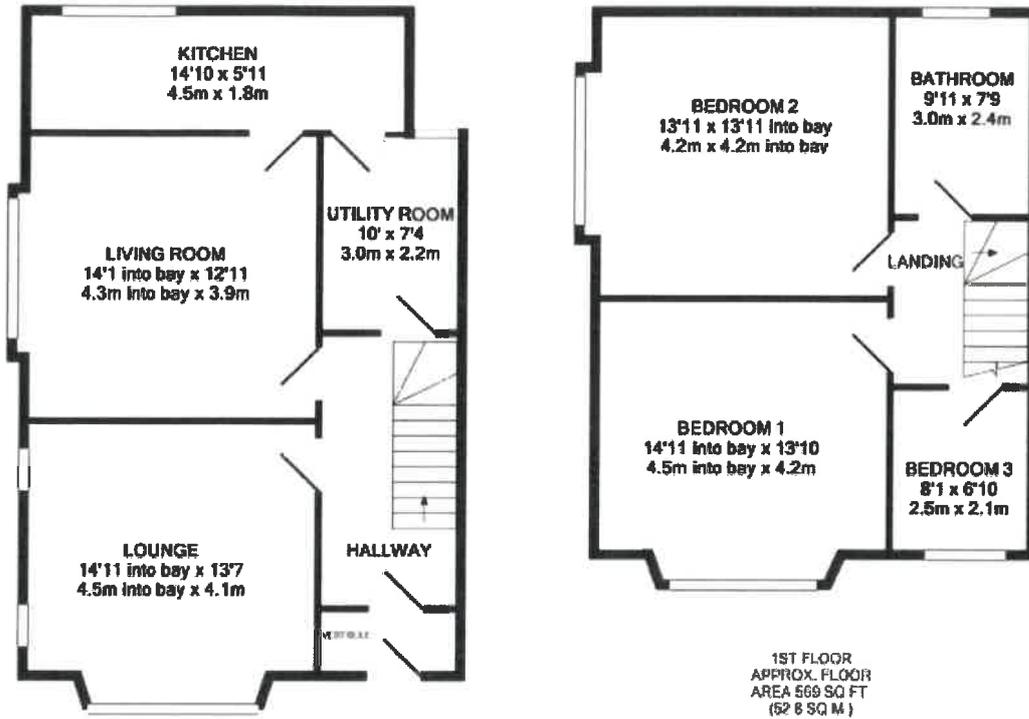
What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Done?
Dog bite	House members and visitors may be bitten by an adult or puppy.	House members competent and confident in handling dogs. First aid kit available and maintained. No unsupervised children to be with dogs.	Remind house members and visitors of hazard.	K. Stock	31/12/18	18/12/18
Slips, trips & falls	House members and visitors risk injury if they slip or trip.	Suitable lighting installed. Suitable footwear to be worn. Access and egress to be clear. Trailing leads to be kept to a minimum.	House members to clear as they go.	K. Stock	31/12/18	18/12/18
Electricity	House members risk serious, possibly fatal injuries from a faulty electrical installation or appliances.	Electrical installation installed by a competent person and protected from water ingress where necessary. All circuits are RCD protected. Leads and plugs regularly inspected by L Wood	No further action required.			
Disease	Animals, house members and visitors risk contracting disease from dog mess.	Cleaning plan in place and to be adhered to.	No further action required.			
Manual handling	House members risk injury from handling sacks of food.	Only 1 bag to be carried at a time.	House members reminded on correct manual handling techniques.	K. Stock	31/12/18	18/12/18
Driving	K Stock, L Wood risk car accidents whilst driving to suitable dog walking area.	Driving laws (speed limits, drink driving ect) to be adhered to.	No further action required.			
Lone working	K Stock, L Wood at risk whilst lone working.	Phones to be charged and carried whilst lone working in case of accident.	No further action required.			



**Section 13**

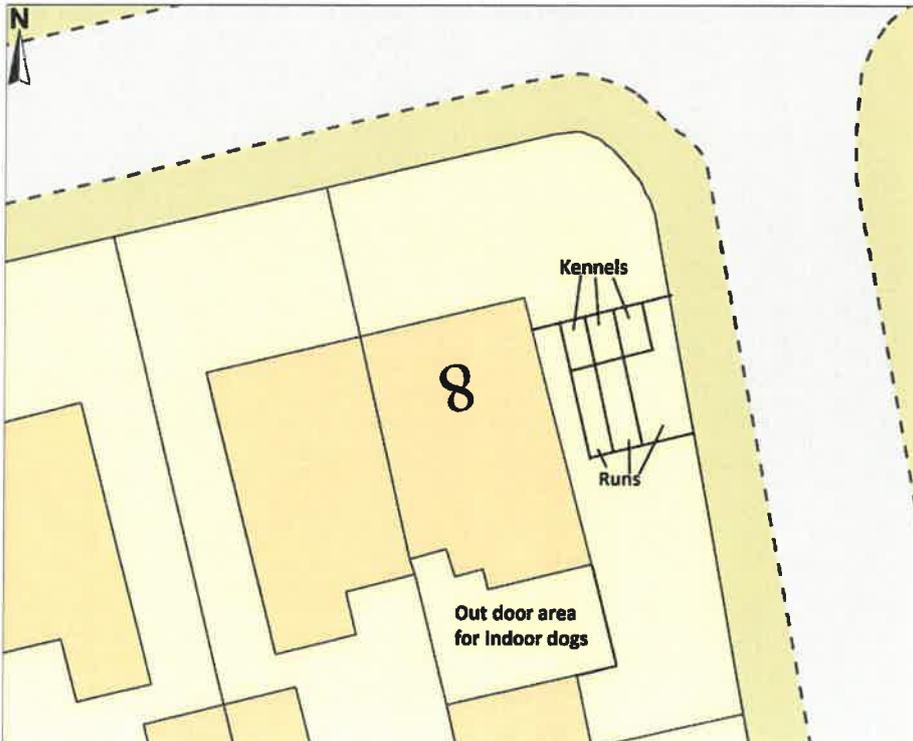
**Premises plan**

Inside:



Living room and utility room areas to be used for dogs / puppies.

Outside:





### Puppy Sales Contract

Owner Name \_\_\_\_\_ Breeder: Kathryn Stock  
Address \_\_\_\_\_ 8 St Martins Road  
\_\_\_\_\_ Blackpool  
\_\_\_\_\_ FY4 2DY  
Email Address \_\_\_\_\_  
Telephone number \_\_\_\_\_

Puppy Name	Date of Birth	Breed
Colour	Sex F/M	Price £
Dam name	Colour	Date of Birth
Microchip No		
Sire name	Colour	Date of Birth
Microchip No		

TERMS AND CONDITION OF SALE: This puppy is being sold as a pet only. A health check carried out on \_\_\_\_\_ found this puppy to be in good health.

NOTES \_\_\_\_\_

If you are collecting the puppy prior to a vet check, please do so with the first three days of collection.

Remember just like children it is possible that as your puppy grows it could become ill at some time. In the majority of cases this will be nothing more than a short-term minor upset that may require medical attention (please notify myself in the first instance). We strongly advise to use a reputable insurance tailored for pets, for the lifetime of the puppy. Cheaper insurances may not cover any long-term illness that may occur in later life.

We wish you many long and happy years with your puppy, we do understand that things do not always work out as planned. Should you decide your new puppy isn't working for you within the first three days of purchase, we will happily take the puppy back for re homing and a non-negotiable refund of 50% of the purchase price paid on the date of collection will be returned to you on the puppy's safe return in the condition he/she was collected.

However, if the puppy is deemed to have a life-threatening illness, that is confirmed in writing from your veterinarian within the first seven days, upon the return of the puppy to ourselves a full refund will be given. Please note all vet's fees must be covered by you as the new owner or your insurers. If the puppy is not taken to your allocated veterinarian within three days, then it is taken that you have accepted the puppy's health to be satisfactory to yourself.

Please sign below to acknowledge that you have read and accepted the terms and condition above, so that we are confident of your puppy's long-term health and happiness.

Thank you and please do feel free to ring for any advice regarding your new family member, we are always happy to help with the transition from our home to yours.

**BREEDERS SIGNATURE:**

**DATE:**

**NEW OWNERS SIGNATURE:**

**DATE:**



### BREEDING DOGS INSPECTORS REPORT

#### The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

#### INSPECTION DETAILS

NAME OF PERSON SEEN	Kathryn Stock
PREMISE ADDRESS	8 St Martins Road Blackpool
CONTACT NUMBER (OR EMAIL)	07943 936924
INSPECTOR NAME	Dave Verity & Ryan Ratcliffe
DATE OF INSPECTION	22 <sup>nd</sup> March 2019
VETERINARIAN NAME (WHERE APPLICABLE)	Andrew Mellor

No. of dogs Licenced	8	No. of dogs present	8
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RISK SCORE (FROM APPENDIX 2)	N/A		
RISK LEVEL (TICK ONE)	<input type="checkbox"/> LOW RISK	<input checked="" type="checkbox"/> HIGH RISK	

INSPECTION OUTCOME (TICK ONE)	<input type="checkbox"/> LICENCE REFUSED	<input type="checkbox"/> MINOR FAILINGS
	<input type="checkbox"/> STANDARDS MET	<input type="checkbox"/> HIGHER STAND...

LENGTH OF LICENCE (TICK ONE) <sup>1</sup>	<input type="checkbox"/> 1 YEAR	<input type="checkbox"/> 2 YEARS	<input type="checkbox"/> 3 YEARS
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Scoring Matrix Tick appropriate star rating	Minor Failings Existing businesses that fail to meet required standards	Required Standards As specified in the Regulations.	Higher Standards As specified in the Guidance.
<b>Low Risk</b> Existing businesses that score 17 or less on the risk scoring table	<b>1 Star</b> 1 year licence	<b>3 Stars</b> 2 year licence	<b>5 Stars</b> 3 year licence
<b>High Risk</b> Businesses that score 18 or more on the risk scoring table	<b>1 Star</b> 1 year licence	<b>2 Stars</b> 1 year licence	<b>4 Stars</b> 2 year licence

## APPENDIX 1 – INSPECTION

### General Conditions (Schedule 2)

#### Licence and records

1(1)	Is a copy of the licence prominently displayed on the premises?	N/A
1(2)	Is the licence holder's name and number displayed on website?	N/A
2(1)	Are all records available for inspection? (see items marked with an asterisk)	Yes
2(2)	Are records kept for at least 3 years?	N/A
<b>Comments</b>		
New applicant so licence and record retention not applicable.		

