

Planning, Taxi Licensing & Rights of Way Committee

Meeting Venue
By Teams

Meeting Date
Thursday, 13 January 2022

Meeting Time
10.00 am

For further information please contact
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County Hall
Llandrindod Wells
Powys
LD1 5LG

6 January 2022

Mae croeso i chi siarad yn Gymraeg neu yn Saesneg yn y cyfarfod, a bydd gwasanaeth cyfieithu ar y pryd ar gael.
You are welcome to speak Welsh or English in the meeting, and a simultaneous translation service will be provided.

AGENDA

1.	APOLOGIES
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To receive apologies for absence.

2.	MINUTES OF THE PREVIOUS MEETING
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To authorise the Chair to sign the minutes of the previous meeting of the Committee held on 2 December 2021 as a correct record.

(Pages 3 - 8)

Taxi and other licensing	
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3.	DECLARATIONS OF INTEREST
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To receive any declarations of interest from Members relating to the following items on the agenda.

4.	TAXI LICENSING FEES 2022/23
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To consider the taxi licensing fees for 2022/23.

(Pages 9 - 12)

5.	TAXI LICENSING POLICY
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To consider the draft Taxi Licensing Policy.
(Pages 13 - 66)

6.	HOLIDAY CARAVAN SITE LICENCE CONDITIONS
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To consider the draft Holiday Caravan Site Licence Conditions.
(Pages 67 - 94)

7.	ANIMAL ESTABLISHMENT LICENSING FEES REVIEW
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To consider the report.
(Pages 95 - 104)

Planning

8.	DECISIONS OF THE HEAD OF PROPERTY, PLANNING AND PUBLIC PROTECTION ON DELEGATED APPLICATIONS
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To receive for information a list of decisions made by the Head of Property, Planning and Public Protection under delegated powers.
(Pages 105 - 144)

MINUTES OF A MEETING OF THE PLANNING, TAXI LICENSING & RIGHTS OF WAY COMMITTEE HELD AT BY TEAMS ON THURSDAY, 2 DECEMBER 2021

PRESENT

County Councillor K Lewis (Chair)

County Councillors G Jones, L V Corfield, L George, E M Jones, M J Jones, F H Jump, H Lewis, K Laurie-Parry, P C Pritchard, G Pugh, K S Silk, L Skilton, E Vaughan, M Weale, G I S Williams, D H Williams and R Williams

1. APOLOGIES

Apologies for absence were received from County Councillors D R Price, D Selby and J Wilkinson.

2. MINUTES OF THE PREVIOUS MEETING

The Chair was authorised to sign as a correct record the minutes of the meeting held on 11 November 2021.

Planning

3. DECLARATIONS OF INTEREST

(a) County Councillor H Williams declared a prejudicial interest in application 20/1314/FUL as he had spoken about the application at previous meetings and it could be deemed that he was predetermined.

County Councillors MJ Jones and G Williams declared personal interests in 20/1314/FUL due to their membership of Brecon Beacons National Park Authority [BBNPA], appointed by the Council. It was noted that comments on the application had been made by officers under delegated authority and were also made prior to Councillor Williams' appointment to the BBNPA.

(b) The Committee noted that no Member requested that a record be made of their membership of a Community Council where discussion had taken place of matters for the consideration of this Committee.

(c) The Committee noted that no Member (who is a member of the Committee) would be acting as 'local representative' in respect of any application on the agenda.

(d) The Committee noted that no Member (who is not a member of the Committee) would be speaking as the 'local representative' in respect of any application on the agenda.

4. PLANNING APPLICATIONS FOR CONSIDERATION BY THE COMMITTEE

The Committee considered the report of the Head of Property, Planning and Public Protection (copies filed with the signed minutes).

4.1 Updates

The Members confirmed that they had received and had time to read the update circulated the previous day and prior to the meeting.

County Councillor H Williams having declared a prejudicial interest left the meeting for the following application.

4.2 20/1314/FUL Land at Brynygroes Farm, Ystradgynlais, SA9 1LF

Grid Ref:	E: 299115 N: 267747
Valid Date:	21.08.20
Community Council:	Ystradgynlais Town Council
Applicant:	Mr Matthew Morgan
Location:	Land at Brynygroes Farm, Ystradgynlais, SA9 1LF
Proposal:	Full planning application for residential development and associated works
Application Type:	Full application

The Committee noted the update report. The Professional Lead - Planning advised that condition 25 should refer to condition 20 rather than condition 21.

In response to questions regarding the parking provision on the site the Professional Lead - Planning advised that although the parking provision was below the County Surveyors Society (CSS) standards, planning officers had agreed that on balance this was acceptable. Planning Policy Wales, national strategies on transport and Future Wales are looking to secure a modal shift away from cars to active travel and there is an opportunity to respond to this modal shift within this development. The Highways Officer advised that at the pre application stage, discussions the applicant had stated that the parking provided would be in line with the CSS Standards. However, when the parking schedule was received the Highways Officer noted that the parking levels fell below this standard. He advised that the applicant had not submitted a sustainability calculation to demonstrate that the site is sustainable and there is no evidence to show that there will be a reduction in car ownership. The Highways Authority's concern was that the parking provision was based on the viability of the site and not demonstrated by the sustainability of the site. The Highways Officer advised that as the sustainability exercise had not been undertaken by the applicant the availability of public transport had not been considered. He advised that the reduction in parking provision could be addressed and the update report indicated how the shortfall could be mitigated. The Senior Planning Officer advised that the developer had stated it was willing to review the parking provision if the Committee raised this as an issue.

In respect of concerns raised about the play area the Professional Lead - Planning advised that conditions were recommended to secure more play provision on the site and the future management of these areas. Comment was made that the provision of play equipment should be requested and that if the Committee was minded to approve the application conditions 31 and 32 should specifically refer to play equipment. Comment was also made that the provision of a number of informal play areas for such a large development rather than a site for team games may not be appropriate. The Senior Planning Officer advised that having larger open spaces might affect the viability of the development. The Professional Lead - Planning advised that the Sports Wales standards requires accessibility to sports pitches to be within 1.2kms and local sports pitches in the area are within this distance. He advised that the open space assessment does state that access to play equipment in the area may be lacking. However, the issue of viability of the site had to be balanced against the desire to seek more from the site.

In respect of housing types the Senior Planning Officer advised that the density of housing had been fulfilled. The Professional Lead - Planning advised the developer had identified a need for three bed properties in the area.

Concerns were raised about the drainage and flooding risks to the area below the site. The Professional Lead - Planning advised that SAB approval would not be given if there was a negative impact on flooding. The Highways Manager advised that the Land Drainage Officer had indicated that a solution can be found to address the flood risk and surface drainage issues.

In response to questions regarding deregistration of common land the Professional Lead - Planning advised that this was dealt with under other legislation and the developer would need to make the appropriate application.

The Senior Planning Officer in response to questions advised that the Welsh Language impact assessment had not been provided by the applicant. The Professional Lead - Planning advised that a Welsh Language impact assessment was not required on an allocated site, such as this. However, if the Committee was minded to approve the application a condition was recommended in respect of a Welsh Language impact action plan as the area was a Welsh language stronghold.

In response to questions about public sewerage the Committee noted that Welsh Water had advised that the local sewerage system and treatment works had capacity. The Professional Lead – Planning advised that the River Tawe was not designated as a special area of conservation (SAC) and therefore the restrictions in respect of phosphates did not apply.

The Senior Planning Officer advised, in response to a question about the provision of only four affordable houses, that a small part of the site is outside of the development boundary and so affordable houses are required in respect of this area. However, rather than locating the affordable housing on the edge of the development, the developer had agreed to locate them within the development. Comment was made that a condition should be included that the affordable houses are built before 50% completion of the scheme.

Due to the lack of detail regarding a number of issues it was moved to refuse the application. However, after discussion the proposer stated that he was willing to withdraw his proposal to refuse and move to defer the application.

It was moved and duly seconded to defer consideration of the application.

RESOLVED:	Reason for decision:
that the application be deferred.	To enable the developer to consider and address the following matters: sustainability justification for the reduced parking provision, Welsh language action plan and the provision of play equipment.

County Councillor H Williams returned to the meeting. County Councillor H Lewis left the meeting.

4.3 21/1399/FUL Station House, Talerddig, Llanbryn-mair, Powys, SY19 7AL

Grid Ref: E: 293092 N: 299437

Valid Date: 06.08.21

Community Council: Llanbryn-mair Community Council

Applicant: Ms Jan Coles

Location: Station House, Talerddig, Llanbryn-mair, Powys SY19 7AL

Proposal: Proposed change of use of residential dwelling to a registered childrens home

Application Type: Ful application

County Councillor D Jones-Poston's statement as the local representative was read out.

Mr P Jones, Mr T Richards and Mr I Edwards spoke as objectors.

Ms J Cole and Ms A-M Davies spoke as the applicants.

In response to questions the Highways Officer advised that the Trunk Road Agency had not raised any concerns regarding the junction from the trunk road and on receipt of information about traffic movements associated with the proposed change of use it had not raised any issues. In response to questions regarding passing places on the route from the trunk road, the Highways Officer advised there were three unofficial passing places and considering the nature of the proposed change of use there was no need to ask for any new passing places.

In response to questions regarding the railway line and the safety of the children who might live at the dwelling if the application were to be approved the

Professional Lead - Planning advised that the Committee should only consider the application for the change of use from C3 to C2. The safety of any residents was an operational matter and not a planning issue. It was noted that the Care and Social Services Inspectorate Wales [CSIW] would monitor the operation of the facility. The Committee noted that Network Rail had not objected to the development. The Planning Officer advised that if the Committee was minded to approve the application a condition was included in respect of the boundary fence for the whole site.

It was moved and duly seconded to approve the application as recommended by the officer.

RESOLVED:	Reason for decision:
that the application be granted consent, subject to the conditions set out in the report which is filed with the signed minutes.	As officer's recommendation as set out in the report which is filed with the signed minutes.

County Councillors E.M Jones, H Lewis, P Pritchard, K Silk and M Weale left the meeting.

5.	DECISIONS OF THE HEAD OF PROPERTY, PLANNING AND PUBLIC PROTECTION ON DELEGATED APPLICATIONS
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The Committee received for information a list of decisions made by the Head of Property, Planning and Public Protection during the period between 4 November 2021 and 24 November 2021.

6.	PLANNING PROTOCOL
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The Committee considered the proposed amendments to the Planning Protocol.

RESOLVED	Reason for decision
That the amendments to the Planning Protocol be approved and come into effect from 16 December 2021.	To keep the Protocol up to date.

County Councillor K Lewis (Chair)

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CYNGOR SIR POWYS COUNTY COUNCIL**Date: 13th JANUARY 2022****PLANNING, RIGHTS OF WAY AND TAXI LICENSING COMMITTEE****REPORT AUTHOR: Senior Licensing Officer – SUE JONES****REPORT TITLE: Taxi Licensing Fees 2022/23**

REPORT FOR: Decision

1. Purpose

1.1 To consider Taxi Licensing fees for the period April 2022-23

2. Background

- 2.1 The setting of fees is governed by The Local Government (Miscellaneous Provisions) Act 1976, it allows only for the recovery of costs in connection with administering, controlling, and supervising the Hackney Carriage and Private Hire Licensing regime.
- 2.2 Fees are calculated using a toolkit devised by the All-Wales Licensing Expert Panel with assistance from our finance team. The committee usually approves fees for consultation at this time of year ready for implementation the following April 1st.
- 2.3 Fees for the following year are usually based on the actual costs to the service for the previous financial year (a 2-year lag). In line with officer recommendation last year the committee agreed to leave fees unchanged for the current year 21/22. The rationale being that fees for the current period would reflect costs of the year prior to covid (19/20) when it was apparent that the costs for 20/21 were actually likely to be much less for a number of reasons:
- Application processes paired back due to covid
 - No meetings or appointments with applicants -everything moved online
 - Vehicles were not being checked in person by officers
 - Lock downs meant no compliance checks were taking place
 - Staff re-deployed to welfare calls when workload dropped during lockdown
 - The licensing team as well as other public protection staff were allocated extra duties to enforce new covid regulations as businesses re-opened. A significant amount of officers' time was absorbed in covid education and enforcement visits, dealing

with complaints and enquires etc. (these covid costs have been funded by Welsh Government)

- No travel to meetings
- Reduction in attendance at training courses/ conferences etc

2.4 Fees for 2022/23 have been calculated on an average of the costs for years 19/20 (pre covid) and 20/21 (covid year). As anticipated, it means that fees have come out less for 2022/23. The current fees and proposed fees for 2022/23 are set out below:

	Current fee	Proposed fee for 2022/23	
Vehicles (1 year) Hackney Carriage Private Hire	£148	£130	
Driver Licence (3 year)	£260	£248	excludes DBS fee
Driver Licence (1 year – on request)	£150	£140	excludes DBS fee
Private Hire Operators (5 years)	£405	£387	excludes DBS fee

Estimated reduction in income for 2022/23 based on the above would be in the region of £9000, this can be absorbed by the funding already received for public protection services from Welsh Government for additional work carried out in relation to covid compliance.

- 2.5 When it comes to calculating fees for 2023/24, it will be based on our current costs (21/22). It is expected that there will be a recovery in the fee levels as activity has returned to near normal - officers have now resumed seeing vehicles and applicants, commencing of enforcement activity, attendance at training event has resumed and some of the covid enforcement work has now been passed to dedicated public protection officers. However, some of the benefits of the streamlined online process will be retained that will mean our processing costs will unlikely recover to the same levels. Efficiencies in processing time will free up officers to engage and assist the taxi trade especially in relation to implementation of the new Welsh Government taxi standards.
- 2.6 Should members approve the revised table of fees then The Local Government (Miscellaneous Provisions) Act 1976, Section 70 requires them to be advertised in the local press giving at least 28 days for objections.
- 2.7 Any objections to the proposed fees will need to be considered and reported back to this committee along with any revisions considered appropriate. If no objections are made, then these fees will come into effect on 1st April 2022

3. Advice

- 3.1 Whilst it is unusual for fees to go down in any year, they must be transparent and based on our actual costs in administering the taxi regime and processing licences. These costs were significantly less last year due to the covid pandemic, it enabled officers to carry out other public protection duties in relation to covid enforcement. Members are advised that the fees calculated and presented above are approved for consultation.

