

WORK INSTRUCTION

SUBJECT: Taxi Licensing – suspensions and revocations

STATUS: Implemented

CONTENTS: Process flowchart (this process must be used in conjunction with 06/T/07).
 In all cases, the driver must know the case against him/her and have the opportunity to respond.

Date of Implementation:					
	Originated	Approved	Date	Added to manual	SIGNATURE
Original	M Seymour	L Batten/J Cranford	30/04/10		
Amend 1	MS	JC	22.12.14	JC	22.12.14
Amend 2					
Amend 3					
Amend 4					

QA2

Process: Taxi Licensing - Suspensions and Revocations - 06/T/08

Service: Environmental Health & Licensing

Date: 22/12/14

Version No: 1

Service Manager: Tim Nichols

Author: jeancranford

This work instruction must be read in conjunction with WI06/T/07 – complaints and follows on from page 5 marked ****

IO = Investigating Officer
HCO = Hackney Carriage Officer
LM = Licensing Manager

IO investigates: offence, complaint, intelligence or other relevant information received or where medical information has been received. See WI06/T/07 ****

IO takes legal/medical advice and makes recommendation to HCO/LM

IO minded to suspend / revoke licence

IO makes recommendation to HCO/LM

HCO/LM makes final decision and decides if immediate effect

HCO/LM writes to licensee to explain outcome and any other action (warning etc)

HCO/LM issues suspension/ revocation

Appeal Notification received?

Refer to legal department and take advice as whether to defend appeal or other outcome



No

Yes