#### Use, number and type of animal

3(1)	Are the types of animal present specified on the licence?	N/A
3(2)	Is the number of animals present reasonable considering the facilities & staffing?	Yes
<b>Comments</b>		
Residential property that does not employ staff, licence holder will be on site full-time with licence holders partner also living at the property and involved in breeding of dogs.		

#### Staffing

4(1)	Is there sufficient competent staffing for the animal welfare needs?	Yes
4(2)	Is there sufficient staffing to recognise/mitigate signs of pain, suffering, etc.?	Yes
4(3)	Is there a written training policy for all staff?	No
<b>Comments</b>		
No written training policy in place, however with no 'staff' this is not a requirement. Would expect to see records of licence holders knowledge development on subsequent inspections.		

HS(R)	Are staffing levels equal to 1 full-time equivalent attendant per 10 adult dogs kept?	Yes
<b>Comments</b>		

HS(O)	Is there a member of staff with an OFQUAL regulated level 3 qualification that is appropriate to the species kept?	No
HS(O)	Is there a suitably qualified behaviour expert appointed in relation to the licensable activity and active engagement recorded?	No

<b>Comments</b>
Behaviourist has been consulted but not documented.

### Suitable environment

5(1)	Do all areas & equipment present minimal risk of injury, illness and escape and are constructed in materials that are robust, safe well maintained?	Yes
5(2)	Are all animals kept in a suitable environment (behavioural needs, space, air quality, cleanliness, temperature, water quality, noise, light, ventilation)?	Yes
5(3)	Are animals kept clean and comfortable?	Yes
5(4)	Is a toileting area and opportunities for toileting provided (where appropriate)?	Yes
5(5)	Are procedures in place to ensure good hygiene standards for accommodation?	Yes
5(6)	Are animals transported/handled in a manner that protects them from pain, suffering, injury and disease?	Yes
5(7)	Are all animals easily accessible with sufficient light for staff to observe/work?	Yes
5(8)	Are resources provided in a way to minimise competitive behaviour?	Yes
5(9)	Are animals left unattended for extended periods?	No

<b>Comments</b>
<p>5(1) Yes to indoors, but the outdoor kennels where the owner is planning to move the dogs are not yet completed and present some potential issues:</p> <ul style="list-style-type: none"> <li>• Metal lip to front of kennel present a risk of a dog catching its nail(s).</li> <li>• Heating &amp; lighting (all available but not wired up yet).</li> <li>• Vet identified concerns the heaters would be on timers but no thermostat, so animals potentially could get too hot.</li> <li>• Kennels are second hand and in reasonable condition but some rusted areas which could potentially cause issues.</li> <li>• Potential drainage problem under the kennel run structure, the structure would be better raised slightly to allow drainage to be freer flowing.</li> <li>• Vets main concern was proximity to property boundary and potential theft/poisoning etc. of adult dogs, thought as to how secure dogs safely but maintain airflow should be considered.</li> </ul> <p>5(2) Slight concern with current indoor set up with bare wood floor in adult dog area difficult to clean adequately, but being addressed.</p>

HS(R)	Are the dogs provided with a design and layout that provides them with choice beyond minimum enrichment requirements? This can be achieved by, for example, inclusion of raised platforms or more than one room.	No
HS(R)	Are all individual dogs inspected at least once at an appropriate interval during the out of hours period (e.g. 1800-0800)?	Yes

<b>Comments</b>

HS(O)	Is ventilation/temperature managed via a fixed or portable air system?	No
HS(O)	Is there a noise management plan must be in place e.g. physical barriers, sound absorbing materials, positive reinforcement training to keep barking down, kennel design to prevent noise generation with demonstration of effectiveness?	Yes
<b>Comments</b>		

**Suitable diet**

6(1)	Are animals provided suitable diet (quality, quantity, frequency, introduction)?	Yes
6(2)	Is feed/water intake monitored and problems recorded and addressed?	Yes
6(3)	Is feed and drinking water unspoilt and free from contamination?	Yes
6(4)	Are feed and drinking receptacles capable of being cleaned and disinfected?	Yes
6(5)	Is there constant access to fresh, clean drinking water in a suitable receptacle?	Yes
6(6)	Are there hygienic facilities for feed preparation if prepared on the premises (including working surface, hot and cold running water and storage)?	Yes
<b>Comments</b>		

HS(R)	Are dogs fed twice a day with a feeding plan for each dog balancing feeding with food enrichment such as use of scatter feeders. Inspector must see the enrichment tools and plan for each dog?	No
HS(R)	Is a minimum of a weeks supply of the puppies' current diet included when they go to their new home?	Yes
<b>Comments</b>		

**Monitoring of behaviour and training of animals**

7(1)	Is effective environmental enrichment provided for the animals?	Yes
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7(2)	Are there opportunities to exercise for the animals?	Yes
7(3)	Is animal behaviour monitored and advice sought from a veterinarian <sup>2</sup> ?	Yes
7(4)	Do training methods cause pain, suffering or injury?	No
7(5)	Are immature animals given opportunities to interact with people, their own species and other animals and become habituated to noise, objects, etc.?	Yes
<b>Comments</b>		

HS(R)	Is there a plan setting out two walks per dog each working day for a minimum of 20 minutes each or two sessions of access to a secure open area? There must be an alternative form of enrichment planned for dogs which cannot be exercised for veterinary reasons	Yes
<b>Comments</b>		

### Animal handling and interactions

8(1)	Are responsible people competent in the appropriate handling of animals?	Yes
8(2)	Are animals kept separately or with other animals appropriate to the species and the individual animals?	Yes
8(3)	Do the animals have at least daily opportunities to interact with people (where beneficial to the animal's welfare)?	Yes
<b>Comments</b>		

### Protection from pain, suffering, injury and disease

9(1)	Are procedures implemented for feeding, cleaning, transportation, disease control, health and welfare monitoring, death and escape, storage of carcasses?	No
9(1)	Are procedures implemented to cover the care of animals following the suspension or revocation of a licence or during/following an emergency?	Yes
9(2)	Are all people responsible for the care of the animals aware of the procedures?	No
9(3)	Are there appropriate isolation facilities for the care of sick, injured or potentially infectious animals?	Not Seen

<sup>2</sup> In relation to fish, substitute all references to a veterinarian to a person who is competent for such purposes.

9(4)	Are reasonable precautions taken to prevent and control the spread among the animals and people of infectious diseases, pathogens and parasites?	Yes
9(5)	Is excreta and soiled bedding for disposal stored and disposed of hygienically?	Yes
9(6)	Do sick or injured animals receive prompt attention from a veterinarian?	Yes
9(7)	Do animals receive preventative treatment by a competent person?	Yes
9(8)	Is the licence holder registered with a veterinarian and is that veterinarian's contact details readily available to all staff?	Yes
9(9)	Are prescribed medicines stored securely at the correct temperature and used in accordance with the instructions of the veterinarian?	Yes
9(10)	Are other medicines stored, used and disposed of in accordance the instructions of the manufacturer or a veterinarian?	Yes
9(11)	Are cleaning products suitable and effective against pathogens and stored/disposed of correctly and used in a way that prevents harm to animals?	Yes
9(12)	Are all animals euthanised by a vet or a person authorised by a vet?	Yes
9(13)	Are animals checked daily for signs of pain, suffering, injury, disease or abnormal behaviour (or more frequently for vulnerable animals)?	Yes
9(14)	Are records kept of any signs of pain, suffering, disease or abnormal behaviour and the advice of a veterinarian sought and followed?	No
<b>Comments</b>		
<p>9(1) Not adequately documented, further information required in relation to transportation, disease control (specifically isolation area).</p> <p>No documented procedure in place for death (including storage of carcasses) and escape.</p> <p>9(7) No routine worming/flea treatments documented although owner says they have been done.</p> <p>9(14) Not documented, advice given on inspection.</p>		

#### Emergencies

10(1)	Is an emergency in plan in place and known/available to all staff?	Yes
10(2)	Does the plan include details of the measures to be taken for the extrication of the animals if required and an emergency telephone list (fire and police)?	Yes
10(3)	Are external doors and gates lockable?	Yes
10(4)	Is a designated key holder with access to all animal areas at all times within reasonable travel distance of the premises?	Yes
<b>Comments</b>		

HS(O)	Is there a competent person on site at all times?	Yes
<b>Comments</b>		

## General Conditions Specific to breeding dogs (Schedule 6)

### Advertisements and sales

1(1)	The licence holder must not advertise or offer for sale a dog which was not bred by the licence holder from the premises where it was born and reared under the licence knowing or believing that the person who buys it intends to sell it or intends it to be sold by any other person.	N/A
1(2)	Any advertisement for the sale of a dog must include the licence number, the issuing authority, a photograph and the age of the dog.	N/A
1(3)	The licence holder and all staff must ensure that any equipment and accessories being sold with a dog are suitable for it.	N/A
1(4)	The licence holder and all staff must ensure that the purchaser is informed of the age, sex and veterinary record of the dog being sold.	Yes
1(5)	No puppy aged under 8 weeks may be sold or permanently separated from its biological mother.	Yes
1(6)	A puppy may only be shown to a prospective purchaser if it is together with its biological mother.	Yes
1(7)	Sub-paragraphs (5) and (6) do not apply if separation of the puppy from its biological mother is necessary for the health or welfare of the puppy, other puppies from the same litter or its biological mother.	Yes
<b>Comments</b>		
Advice given on inspection as to the requirements of the sale of dogs, happy with response.		

### Suitable environment

2(1)	Each dog must have access to a sleeping area which is free from draughts and an exercise area.	Yes
2(2)	Each dog must be provided with sufficient space to; stand on its hind legs, lie down fully stretched out, wag its tail, walk, and turn around, without touching another dog or the walls of the sleeping area.	Yes
2(3)	The exercise area must not be used as a sleeping area.	Yes
2(4)	Part or all of the exercise area must be outdoors.	Yes
2(5)	There must be a separate whelping area for each breeding bitch to whelp in which contains a suitable bed for whelping.	Yes
2(6)	Each whelping area must be maintained at an appropriate temperature (26c to 28c) and include an area which allows the breeding bitch to move away from heat spots.	Yes
2(7)	Each dog must be provided with constant access to a sleeping area.	Yes
2(8)	A separate bed must be provided for each adult dog.	No
2(9)	No puppy aged under 8 weeks may be transported without its biological mother except if a veterinarian agrees for health or welfare reasons that it may be transported, or in an emergency.	Yes

2(10)	No breeding bitch may be transported later than 54 days after the date of successful mating except to a veterinarian.	Yes
2(11)	No breeding bitch may be transported earlier than 48 hours after whelping except to a veterinarian where it is not otherwise practicable or appropriate for that person to attend to the bitch.	Yes
2(12)	Each dog's sleeping area must be clean, comfortable, warm and free from draughts.	Yes
2(13)	In this paragraph, "exercise area" means a secure area where dogs may exercise and play.	Yes
<b>Comments</b>		
2(8) Not enough separate beds provided to cover all adult dogs.		