4. Resource Implications

- 4.1 The costs for advertising the fees and the officer work in relation to determination of costs and calculating the fees, production of this report and presenting to committee will be recovered in the next fee review (to determine 2023/24 fees).

5. Legal implications

- 5.1 The setting of fees is governed by The Local Government (Miscellaneous Provisions) Act 1976. It only permits cost recovery for administering, controlling, and supervising the Hackney Carriage and Private Hire Licensing regime. Fees cannot be routinely uplifted; they must be transparent and can be subject to legal challenge. Compliant fees are based on actual costs.

6. Data Protection

- 6.1 There are no implications for processing of personal data in the consideration or approval of this report.

7. Comment from local member(s)

- 7.1 N/A fees are Powys wide.

8. Integrated Impact Assessment

- 8.1 N/A - Statutory requirement to charge a compliant fee.

9. Recommendation

- 9.1 That taxi fees for 2022/23 are approved to go out for consultation in the local press in line with statutory requirements and if not objected to will be in place for 1st April 2022. Any objections to the fees will come back to this committee for consideration.

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Head of Service: Gwilym Davies
Corporate Director: Nigel Brinn

CYNGOR SIR POWYS COUNTY COUNCIL.**PLANNING, TAXI LICENSING AND RIGHTS OF WAY COMMITTEE****Date: January 13th 2022****REPORT AUTHOR: SENIOR LICENSING OFFICER – SUE JONES****REPORT TITLE: TAXI LICENSING POLICY**

REPORT FOR: Decision

1. Purpose

- 1.1 To consider and approve for consultation an all-new Powys Taxi Licensing Policy based on Welsh Government Guidance on Taxi and Private hire Standards.

2. Background

- 2.1 In July members received an information report regarding the recently published Taxi and Private Hire Vehicle Licensing Guidance in Wales. [Taxi and private hire vehicles: licensing guidance \[HTML\] | GOV.WALES](#). This document follows the Welsh Government's white paper 'Improving Public Transport' report published in 2018. The aim of the recommendations contained in the document is to provide 'quick fixes' to improve the consistency of licensing standards and increase public safety across Wales.
- 2.2 A template Statement of Policy for Welsh authorities has subsequently been prepared containing all the recommendations of the guidance document and forms the basis of an all-new Powys Taxi Licensing Policy Document (Annex A).
- 2.3 The Minister for Economy, Transport and North Wales, Ken Skates has written to all local authorities urging that they adopt the Welsh standards. This will bring about greater consistency in the way that that local authorities in Wales apply and administer the taxi licensing regime and the standards used.
- 2.4 Welsh Government's longer-term goal is for all new taxi legislation and a single licensing regime for Wales, delivered by local authorities. The new legislation will take some time to develop properly. Welsh Government are developing new legislation and will be engaging with key stakeholders to ensure this meets the needs of the sector. The aim is to produce a licensing system with a focus on,
- Improving public safety

- increasing consistency
 - improving the customer experience
- 2.5 In the short term the template policy focuses on the above objectives and introduces some improved measures so far as is possible without changes in legislation, and without unreasonable cost to licensing authorities and the taxi and PHV industry.
- 2.6 The Department for Transport also published 'Statutory Taxi and Private Hire Vehicle Standards' [Statutory & Best Practice Guidance for taxi and PHV licensing authorities \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/614442/statutory-taxi-and-phv-standards.pdf) and they have been considered in the drafting of the Welsh template policy; the adoption of the proposed Powys Taxi Licensing Policy will support compliance with a number of the recommendations in these standards. The Dft standards apply to Wales, until such time that Welsh Government introduces new legislation.

2.6 What are the main changes for licence holders in Powys?

Drivers

- Requirement for drivers to join the Disclosure & Barring Service (DBS) Update Service and have a DBS check every 6 months.
- Overseas criminal record check for drivers.
- Group 2 standard medical for drivers*
- Adopting the Welsh Government's Driver Code of Conduct and dress code
- Updating the Driver Conditions in line with the Welsh Government's Recommendations

Vehicle

- Requirement for vehicle proprietors to have an annual DBS check.
- Overseas criminal record check.
- Adopting the Welsh Government's policy on CCTV and Video Point of Impact Systems (VIPS)/Dash Cams in taxis and private hire vehicles (for those vehicles fitted with such systems – there is no proposal to make this mandatory as part of this policy).
- Proprietors of licensed wheelchair accessible vehicles must demonstrate to every driver of the vehicle how to assist a passenger in a wheelchair into and out of the vehicle and correctly secure the wheelchair in the vehicle

Operators

- Updating the Operator Conditions in line with the Welsh Government's Recommendations

- Requirement for licensed operators to have an annual DBS check.
- DBS checks for ancillary staff taking bookings.
- Improved record keeping including a documented complaint procedure.
- Sharing of complaint information with the licensing authority
- Sharing information regarding dismissal of drivers with the licensing authority

*Powys County Council moved to Group 2 medical standard for all new drivers in 2008. There are some drivers licensed by Powys, without break since before 2008 and to which the lesser Group 1 standard applied. These drivers will now move to Group 2. For the last 12 months, in readiness for the transition, the drivers affected by this who's medical has come up for renewal have been supplied with the Group 2 forms and so far, all have been found to meet this standard. It is not possible to determine if there are any current licensed drivers in Powys who have held a licence since before 2008 that would not meet Group 2 standard. Any that arise will need to be considered on a case-by-case basis by a sub-committee who would need to determine if a departure from policy is justified in each of the circumstances.

- 2.7 The licensing section can ensure that the local trade in Powys are informed about the proposed changes and consultation on the new policy by way of email communications, promoting it through any communications/appointments with applicants and also the distribution of the annual Taxi Newsletter produced in house for the trade.
- 2.8 It is proposed that consultation will run for 6 weeks, and relevant comments or objections will be presented back to committee and that a final policy be published for implementation on 1st April 2022

Advice

- 3.1 Members are advised to approve the draft Taxi Licensing Policy (see Annex A) for it to go out to consultation to the public, taxi trade and stakeholders for a period of 6 weeks. Any relevant comments or objections to the content will come back to this committee after the consultation period for consideration. If there are no relevant comments for the committee to consider then the policy will be published for implementation on 1st April 2022.

4. Resource Implications

- 4.1 The Senior Licensing Officer sits on the working group that has developed these standards and has already been involved in many meetings and in the drafting of the Powys version of the template to bring before committee today.

- 4.2 There will be significant amount of time and work to update all the application forms, documents, and webpages in readiness for 1st April implementation.
- 4.3 There will also on going work in administration to carrying out the 6 monthly DBS updates on licensed drivers, although an automated solution for this is being sourced.
- 4.4 For officers in the licensing team to advise/educate/enforce the revised conditions with the taxi trade and to deal with adverse DBS updates or licence holders who have failed to subscribe to the update service.
- 4.5 Any costs attributable to this work would be accounted for in future fee calculations as the service works on a cost revery basis

5. Legal implications

- 5.1 The Principal Solicitor (Shire) supports the recommendation in this report which will ensure the policy is up to date and in line with Welsh Government guidance.
- 5.2 The Head of Legal and Democratic Services (Monitoring Officer) has commented as follows: “ I note the legal comment and have nothing to add to the report”.

6. Data Protection

- 6.1 There are no implications for processing of personal data in the consideration or approval of this report

7. Comment from local member(s)

- 7.1 N/A this affects the taxi and PHV trade Powys-wide

8. Integrated Impact Assessment

- 8.1 Welsh Government have completed an assessment [Taxi and private hire vehicles licensing guidance: integrated impact assessment \[HTML\]](#) [GOV.WALES](#). A Powys Impact Assessment has also been completed. The overall summary is set out here:
- 8.2 The full impact of adopting the recommendations within the template policy will be different in each local authority areas due to the current differences in licensing policies/procedures. For Powys many of the recommendations being implemented in the taxi policy are already in place, the main changes for Powys licensed trade are:

for applicants/licence holders:

- Greater consistency in policies/forms/licence conditions across Wales

for licensed drivers:

- requirement to subscribe to DBS update service on next licence renewal
- move to group 2 medical standard (for drivers licensed since 2008 - approx 100 out of 500)
- requirement to comply with driver code of conduct and dress code

for vehicle proprietors:

- proprietors of wheelchair accessible vehicles to ensure that drivers know how to deploy ramps and secure a wheelchair
- DBS checks for vehicle proprietors (currently in Powys all proprietors are licensed drivers anyway so won't impact on existing licence holders)

for licensed operators:

- requirement for notification of offences and documented complaints procedures.

for customers/residents of Powys who use taxi & PHV services:

- increased frequency of DBS checks increases public safety
- driver code of conduct and dress code aims to improve the professionalism of the sector and provide better customer service
- for disabled passengers ensuring drivers of vehicles know how to deploy ramps and secure a wheelchair

for licensing staff:

- potential extra workload in carrying out 6 monthly DBS checks (up to 1000 checks/year once all drivers are subscribed over the next 3 years) - automated solution being sourced
- extra workload in dealing with any adverse checks
- extra workload in dealing with drivers failed to subscribe to update
- ensuring any new conditions/codes are being complied with - initially through education and advice

9. Recommendation

- 9.1 To approve the draft Taxi Licensing Policy at Annex A for it to go out to consultation to the public, taxi trade and stakeholders for a period of 6 weeks. Any relevant comments or objections to the content will come

back to this committee after the consultation period for consideration. If there are no relevant comments for the committee to consider then the policy will be published for implementation on 1st April 2022.

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TAXI AND PRIVATE HIRE LICENSING POLICY

2022

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Annexes all as Embedded Links

[Taxi and private hire vehicles: Licensing Guidance](#)

[Private hire operator Licence fees and charges - Powys County Council](#)

<https://www.gov.uk/exchange-foreign-driving-licence>

[GOV.UK Criminal records checks for overseas applicants](#)

[Medical report for taxi or private hire vehicle drivers licence: application form](#)

[Taxi and private hire vehicles: Equality Act medical exemption policy](#)

[Guidance on determining the suitability of applicants and licensees in the hackney and private hire trades](#)

[Safeguarding training for Hackney Carriage and Private Hire drivers and passenger assistants](#)

[Taxi and private hire driver's code of conduct | GOV.WALES](#)

[Taxi and private hire vehicles: dress code | GOV.WALES](#)

[Private hire vehicle drivers: licensing conditions | GOV.WALES](#)

<https://ico.org.uk/make-a-complaint/>

<http://www.dft.gov.uk/vca/vehicletype/index.asp>

[Taxi and private hire vehicles: CCTV specifications and conditions | GOV.WALES](#)

[Taxi and private hire vehicles: dash cam policy | GOV.WALES](#)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/147836/Guidance for Operators of Stretch Limousines 2 .pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/147836/Guidance_for_Operators_of_Stretch_Limousines_2_.pdf)

<https://www.gov.uk/government/publications/taxi-and-private-hire-vehicle-licensing-best-practice-guidance>

[Private hire vehicle operators: licensing conditions | GOV.WALES](#)

[Local Government Association's Taxi and PHV Licensing- Councillor's handbook](#)

[Taxis and private hire licences - Wheelchair Accessible Vehicles - Powys County Council](#)

[Planning and Public Protection Privacy Statement - Powys County Council](#)

[https://en.powys.gov.uk/media/6165/PH_OPERATOR_PROCEDURE - APPLICANTS eng/pdf/PH_OPERATOR_PROCEDURE - APPLICANTS 021216.pdf?m=1608201006790](https://en.powys.gov.uk/media/6165/PH_OPERATOR_PROCEDURE_-_APPLICANTS_eng/pdf/PH_OPERATOR_PROCEDURE_-_APPLICANTS_021216.pdf?m=1608201006790)

[https://en.powys.gov.uk/media/6149/DRIVER_PROCEDURE - APPLICANTS 180917/pdf/DRIVER_PROCEDURE - APPLICANTS 180917.pdf?m=1608200968007](https://en.powys.gov.uk/media/6149/DRIVER_PROCEDURE_-_APPLICANTS_180917/pdf/DRIVER_PROCEDURE_-_APPLICANTS_180917.pdf?m=1608200968007)

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https://en.powys.gov.uk/media/6160/Taxi-Tarrifs/pdf/Taxi_Tarrifs.pdf?m=1609933193823

[https://en.powys.gov.uk/media/11844/Hackney-Carriage--Private-Hire-Accident-Report-Form/pdf/Hackney_Carriage - Private Hire Accident Report Form.pdf?m=1609947981100](https://en.powys.gov.uk/media/11844/Hackney-Carriage--Private-Hire-Accident-Report-Form/pdf/Hackney_Carriage_-_Private_Hire_Accident_Report_Form.pdf?m=1609947981100)

links awaited (with Translation)

- *Limousine Licensing policy – use own unchanged*
- *Intended Use Policy – use own unchanged*
- *Passenger Complaints Procedure*
- **Updated Vehicle conditions (attached at page 38)**

Introduction

Taxi and PHVs are a vital form of public transport. They deliver a practical direct transport solution and provide an essential service to; people living in rural communities where other forms of public transport may be insufficient, the night-time economy, passengers with disabilities, and have an important role in facilitating social inclusion.

It is important that hackney carriage and private hire vehicles meet regulatory standards and are able to convey passengers safely and comfortably, ensuring that the customer experience is a positive one.