#### Suitable diet

3(1)	Staff must— (a)ensure that each puppy starts weaning as soon as it is capable of ingesting feed on its own, (b)provide each breeding bitch with feed appropriate to its needs, (c)provide each puppy with feed appropriate for its stage of development, and (d)ensure that each puppy ingests the correct share of the feed provided.	Yes
<b>Comments</b>		

#### Monitoring of behaviour and training

4(1)	The licence holder must implement and be able to demonstrate use of a documented socialisation and habituation programme for the puppies.	No
4(2)	Each dog must be provided with toys or feeding enrichment (or both) unless advice from a veterinarian suggests otherwise.	Yes
4(3)	Except in the circumstances mentioned in sub-paragraph (4), all adult dogs must be exercised at least twice daily away from their sleeping area.	Yes
4(4)	Where a veterinarian has advised against exercising a dog, the dog must be provided with alternative forms of mental stimulation.	Yes
4(5)	Any equipment that a dog is likely to be in contact with and any toy provided must not pose a risk of pain, suffering, disease or distress to the dog and must be correctly used.	Yes
<b>Comments</b>		
4(1) Documented programme needs to written and implemented.		

#### Housing with or apart from other dogs

5(1)	Each adult dog must be provided with opportunities for social contact with other dogs where such contact benefits the dogs' welfare.	Yes
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5(2)	Each adult dog must be given suitable and adequate opportunities to become habituated to handling by people.	Yes
5(3)	Procedures must be in place for dealing with dogs that show abnormal behaviour.	Yes
5(4)	There must be an area within each sleeping area in which dogs can avoid seeing people and other dogs outside the sleeping area if they so choose	Yes
<b>Comments</b>		
5(3) Not Documented. 5(4) Yes in the new outdoor kennels.		

### Protection from pain, suffering, injury and disease

6(1)	Are all dogs for sale in good health?	Yes
6(2)	Any dog with a condition which is likely to affect materially its quality of life must not be moved, transferred or offered for sale but may be moved to an isolation facility or veterinary care facility if required until it has recovered.	Yes
6(3)	The licence holder must ensure that no bitch— (a) is mated if aged less than 12 months; (b) gives birth to more than one litter of puppies in a 12-month period; (c) gives birth to more than six litters of puppies in total; (d) is mated if she has had two litters delivered by caesarean section.	Yes
6(4)	The licence holder must ensure that each puppy is microchipped and registered to the licence holder before it is sold.	Yes
6(5)	No dog may be kept for breeding if it can reasonably be expected, on the basis of its genotype, phenotype or state of health that breeding from it could have a detrimental effect on its health or welfare or the health or welfare of its offspring.	N/A
6(6)	Is the health, safety and welfare of each dog checked at the start and end of every day and at least every four hours during the daytime?	Yes
6(7)	Are breeding bitches adequately supervised during whelping and are there records of (a) the date and time of birth of each puppy, (b) each puppy's sex, colour and weight, (c) placentae passed, (d) the number of puppies in the litter, and (e) any other significant events?	Yes
6(8)	Is there a record of each puppy sale including— (a) the microchip number of the puppy, (b) the date of the sale, and (c) the age of the puppy on that date?	Yes
6(9)	Is there a record of the following in relation to each breeding dog— (a) its name, (b) its sex, (c) its microchip and database details, (d) its date of birth, (e) the postal address where it normally resides, (f) its breed or type, (g) its description, (h) the date or dates of any matings, whether or not successful, (i) details of its biological mother and biological father, (j) details of any veterinary treatment it has received, and	Yes

	(k)the date and cause of its death (where applicable)?	
6(10)	In addition to the above, is there a record of the following in relation to each breeding bitch— (a)the number of matings, (b)its age at the time of each mating, (c)the number of its litters, (d)the date or dates on which it has given birth, and (e)the number of caesarean sections it has had, if any?	Yes
6(11)	Unless the licence holder keeps the dog as a pet, the licence holder must make arrangements for any dog no longer required for breeding to be appropriately rehomed.	Yes
6(12)	Is there a preventative healthcare plan agreed with the veterinarian with whom the licence holder has registered under paragraph 9(8) of Schedule 2?	No
6(13)	Is there a record of any preventative or curative healthcare (or both) given to each dog?	No
6(14)	Where any other activity involving animals is undertaken on the premises on which the licensable activity of breeding dogs is carried on, it must be kept entirely separate from the area where that licensable activity is carried on.	N/A
<b>Comments</b>		
<p>6(7) Documentation was available on inspection but was slightly lacking in detail.</p> <p>6(8) Will be for current litter.</p> <p>6(9) Lacking in some detail with regards to veterinary treatment.</p> <p>6(10) Yes, however this was not all in one place and better organisation is required</p> <p>6(11) Current bitch with pups will be rehomed as has been spayed at time of caesarean, this needs to be documented.</p> <p>6(12) No formal plan in place.</p> <p>6(13) No, need to document, only vaccinations recorded.</p>		

1 HS(R)	Licence holders must test all breeding stock for hereditary disease using the accepted and scientifically validated health screening schemes relevant to their breed or type, and must carefully evaluate any test results as well as follow any breeding advice issued under each scheme, prior to breeding. No mating must take place if the test results indicate that it would be inadvisable in the sense that it is likely to produce health or welfare problems in the offspring and/or it is inadvisable in the context of a relevant breeding strategy.	No
2 HS(R)	Surgery to correct exaggerated conformation must be reported to the appropriate organisation.	No
3 HS(R)	The puppy must be checked by a veterinarian before sale with proof of such held and available to the puppy buyer.	Yes
4 HS(R)	A puppy contract must be used, which must include undertakings and warranties around health, vaccinations and socialisation carried out by the seller prior to sale, and also make clear the responsibilities of the buyer relative to the dog. This must then give both parties confidence that a transaction has taken place in good faith.	Yes
HS(O)	No bitch will be intentionally mated when the Coefficient of Inbreeding of the puppies would exceed the breed average or 12.5% if no breed average exists as measured from a minimum five generation pedigree.	Yes
<b>Comments</b>		

1 HS(R) No documentation provided to support this.  
 2 HS(R) No documentation provided to support this.  
 4 HS(R) Copy of puppy contract forwarded to the local authority (acceptable).

**Inspecting Officer Signature**

	<b>Date</b>	
--	-------------	--

**APPENDIX 2 - RISK SCORING TABLE**

	<b>Low Risk (Score 1)</b>	<b>High Risk (Score 2)</b>	<b>Score</b>
<b>Compliance History Inspections</b>	Documented evidence from formal inspections over the previous three years reveal consistent and high levels of compliance in terms of welfare standards and risk	Formal inspections over the previous three years reveal some degree of non-compliance that has required the intervention of the inspector for the business to	

	management.	address.	
<b>Compliance History Inspections (Follow up)</b>	No evidence of follow-up action by local authority in the last year apart from letters highlighting some minor, administrative areas for improvement.	Follow up action by the local authority, such as sending them letters, triggered by low level non-compliance that is not addressed, or the business does not recognise the significance of the need to address the non-compliance.	
<b>Compliance History Inspections (Repeat)</b>	No repeat inspection necessary before next planned inspection.	Repeat inspection necessary to ensure compliance.	
<b>Compliance History Complaints to LA</b>	No complaints received that are justified in relation to welfare standards or procedural issues during the previous three years.	Substantiated complaints identifying concerns over the business/licence holder have been received within the previous three years.	
<b>Compliance History Complaints to business</b>	Licence holder documents any feedback received in order to demonstrate compliance and willingness to address issues.	Licence holder does not record feedback received directly or show willingness to address any issues identified.	
<b>Appreciation of welfare standards Enrichment</b>	Sound understanding by the licence holder of relevant environmental enrichment applicable to the activity (guided by expert advice), with demonstrated implementation.	Little environmental enrichment present, inconsistently used and its importance not understood or really valued.	
<b>Appreciation of hazards Risks</b>	Licence holder clearly understands their role and responsibilities under the legislation. Hazards to both staff and animals clearly understood, properly controlled and reviewed with supporting evidence where applicable.	Licence holder not fully engaged with their role/responsibilities, lacks time to fulfil role, no system for review and reassessment of hazards to both animals and staff.	
<b>Appreciation of hazards Risks - maintenance</b>	A suitably planned maintenance, repair and replacement program for infrastructure and equipment is in place.	No planned maintenance program. Building, installations and equipment allowed to deteriorate before action is implemented.	
<b>Appreciation of hazards Risks – knowledge and experience</b>	Staff have specialist and appropriate knowledge of the taxa / species that are kept.	Key staff lack experience / knowledge of the species. Staff appear overburdened	

	There is sufficient staff, time and resource for daily, adequate routine monitoring, evidenced through records and staff rotas.	and / or unsupported by management, corners being cut.	
<b>Appreciation of hazards Risks – dealing with issues</b>	Clear defined roles / responsibilities of staff, with clear processes for reporting and addressing any identified issues.	Lack of any process, or ownership and responsibility within the business to identify and deal with issues.	
<b>Welfare management procedures Written procedures</b>	Written procedures / policies clearly documented, implemented and reviewed appropriately.	Limited written procedures / policies. No overall strategic control or direction.	
<b>Welfare management procedures Supervision of staff</b>	Appropriate supervision of staff evident where applicable.	Inadequate supervision of staff evident on inspection or from the training records.	
<b>Welfare management procedures Record keeping</b>	All required records maintained and made available.	Poor standard of record keeping, records out of date or appear to be being manufactured – relevance of records not appreciated.	
<b>Welfare management procedures Training</b>	Planned training programme for staff to review and assess competency, with documented training records.	Little or no evidence of relevant training or system for review and reassessment.	
<b>Total Score</b> Score of 17 or less = Low risk Score of 18 or more = Higher risk.			

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**Inspecting Officer Signature**

	<b>Date</b>	12/04/19
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**APPENDIX 2 - RISK SCORING TABLE**

	Low Risk (Score 1)	High Risk (Score 2)	Score
<b>Compliance History Inspections</b>	Documented evidence from formal inspections over the previous three years reveal consistent and high levels of compliance in terms of welfare standards and risk management.	Formal inspections over the previous three years reveal some degree of non-compliance that has required the intervention of the inspector for the business to address.	
<b>Compliance History Inspections (Follow up)</b>	No evidence of follow-up action by local authority in the last year apart from	Follow up action by the local authority, such as sending them letters, triggered by low	

**From:** [andrew mellor](#)  
**To:** [Ryan Ratcliffe](#)  
**Subject:** St Martins Inspection  
**Date:** 12 April 2019 14:47:13

---

**CAUTION: This email originated from outside of the organisation.**

Dear Ryan

Further to my report , I would recommend that at present there are areas of minimum standards that are not being met and as such would not recommend a licence is issued until such time as those outstanding areas are met.

I would be happy to re-assess paperwork / kennelling situation via scans/ photos of said areas if the enforcement officer feels that all conditions have been met.

Yours Sincerely

Andrew Mellor BVMS MRCVS

On behalf of Andrew Mellor Vets

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<b>Report to:</b>	<b>PUBLIC PROTECTION SUB-COMMITTEE</b>
<b>Relevant Officer:</b>	Lee Petrak, Trading Standards and Licensing Manager
<b>Date of Meeting:</b>	23 April 2019

## DELEGATION OF APPLICATIONS FOR ANIMAL ACTIVITIES LICENCES

### 1.0 Purpose of the report:

1.1 To consider delegating Authority to the Trading Standards and Licensing Manager to determine applications for Animal Activities Licences made in accordance with the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018.

### 2.0 Recommendation(s):

2.1 To grant authority to the Trading Standards and Licensing Manager in order to approve applications for Animal Activities Licences where the report of the qualified inspector clearly states that the premises and operator are suitable.

### 3.0 Reasons for recommendation(s):

3.1 Delegated Authority in line with that recommended above is necessary to allow the Licensing Department to deal with Licences applied for under the Regulations. These Regulations came into force in October 2018 therefore, Delegated Authority is necessary to enable uncontroversial applications to be processed appropriately.

3.2 Is the recommendation contrary to a plan or strategy adopted or approved by the Council? No

3.3 Is the recommendation in accordance with the Council's approved budget? Yes

### 4.0 Other alternative options to be considered:

That the Sub-Committee consider all future applications for Animal Activities Licences.

### 5.0 Council priority:

5.1 The relevant Council priority is

- "The economy: Maximising growth and opportunity across Blackpool"
- "Communities: Creating stronger communities and increasing resilience"

## **6.0 Background information**

6.1 The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 provides for a system of Licensing in relation to various activities involving animals placed in a commercial environment. These activities are defined by the Regulations as Licensable Activities, and include the following:

- Selling Animals as Pets
- Providing or arranging for the provision of boarding for cats or dogs
- Hiring out horses
- Breeding dogs
- Keeping or training animals for exhibition.

6.2 The criteria for determining applications is fairly rigid with a principal part of the decision making process reliant upon the report of an appropriately qualified inspector. Where the premises and operator are deemed suitable by the qualified inspector and there are no other relevant considerations, this would allow the application to be dealt with administratively. Where more complicated issues are identified by the inspector or complaints received, the application would still be considered by the Sub-Committee. The Trading Standards and Licensing Manager would not have the power to refuse an application and therefore would instead refer the matter to the Public Protection Sub-Committee.

6.3 In the event that Delegated Authority is granted, a Policy document will be developed to specifically deal with the processing of applications made under the Regulations.

6.4 Does the information submitted include any exempt information? No

## **7.0 List of Appendices:**

7.1 Appendix 7(a) – DEFRA Local Authority Guidance – October 2018

## **8.0 Legal considerations:**

8.1 None

## **9.0 Human resources considerations:**

9.1 None

## **10.0 Equalities considerations:**

10.1 None

**11.0 Financial considerations:**

11.1 None

**12.0 Risk management considerations:**

12.1 None

**13.0 Ethical considerations:**

13.1 None.

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Department  
for Environment  
Food & Rural Affairs

**The Animal Welfare (Licensing of Activities  
Involving Animals) (England) Regulations 2018**  
**Procedural guidance notes for local authorities**  
**October 2018**



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## Introduction and intended audience

1. This guidance is for local authorities who need to license activities involving animals and the relevant establishments. It can also be used by those who currently have a licence or wish to apply for one.
2. Local authorities, existing licence holders and anyone planning to apply for a licence should also read The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018<sup>(1)</sup> (the “Regulations”) to understand their obligations and duties under the new Regulations and the licences granted under these Regulations.

## Definitions used in this Guidance

3. Terms used in this guidance have the same meaning as in the Regulations, unless stated otherwise.
4. For ease of reference some of the key definitions used in this guidance are set out below:

A “licensable activity” means one of five activities involving animals: selling animals as pets, providing for or arranging for the provision of boarding for cats or dogs (includes boarding in kennels or catteries, home boarding for dogs and day care for dogs), hiring out horses, dog breeding and keeping or training animals for exhibition.

An “operator” means an individual who—

- (a) carries on, attempts to carry on or knowingly allows to be carried on a licensable activity, or
- (b) where a licence has been granted or renewed, is the licence holder;

The “local authority” means—

- (a) a district council,
- (b) a London borough council,
- (c) the Common Council of the City of London (in their capacity as a local authority),
- (d) the Council of the Isles of Scilly, or
- (e) a combined authority in England established under section 103 of the Local Democracy, Economic Development and Construction Act 2009.

A “listed veterinarian” means a veterinarian who for the time being is listed as being authorised to carry out an inspection on the list of veterinarians drawn up by the Royal College of Veterinary Surgeons.

## Who and what to license

5. The Regulations apply to an operator of a licensable activity in England.
6. Local authorities must make sure that the person who carries on, attempts to carry on or knowingly allows a licensable activity to be carried on, the “operator”, either does not

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(1) [The Animal Welfare \(Licensing of Activities Involving Animals\) \(England\) Regulations 2018](#)

need a licence due to not meeting the requirements in the Regulations, holds a licence in accordance with the Regulations or that appropriate enforcement action is taken on unlicensed activity.

7. The licence holder must be a named person who is not disqualified from holding a licence in accordance with the requirements of regulation 11 (Persons who may not apply for a licence).
8. Responsibility for ensuring that the correct licence has been obtained and is kept up to date with the relevant local authority or authorities falls to the licence holder or prospective licence holder.
9. Where businesses operate a franchise model each establishment should have its own licence and star rating.

## How long licences last

10. For the activity of “Keeping or Training Animals for Exhibition”, all licences are for three years on the basis that these activities have hitherto been subject to a simple registration system. There is no risk assessment applied to such activities.
11. For all other activities, if a **new applicant** (someone who has no compliance history with a local authority or UKAS) is successful, they will automatically be considered as high risk due to a lack of history.
12. Such operators will have the length of their licence determined by their risk rating (automatically high risk) and whether the operator is already meeting the specified higher standards of animal welfare rather than the minimum required by the licence conditions.
13. If an **existing operator** is applying for the renewal of a licence, then the length of time the licence is granted for will be determined by their risk rating and the licence length can be up to three years. Those with longer licences will receive fewer inspections because inspections tend to be on renewal, and therefore they will pay less for inspection fees as a result.
14. The risk model guidance set out in paragraph 61 onwards must be used in determining the length of licence to award.

## Before you grant a new animal activity licence

15. Once a local authority receives an application for the grant or renewal of a licence it must do all of the following before granting or renewing a licence:
  - (a) You must consider whether the conduct displayed by the applicant indicates that they are a fit and proper person to carry out the licensable activity and meet their licence conditions.
  - (b) Inspect the site of the licensable activity and assess if it's likely to meet the licence conditions. You'll need to have a suitably qualified inspector present (as well as a veterinarian for the initial inspection of a dog breeding establishment, or a listed veterinarian for inspections of horse riding establishments). The inspector must prepare a report, in accordance with the requirements of regulation 10, to be submitted to the local authority following their inspection.

- (c) The inspector's report will contain information about the operator, any relevant premises, any relevant records, the condition of any animals and any other relevant matter and state whether or not the inspector considers that the licence conditions will be met.
- (d) Ensure that the appropriate fees have been paid, these can include fees for the consideration of the application, the reasonable anticipated costs of consideration of a licence holder's compliance with these Regulations, the reasonable anticipated costs of enforcement in relation to any licensable activity of an unlicensed operator and any fees in relation to the provision of information to the secretary of state.

## Suitably qualified inspectors

16. All inspectors must be suitably qualified. This is defined as:

- (a) Any person holding a Level 3 certificate or equivalent granted by a body, recognised and regulated by the Office of Qualifications and Examinations Regulation which oversees the training and assessment of persons in inspecting and licensing animal activities businesses, confirming the passing of an independent examination. A person is only considered to be qualified to inspect a particular type of activity if their certificate applies to that activity. Or;
- (b) Any person holding a formal veterinary qualification, as recognised by the Royal College of Veterinary Surgeons ("RCVS"), together with a relevant RCVS continuing professional development record;
- (c) Until October 2021, any person that can show evidence of at least one year of experience in licensing and inspecting animal activities businesses.

## Deciding on a licence application

17. You must consider the inspectors' report and any comments or conduct made by the applicant when deciding whether or not to approve a new licence application.

18. You must refuse to grant a licence if you:

- (a) Think the applicant is not capable of meeting their licence conditions.
- (b) Think that granting a licence might negatively affect the welfare, health or safety of the animals involved in the activity.
- (c) You can refuse to grant a licence if the accommodation, staffing or management are inadequate for the animals' well-being or for the activity or establishment to be run properly. The relevant guidance documents for the activity will explain in detail the requirements and conditions that must be met so you should have regard to these documents.
- (d) You can also refuse to grant a licence if the applicant has been disqualified from holding a licence as per Schedule 8 of the Regulations.