This policy and related procedures will advise applicants of the standards and requirements that must be met and guide the Council in the way it carries out its licensing functions. **This policy will be reviewed every 5 years but may be subject to interim reviews should the need arise.**

Application of the Policy:

Powys County Council is the Licensing Authority under the Local Government Miscellaneous Provisions Act 1976 (as amended) and the Town Police Clauses Act 1847. It has the duty to carry out its licensing functions in respect of:

- Hackney Carriage Vehicle Licences
- Hackney Carriage Drivers Licences
- Private Hire Vehicle Licences
- Private Hire Drivers Licences
- Private Hire Operator Licences

This Policy will apply to the licence types listed above. Throughout this Policy any reference to the following general terms means:

- 'driver' - refers to a hackney carriage or private hire driver
- 'vehicle' –refers to a hackney carriage or private hire vehicle
- 'taxi' -refers to a hackney carriage
- 'PHV' refers to a private hire vehicle
- 'operator' –refers to a private hire operator
- 'proprietor' –refers to owner of a hackney carriage or private hire vehicle
- 'Licence holder' refers to the holder of a hackney carriage/private hire drivers licence, a hackney carriage or private hire vehicle licence, or a private hire operator's licence.
- 'The council' means Powys County Council
- 'Authorised Council Officer' means any officer of the Council authorised under the Council's Scheme of Delegation as contained in the Constitution
- Licence plate' or 'the 'plate' means the vehicle licence plate issued to all vehicles and required to be displayed externally at the rear of all licensed vehicles, except if the vehicle is exempt
- The Committee' means the Planning, Taxi Licensing and Rights of Way Committee of the Council

In undertaking its licensing function, the Licensing Authority will have regard to the following legislation:

- Town and Police Clauses Act 1847
- Local Government (Miscellaneous Provisions) Act 1976,
- Transport Act 1985
- Environmental Protection Act 1990
- Health Act 2006
- The Smoke-free (Premises and Enforcement) Regulations
- The Smoke-free (Vehicle Operators and Penalty Notices) Regulations 2007
- The Equality Act 2010
- Crime and Disorder Act 1998
- Data Protection Act 2018
- Immigration Act 2016
- Human Rights Act 1998
- The Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2002
- Wellbeing of Future Generations (Wales) Act 2015

Consideration has been given to other relevant legislation and guidance, including:

- Guidance on the Rehabilitation of Offenders Act 1974 (March 2014)
- Disclosure and Barring Service (DBS)
- Guidance on Eligibility Regulators Code 2014
- The Department for Transport “Taxi and Private Hire Vehicle Licensing Best Practice Guidance” (March 2010)
- The Department for Transport “Statutory Taxi and Private Hire Standards” July 2020
- Welsh Government – “Taxi and private hire vehicles: Licensing Guidance” March 2021

Policy Aims & Objectives

The overall aim of hackney carriage and private hire licensing is to protect the public and promote public safety.

Taxi and PHV licensing is a devolved function in Wales. In the Welsh Government :“[Taxi and private hire vehicles: Licensing Guidance](#)”, Welsh Government has the following aim as part of their vision statement:

‘Our aim is to update Wales’s taxi and PHV licensing system to make it fit for a modern Wales. We want to create one consistent standard applied across Wales that promotes safety, contributes to a cleaner environment, improves the customer experience, and is accessible by all.

The Council agrees with this vision and will work towards the aim and the following four objectives:

- **Safety** – Operators, vehicles and drivers will be safe and suitable for licensing

- **Environment** – licensed vehicles should contribute to targets for a cleaner environment
- **Equality** – All passengers should have access to a suitable vehicle. Driver and operators should provide a service that fits customer needs
- **Customer Experience** – All customer should experience a good standard of taxi/PHV service.

In promoting these licensing aims and objectives, the Council will expect to see licence holders and applicants continuously demonstrate that they meet or exceed the standards set by the Council as set out in this policy.

Licensing process and delegation of functions

The Council's Constitution details who is responsible for making decisions on matters relating to taxi licensing.

The Council operates a scheme of delegation where certain powers are delegated to Authorised Officers and Elected Members who sit on the Planning, Taxi Licensing and Rights of Way Committee. A copy of the Constitution which contains the scheme of delegation is available on the Council's website or upon request.

Departure from Policy

In exercising its discretion in carrying out its functions, the Licensing Authority will have regard to this Policy and the objectives set out therein.

Where it is necessary for the Licensing Authority to depart significantly from this Policy, clear and substantive reasons for doing so will be given.

Licence Fees

Licence fees will be set in order for the Licensing Authority to recover the costs associated with the administration, issue and enforcement of each licensing regime, so far as is permissible by statute.

The fees will be reviewed periodically.

The current licence fees can be viewed on the Council's website. [Private hire operator Licence fees and charges - Powys County Council](#)

Hackney Carriage and Private Hire Driver Licences

Licence requirements

Any person who drives a hackney carriage or private hire vehicle must hold the appropriate licence.

Hackney carriage vehicle driver's licences are issued in accordance with section 46 of the Town Police Clauses Act 1847.

Private hire vehicle driver's licences are issued in accordance with section 51 of the Local Government (Miscellaneous Provisions) Act 1976.

Powys County Council issue dual licence to drive both Hackney carriages and Private Hire Vehicles

Any reference to 'driver's licence' in this section will refer to joint hackney carriage and private hire driver's licences

The Licensing Authority will issue a drivers licence to applicants that are considered to be 'fit and proper to hold a licence, and this will permit the driving of both hackney carriage and private hire vehicles.

Licence Duration

Driver licences will be granted for a period of 3 years; however, the Licensing Authority does have the discretion to issue a licence for a shorter duration when it is considered to be appropriate in the circumstances of the individual case, or at the request of the applicant.

Application Process

The application procedure and guidance for obtaining a hackney carriage/private hire driver's licence is detailed here

https://en.powys.gov.uk/media/6149/DRIVER_PROCEDURE_-_APPLICANTS_180917/pdf/DRIVER_PROCEDURE_-_APPLICANTS_180917.pdf?m=1608200968007

Fitness and Propriety

The purpose of the following pre-requisites of licensing is to assist the Licensing Authority in determining whether an applicant/driver is a 'fit and proper' person to hold a licence, or to continue to hold a licence.

In the absence of a legal definition of 'fit and proper' the Licensing Authority will use the following test:

Without any prejudice, and based on the information before you, would you allow a person for whom you care, regardless of their condition, to travel alone in a vehicle driven by this person at any time of day or night?

In order to further assist in understanding the interpretation of this definition, the Licensing Authority will be considering issues that assist them in determining whether or not applicants are safe drivers with good driving records, are mentally and physically fit, are honest, and that they are persons who would not take advantage of their position to abuse, assault or defraud members of the public.

When assessing the fitness of an applicant to hold a driver licence, the Licensing Authority will consider the applicant's criminal history as a whole, together with all other relevant evidence, information and intelligence including their history (e.g., complaints and commendations from the public, compliance with licence conditions and willingness to co-operate with licensing officers) whilst holding a licence from the Licensing Authority or any other authority. Particular attention will be given to patterns of behaviour, irrespective of the timescale over which they have occurred, both in terms of proven criminal offences and other behaviour/conduct that may indicate the safety and welfare of the public may be at risk from the applicant.

It must also be recognised that the Licensing Authority will consider all criminal history, behaviour and conduct irrespective of whether the specific history, behaviour or conduct occurred whilst applicants were directly engaged in hackney carriage or private hire licensed work at the time or whether they occurred during the applicants' own personal time. The Licensing Authority considers a person or individual who has a propensity to commit offences and/or demonstrate unacceptable conduct whilst not engaged in hackney carriage or private hire work to be equally as serious as offences and/or unacceptable conduct committed whilst engaged in hackney carriage or private hire work.

The Licensing Authority takes into account significantly that drivers may carry vulnerable members of the public such as elderly persons, unaccompanied children, disabled persons, lone women, foreign visitors and persons who are incapacitated from alcohol or other substances.

In order to assess the suitability of applicants and licence holders the licensing authority will have regard to the Institute of Licensing's [Guidance on determining the suitability of applicants and licensees in the hackney and private hire trades](#) April 2018

DBS check

In order to satisfy the authority that they are a 'fit and proper' person, all applicants for the role of hackney carriage or private hire vehicle (PHV) driver will undergo an Enhanced Disclosure and Barring Service (DBS) check, which includes a check of the children and adult barred lists. For licensed drivers this check will be repeated every 6 months.

Driver applicants will be required to subscribe to the DBS update service at first licensing or for existing licence holders when their next disclosure check is submitted. Licence holders must maintain their subscription for the duration of their licence. Any costs associated with maintaining this subscription must be met by the

licence holder. The licence holder must give permission for the Licensing authority to undertake checks of their DBS status.

Should the DBS advise that new information is available the original DBS certificate should no longer be relied upon a new DBS certificate will be requested.

Licence holders that have failed to maintain their subscription to the DBS update service may have their licence suspended until such time a new DBS certificate has been provided and the licensing authority is satisfied that the licence holder continues to be 'fit and proper' to hold a licence.

Disclosure and Barring Service certificates will only be accepted if the disclosure is dated within one calendar month prior to the application and made under the "Other Workforce- Taxi Driver" category. To assist in assessing the suitability of applicants and licence holders the licensing authority will have regard to the Institute of Licensing's '[Guidance on determining the suitability of applicants and licensees in the hackney and private hire trades](#)' April 2018.

It should be noted that individuals that appear on either barred list will routinely have their application refused, unless there are exceptional circumstances in which the licensing authority considers that, on the balance of probabilities, the individual is 'fit and proper'.

Overseas criminal record check

All applicants for a hackney carriage or PHV driver's licence that have spent 6 or more continuous months outside the United Kingdom since their tenth birthday the Licensing authority will need to see evidence of a criminal record check from the country / countries visited covering the period that the applicant was overseas.

The applicant will be required to cover any financial costs of such checks.

For EU nationals (including UK citizens) suitable checks should be available. For those countries for which checks are not available, the Licensing authority will require a certificate of good conduct authenticated by the relevant embassy. The certificate must be authenticated, translated and sealed by the Embassy or High Commission. Information regarding certificates of good conduct or similar documents from a number of countries is available from: [GOV.UK Criminal records checks for overseas applicants](#).

In the event that an applicant is not able to obtain a certificate of good conduct, they should not progress with their application and should contact the Licensing authority for further information.

Overseas criminal history checks must have been obtained within the 6-month period preceding the application.

The Licensing authority will require any Certificate of Good Conduct that the applicant may have regardless of the age of the document.

Certificates of Good Conduct which are in a language other than English will be required to be translated into English at the applicant's expense by an independent translation service and the translation must be verified.

Driving experience & Standards

All applicants must have at least 12 months driving experience i.e., they must have held a full UK driving licence, a driving licence issued by a member state of the European Union or other "exchangeable licence" as defined in the Road Traffic Act 1988 for at least 12 months prior to the date of application.

At the time of application, all applicants must have held a UK driving licence for Category B vehicles for 12 months. Details on ways to convert a foreign driving licence to a UK driving licence can be found at: <https://www.gov.uk/exchange-foreign-driving-licence>

To ensure that applicant's driving standard is suitable, the Licensing Authority will undertake a check of the status of the applicant's DVLA driver's licence to view the applicant's driving history. This check will take place prior to first licence, prior to renewal of a driver's licence and at any time considered necessary by the Licensing Authority.

Medical checks

The licensing authority recognises that licensed drivers should have more stringent medical standards than those applicable to normal car drivers because they carry members of the public who have expectations of a safe journey; they are on the road for longer hours than most car drivers; and they may have to assist disabled passengers and handle luggage. Therefore, all applicants for a hackney carriage/private hire driver's licence are required to meet the DVLA Group 2 medical standards of fitness to drive. The medical must be carried out by the applicant's own general practitioner (GP) or another GP at the applicant's registered practice that has full access to their medical records.

With prior agreement from the Licensing authority, a medical assessment may be carried out by another registered GP practice as long as the applicant's full medical history has been viewed and assessed by that GP.

The licensing authority may direct any licence holder to supply satisfactory evidence in the form of a medical certificate, stating the licence holder meets the required Group 2 standards, should their medical fitness be called into question.

Any applicant for the grant or renewal of a licence who is unable to satisfy the licensing authority that they meet the required medical standard shall not have a licence granted to them, or the licence shall not be renewed, or shall be revoked.

The requirement for applicants/licensed drivers to complete a medical examination is as follows:

- Upon application, and then every 5 years between the ages of 45 and 65
- Every year when the driver is aged 65 years or over
- Or anytime as required by the licensing authority or the medical practitioner.

The medical form is valid for 4 months from the date the examining doctor, optician or optometrist signs it.

All licence holders are required to inform the licensing authority of any illness or condition that affects their ability to drive.

All costs associated with obtaining the relevant medical certificate are to be met by the applicant/licence holder.

Find the medical form: [Medical report for taxi or private hire vehicle drivers licence: application form](#)

Equality Act Duties

The Equality Act 2010 places several legal duties on licensed drivers when transporting passengers with disabilities.

Assistance Dogs

The Equality Act 2010 places duties on both licensed Hackney Carriage and Private Hire Vehicle Drivers to carry guide, hearing and other assistance dogs accompanying disabled people, and to do so without additional charge.

These duties apply equally to dogs provided by UK charities affiliated with Assistance Dogs UK, equivalent overseas organisations, or assistance dogs which have been trained by their owners; and regardless of whether the dog is wearing a recognisable harness or jacket, or subject to formal certification. Where a prospective passenger informs a driver that a dog they wish to travel with is an assistance dog, this should be accepted at face value.