## Granting a licence

19. The application form must be completed by the applicant for each of the licensable activities being applied for and sent to the relevant local authority along with payment

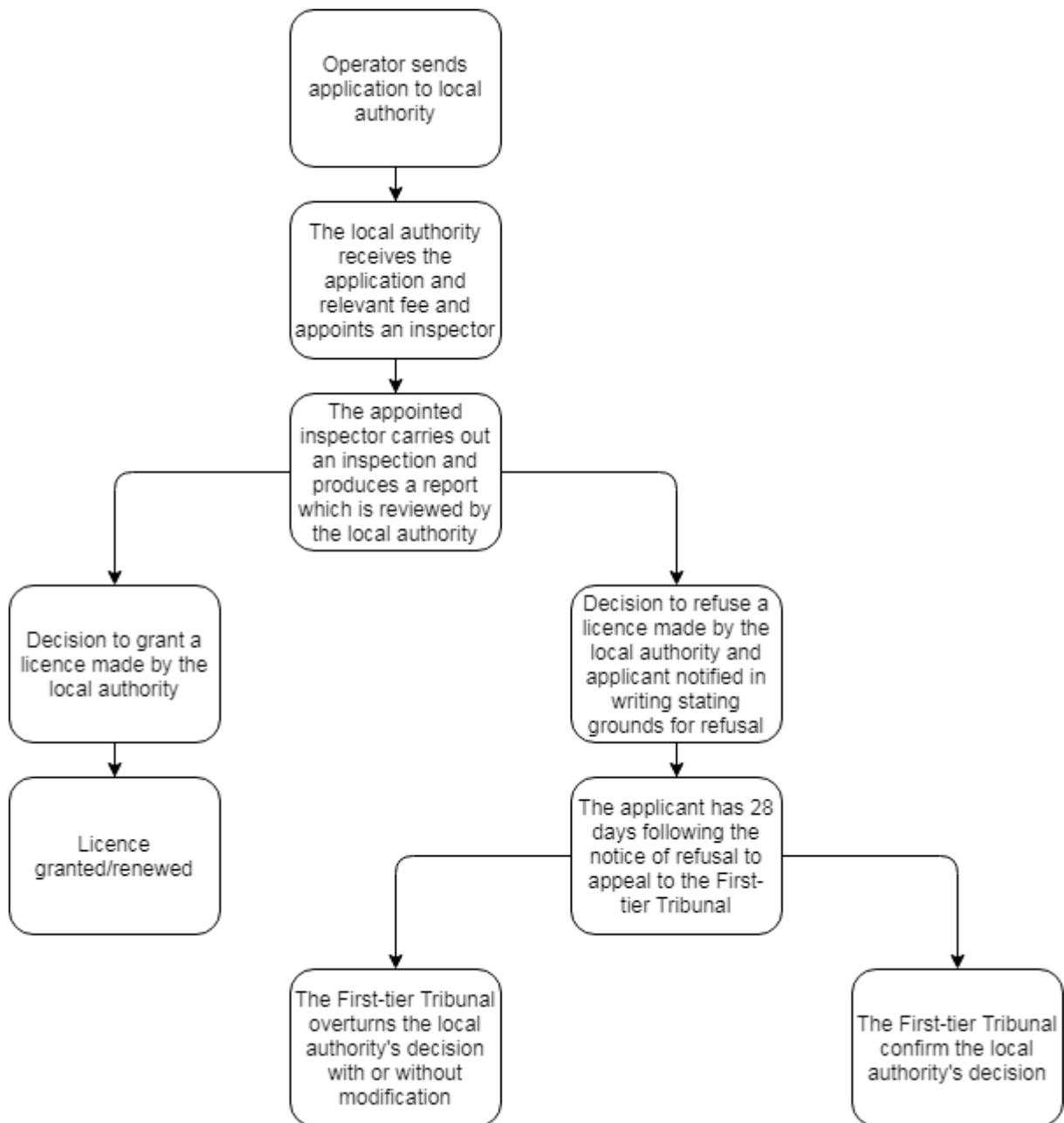
for the application fee. The relevant local authority will be the one in which the premises at which the majority of the licensable activities take place.

20. You should aim to issue a decision on an application within 10 weeks of receiving it. It is possible that the process may take longer, for example if further information is required from the applicant or if it proves difficult to make the arrangements for the inspection.

## Renewing a licence

21. Local authorities should advise each licence holder in writing 3 months before their licence expires that they will need to renew it.
22. The licence holder must apply for a renewed licence at least 10 weeks before their current licence expires if they wish to continue to operate the licensable activity without a break.
23. Local authorities must carry out an inspection of the premises before renewing the licence. The form of the inspection will depend on the licensable activity in question.
24. Consider the inspection report (and any response from the applicant) when deciding whether to renew the licence or not.

**Figure 1 Application flowchart**



# Suspension, variation or revocation of a licence

25. A local authority may at any time vary a licence:

- (a) On the application in writing of the licence holder, or
- (b) On your own initiative, with the consent in writing of the licence holder.
- (c) In addition to the above a local authority may suspend, vary or revoke a licence without the consent of the licence holder if:
  - i. The licence conditions are not being complied with,
  - ii. There has been a breach of the Regulations,
  - iii. Information supplied by the licence holder is false or misleading, or
  - iv. It is necessary to protect the welfare of an animal.

26. Such a suspension, variation or revocation of a licence will normally take effect 7 working days after the decision has been issued to the licence holder unless the reason is to protect the welfare of an animal in which case you may stipulate that the decision has immediate effect.

27. The decision to vary or suspend the licence must be notified to the licence holder in writing, explain the reasoning for the decision, and provide information regarding when the suspension, variation or revocation comes into effect and the rights of the licence holder, as well as any specific changes that you deem necessary in order to remedy the situation.

28. The decision to vary or suspend a licence should be dependent on the severity of the situation, if an operator fails to meet administrative conditions or provide information when requested then this could potentially lead to the suspension of a licence if it happens repeatedly. Revocation of a licence should occur in an instance where poor welfare conditions are discovered or it would otherwise benefit the welfare of the animals involved to be removed from the activity. Variations can occur if adjustments need to be made, whether that is to the licence itself or to the premises/animals referred to in the licence.

29. Under paragraph 16(2) of the Regulations if it is necessary to protect the welfare of an animal the local authority may specify in the notice of suspension, variation or revocation that it takes immediate effect.

30. A local authority notice must be delivered in one of three ways, in person; by leaving it at or sending it by post to the person's current or last known postal address; or by emailing it to the person's current or last known email address.

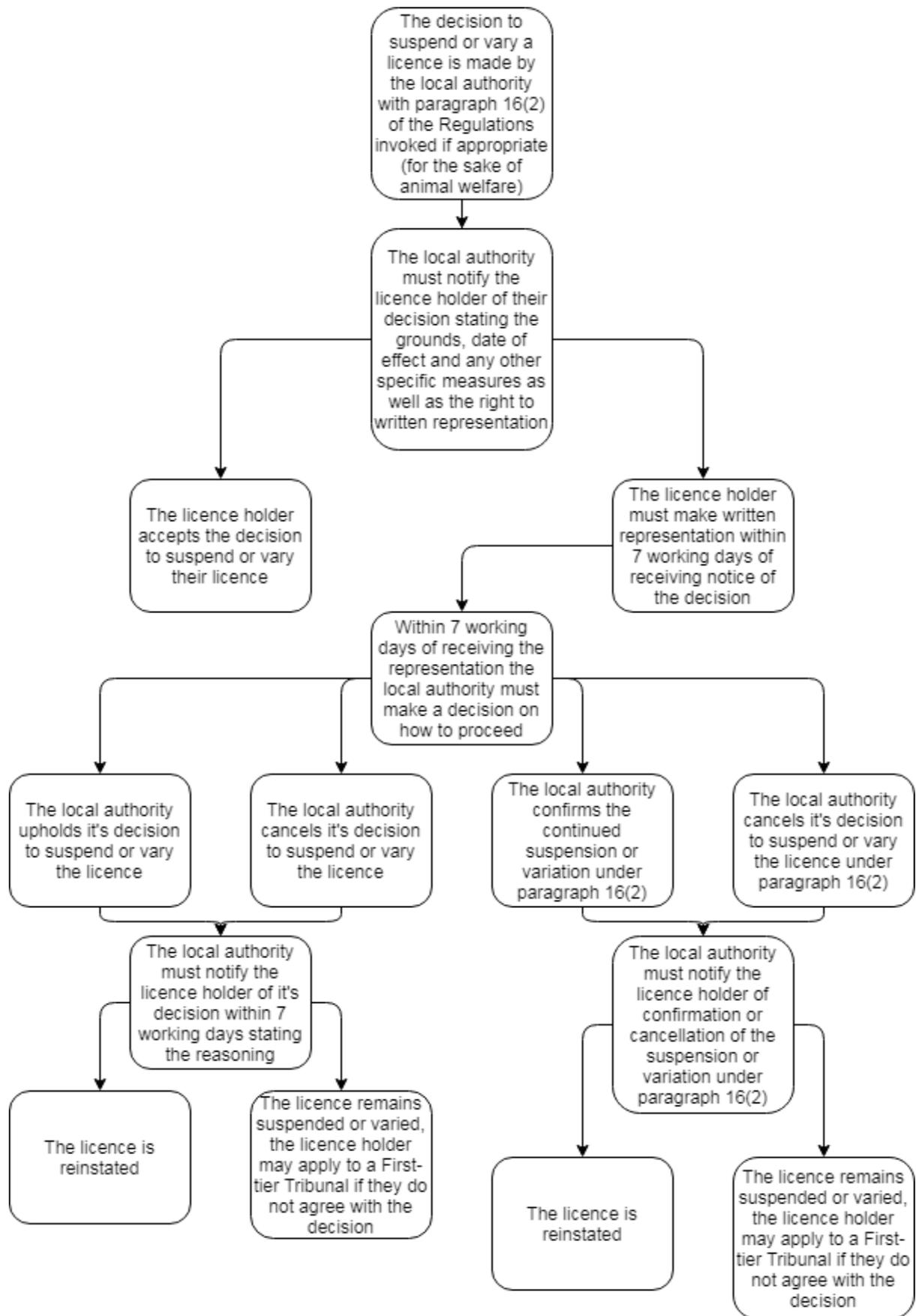
31. Following the issuing of the notice the licence holder will then have 7 working days to make written representation. Upon receipt of this you must decide whether to continue with the suspension, variation or revocation of the licence or cancel the decision to make changes to the licence. If the licence has been altered to protect the welfare of an animal then you must indicate that this is the reason and whether the change is still in effect.