Assistance dogs are trained to ride with their owner in the main passenger compartment of a vehicle, usually lying at their feet, and the owner will instruct their dog to enter and exit the vehicle. Passengers with assistance dogs should be asked if they have any preference over which seat they sit in the vehicle – some may prefer to sit in the front passenger seat of a saloon vehicle, as the larger footwell can offer more space for the dog to sit in. Drivers should be prepared to provide any other reasonable assistance requested by the passenger; however it is unlikely that assistance dogs will require assistance in entering or exiting most vehicles beyond opening the passenger door. Drivers should not try to separate assistance dogs from their owners by insisting that the dog rides in a different part of the vehicle – doing so may cause distress to both the dog and the owner. Assistance dogs may ride in the rear load space of an estate car, if the dog's owner consents to this.

Assistance dogs are bred and selected for their calm nature and receive substantial specialist training before beginning their roles. They are subject to regular grooming and veterinary health checks. While we recognise that a number of drivers who are not experienced with dogs may feel uneasy at being in such close proximity to one, this does not constitute valid grounds for refusing to carry a passenger with an assistance dog. Similarly, religious beliefs also do not provide grounds for refusing to carry assistance dogs in taxis and private hire vehicles, nor other legal requirements under UK law.

Wheelchairs

The Equality Act 2010 places duties on both licensed Hackney Carriage and Private Hire Vehicle Drivers who operate Wheelchair Accessible Vehicles to carry passengers in a wheelchair and provide assistance to ensure safety and reasonable comfort, and to do so without any additional charge.

The types of assistance that may be required include:

- If the passenger wishes to remain in the wheelchair, the driver must help the passenger to get in and out of the vehicle and secure the wheelchair in accordance to the vehicle specification.
- If the passenger wants to transfer to a seat, the driver must help him or her to get out of the wheelchair and into a seat and back into the wheelchair; the driver must also load the wheelchair into the vehicle together with any luggage.

A driver who fails to comply with any of the above duties without valid defence will commit a criminal offence and may be fined up to £1,000 for each offence on conviction. Offences may also lead to revocation or suspension of taxi licences.

A 'reference wheelchair' is defined in statute as having the following dimensions: Length: 1200mm (approx. 48") including footplates Width: 700mm (28") Total seated height: 1350mm (54") Height of footrest: 150mm (6")

It is anticipated that the above dimensions for a reference wheelchair will cover the majority of manual wheelchairs – however, we recognise that some wheelchairs with specialist functionality, or motorised wheelchairs and mobility scooters, may exceed these dimensions and may not be able to be loaded and carried safely in all designated taxis. In such cases, drivers will be expected to assess whether the passenger can be safely carried in their vehicle, to carry the passenger if their safety and reasonable comfort can be assured, or to assist them in locating a suitable alternative vehicle otherwise, where this is practicable. Such circumstances may constitute a defence to an offence mentioned above.

In all cases, we expect drivers to treat passengers with respect and sensitivity, and to provide a clear explanation to the passenger as to why they have not been able to convey them.

Equality Act Medical Exemption policy

In order to improve compliance with the requirements of the Equality Act, and to support drivers that have genuine medical conditions that prevent them from fully undertaking the duties under the Act described above, the Council has adopted the [Taxi and private hire vehicles: Equality Act medical exemption policy](#)

Driver Training and Assessment

Hackney carriage and private hire drivers have an important responsibility in the safe transportation of fare paying passengers. Drivers are expected to act in a professional manner at all times and provide excellent customer service. Completion of training is required in order to assist drivers in being equipped to perform their duties.

Drivers will then be assessed to demonstrate that they have understanding of the issues that they may face in role and to prove they have the necessary skills.

Applicants must have successfully completed the knowledge and suitability test before applying for a new driver licence. The knowledge and Suitability test involves a series of questions in relation to the Powys area as well as questions in relation to this policy, licence conditions, taxi legislation, safeguarding and basic numeracy. Applicants must achieve a pass rate of at least 80%. Applicants sitting the knowledge and Suitability test will be expected to have prior knowledge of the main routes and location of the main towns in Powys and to have watched the safeguarding training video (see next section).

Safeguarding training

Hackney carriage and private hire drivers have an important responsibility in the safe transportation of fare paying passengers. Drivers are expected to act in a professional manner at all times and provide excellent customer service.

Licensed drivers can often be the eyes and ears of a community. Training can be important in assisting licensed drivers in recognizing when they are carrying passengers at risk of abuse and exploitation.

All new applicants for a hackney carriage/private hire driver's licence must undertake safeguarding training. The training focuses on recognising what makes adults and children vulnerable, violence, sexual exploitation, county lines and human trafficking indicators. It includes examples of suspicious journeys as well as information on maintaining professional boundaries.

The training is in the form of the following video. The driver knowledge and suitability test include questions based on the content of the video and must be passed prior to obtaining a licence.

Watch the video: [Safeguarding training for Hackney Carriage and Private Hire drivers and passenger assistants](#)

Applicants who speak English as a second language

The Licensing Authority welcomes applicants from all ethnic backgrounds. However, it is important that drivers can communicate with passengers effectively in the English language and have the ability to read and understand the statutory requirements placed upon them.

Where it is apparent during the application process that an applicant is unable to understand or communicate effectively in English the applicant will be required to undertake a Skills for Life English for Speakers of Other Languages Course (ESOL), or equivalent qualification at entry level 3, at their own cost, prior to proceeding with the application process.

Right to work check

It is a requirement under the Immigration Act 2016 that prior to the grant of a licence, all applicants must demonstrate that they have the right to work in the UK.

Once this requirement has been satisfied, further proof will not be required unless the right to work is time restricted, in which case further proof will be required to demonstrate continued right to work.

Applicants that cannot successfully demonstrate the right to work in the UK will not be granted a licence.

Where the holder of a licence breaches immigration laws, this will be grounds to review, suspend or revoke a licence.

If immigration permission is cut short, the holder of the licence will be committing an offence if they do not return the hackney carriage driver, private hire driver or operator licence to the licensing authority, for which they may be fined.

Driver Conduct

It is expected that licensed drivers behave in a professional manner and provide a high quality service at all times.

The Driver Code of Conduct detailed here [Taxi and private hire driver's code of conduct | GOV.WALES](#) has been developed to outline the standards expected of licensed drivers and is an integral part of the 'fit and proper' assessment.

The Code also serves to advise potential passengers of the level of service they should expect when hiring a licensed vehicle.

Driver Dress Code

It is recognised that the taxi trade, both Hackney Carriage and Private Hire, plays an important role in portraying a positive image of the area and drivers can be seen as key ambassadors for Wales.

Anything that serves to enhance the professional image of the Hackney Carriage and Private Hire trade and promotes the concept that drivers of licensed vehicles are professional vocational drivers, is to be welcomed.

To ensure that not only are the above objectives are met but, also that driving is carried out safely, a Dress Code for licensed drivers has been set, which is detailed here. [Taxi and private hire vehicles: dress code | GOV.WALES](#)

Private Hire Driver Conditions

The conditions of licence applicable to drivers of private hire vehicles are detailed here [Private hire vehicle drivers: licensing conditions | GOV.WALES](#).

National register for hackney carriage and private hire licence revocations and refusals (NR3)

The licensing authority provides information to the National Register of Taxi Licence Refusals and Revocations (NR3), a mechanism for licensing authorities to share details of individuals who have had a hackney carriage or Private Hire Vehicle (PHV) licence revoked, or an application for one refused. This is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the licensing authority – that is, assessing whether an individual is a fit and proper person to hold a hackney carriage or PHV licence.

Therefore:

- Where a hackney carriage/ PHV licence is revoked, or an application for one refused, the authority will automatically record this decision on NR3.
- All applications for a new licence or licence renewal will automatically be checked on NR3. If a search of NR3 indicates a match with an applicant, the authority will seek further information about the entry on the register from the authority which recorded it. Any information received as a result of an NR3 search will only be used in respect of the specific license application and will not be retained beyond the determination of that application.

The information recorded on NR3 itself will be limited to:

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

Information will be retained on NR3 for a period of 25 years.

This is a mandatory part of applying for being granted, a hackney carriage / PHV driver licence.

All applications for a new licence or licence renewal will automatically be checked on NR3. If a search of NR3 indicates a match with an applicant, the authority will seek further information about the entry on the register from the authority which recorded it. Any information received as a result of an NR3 search will only be used in respect of the specific license application and will not be retained beyond the determination of that application.

The information recorded on NR3 itself will be limited to:

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

Information will be processed in accordance with the Data Protection Act (DPA) and General Data Protection Regulation (GDPR). Any searches, provision or receipt of information of or under NR3 are necessary to the authority's statutory licensing functions of ensuring that all drivers are fit and proper to hold the applicable licence. It is not intended that any NR3 data will be transferred out of the United Kingdom. If you wish to raise any issue related to the data protection legislation, including by relying on any of the rights afforded to data subjects under the GDPR, you can do so to the authority's Data Protection Officer at [Planning and Public Protection Privacy Statement - Powys County Council](#). This includes submitting a subject access request.

You always have the right to make a complaint to the Information Commissioner's Office (ICO). Advice on how to raise a concern about handling of data can be found on the ICO's website: <https://ico.org.uk/make-a-complaint/>

Hackney Carriage and Private Hire Vehicles

Application process

All applications will be determined on their own merits. The application procedure for obtaining a vehicle licence is detailed here

https://en.powys.gov.uk/media/6132/VEHICLE_PROCEDURE_-_APPLICANTS/pdf/VEHICLE_PROCEDURE_-_APPLICANTS.pdf?m=1608200943097

Proprietor Fitness & Propriety

Although vehicle proprietors may not have direct contact with passengers, it is important to ensure that they are considered to be 'fit and proper' to hold a licence, in order to ensure that vehicles are appropriately licensed so maintain the safety benefits of the licensing regime.

When assessing the fitness of an applicant to hold a vehicle licence, the Licensing Authority will consider the applicant's criminal history as a whole, together with all other relevant evidence, information and intelligence including their history (e.g. complaints and positive comments from the public, compliance with licence conditions and willingness to co-operate with licensing officers) whilst holding a licence from the Licensing Authority or any other authority. Particular attention will be given to patterns of behaviour, irrespective of the time-scale over which they have occurred, both in terms of proven criminal offences and other behaviour/conduct that may indicate the safety and welfare of the public may be at risk from the applicant.

It must also be recognised that the Licensing Authority will consider all criminal history, behaviour and conduct irrespective of whether the specific history, behaviour or conduct occurred whilst applicants were directly engaged in hackney carriage or private hire licensed work at the time or whether they occurred during the applicants' own personal time. The Licensing Authority considers a person or individual who has a propensity to commit offences and/or demonstrate unacceptable conduct whilst not engaged in hackney carriage or private hire work to be equally as serious as offences and/or unacceptable conduct committed whilst engaged in hackney carriage or private hire work.

To assist in assessing the suitability of applicants and licence holders the licensing authority will have regard to the Institute of Licensing's '*Guidance on determining the suitability of applicants and licensees in the hackney and private hire trades*' April 2018. .

DBS Check

All applicants for a hackney carriage and PHV vehicle licence will be required to submit a basic disclosure from the DBS in order to satisfy the authority that they are a 'fit and proper' person. These checks will be repeated for vehicle licence holders annually. The cost of these checks will be covered by the applicant/licence holder.

Applicants that already hold a hackney carriage or private hire driver licence with this authority are not required to provide the basic disclosure as part of their application for a hackney carriage/private hire vehicle licence.

To assist in assessing the suitability of applicants and licence holders the licensing authority will have regard to the Institute of Licensing's '*Guidance on determining the suitability of applicants and licensees in the hackney and private hire trades*' April 2018. The guidance is detailed in **Annex 2**.

Driving offences will not normally be considered as part of the assessment for vehicle licence holders.

Information contained within an enhanced DBS check that would not be disclosed on a basic check will not be considered as part of the assessment for a vehicle licence.

Overseas Criminal Record Check

All applicants for a hackney carriage or PHV driver's licence that have spent 6 or more continuous months outside the United Kingdom since their tenth birthday the Licensing Authority will need to see evidence of a criminal record check from the country/countries visited covering the period that the applicant was overseas.

The applicant will be required to cover any financial costs of such checks.

For EU nationals (including UK citizens) suitable checks should be available. For those countries for which checks are not available, the Licensing Authority will require a certificate of good conduct authenticated by the relevant embassy. The certificate must be authenticated, translated and sealed by the Embassy or High Commission. Information regarding certificates of good conduct or similar documents from a number of countries is available from: <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

In the event that an applicant is not able to obtain a certificate of good conduct, you should not progress with your application and should contact the Licensing Authority for further information.

Overseas criminal history checks must have been obtained within the 6-month period preceding the application.

The Licensing Authority will require any Certificate of Good Conduct that the applicant may have regardless of the age of the document.

Certificates of Good Conduct which are in a language other than English will be required to be translated into English at the applicant's expense by an independent translation service and the translation must be verified.

General Vehicle Construction

All vehicles to be considered for licensing must comply with:

- a. All aspects of the requirements of the Motor Vehicle (type Approval) Regulations 1980

- b. The Motor Vehicle (Type Approval) Regulations (Great Britain 1984).
- c. The Motor Vehicles (EC Type Approval) Regulations 1998 and with any further national or international legislation as may be applicable.
- d. The Road Vehicles (Construction and Use) Regulations 1986 (C & U).
- e. All respects of British and European vehicle regulations and be 'type approved' to the requirements of the **M1 category** of European Community Whole Type Approval Directive 2007/46/EC as amended.
<http://www.dft.gov.uk/vca/vehicletype/index.asp>
- f. In the absence of European Community Whole Type Approval, or if a vehicle has been modified in any way since manufacture, vehicles may be considered for licensing that have:
 - i. National Small Series Type Approval
<http://www.dft.gov.uk/vca/vehicletype/index.asp> or
 - ii. Individual Vehicle Approval
<http://www.dft.gov.uk/vca/vehicletype/index.asp>

Modifications/additional equipment

No modifications to the vehicle or the fitting of additional equipment may take place without prior written consent from the licensing authority. A written application explaining the full nature of the modification or equipment must be accompanied by appropriate information and a confirmation from the vehicle's manufacturer that the modification/equipment will not compromise the vehicle's safety and specification.

Vehicle Licence Conditions

The licensing authority is empowered to impose such conditions as it considers reasonably necessary in relation to the grant of a hackney carriage vehicle or private hire vehicle licence.

The licence conditions in relation to hackney carriage and private hire vehicles are detailed here (no link yet - updated version at page 38)

Licence Duration

Vehicle licences are issued for 1 year and will always expire at the end of the month

Vehicle Age

In December 2018, the Planning Rights of Way and Taxi Licensing Committee resolved that a vehicle first presented for licensing must be less than 6 years old (from date of first registration). A maximum age for existing licensed vehicles was set at 12 years. Any vehicles outside these criteria will need to be considered by a taxi licensing sub-committee and only departed from in exceptional circumstances.

Vehicles in Exceptional Condition

The Licensing Authority recognises that some older vehicles may have less wear and tear, may be exceptionally well maintained by the proprietor, and will have a physical and mechanical condition of a younger vehicle. In those circumstances when the vehicle is found to be in 'exceptional condition', the Licensing Authority may consider the vehicle to be licensed beyond the upper age limits detailed above.

In order to determine that a vehicle meets the exceptional condition criteria it must undergo an inspection by an inspector approved by the Licensing Authority. In addition the vehicle must pass an MOT test.

Vehicles that are deemed to be in exceptional condition may be licensed for an additional year (subject to passing all required vehicle tests).

Vehicle Inspections

The licensing authority carries out vehicle inspections on all vehicles as part of the application process. In addition, vehicles at any time during the duration of the licence can be called in for a visual check to ensure:

- vehicle is in a clean and presentable condition and is carrying a suitable first aid kit,
- verify seating capacity (in conjunction with information contained on the V5 vehicle registration document),
- signage - fare tables, roof signs, no smoking signs are compliant,
- basic checks on tyres, lights and seatbelts.

Intended Use Policy

It is entirely lawful for a hackney carriage licensed by one authority to undertake pre-booked hiring's (private hire) outside of the authority area. This has led to a situation where a significant number of hackney carriages licensed by an authority in some cases undertaking private hire work entirely outside of that Council area. Whilst the current situation is not unlawful, it is not ideal from an enforcement point of view for vehicles to be operating predominantly outside of the local authority area where they are licensed. It also very difficult to monitor vehicles easily if they rarely operate within their area and this could have huge safety issues. The Authority must be satisfied before a hackney carriage vehicle licence is issued that the hackney carriage will operate within the County and have adopted an intended use policy attached as [\(link needed\)](#) Where it is suspected that a Powys licensed Hackney Carriage is significantly being operated outside of Powys then the vehicle proprietor will be required to produce records of the journeys carried out over in that vehicle over a set period of time and

the licence may be referred to a taxi licensing sub-committee to consider revocation of the licence.

Insurance

Certificates of insurance are required in accordance with the following requirements:

- The vehicle must have a valid certificate of insurance for public hire and reward in respect of taxis, and private hire and reward in respect of private hire vehicles.
- Certificates of insurance or cover notes issued to cover “any vehicle” or “any driver” must be accompanied by a schedule showing all the vehicles and drivers covered by the insurance as detailed in the certificate of insurance.
- Where an insurance cover note is provided a full certificate of insurance must be produced to the licensing authority at the earliest opportunity.
- With respect to a licensed vehicle, in the event that a proprietor fails to present to the Council a valid certificate of insurance as required (unless delayed or prevented by sufficient cause accepted and agreed by the licensing authority), the licensing authority may suspend the licence and require the proprietor of that hackney carriage to return all the plates to the licensing authority subject to any appeal period.

V5 Registration Certificate

The licensing authority accepts that a full V5 registration certificate in the new owner’s name is not always available upon first licence; however, the V5/2 green section of the V5 form and proof of purchase must be produced. Where possible a full copy of the previous owners V5 registration certificate should be obtained and submitted alongside the V5/2 green section.

A full V5 registration certificate and proof of purchase must be produced upon transfer of a vehicle licence. Where possible a full copy of the previous owners V5 registration certificate should be obtained and submitted alongside the V5 green section.

Where the green section has been produced on first licensing the vehicle, a full V5 registration certificate in the new owner’s name must be produced to the Council within 7 calendar days of the form being received by the owner of the vehicle.

Accident Reporting

In accordance with Section 50(3) of the Local Government (Miscellaneous Provisions) Act 1976, any accident to a hackney carriage or private hire vehicle causing damage materially affecting:

- (i) the safety, performance or appearance of the vehicle, or

(ii) the comfort or convenience of the passengers, must be reported to the licensing authority as soon as reasonably practicable, and in any case within seventy-two (72) hours of the occurrence thereof. using the Vehicle accident reporting Form https://en.powys.gov.uk/media/11844/Hackney-Carriage--Private-Hire-Accident-Report-Form/pdf/Hackney_Carriage_-_Private_Hire_Accident_Report_Form.pdf?m=1609947981100

Following an accident or damage to a licensed vehicle, if it is the intention of the owner or operator to continue licensed use because the vehicle is considered fit for continued use, the timescale for cosmetic repairs must be agreed with an authorised Officer of the licensing authority.

The licensing authority may suspend the use of a licensed vehicle until it is suitably repaired and conforms to MOT standard

A licensed vehicle which has suffered major accident damage or requires substantial mechanical repair may be temporarily replaced by a hire vehicle, provided:

- (i) the damage to, or defect in, the vehicle has been reported to the licensing authority,
- (ii) an application is made in the prescribed manner for a new vehicle licence,

Fares

The Licensing Authority sets the maximum rate of fares that can be charged by for hackney carriage journeys that take place within the local authority area. The current table of fares is detailed here https://en.powys.gov.uk/media/6160/Taxi-Tarrifs/pdf/Taxi_Tarrifs.pdf?m=1609933193823 . A copy must be displayed in each vehicle.

It is an offence to charge more than the metered fare for journeys that start and end in the local authority area. A lesser fee than the metered fare may be charged, but never more than.

Drivers undertaking journeys that start or end outside the local authority boundary may agree a fare with the passenger prior to the commencement of the journey or may choose to use the taximeter.

The Licensing Authority will periodically review the table of fares, usually where there is significant appetite within the trade to do so. Any amendments will be subject to a public consultation process.

Representatives of the hackney carriage trade may make an application to the Licensing Authority for consideration of an amendment to the table of fares.

The local authority is not able to set fares for private hire vehicles. Best practice is to agree the fare prior to the commencement of the journey with the Private Hire Operator.

Drivers must, if requested by the passenger, provide written receipts for all fares paid. A receipt which must include the following information: -

- fare displayed and calculated by the meter together with other approved charges in accordance with the fare chart
- Licence number of the vehicle

It is not necessary to produce a physical receipt. It is accepted that were technology is able to many passengers are happy for a receipt to be sent via text or email. However, the means to be able to print a receipt should always be available.

Taximeters

'Taximeter' has the same meaning as in Section 80 of the Local Government (Miscellaneous Provisions) Act 1976, being:

'...any device for calculating the fare to be charged in respect of any journey in a hackney carriage or private hire vehicle by reference to the distance travelled or time elapsed since the start of the journey, or a combination of both;'

Taximeters **must** be fitted to all taxis and **may** be fitted to private hire vehicles.

Where a taximeter is fitted, it must be:

- Fully compliant with the Measuring Instruments (Taximeters) Regulations 2006 and be certified by a notified body in accordance with the Measuring Instruments Directive (MID) (2004/22/EC), in particular Annex 007.
- In the case of taxis, fitted with a device, the use/action of which will bring the taximeter into action and cause the word 'HIRED' to appear on the face of the taximeter and such a device must be capable of being locked in a position such that the machinery of the taximeter is not in action and that no fare is recorded on the face of the taximeter.
- In the case of taxis, calibrated against an appropriate standard to ensure the tariff charged does not exceed the maximum fares determined by the licensing authority.
- Calendar controlled.
- Fixed to the vehicle with appropriate seals/appliances to prevent any person from tampering with the meter except by breaking, damaging, or permanently displacing the seals/appliances.
- Have the word 'FARE' printed on the face of the meter in plain letters so as clearly to apply to the fare recorded thereon; and
- Supported by a certificate/report of compliance issued by a taximeter installed approved by the local authority (the licensing authority will only accept a certificate that has been issued within the previous 10 working days).
- With respect to a taxi, in the event that a proprietor fails to present to the licensing authority a valid certificate/report of compliance (unless delayed or prevented by sufficient cause accepted and agreed by the licensing authority), the licensing authority may suspend the licence and require the proprietor of that taxi to return all the plates to the licensing authority subject to any appeal period

GPS meters/management & dispatch systems

GPS 'meters' utilize global positioning systems (GPS) rather than 'pulse' method used by standard taximeters to calculate distance. GPS meters do not currently comply with Measuring Instruments Directive (MID) (2004/22/EC) on taximeters, as such they cannot be used as alternative to a traditional pulse taximeter in licensed taxis.

The use of GPS meters, and dispatch/management systems is permitted in taxis and private hire vehicles, however in taxis it must not replace the approved taximeter and must not obstruct or distract from the display of the taximeter. It must be clear to passengers that the fare they are paying is displayed on the approved taximeter. In order to avoid any confusion to passengers, any fare displayed on the GPS system must be hidden from the passenger's view.

Any GPS system must be installed in accordance with the manufacturer's instructions.

Closed Circuit Television Cameras (CCTV)

Security for drivers and passengers is of paramount importance and internal vehicle CCTV cameras can be a valuable deterrent.

This licensing authority has not mandated the use of CCTV in licensed vehicles, however, can recognise the benefits to both driver and passengers. Future consultation on the mandatory use of CCTV may be considered, but in the meantime the licensing authority will permit the use of CCTV systems on a voluntary basis.

Proprietors deciding to fit CCTV systems in their vehicles must ensure full compliance with the Licensing Authority's CCTV Policy details [Taxi and private hire vehicles: CCTV specifications and conditions | GOV.WALES](#) .

Video Point of Impact Systems (VPIS)

The licensing authority allows the use of VPIS systems in hackney carriage and private hire vehicles. The proprietor of any vehicle fitted with a VPIS system must comply with the conditions set out in [Taxi and private hire vehicles: dash cam policy | GOV.WALES](#)

Lost Property

The driver of the vehicle must carefully check the vehicle after the termination of each hiring, or as soon as practicable thereafter, for any personal belongings left in the vehicle.

Within 48 hours of finding lost property, the driver must hand the item(s) into a police station in the district and obtain a receipt for it.

Livery & Signage

It is essential that the public should be able to identify and understand the difference between a hackney carriage and private hire vehicle.

Hackney carriage and private hire vehicles are required to display the external licence plate, securely fixed to the rear of the vehicle. No temporary fixing is allowed.

Hackney carriage vehicles must be fitted with a roof sign bearing the word 'TAXI', which must be illuminated at all times when the vehicle is available for hire. . In exceptional circumstances, on agreement with the licensing authority an illuminated window sign will be permitted. The sign shall be of a design and size approved by the Licensing Officer and may include also a trade name and telephone number(s). The word 'TAXI(S)', 'TACSI' or 'CAB(S)' must be visually predominant.

For private hire vehicles a roof sign bearing a trade name not including any one of the words set out in condition is permissible.

Advertising

No signs or advertising may be displayed on licensed vehicles without prior written consent from the licensing authority.

All advertisements shall conform with the requirements of the Advertising Standards Council in all matters relating to good taste, both in content and appearance and shall not relate to matters concerning tobacco, gambling, alcohol, politics, religion, matters of a sexual nature, or any other content likely to cause offence.

Card Payments

Licensed vehicles may be fitted with a credit and debit card payment device. The device must have the facility to produce a printed receipt.

Where a vehicle is fitted with a card payment device two, double-sided signs must be displayed, either specifying card company logos or a bilingual (English & Welsh) sign stating 'This licensed vehicle now accepts credit and debit card payments including contactless'

The sign must be positioned internally at the top of both passenger windows.

Should a problem occur with a card payment, the driver should follow this advice:

- Ask the passenger to try the payment card again
- If the issue persists, ask the passenger if they have an alternative card or cash
- Offer to take the passenger to the nearest ATM (cashpoint)
- If the passenger refuse to pay the fare, consider contacting the police.

Drivers should check that their card payment is working before they start work, including ensuring it is capable of printing receipts.

Accessibility

Designated wheelchair accessible vehicles (WAVs) must be able to facilitate the carriage of disabled persons and accommodate a disabled person in a 'reference' wheelchair* in the passenger compartment.

*A reference wheelchair is defined in Schedule 1 of the Public Services Vehicles Accessibility Regulations 2000;

<http://www.legislation.gov.uk/ukxi/2000/1970/schedule/1/made>

Section 167 of the Equality Act 2010 permits Local Authorities to maintain a designated list of wheelchair accessible vehicles. This licensing authority has taken the decision to maintain such a list. Which is published on the licensing authority's website at [Taxis and private hire licences - Wheelchair Accessible Vehicles - Powys County Council](#)

Proprietors have a responsibility to ensure that any licensed driver who drives one of their wheelchair accessible vehicles is made aware of their duties in respect of carrying disabled persons in wheelchairs when driving a licensed wheelchair accessible vehicle.

The proprietor of a licensed wheelchair accessible vehicle must demonstrate to every driver of the vehicle how to assist a passenger in a wheelchair into and out of the vehicle and correctly secure the wheelchair in the vehicle. This will include showing the driver how to deploy the ramp(s) and how to use and adjust the restraints. The proprietor must keep a record of this demonstration and include the following:

- a. The date of the demonstration
- b. The name and licence number of the driver
- c. A signed and dated acknowledgment by the driver that the demonstrating has taken place and he/she clearly understands how to transport a passenger in a wheelchair into the vehicle

The proprietor must retain this record for as long as the driver is using the vehicle. If the driver rents the vehicle again in future the proprietor must repeat the demonstration and record.