32. The business will not be able to trade once the suspension of a licence has come into effect and cannot do so until the decision is overturned by either the local authority

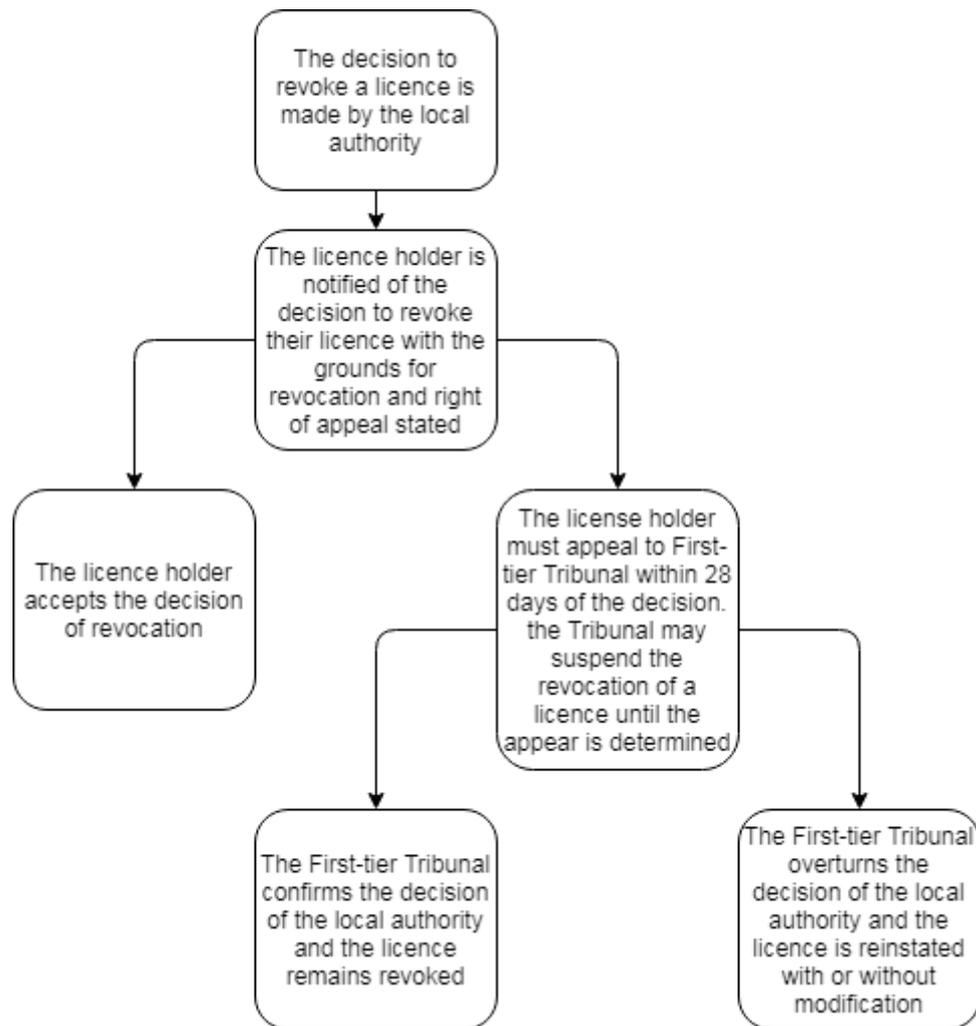
upon being satisfied that licence conditions are being met or by the First-tier Tribunal who may decide the local authority's decision was incorrect.

33. If a licence is suspended for a significant period of time then the local authority should ensure that the animals are checked on regularly to ensure that the welfare of the animals is maintained.
34. As with applications the licence holder may appeal to a First-tier Tribunal if they do not agree with the decision made by the local authority. This must be done within 28 days of the decision.
35. Note that if representation is not responded to within 7 working days of receipt then the initial decision the local authority made is deemed to be overturned, this is also the case if a licence which is initially suspended has no further action taken on it within 28 days.

**Figure 2: Suspension or variation of a licence**



**Figure 1 - Revocation of a licence**



## Provision of information to the Secretary of State

36. Each local authority must provide the following information to the Secretary of State in writing:
- (a) the number of licences in force for each licensable activity in its area on each reference date (1st April each year), and
  - (b) the average level of fees it has charged for licences it has granted or renewed for each licensable activity in each reference period.
37. These must be provided in an electronic form no later than 31st May each year from 2019 onwards.
38. The reference period means the period beginning with 1st October 2018 and ending with 31st March 2019, the year beginning with 1st April 2019 and each subsequent year beginning with an anniversary of 1st April 2019.
39. In addition to the information above which must be provided each year Defra may also contact you to request further information such as the average star rating given out for each establishment type or other pieces of information which could be useful for informing policy or the progress on implementation, it is not a requirement of the Regulations to provide this information however.

## Inspections during the term of a licence

40. There will be cases where inspections must be carried out during the term of a licence.
41. For the activity of hiring out horses, there is a requirement for an annual inspection by a listed veterinarian, regardless of the total length of the licence. The local authority must appoint a listed veterinarian to inspect the premises on which the activity is being carried on before the end of the first year after the licence is granted and then each subsequent year.
42. Unannounced inspections can also be carried out and should be used in the case of complaints or other information that suggests licence conditions are not being complied with or that the welfare of the animals involved in a licensed activity is at risk.
43. During the course of an inspection the inspector may choose to take samples for laboratory testing from the animals on the premises occupied by an operator. The operator must comply with any reasonable request of an inspector to facilitate the identification, examination and sampling of an animal including ensuring that suitable restraints are provided if requested.

## Death of a licence holder

44. If a licence holder dies, the procedure in regulation 12 of the Regulations applies. It allows the personal representative of the deceased to take on the licence provided that they inform the local authority within twenty-eight days of the death that they are now the operators of the licensable activity. The licence will then remain in place for three months from the death of the former holder or for the rest of the time it was due to

remain in force if that time period is shorter. The new licence holder should then apply for a new licence one month before the expiry of this new period.

45. Additionally a local authority can extend the three month period by up to another three months if requested by the representative and if they believe this time is needed to wind up the estate of the former licence holder.
46. If the personal representative does not notify the local authority within 28 days of the death of the licence holder the licence will cease to have effect after those 28 days.

## Powers of entry

47. An inspector may not enter any part of premises which is used as a private dwelling unless 24 hours' notice of the intended entry is given to the occupier, parts of the premises which are not a private dwelling may be entered by an inspector if the premises is specified in a licence as premises on which the carrying on of an activity is authorised or is a premises on which he reasonably believes an activity to which a licence relates is being carried on.
48. A justice of the peace can issue a warrant authorising an inspector or a constable to enter a premises on the request of an inspector or constable using reasonable force if necessary in order to search for evidence of the commission of a relevant offence.
49. The justice will only issue a warrant if there are reasonable grounds for believing that a relevant offence has been committed on the premises, or that evidence of the commission of a relevant offence is to be found on the premises, and that section 52 of the Animal Welfare Act 2006 is satisfied in relation to the premises.
50. All other considerations from the Animal Welfare Act 2006 also apply.

## Offences

51. It is an offence to breach any licence condition. It is also an offence not to comply with an inspector's request in the process of taking a sample from an animal. Samples should be as non-invasive as possible however inspectors may deem more invasive samples necessary if there are concerns over the welfare of the animals, the provision for sampling is primarily aimed at veterinarians carrying out inspections and it is not expected that samples be taken by those without the training to properly and safely do so.
52. It is also an offence to obstruct an inspector who has been appointed by a local authority to enforce the Regulations. Committing either of these offences could result in an unlimited fine.
53. Anyone who carries on any of the licensable activities without a licence is liable to imprisonment for a term of up to six months, a fine or both, section 30 of the Animal Welfare Act 2006 allows for local authorities to prosecute for any offences under that Act.

## Post-conviction powers

54. The post-conviction power from section 34 of the Animal Welfare Act 2006 is in place whereby a person convicted of an offence under the Act is disqualified from owning, keeping, participating in the keeping of animals and from being party to an

arrangement under which they can control or influence the way an animal is kept, they are also may not transport or deal in animals. Breaching these disqualifications is an offence.

55. The post-conviction power from section 42 of the Animal Welfare Act is also in place whereby a court can cancel a currently existing licence and disqualify a person from owning a licence for any period it sees fit if that person is convicted of an offence under the Act.

## Transitional provisions

56. Any unexpired licences granted under the Pet Animals Act 1951, Animal Boarding Establishments Act 1963, Riding Establishments Act 1964, Riding Establishments Act 1970 will continue in force for the rest of their terms under the relevant Act.
57. An unexpired licence granted under the Breeding of Dogs Act 1973 will continue in force for the rest of its term subject to the provisions of that Act, the Breeding of Dogs (Licensing Records) Regulations 1999, the Breeding and Sale of Dogs (Welfare) Act 1999 and the Breeding and Sale of Dogs (Welfare) Act 1999.
58. Any registration of a person under the Performing Animals (Regulation) Act 1925 will continue in force, for six months from the date on which these Regulations come into force. These Regulations come into force on 1 October 2018 so this registration will expire on 1 April 2019.

## Fee setting

59. When setting fees, local authorities should have regard to Open for business: LGA guidance on locally set licence fees<sup>2</sup>, which sets out the steps that must be taken to set fair and reasonable fees, and explains the EU Services Directive upon which the LGA guidance is based. Local authorities should also have regard to the BEIS Guidance for Business on the Provision of Services Regulations. As with other areas of licensing, regard should also be had to the principles in the Regulators' Code. "Reasonable anticipated costs" will be fact specific and dependent on the local authority in question. The "Open for business: LGA guidance on locally set licence fees" guidance includes information on what could be considered reasonable.

## Activities covered by the licensing fees

60. Regulation 13 of the Regulations set out what a local authority may charge fees for:
- (a) The costs of consideration of an application, including any inspection relating to that consideration;
  - (b) The reasonable anticipated costs of consideration of a licence holder's compliance with the Regulations and the licence conditions to which a licence holder is subject. This includes the costs of any further inspections related to compliance;
  - (c) The reasonable anticipated costs of enforcement in relation to any licensable activity of an unlicensed operator; and

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<sup>2</sup> <https://www.local.gov.uk/open-business-lga-guidance-locally-set-licence-fees>

(d) The reasonable anticipated costs of the local authority compiling and submitting the data required by regulation 29 to the Secretary of State.

## Determining the length of a licence and the star rating of a business:

### Assessing risk & standards

61. This guidance describes the risk-based system that must be used when issuing animal activities licences under the Regulations with the exception of “Keeping or Training Animals for Exhibition” where all licences are issued for 3 years. This system should be used to determine both the length of the licence and the star rating to award. Local authorities in England are expected to follow it in full.
62. The purpose is to ensure consistency in implementation and operation of the licensing system by local authorities, and to ensure that consumers can be confident that the star rating applied to businesses is an accurate reflection of both their risk level and the animal welfare standards that they adopt.