In the case that the proprietor is also the licensed driver of the vehicle, the proprietor shall record a signed acknowledgement to certify that he/she can perform the vehicle manufacturer's instructions on how to safely transport a wheelchair passenger into and out of the vehicle and how to secure the wheelchair.

Executive Hire (Private Hire Only)

Vehicles used solely for executive hire may be exempt a number of standard conditions such as displaying livery and external licence plate.

A vehicle will only be considered for the exemption if undertaking executive service for corporate or business contracts, proms/race days and corporate airport runs would not be deemed as an executive use and therefore subject to standard private hire vehicle conditions.

The type of work considered to be 'executive hire' includes, but is not restricted to:

- Exclusive business to business contracts, i.e., to transport employees and clients on business related journeys under a written contract to a company or person
- Bookings for certain clients (for example politicians and celebrities) who, for security or personal safety reasons, would not want the vehicle to be identifiable as a private hire vehicle.
- Bookings exclusively for transfer to/from airports/ports

The vehicle interior and exterior shall be of the very highest quality in design and use of materials available and in exceptional condition. The trim of vehicles to be considered 'executive' must be the highest specification of a particular type of vehicle. Relevant considerations as to whether a vehicle meets an executive standard include, but are not limited to, cost, reputation, specification, appearance, perception, superior comfort levels and seating specification, e.g., whether the vehicle offers additional space per passenger compared to standard vehicles.

Any proprietor wishing to licence a vehicle for executive hire must apply to the licensing authority providing written confirmation from their private hire operator that the vehicle will only be used for executive hire.

A written notice from the licensing authority which states which vehicle licence conditions are exempt must be always carried in the vehicle.

Vehicles licensed for executive hire are required to be driven by a licensed private hire driver.

Novelty/Special Event Private Hire Vehicles Including Limousines

Novelty private hire vehicles are licensed in accordance with the provisions of the Local Government (Miscellaneous Provisions) Act 1976. Novelty private hire vehicles must not have the appearance of a hackney carriage vehicle and must be designed to carry 8 passengers or less.

Proprietors wishing to licence limousines should have regard to VOSA's 'Guidance for Operators of Stretch Limousines' (2011)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/147836/Guidance_for_Operators_of_Stretch_Limousines_2_.pdf

The specification and conditions relating to limousines is detailed in **(link needed)**.

Additional provisions for Hackney Carriages only:

Quantity Restrictions

Licensing authorities have the power to limit the number of hackney carriage vehicle licences it issues, provided they are satisfied that there is no significant unmet demand for hackney carriage service.

In order to assess the level of unmet demand in the area, licensing authorities should commission an independent survey. In line with the Department for Transport's Best Practice Guidance (<https://www.gov.uk/government/publications/taxi-and-private-hire-vehicle-licensing-best-practice-guidance>) where quantity restrictions are in place, surveys should be repeated at least every 3 years.

Powys County Council has no quantity restrictions in place

Legislation does not currently allow licensing authorities to impose quantity restrictions on private hire vehicle licences.

Taxi Ranks (legally referred to as hackney carriage stands)

It is not a mandatory requirement that the local authority provide ranks for the hackney carriage trade. Where ranks are provided the use and location of these ranks will periodically be reviewed by the local authority.

Any amendments to existing ranks or the addition of new ranks will be subject to consultation. Comments and suggestions with regards to the location of new ranks are welcomed.

Taxi ranks are provided for hackney carriages only. Private hire vehicles are not permitted to wait, pick up or drop off at designated taxis ranks.

Private Hire operators

Application process

All applications will be determined on their own merits. The application procedure for obtaining a private hire vehicle operator licence is detailed in https://en.powys.gov.uk/media/6165/PH_OPERATOR_PROCEDURE_-_APPLICANTS_eng/pdf/PH_OPERATOR_PROCEDURE_-_APPLICANTS_021216.pdf?m=1608201006790

Licence Duration

Operating licences will be granted for a period of 5 years, however the licensing authority does have the discretion to issue licences of a shorter duration, if it considers this to be appropriate in the circumstances of the case.

Responsibilities and Fitness/Propriety of the Operator

The operator is responsible for all persons (and vehicles) that are employed, contracted or otherwise used in the course of their business. To that end, the operator must undertake sufficient checks to satisfy themselves that only suitable drivers, administrative staff and vehicles are used (and continue to be used) in the course of their business. The failure of an operator to ensure that appropriate checks are carried out may call into question the operator's fitness and propriety. In addition, a failure to take appropriate action in relation to drivers that persistently breach licence conditions may also be detrimental to the continued fitness and propriety of the operator.

The following are examples of circumstances that may affect the fitness and propriety of a Private Hire operator:

- Licensed drivers or vehicle proprietors persistently (either individually or as a group) breaching the conditions of their licence whilst working for / under the instruction of a particular operator.
- Vehicles being operated that are in an unsuitable condition.
- Failure by the operator to satisfactorily address concerns in relation to licensed drivers / vehicle proprietors (including matters related to child / adult safeguarding).
- Employment of ancillary staff where a basic DBS check has not been completed for the individual, or the results of which may pose a risk to the public.
- Loss/misuse of personal data

The licensing authority expects licensed operators to support its aims to raise awareness of and tackle issues around child and adult safeguarding. Operators must remain alert to these and similar issues, failure to do so will call into question the fitness and propriety of the operator.

When assessing the fitness of an applicant to hold a private hire operator's licence, the Licensing Authority will consider the applicant's criminal history as a whole, together with all other relevant evidence, information and intelligence including their

history (e.g. complaints and positive comments from the public, compliance with licence conditions and willingness to co-operate with licensing officers) whilst holding a licence from the Licensing Authority or any other authority. Particular attention will be given to patterns of behaviour, irrespective of the time-scale over which they have occurred, both in terms of proven criminal offences and other behaviour/conduct that may indicate the safety and welfare of the public may be at risk from the applicant.

It must also be recognised that the Licensing Authority will consider all criminal history, behaviour and conduct irrespective of whether the specific history, behaviour or conduct occurred whilst applicants were directly engaged in hackney carriage or private hire licensed work at the time or whether they occurred during the applicants' own personal time. The Licensing Authority considers a person or individual who has a propensity to commit offences and/or demonstrate unacceptable conduct whilst not engaged in hackney carriage or private hire work to be equally as serious as offences and/or unacceptable conduct committed whilst engaged in hackney carriage or private hire work.

To assist in assessing the suitability of applicants and licence holders the licensing authority will have regard to the Institute of Licensing's [Guidance on determining the suitability of applicants and licensees in the hackney and private hire trades](#) April 2018.

DBS Check

All applicants for a grant or renewal of a Private Hire Operator's licence must submit a basic disclosure (dated within one month of the application) which can be obtained from Disclosure & Barring Service in order to satisfy the authority that they are a 'fit and proper' person. In the case of applications from a company or organisation, all director of the company/organisation must provide a basic disclosure. The cost of these checks will be covered by the applicant/licence holder.

Applicants that already hold a hackney carriage or PHV driver's licence with this authority are not required to provide the basic disclosure as part of their application for a private hire operator's licence.

Driving offences will not normally be considered as part of the assessment for private hire operator licence holders. Information contained within an enhanced DBS check that would not be disclosed on a basic check will not be considered as part of the assessment for a private hire operator's licence.

Overseas Criminal Record Check

All applicants for a private hire vehicle operator's licence that have spent 6 or more continuous months outside the United Kingdom since their tenth birthday the Licensing Authority will need to see evidence of a criminal record check from the country / countries visited covering the period that the applicant was overseas.

The applicant will be required to cover any financial costs of such checks.

For EU nationals (including UK citizens) suitable checks should be available. For those countries for which checks are not available, the Licensing Authority will require a certificate of good conduct authenticated by the relevant embassy. The certificate must be authenticated, translated, and sealed by the Embassy or High Commission. Information regarding certificates of good conduct or similar documents from a number of countries is available from: <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

In the event that an applicant is not able to obtain a certificate of good conduct, you should not progress with your application and should contact the Licensing Authority for further information.

Overseas criminal history checks must have been obtained within the 6-month period preceding the application.

The Licensing Authority will require any Certificate of Good Conduct that the applicant may have regardless of the age of the document.

Certificates of Good Conduct which are in a language other than English will be required to be translated into English at the applicant's expense by an independent translation service and the translation must be verified.

Licence Condition

The licensing authority has the power to impose such conditions on a private hire operator licence as it considers reasonable, necessary and proportionate. The conditions of licence are detailed here [Private hire vehicle operators: licensing conditions | GOV.WALES](#) .

General Compliance & Enforcement

The principal purpose of Hackney Carriage and Private Hire licensing is to protect the public and promote public safety.

It is recognised that well-directed enforcement activity by the Licensing Authority benefits not only the public but also the responsible members of the hackney carriage and private hire vehicle trade. In pursuing its objective to encourage responsible hackney carriage and private hire businesses, the Licensing Authority will operate a proportionate disciplinary and enforcement regime. In order to balance the promotion of public safety with the need to prevent unnecessary interference in a licence holder's business, the Licensing Authority will only intervene where it is necessary and proportionate to do so. Where defects are such that use of a vehicle needs to be immediately prohibited, livelihood interference is inevitable.

Compliance assessments are to ensure that license holders remain 'fit and proper'. The Licensing Authority may use a variety of tools and powers to identify non-compliance, this may include, but is not limited, pro-active and reactive inspections, 'mystery shopper' exercises, programmed exercises with relevant partners, targeted enforcement operations, investigation of complaints/service requests.

Enforcement action will be proportionate, consistent and reasonable, whilst ensuring the public are protected. Determination of the method of enforcement may consider the following:

- The seriousness of the offence
- The offender's previous compliance history
- The consequence of the non-compliance
- The risk to public
- The likelihood of repeated non-compliance
- The effectiveness of other compliance/enforcement methods

Licence Holder Self-Reporting

All Licence holders are required to notify the issuing authority within 48 hours of any arrest and release for any sexual offence, any offence involving dishonesty or violence and any motoring offence. Further notifications to the licensing authority must be made within 48 hours of any charge and any conviction. Failure by a to disclose an arrest that the issuing authority is subsequently advised of might be seen as behaviour that questions honesty and therefore the suitability of the licence holder regardless of the outcome of the initial allegation.

Disciplinary Procedure

Complaints made against licence holders from members of the public, police officers, council offers, or any other relevant person will be fully investigated by Licensing Authority.

Following investigation of a complaint concerning a licence holder's conduct or behaviour or the notification of an offence the Licensing Authority will consider the following disciplinary sanctions:

- a. **To take no action** –If relatively minor complaint with no history of poor behaviour or possible mitigating circumstances.
- b. **Warning letter** -for minor/moderate complaints/offences or if a pattern of poor behaviour/conduct is evident. A warning letter may be issued where the seriousness of the complaint/offence doesn't warrant suspension or revocation. A warning letter will stay on the licence holder's file for 2 years (or a period determined appropriate by the Licensing Authority). There is no limit to the number of warning letters a driver can receive however if a driver receives 2 or more warning letters within 2 years for similar complaints the Licensing Authority may wish to consider more serious action such as a final written warning or suspension.
- c. **Final written warning** – for minor/moderate complaints/offences whereby a licence holder has received a warning letter(s) regarding a similar matter.
- d. **Driver required to undertake further training.** The Licensing Authority may conclude that the complaint or report against a licence holder may be due to lack of knowledge and may recommend that a licence holder undergoes further training to correct behaviour and prevent further misconduct.
- e. **Prosecution** – where there is clear evidence and it is in the public interest, a licence holder may be prosecuted for offences under the relevant legislation.
- f. **Suspension** –for more serious complaints/offences or cases whereby a licence holder has previously received a warning for a similar complaint/offence in the past 2 years. The length of the suspension will be determined on a case-by-case basis. Suspension can be considered an option where no previous warning has been issued if the Licensing Authority feel that due to seriousness of the matter it is warranted.
- g. **Vehicle suspension (Stop Notice)** – a vehicle licence may be suspended when the vehicle is not meeting the licence conditions or is not roadworthy. The notice requires the vehicle to not be used as a licenced vehicle until the defect has been rectified and the notice has been lifted by the Licensing Authority
- h. **Revocation** – for repeat patterns of poor conduct or behaviour where warning(s) or suspension(s) have already been issued. For serious matters whereby the Licensing Authority consider the driver is no longer a fit and proper person to hold a licence.
- i. **Immediate suspension/revocation** – when it is the interest of public safety, the Licensing Authority may require the suspension/revocation to have immediate effect.
- j. **Refusal to renew a licence** – as for revocation above.

The Public Protection Compliance and Enforcement Policy for the Licensing Authority embeds its principles of enforcement. The Policy is available on request licensing@powys.gov.uk.

Appeals

Any individual that is aggrieved by the suspension/refusal/revocation of a licence may appeal against the decision of the Licensing Authority to the local Magistrate's Court within 21 days of the decision. This must be lodged with the Court in accordance with the relevant statutory provisions. The Licensing Authority strongly advises parties to promptly seek appropriate independent legal advice in such circumstances.

A further right of appeal against the decision of the Magistrate's Court lies with the Crown Court.

Working in Partnership

In order to maximize effective enforcement and compliance, it is often necessary for the Licensing Authority to work in partnership with other agencies. Examples of partnerships may include, the police, Driver and Vehicles Standards Agency (DVSA), Her Majesty's Revenue and Customs (HMRC), neighbouring local authorities, adult and children safeguarding teams.

The Licensing Authority also aims to work closely with the licensed trade to continue to professionalise the industry and improves standards of service.

Service Requests & Complaints

The Licensing Authority will investigate all service requests and complaints made against licence holders, provided details are received that will allow for establishment of the identity of the licence holder. Details would include licence holder's name, licence number, or vehicle registration number.

It should be noted that the investigation of the complaint may result in the complainant being asked to provide a written witness statement. In addition the complainant may be required to provide evidence in person at a disciplinary Committee or at Court.

Statements may also be taken from the licence holder and any other witnesses.

In coming to decision regarding what, if any, action should be taken, the Licensing Authority will consider all evidence and mitigating circumstances.

Complaints in relation to taxi licensing should be made in writing to licensing@powys.gov.uk

Information about making a complaint is at [\(link needed\)](#)

Cross Border Enforcement

Where it is becomes apparent that either a number of vehicles licensed by this authority are undertaking the majority (i.e., over 50%) of private hire work in another local authority area, or when it is evident that a number of vehicles licensed by another local authority are undertaking the majority of private hire work in this area, the licensing authority will endeavour to develop enforcement protocols with those local authorities.

In these circumstances the following protocol (as described in the [Local Government Association's Taxi and PHV Licensing- Councillor's handbook](#)) will be followed:

- All authorities agree what level of expertise/qualification/skills is the minimum for approval of authorisation of each individual.
- All authorities establish, via their own schemes of delegation, what procedural steps need to be taken to validly authorise (i.e., chief officer's report, sub-committee, or full committee decision).
- All authorities agree the form and wording of the 'letter of authorisation' and 'photo warrant card' to be issued.
- Each 'requesting council' formally requests authorisation of named individual officers.
- Each 'receiving council' obtains authorisation and provides a 'letter of authorisation' in respect of the other authority's officers.
- Each employing authority provides its own officers with a photo warrant card specifying that for the purposes of [specify Acts of Parliament] that officer [name] is a duly authorised officer of [list all authorising councils].
- Each authority provides all officers with copies of appropriate bylaws, conditions and agreed methodologies/reporting mechanisms for dealing with defective vehicles and other issues from other areas.
- Each authority seeks political and financial approval for pre-planned joint operations both with each other and also police/HMRC Customs & Excise.
- Data sharing protocols, as required, be established between authorities, including standard incident reporting templates/operation logs to be used by all for consistency and scheme recording.

CYNGOR SIR POWYS COUNTY COUNCIL

HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES

Introduction

In the conditions set out below, the Licensing Authority is Powys County Council.

The Licensing Review Panel comprises 3 elected members of the Council's Licensing Committee and has the authority to determine matters concerning individual licences or applications for licence.

These conditions apply the Council's policy concerning all motor vehicles licensed in Powys as hackney carriages or private hire vehicles.

The purpose of the Council's policy is to promote the safety of the public by ensuring that licensed vehicles are properly insured; suitable in type, size and design; in good mechanical condition; safe; comfortable and easily recognisable by the public as hackney carriages or private hire vehicles.

A proprietor or operator is responsible for a vehicle being licensed and insured and must ensure that it complies with these conditions.

MOTOR VEHICLE LICENCE CONDITIONS

1. General

1.1 A private hire or hackney carriage vehicle licence will remain in force for up to 1 year (unless suspended, revoked, or cancelled).

1.2 The applicant shall pay the appropriate application fees as determined by the Council's Licensing Committee.

1.3 The loss or theft of the vehicle licence, plate or window sticker must be reported to the Licensing Officer immediately.

1.4 A licensed hackney carriage will be entitled to operate from any of the appointed hackney carriage ranks in Powys.

1.5 The licence holder shall notify the Council in writing of any change to his or her name or address during the period of the licence within 7 days of the change.

1.6 Once a vehicle licence has been granted, it cannot be transferred to another vehicle, as there is no legal mechanism for this. However, a licence can be transferred between proprietors. A separate transfer application form is available for this.

1.7 Vehicles first presented for licensing must be less than 6 years old from the date of first registration (admission age)

1.8 Vehicles currently licensed must be less than 12 years old from the date of first registration provided each subsequent licence takes place immediately on expiry of the current licence. (i.e., no breaks in between renewal of the licence).

2. Mechanical Condition & Vehicle Construction

2.1 General Vehicle Construction

All vehicles to be considered for licensing must comply with:

b. All aspects of the requirements of the Motor Vehicle (type Approval) Regulations 1980

b. The Motor Vehicle (Type Approval) Regulations (Great Britain 1984).

c. The Motor Vehicles (EC Type Approval) Regulations 1998 and with any further national or international legislation as may be applicable.

d. The Road Vehicles (Construction and Use) Regulations 1986 (C & U).

e. All respects of British and European vehicle regulations and be 'type approved' to the requirements of the **M1 category** of European Community Whole Type Approval Directive 2007/46/EC as amended. <http://www.dft.gov.uk/vca/vehicletype/index.asp>

f. In the absence of European Community Whole Type Approval, or if a vehicle has been modified in any way since manufacture, vehicles may be considered for licensing that have:

- i. National Small Series Type Approval
<http://www.dft.gov.uk/vca/vehicletype/index.asp> or
- ii. Individual Vehicle Approval
<http://www.dft.gov.uk/vca/vehicletype/index.asp>

2.2 No modifications to the vehicle or the fitting of additional equipment may take place without prior written consent from the licensing authority. A written application explaining the full nature of the modification or equipment must be accompanied by appropriate information and a confirmation from the vehicle's manufacturer that the modification/equipment will not compromise the vehicle's safety and specification.

2.3 The vehicle and all its fittings shall be kept in a safe, reliable, tidy and clean condition.

2.4 A vehicle must be submitted to the Licensing Officer for inspection before the grant or renewal of a licence. Additional inspections during the period of the licence may be required at the discretion of the Licensing Officer.

2.5 In the case of vehicles more than 1 year old and less than 8 years from the date of first registration, an MOT certificate issued by a vehicle testing station no more than 28 days prior to the date of application, must be submitted with an application.

2.6 In the case of vehicles more than eight years old from the date of first registration, an MOT certificate issued by a vehicle testing station, no more than 28 days prior to the date of application, must be submitted with an application. A further MOT certificate must be submitted to the Licensing Officer not more than 6 months from the date of issue of the previous certificate. Failure to provide a valid MOT certificate may result in a vehicle being prohibited from use (see paragraph 2.8 below).

2.7 Vehicles must comply with the requirements of the Road Traffic Acts, together with any Orders and Regulations made under the Act.

2.8 Where a vehicle has been certified fit for use, but later reveals a defect which, in the opinion of an authorised officer of the Licensing Authority, renders it unsuitable for public service, notice will be served on the proprietor, prohibiting the use of the vehicle as a hackney carriage, or for private hire, until the defect has been remedied to the satisfaction of the Licensing Authority. This approach may be taken also where the proprietor of a vehicle fails to provide an MOT certificate in accordance with paragraph 2.4 above, or where a manufacturer has recalled a vehicle for modification.

2.9 In accordance with Section 50(3) of the Local Government (Miscellaneous Provisions) Act 1976, any accident to a hackney carriage or private hire vehicle causing damage materially affecting:

- (iii) the safety, performance, or appearance of the vehicle, or
- (iv) the comfort or convenience of the passengers,

must be reported to the licensing authority as soon as reasonably practicable, and in any case within seventy-two (72) hours of the occurrence thereof. using the Vehicle accident reporting Form https://en.powys.gov.uk/media/11844/Hackney-Carriage--Private-Hire-Accident-Report-Form/pdf/Hackney_Carriage_-_Private_Hire_Accident_Report_Form.pdf?m=1609947981100

Where a licensed vehicle has been involved in an accident, the Licensing Authority may require an MOT certificate following the repair of the vehicle, and prior to it being brought back into use.

3. Safety and Design

3.1 Vehicles must conform to the specifications and restrictions set out below, namely:

- (a) Be fitted with a right-hand drive and have at least three points of access and egress, fitted with a mechanism to enable each door to be opened internally and externally.
- (b) Be so constructed that the doors open sufficiently wide as to allow easy access to, and egress from, the vehicle.
- (c) Internally and externally must be always maintained in a safe and clean condition to a standard commensurate with passengers' reasonable expectations.

(d) Tinted windows will only be permitted in accordance with the manufacturers or specialist coachbuilder's specification and must comply with the Road Vehicles (Construction & Use) Regulations 1986.

(e) No vehicle shall be fitted with any form of additional film to darken or tint the glass on any part of the vehicle.

(f) A seat belt in good condition shall be available to each passenger.

3.2 The maximum number of passengers carried by a hackney carriage or private hire vehicle will be at the discretion of the Licensing Authority but will not exceed eight. In determining the number, regard will be given to the numbers of occupants, as stated on the V5, the manufacturer's specifications, current legislation, relevant guidance, and best practice.

3.3 Any WAV fitted with a mechanical lift must produce a current satisfactory LOLER (Lifting Operations and Lifting Equipment Regulations 1998) certificate at the time of licensing.

3.4 The proprietor of a licensed wheelchair accessible vehicle must demonstrate to every driver of the vehicle how to assist a passenger in a wheelchair into and out of the vehicle and correctly secure the wheelchair in the vehicle. This will include showing the driver how to deploy the ramp(s) and how to use and adjust the restraints. The proprietor must keep a record of this demonstration and include the following:

- a. The date of the demonstration
- b. The name and licence number of the driver
- c. A signed and dated acknowledgment by the driver that the demonstrating has taken place and he/she clearly understands how to transport a passenger in a wheelchair into the vehicle

The proprietor must retain this record for as long as the driver is using the vehicle. If the driver rents the vehicle again in future the proprietor must repeat the demonstration and record.

In the case that the proprietor is also the licensed driver of the vehicle, the proprietor shall record a signed acknowledgement to certify that he/she can perform the vehicle manufacturer's instructions on how to safely transport a wheelchair passenger into and out of the vehicle and how to secure the wheelchair.

3.5 Vehicles presented with 8 passenger seats that can carry wheelchair passengers in addition, are considered to be Public Service Vehicles and cannot be licensed as Private Hire or Hackney Carriage.

Before purchasing a vehicle intended for use as a hackney carriage or for private hire, proprietors or operators may wish to contact the Licensing Authority in order to determine in advance the maximum carrying capacity of the vehicle.

3.6 A vehicle licensed as a hackney carriage or for private hire, shall at all times, carry a standard first aid kit, equipped to the satisfaction of the Licensing Authority, and marked with the plate number of the vehicle.

3.7 A vehicle licensed as a hackney carriage shall, on acceptance of a booking from a disabled person accompanied by a guide, hearing or prescribed assistance dog, carry the dog without additional charge. Similarly, an operator of a licensed private hire vehicle shall accept bookings from, or on behalf of a disabled person, accompanied by a guide, hearing or assistance dog, and shall instruct the vehicle driver to carry the dog without extra charge.

Drivers can seek exemptions from these duties only on medical grounds, such as severe asthma, aggravated by contact with dogs or due to other allergies or acute phobias to dogs.

3.8 Any driver of a vehicle licensed either as a Hackney Carriage or Private Hire, which is included on the Local Authorities designated list shall:-

- (i) Transport wheelchair users in their wheelchairs
- (ii) Provide passengers in wheelchairs with appropriate assistance
- (iii) Charge wheelchair users the same as non-wheelchair users

Further information can be found at www.legislation.gov.uk/ukpga/2010/15/contents

Any driver who suffers from a disability or condition which would make it difficult for them to provide physical assistance can apply for an exemption.

In both cases, drivers will have to make an application to the Licensing Authority for an exemption, supported by evidence from an appropriate health care professional.

3.9 In accordance with the Smoke-Free Premises (Wales) Regulations 2007, smoking inside a vehicle used for public transport is not permitted by a driver or passengers, and is an offence under the regulations. Hackney Carriage and Private Hire Vehicles therefore shall be smoke-free at all times and display the legally required signage to this effect.

4. Closed Circuit Television Cameras (CCTV)

4.1 Proprietors deciding to fit CCTV systems in their vehicles must ensure full compliance with the Licensing Authority's CCTV Policy details [Taxi and private hire vehicles: CCTV specifications and conditions | GOV.WALES](#) .

5. Video Point of Impact Systems (VPIS)

5.1 The licensing authority allows the use of VPIS systems in hackney carriage and private hire vehicles. The proprietor of any vehicle fitted with a VPIS system must comply with the conditions set out in [Taxi and private hire vehicles: dash cam policy | GOV.WALES](#)

6. Identification and Signage

6.1 A hackney carriage or private hire vehicle shall display a plate of a colour and design approved by the Licensing Authority. The plate will show the vehicle licence

number and the number of passengers a vehicle is licensed to carry. The vehicle plate shall be fixed to the rear bodywork of the vehicle in a position approved by the Licensing Officer.

6.2 Ensuring that private hire vehicles are clearly identifiable is an important public safety safeguard and in general no exemptions to display the plate will be issued except where the Council is reasonably satisfied that an applicant has a justifiable business case for not displaying a private hire plate. Any exemptions would be in exceptional cases only and not be issued to vehicles undertaking regular private hire work (including school contracts). Decisions to consider any exemptions will be considered on a case-by-case basis by a licensing sub-committee

6.3 No other fittings or signs except those provided for in conditions below shall be attached to or carried on the inside or outside of the vehicle unless approved in writing by the Licensing Authority. A hackney carriage or private hire vehicle plate carries the details of the vehicle to which it is attached. Therefore, a plate is not transferable to another vehicle. It remains the property of the Council and must be returned immediately the vehicle ceases to be licensed.

6.4 A hackney carriage or private hire vehicle shall display on the nearside of the windscreen an adhesive label, provided by the Licensing Authority, bearing the vehicle registration number, the hackney carriage or private hire vehicle number, the licence expiry date and the number of passengers the vehicle is licensed to carry.