### Animals activity star rating system

63. The scoring matrix for a premises is displayed in Table 1.

**Table 1 – The Scoring Matrix**

Scoring Matrix		Welfare Standards		
		Minor Failings (existing business that are failing to meet minimum standards)	Minimum Standards (as laid down in the schedules and guidance)	Higher Standards (as laid down in the guidance)
Risk	Low Risk	<b>1 Star</b> 1yr licence Min 1 unannounced visit within 12 month period	<b>3 Star</b> 2yr licence Min 1 unannounced visit within 24 month period	<b>5 Star</b> 3yr licence Min 1 unannounced visit within 36 month period
	Higher Risk	<b>1 Star</b> 1yr licence Min 1 unannounced visit within 12 month period	<b>2 Star</b> 1yr licence Min 1 unannounced visit within 12 month period	<b>4 Star</b> 2yr licence Min 1 unannounced visit within 24 month period

64. The model takes into account both the animal welfare standards adopted by a business as well as their level of risk (based on elements such as past compliance). This model should be used every time a licence is granted or renewed.
65. Businesses must be given a star rating, ranging from 1 star to 5 stars, based on this model, and the results of their inspection. This star rating must be listed on the licence by the issuing local authority officer. The system incorporates safeguards to ensure fairness to businesses. This includes an appeal procedure and a mechanism for requesting a re-inspection for the purposes of re-rating when improvements have been made.
66. In order to use this model to calculate the length of the licence and associated star rating, it is necessary to address the following questions, based on the inspection and on records of past compliance:
- (a) Does the business meet the minimum standards?
  - (b) Does the business meet the higher standards?
  - (c) Is the business low or higher risk?

## Does the business meet the minimum standards?

67. To obtain a licence for a single activity i.e. dog breeding, the applicant must meet the minimum standards set out in the specific Schedules to the Regulations (i.e. for Dog Breeding, Schedule 6) in addition to those in the General Schedule (Schedule 2). All businesses should meet the minimum standards but see paragraph 69 below for minor failings.
68. Additional information on how to meet these standards for each activity are outlined in the relevant specific guidance documents. During an inspection, the inspector should assess whether or not the business is meeting each of these minimum standards. If this is the case, they will qualify for a minimum of a two star rating (but subject to paragraph 69 below for minor failings).

## Minor failings

69. If an existing business has a number of minor failings with regards to the minimum standards laid down in the schedules and the guidance, they should receive a risk rating score of 1 star. These minor failings should be predominantly administrative or if they are in relation to standards, they must not compromise the welfare of the animals. If animal welfare is being compromised, a licence should not be granted/renewed or, if already in place, should be suspended or revoked.

## Does the business meet the higher standards?

70. For each activity, a number of higher standards have been agreed. Meeting the higher standards is optional but is the only way to gain a higher star rating. The higher standards are classified in to two types: **required** and **optional** and are outlined in the relevant guidance documents for the activity in question. To distinguish required standards from optional ones they have each been given a specific colour which is used in each guidance document. **Higher standards that appear in blue text are required**, whereas **those that appear in red text are optional**. To qualify as meeting the higher standards, the business needs to achieve all of the required higher standards as well as a minimum of 50% of the optional higher standards. During an

inspection, the inspector should assess whether or not the business meets the required number of higher standards.

71. Where a scheme utilising UKAS accredited certification is operational, it will be operated against either the minimum or higher standards as set out in the certification scheme criteria and as agreed with UKAS as part of the accreditation process. If a business is certified by a UKAS-accredited certification body to the higher standards, they should automatically be considered as meeting these standards, unless there is significant evidence of poor animal welfare or non-compliance is identified during the inspection.

## Is the business low or high risk?

72. Table 2 Risk Scoring Table below should be used to determine if a business that is not certified by a UKAS accredited body is low or higher risk.
73. The risk assessment is not meant to reconsider specific issues taken into account in assessment of compliance with the minimum or higher standards. It does, however, require an assessment on the likelihood of satisfactory compliance being maintained in the future.
74. In considering risk, “management” covers the system as a whole. For a multi-site business, the company wide management system and procedures are a key element of this but local site / premises management is also important as that will influence how these systems and procedures are applied
75. Assessments of the written procedures should be based on the principle of proportionality, i.e. commensurate with the nature and size of the business. For small businesses which present lower risks, it may be sufficient that the business has in place good welfare practices and understands and applies them, i.e. it meets its prerequisites.

## Certification by a UKAS-accredited body

76. Any business that is certified by a UKAS-accredited body and has three or more years of compliance history with this body should be considered low risk and receive the higher star ratings (unless there is significant evidence of poor animal welfare or non-compliance) as the welfare and risk management systems have been reviewed by an accredited third party.
77. New businesses that do not have three years of compliance history with a local authority or a UKAS-accredited body should automatically be considered high risk as they have no operational history.
78. If concerns are raised at the inspection indicating that the certified business may not be operating to the high standards or controlling risks appropriately, the inspector will address these in line with the guidance on procedural issues and the risk rating score adjusted accordingly. In addition these concerns should be reported directly to the UKAS-accredited body so that they can also intervene and / or suspend or withdraw the business’s certification.
79. Where businesses are certified by a UKAS-accredited body, that body can inform the relevant local authority with a list of the certified businesses in their area. Where notified, and where covered by confidentiality waivers, the local authority may request the UKAS-accredited body’s inspection reports and can use that information to inform

its own inspection including using the UKAS-accredited body's assessment of compliance.

80. For existing licensed businesses that are not certified by a UKAS-accredited body that are applying for a licence renewal, the following risk management table (Table 2) should be used to generate a risk score for the business. Each element should be reviewed and a score given (1 for low risk and 2 for high risk). An overall score can then be arrived at.
81. Where there is any uncertainty, if a business cannot provide satisfactory evidence that it is low risk in a given category, it should be scored as high risk.
82. A score of 17 or less is required for the business to be classed as low risk and a score of 18 or more means that the business will be classed as higher risk.

**Table 2 – Risk Scoring Table**

	<b>Low (Score 1)</b>	<b>High (Score 2)</b>	<b>Score</b>
<b>Compliance History - inspections</b>	Documented evidence from formal inspections over the previous three years reveal consistent and high levels of compliance in terms of welfare standards and risk management.	Formal inspections over the previous three years reveal some degree of non-compliance that has required the intervention of the inspector for the business to ultimately recognise and address these.  More serious breaches would attract other enforcement action: suspension, revocation, prosecution.	
<b>Compliance History – follow up action</b>	No evidence of follow-up action by local authority in the last year apart from providing the licence holder with a copy of the inspection report, or sending them a letter identifying some minor, administrative areas for improvement (e.g. minor record keeping issues).	Follow up action by the local authority, such as sending them letters, triggered by low level non-compliance that is not addressed, or the business does not recognise the significance of the need to address the non-compliance.	
<b>Compliance History – re-inspection</b>	No re-inspection necessary (apart from standard unannounced inspection) before next planned licence inspection / renewal	Re-inspection necessary to ensure compliance.	

	Low (Score1)	High (Score 2)	Score
<b>Complaint History – complaints to the LA</b>	No complaints received direct to the LA that are justified in relation to welfare standards or procedural issues during the previous three years.	Low level substantiated complaints identifying concerns over the business / licence holder have been received within the previous three years.	
<b>Complaint History – complaints to the business</b>	Licence holder records and documents any feedback received directly, in order to demonstrate compliance and willingness to address issues, and can provide evidence of this.	Licence holder does not record feedback received directly or show willingness to address any issues identified.	
<b>Appreciation of welfare standards - enrichment</b>	Sound understanding by the licence holder of relevant environmental enrichment applicable to the activity (guided by expert advice), with demonstrated implementation.	Little environmental enrichment present, inconsistently used and its importance not understood or really valued.	
<b>Appreciation of hazards / risks</b>	Licence holder clearly understands their role and responsibilities under the legislation. Hazards to both staff and animals clearly understood, properly controlled and reviewed with supporting evidence where applicable.	Licence holder not fully engaged with their role/responsibilities, lacks time to fulfil role, no system for review and reassessment of hazards to both animals and staff.	
<b>Appreciation of hazards / risks - maintenance</b>	A suitably planned maintenance, repair and replacement program for infrastructure and equipment is in place.	No planned maintenance program. Building, installations and equipment allowed to deteriorate before action is implemented.	
<b>Appreciation of hazards / risks – knowledge and experience</b>	Staff have specialist and appropriate knowledge of the taxa / species that are kept. There is sufficient staff, time and resource for daily, adequate routine monitoring, evidenced through records and staff rotas.	Key staff lack experience / knowledge of the species. Staff appear overburdened and / or unsupported by management, corners being cut.	

	Low (Score1)	High (Score 2)	Score
<b>Appreciation of hazards / risks – dealing with issues</b>	Clear defined roles / responsibilities of staff, with clear processes for reporting and addressing any identified issues.	Lack of any process, or ownership and responsibility within the business to identify and deal with issues.	
<b>Welfare management procedures – written procedures</b>	Written procedures / policies clearly documented, implemented and reviewed appropriately.	Limited written procedures / policies. No overall strategic control or direction.	
<b>Welfare management procedures – supervision of staff</b>	Appropriate supervision of staff evident where applicable.	Inadequate supervision of staff evident on inspection or from the training records.	
<b>Welfare management procedures – record keeping</b>	All required records maintained and made available.	Poor standard of record keeping, records out of date or appear to be being manufactured – relevance of records not appreciated.	
<b>Welfare management procedures - training</b>	Planned training programme for staff to review and assess competency, with documented training records.	Little or no evidence of relevant training or system for review and reassessment.	
<b>Total</b> Score of 17 or less = Low risk Score of 18 or more = Higher risk.			
<b>Risk Rating</b>			

# Frequently asked questions

## The process of providing a risk rating

### **Q1. When should businesses be rated?**

83. Businesses should be rated following an inspection that takes place prior to grant/renewal of the licence or a requested re-inspection. Businesses may also be re-rated following an unannounced or additional inspection (e.g. following a complaint), if major issues are highlighted that require follow up action.

### **Q2. When should new businesses be rated?**

84. New businesses should be rated following their initial inspection.

### **Q3. Where businesses have a licence for multiple activities within the scope of the regulations, should each activity be rated separately?**

85. The licence holder should receive only one rating, which must cover all the activities. Where they are meeting different standards for different activities (e.g. meeting the higher standards for dog breeding, but the minimum standards for dog boarding), the overall score should reflect the lower of the two.

### **Q4. What information should the local authority provide with the star rating following the inspection at which a rating was determined?**

86. The following information should be provided in writing:

- (a) The star rating itself.
- (b) Details of why the business was rated as it was. This should include a list of the higher standards that the business is currently failing to meet, or a list of the minimum standards that the business is failing to meet if it is considered to be in the minor failing category. This should also include a copy of the risk management table showing the scores under each point. Details recorded must be sufficient to support the score given for each element to facilitate internal monitoring or enable review where an appeal is made.
- (c) Details of the appeals process and the deadline by which an appeal must be made.

## The appeals process

87. To ensure fairness to businesses, local authorities must have an appeal procedure in place for businesses to dispute the star rating given in respect of their business. The appeal procedure is relevant where the business wishes to dispute the star rating given as not reflecting the animal welfare standards and risk level of their business at the time of the inspection. This should not be used if the business has made improvements to their business and wishes to be reassessed – in this case, they should apply for re-inspection

### **Q5. How can a business appeal their star rating?**

88. If a business wishes to appeal the star rating given by the 'inspecting officer' (i.e. the officer undertaking the inspection) on behalf of the local authority, the appeal should be made in writing (including by email) to the local authority.

89. A business disputing a rating should be encouraged to discuss this informally first with the 'inspecting officer' so that there is an opportunity to help explain to the business

how the rating was worked out, as this may help resolve the matter without the business having to lodge an appeal. Any such discussions do not form part of the formal appeal process and do not change the deadline within which an appeal must be lodged. This should be made clear to the business so that they may lodge an appeal, and may subsequently withdraw it, if they wish.

90. Businesses have 21 days (including weekends and bank holidays) following the issue of their licence in which to appeal the star rating.

**Q6. How will a local authority determine the outcome of the appeal?**

91. The appeal should be determined either by the head of the department that issued the licence within the local authority, or by a designated deputy, or by the equivalent in another authority. No officer involved in the production of the rating, or in the inspection on which the rating is based should consider the appeal.
92. The local authority then has 21 days (including weekends and bank holidays) from the date they receive the appeal to consider the appeal, within which time they must issue a decision to the business.
93. A local authority will determine the outcome of an appeal by considering the paperwork associated with the inspection and the past record of the business. In some circumstances, a further visit to the establishment may be required. The appeal process should be transparent. The costs of any additional inspections related to the appeal will be borne by the applicant unless it results in a higher rating being awarded. This will depend on the nature of the dispute and whether a decision can or cannot be made on the basis of the paperwork.

**Q7. What if the business disagrees with the outcome of the appeal?**

94. If the business disagrees with the outcome of the appeal, they can challenge the local authority's decision by means of judicial review. The business also has recourse to the local authority complaints procedure (including taking the matter to the Local Government Ombudsman where appropriate) if they consider that a council service has not been properly delivered

## Requests for re-inspections for re-rating purposes

95. To ensure fairness to businesses, local authorities must have a procedure in place for undertaking re-inspections at the request of the business for re-assessing their star rating.
96. The re-inspection mechanism applies in cases where businesses with ratings of '1' to '4' have accepted their rating and have subsequently made the necessary improvements to address non-compliances identified during the local authority's previous inspection. Businesses should be aware that re-inspection for re-rating purposes could lead to a lower rating being awarded rather than an increase in rating.

**Q7. Who pays for a re-inspection visit?**

97. Re-inspection falls under full cost recovery, and so the business will be required to pay for the costs of the inspection.

**Q8. When is the inspection carried out?**

98. The re-inspection should be carried out within three months of receipt of the request. Where an inspection does not occur within the three months, the business can raise the issue with the head of the licensing department within the local authority. If the

matter cannot be resolved, the business has recourse to the local authority complaints procedure.

**Q9. How many re-inspections can a business request?**

99. There is no limit to the number of re-inspection visits a business can request, however, there will be a fee for each visit charged at full cost recovery.

**Q10. How should a business request a re-inspection?**

100. The request should be made in writing (including by email) and should outline the case for a re-inspection, i.e. it should indicate the actions that have been taken by the business to improve the level of compliance or welfare since the inspection and, where appropriate, should include supporting evidence. The supporting case should refer to those actions that the local authority informed the business would need to be made in order to achieve a higher rating.

**Q11. Must the local authority accede to all requests for re-inspections?**

101. No. If the case made by the business is not substantiated or insufficient evidence is provided, the local authority can refuse to undertake a re-inspection on that basis. In doing so, the local authority must explain why the request is being refused at this stage and should re-emphasise the priority actions that must be taken in order to improve the rating and indicate what evidence will be required for agreement to a re-inspection to be made on further request. If the business disagrees with the local authority's decision to refuse a request for a re-inspection, they can raise the issue with the head of the licensing department within the local authority. If the matter cannot be resolved, the business has recourse to the local authority complaints procedure.

**Q12. Where there is a supporting case, must a re-inspection be made or can a new rating be given on the basis of documentary evidence?**

102. A re-inspection must be made. A new rating must not be given on the basis of documentary evidence only.

**Q13. Where a re-inspection is to be undertaken, should this be unannounced?**

103. This will depend on the reason for the re-inspection. This can be by appointment, unless an unannounced visit is necessary to ensure that compliance is checked properly (e.g. if the non-compliance was related to cleanliness standards).

**Q14. If standards have not improved or have deteriorated at the time of the re-inspection, should a lower rating be given?**

104. At the time of the re-inspection, the local authority officer should not only check that the required improvements have been made, but should also assess the ongoing standards. This means that the rating could go up, down or remain the same, change in licence length should be handled using the varying process described in paragraphs 25-35.

**Q15. Should the ratings be published?**

105. The star rating must be added to the licence and the licence should be displayed by the business. In addition, we encourage local authorities to maintain a list of licensed businesses and their associated ratings on their websites.



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<b>Report to:</b>	<b>PUBLIC PROTECTION SUB-COMMITTEE</b>
<b>Relevant Officer:</b>	Lee Petrak, Trading Standards and Licensing Manager
<b>Date of Meeting:</b>	23 April 2019

## HACKNEY CARRIAGE AND PRIVATE HIRE DRIVER'S LICENCES

### 1.0 Purpose of the report:

- 1.1 To consider applicants and licence holders who have been convicted of offences or who have otherwise given reasons for concern.

### 2.0 Recommendation(s):

- 2.1 The Sub-Committee will be requested to determine the applications and referrals as appropriate.

### 3.0 Reasons for recommendation(s):

- 3.1 Licensed drivers can be responsible for transporting vulnerable passengers. It is important for the protection of the public that only fit and proper persons are licensed.

- 3.2a Is the recommendation contrary to a plan or strategy adopted or approved by the Council? No

- 3.2b Is the recommendation in accordance with the Council's approved budget? Yes

- 3.3 Other alternative options to be considered:

None, as the Sub-Committee is required to determine the applications and referrals.

### 4.0 Council Priority:

- 4.1 The relevant Council Priority is "The Economy: Maximising growth and opportunity across Blackpool"

**5.0 Background Information**

5.1 The Sub-Committee is asked to determine whether or not the applicants and licence holders are fit and proper persons to hold a Hackney Carriage and/or Private Hire Vehicle driver's licence, in respect of the following cases:

D.J.C (New applicant), A.L.D (Existing Hackney Carriage), T.S (Existing (Existing Hackney Carriage)

5.2 Details of offences or matters causing concern and any supporting documents are attached at Appendix 8(a).

5.3 Does the information submitted include any exempt information? Yes

**5.4 List of Appendices:**

Appendix 8(a) Details of cases (not for publication)

**6.0 Legal considerations:**

6.1 The Sub-Committee must be satisfied that the applicants and licence holders are fit and proper persons to be licensed.

6.2 There is the right of appeal to the Magistrates' Court.

**7.0 Human Resources considerations:**

7.1 None

**8.0 Equalities considerations:**

8.1 None

**9.0 Financial considerations:**

9.1 None

**10.0 Risk management considerations:**

10.1 None

**11.0 Ethical considerations:**

11.1 None

**12.0 Internal/ External Consultation undertaken:**

12.1 None

**13.0 Background papers:**

13.1 None

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<b>Report to:</b>	<b>PUBLIC PROTECTION SUB-COMMITTEE</b>
<b>Relevant Officer:</b>	Lee Petrak, Trading Standards and Licensing Manager
<b>Date of Meeting:</b>	23 April 2019

## HACKNEY CARRIAGE DRIVER AND VEHICLE LICENCES

### 1.0 Purpose of the report:

1.1 To consider whether or not the licence holders are fit and proper persons to hold a Hackney Carriage vehicle licence.

### 2.0 Recommendation(s):

2.1 The Sub-Committee will be requested to determine the referrals as appropriate.

### 3.0 Reasons for recommendation(s):

3.1 Licensed vehicles are responsible for transporting passengers. It is important for the protection of the public that only suitable vehicles that are fit for purpose are licensed.

3.2a Is the recommendation contrary to a plan or strategy adopted or approved by the Council? No

3.2b Is the recommendation in accordance with the Council's approved budget? Yes

3.3 Other alternative options to be considered:

None.

### 4.0 Council Priority:

4.1 The relevant Council Priority is

"The Economy: Maximising growth and opportunity across Blackpool"

**5.0 Background Information**

5.1 The Sub-Committee is asked to determine whether or not the licence holders are fit and proper persons to hold a Hackney Carriage vehicle licence, in respect of the following cases:

P.M.H (Existing licence holder), J.J.S (Existing licence holder), R.J.E (Existing licence holder), D.W.M (Existing licence holder)

5.2 Matters causing concern and any supporting documents are attached at Appendix 9(a)

5.3 Does the information submitted include any exempt information? Yes

**5.4 List of Appendices:**

Appendix 9(a) Details of case (not for publication)

**6.0 Legal considerations:**

6.1 The Sub-Committee must be satisfied that the conditions are no longer reasonably necessary.

6.2 There is the right of appeal to the Magistrates' Court.

**7.0 Human Resources considerations:**

7.1 None.

**8.0 Equalities considerations:**

8.1 None.

**9.0 Financial considerations:**

9.1 None.

**10.0 Risk management considerations:**

10.1 None.

**11.0 Ethical considerations:**

11.1 None.

**12.0 Internal/ External Consultation undertaken:**

12.1 None.

**13.0 Background papers**

13.1 None.

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