6.5 Hackney carriages must be distinguished by the display of a roof sign including the word 'TAXI', 'TACSI' or 'CAB' capable of being illuminated. In exceptional circumstances, on agreement with the licensing authority an illuminated window sign will be permitted. The sign shall be of a design and size approved by the Licensing Officer and may include also a trade name and telephone number(s). The word 'TAXI(S)', 'TACSI' or 'CAB(S)' must be visually predominant.

6.6 For private hire vehicles a roof sign bearing a trade name not including any one of the words set out in condition 6.5 is permissible.

6.7 A purpose built metropolitan cab (for example, FX4 and TX1), or any vehicle designed solely for use as a hackney carriage, will not be accepted for licensing as a private hire vehicle.

6.8 No signs or advertising may be displayed on licensed vehicles without prior written consent from the licensing authority. All advertisements shall conform with the requirements of the Advertising Standards Council in all matters relating to good taste, both in content and appearance and shall not relate to matters concerning tobacco, gambling, alcohol, politics, religion, matters of a sexual nature, or any other content likely to cause offence. A private hire vehicle shall not carry any sign or advertisement connected with a hackney carriage business.

7. Meters and Fares

7.1 Fares

The Licensing Authority sets the maximum rate of fares that can be charged by for hackney carriage journeys that take place within the local authority area. The current

table of fares is detailed here https://en.powys.gov.uk/media/6160/Taxi-Tariffs/pdf/Taxi_Tariffs.pdf?m=1609933193823 . A copy must be displayed in each vehicle.

It is an offence to charge more than the metered fare for journeys that start and end in the local authority area. A lesser fee than the metered fare may be charged, but never more than. Drivers undertaking journeys that start or end outside the local authority boundary may agree a fare with the passenger prior to the commencement of the journey or may choose to use the taximeter.

7.2 Taximeters

'Taximeter' has the same meaning as in Section 80 of the Local Government (Miscellaneous Provisions) Act 1976, being:

'...any device for calculating the fare to be charged in respect of any journey in a hackney carriage or private hire vehicle by reference to the distance travelled or time elapsed since the start of the journey, or a combination of both;'

Taximeters **must** be fitted to all taxis and **may** be fitted to private hire vehicles.

Where a taximeter is fitted, it must be:

- Fully compliant with the Measuring Instruments (Taximeters) Regulations 2006, and be certified by a notified body in accordance with the Measuring Instruments Directive (MID) (2004/22/EC), in particular Annex 007.
- In the case of taxis, fitted with a device, the use/action of which will bring the taximeter into action and cause the word 'HIRED' to appear on the face of the taximeter and such a device must be capable of being locked in a position such that the machinery of the taximeter is not in action and that no fare is recorded on the face of the taximeter.
- In the case of taxis, calibrated against an appropriate standard to ensure the tariff charged does not exceed the maximum fares determined by the licensing authority.
- Calendar controlled;
- Fixed to the vehicle with appropriate seals/appliances to prevent any person from tampering with the meter except by breaking, damaging, or permanently displacing the seals/appliances.
- Have the word 'FARE' printed on the face of the meter in plain letters so as clearly to apply to the fare recorded thereon; and
- Supported by a certificate/report of compliance issued by a taximeter installed approved by the local authority (the licensing authority will only accept a certificate that has been issued within the previous 10 working days).
- With respect to a taxi, in the event that a proprietor fails to present to the licensing authority a valid certificate/report of compliance (unless delayed or prevented by sufficient cause accepted and agreed by the licensing authority), the licensing authority may suspend the licence and require the proprietor of that taxi to return all the plates to the licensing authority subject to any appeal period

7.3 GPS meters/management & dispatch systems

GPS 'meters' utilize global positioning systems (GPS) rather than 'pulse' method used by standard taximeters to calculate distance. GPS meters do not currently comply with Measuring Instruments Directive (MID) (2004/22/EC) on taximeters, as such they cannot be used as alternative to a traditional pulse taximeter in licensed taxis.

The use of GPS meters, and dispatch/management systems is permitted in taxis and private hire vehicles, however in taxis it must not replace the approved taximeter and must not obstruct or distract from the display of the taximeter. It must be clear to passengers that the fare they are paying is displayed on the approved taximeter. In order to avoid any confusion to passengers, any fare displayed on the GPS system must be hidden from the passenger's view.

Any GPS system must be installed in accordance with the manufacturer's instructions.

7.4 Card Payments

Licensed vehicles may be fitted with a credit and debit card payment device. The device must have the facility to produce a printed receipt.

Where a vehicle is fitted with a card payment device two, double-sided signs must be displayed, either specifying card company logos or a bilingual (English & Welsh) sign stating 'This licensed vehicle now accepts credit and debit card payments including contactless'

The sign must be positioned internally at the top of both passenger windows.

Should a problem occur with a card payment, the driver should follow this advice:

- Ask the passenger to try the payment card again
- If the issue persists, ask the passenger if they have an alternative card or cash
- Offer to take the passenger to the nearest ATM (cashpoint)
- If the passenger refuse to pay the fare, consider contacting the police.

Drivers should check that their card payment is working before they start work, including ensuring it is capable of printing receipts.

8. Insurance and other Certificates

8.1 A proprietor or operator providing a hackney carriage, or a private hire vehicle must ensure that any driver holds a valid joint hackney carriage and private hire vehicle driver's licence and badge, issued by the Licensing Authority.

Note: It is an offence to drive a licensed vehicle without first holding a joint hackney carriage and private hire driver licence, in addition it is an offence for the proprietor of the vehicle if he employs an unlicensed driver to drive a licensed vehicle

8.2 A valid vehicle registration document, MOT certificate and insurance certificate must be produced on request by an authorised officer of the Licensing Authority, at any time during the licensing period.

9. Record Keeping

9.1 In order to enable the Licensing Authority in making a decision in relation to the Council's Intended Use Policy for Hackney Carriages all hackney carriage proprietors will be required to keep a legible record, written or electronic, of all journeys carried out by the vehicle. The following particulars of every journey undertaken shall be recorded

- a) The time and date of pick up
- b) The point of pick-up.
- c) The destination.
- d) Where the journey was pre-booked the name and contact details of the hirer

Where the vehicle is regularly used for a contract e.g., schools, it will sufficient to record the details of the contract i.e. pick-up point / destination / days of week for which contact is effective / date contact commenced / date contact terminated rather than each journey relating to that contract. Records in hard copy must be produced on request by an authorised officer of the licensing authority within 14 days

10 Lost Property

10.1 The driver of the vehicle must carefully check the vehicle after the termination of each hiring, or as soon as practicable thereafter, for any personal belongings left in the vehicle. Within 48 hours of finding lost property, the driver must hand the item(s) into a police station in the district and obtain a receipt for it.

Supplementary Notes (These do not form part of the conditions)

Enforcement of Conditions

An operator or proprietor of a vehicle found to be in breach of these conditions may be required to attend the Council's Licensing Review Panel. The Panel may revoke, suspend, or refuse to renew the vehicle licence.

An operator or proprietor found to be knowingly committing an offence that poses a significant risk to public safety, or who wilfully obstructs an authorised officer, may be prosecuted without reference to the Licensing Review Panel.

An authorised officer of the Licensing Authority may suspend a vehicle licence in cases where the vehicle poses an imminent risk to the safety of the public. In these circumstances, the Licensing Authority shall advise the proprietor/operator of the reason for the suspension, in writing, within twenty-four hours. The matter will be reported to the next available Licensing Review Panel. The Panel may revoke, or refuse to renew the vehicle licence, or extend the period of suspension.

Any person aggrieved by the refusal of the Licensing Authority to grant a vehicle licence, or by the revocation of a licence, or by any of the conditions set out above, may appeal to a magistrates' court.

Additional Information

Contacts

If you are unsure about any of the conditions or accompanying notes set out above please contact the Licensing Section.

Council Offices	Council Offices	Council Offices
Neuadd Brycheiniog	Y Gwalia	Ty Maldwyn
Cambrian Way	Ithon Road	Brook Street
Brecon	Llandrindod Wells	Welshpool
Powys	Powys	Powys
LD3 7HR	LD1 6AA	SY21 7PH

Contact 01597 827389 or Email: licensing@powys.gov.uk

Contents of First Aid Kit

Each vehicle must carry a first aid kit sufficient to comply with the Health & Safety (First Aid) Regulations 1981. In addition to providing for employees, the following minimum contents should be included:

Antiseptic wipes (non-alcohol) x 10

Triangular bandages x 2 (may be of the disposable type)

Individually wrapped adhesive dressings (plasters) x 20

Medium dressing (12 x 12cms) x 1

Large dressing (18 x 18cms) x 1

Disposable gloves (large size x 2 pairs & medium size x 2 pairs)

Advice leaflet x 1

Seat Belts and Child Seats

The attention of drivers is drawn to the provisions of the Child & Baby Car Seat Safety Regulations (2006), which came into effect on the 18th September 2006. There are exemptions within the regulations in relation to licensed Hackney Carriages & Private Hire vehicles. The Department of Transport feels that it is impracticable to expect the right child seat or booster to be available in a taxi unless the parents have brought one with them. Therefore the Regulations state that :-

- Under 3's may travel unrestrained but in the rear only;
- Those 3 years and above must use an adult belt in the rear seat only;

- Any child up to 135cms in a front seat of any vehicle must use the correct child seat or booster
- The driver of a licensed vehicle is responsible for seat belt wearing by Children under 14 years (except in taxis with fixed partitions)

Passengers over the age of 14 years in the front seats of all vehicles, and in the rear seats of cars and small minibuses, an adult seat belt must be worn if available. This is the passenger's own responsibility.

Hackney Carriage drivers are exempt by virtue of Regulation 5(h) of the Motor Vehicles (Wearing of Seat Belts) Regulations 1982, providing they are seeking hire, answering a call for hire or carrying a passenger for hire, and the vehicle is carrying a plate showing it is a licensed Hackney Carriage. A similar exemption applies to a Private Hire Vehicle provided it is being used to carry a passenger for hire.

DRAFT

CYNGOR SIR POWYS COUNTY COUNCIL.**Date 13th January 2022****PLANNING, RIGHTS OF WAY AND TAXI LICENSING COMMITTEE****REPORT AUTHOR: Senior Licensing Officer****REPORT TITLE: Holiday Caravan Site Licence Conditions**

REPORT FOR: Decision

1. Purpose

- 1.1 To consider approving, more concise, updated conditions to attach to Holiday Caravan Site Licences. The authority is currently using model standards that have not been updated since 1989. A consultation process with current licence holders will be required.

2. Background

- 2.1 The Licensing section is responsible for administering the licensing regimes for regulating caravan sites in Powys. Caravan sites are divided into 3 categories:

- Residential sites,
- Holiday Static Sites and
- Holiday Touring Sites.

This report is in relation to Holiday and Touring Sites only that are regulated under The Caravan Sites and Control of Development Act 1960. Residential sites have different, more modern legislation and model standards.

- 2.2 In Powys there are just over 200 licensed holiday and touring sites that vary in size. Many of these licences were first issued in the 70's and 80's. The licences don't ever expire but are often transferred as owners change.
- 2.3 The conditions that are attached to licences are based on model standards that date back to 1983 & 1989, these model standards have never been revised or revisited. It is considered that these conditions are in need of modernising and as part of a Four Counties Licensing Forum that includes Pembrokeshire, Powys, Ceredigion and Carmarthenshire a revised set of holiday and touring site license conditions were drafted and finalised in the early part of 2020
- 2.4 There are separate conditions for Touring and Static holiday sites, the existing conditions are attached at Annex A, whilst the updated

conditions are attached at Annex B. One of the notable differences between the 2 sets of conditions is the removal of references to fire safety conditions which are replaced by a requirement to comply with , The Regulatory Reform (Fire Safety) Order 2005 (“ the Order”). Indeed , paragraph 43 of the Order that whenever the Order applies in relation to the premises, any term, condition or restriction imposed by the licensing authority has no effect in so far as it relates to any matter in relation to which requirements or prohibitions are or could be imposed by or under this Order. In other words, the fire safety conditions in the existing Licence are redundant as the premises have to comply with the Order.

- 2.5 The revised conditions are not expected to place any undue additional burdens on site owners as there is no evidence of a need to raise the current standards, the purpose of the revised conditions is so that they will be more concise, up to date and clearer to understand. It is intended that they would apply retrospectively to all existing site licences. Section 8 of The Caravan Sites and Control of Development Act 1960.allows for the conditions attached to a site licence to be altered at any time, but before exercising their powers the local authority shall afford to the holder of the licence an opportunity of making representations
- 2.6 In line with statutory requirements (section 8 of the Caravan Sites and Control of Development Act 1960) any revised conditions will therefore need to go through a consultation process. In addition, the Fire Authority will also be a consultee, and indeed they have been involved in the drafting of the proposed conditions.
- 2.7 Should the committee approve the revised conditions then the authority will consult with current site licence holders and provide them with a copy of the proposed revised conditions and allow them a period of 28 days in which to make representations.
- 2.8 Any relevant representations will be presented back to this committee for consideration. Should there be no representations to consider then the process of applying the new conditions will commence
- 2.9 Revised conditions will apply to all sites on completion of this process and site owners will be notified of the date in due course, likely to be Spring/Summer 2022. In the event that site owners will be required to carry out any works to meet the new standards, this is only likely where they do not meet current standards, then they will be given a reasonable amount of time to achieve compliance.

3. Advice

- 3.1 To approve the draft revised standard licence conditions in Appendix B to be attached to holiday and touring caravan sites to go out for consultation. Consultation will be for a period of 8 weeks. The justification for this advice is that

- The current conditions are in excess of 30 years old and need to be brought up to date at least to reflect the changes brought about by The Regulatory Reform Order (Fire Safety) 2005,
- They are an improvement to the current conditions as they are more concise, simplified and clarify the requirements placed on site owners
- They have been considered at length and drafted by other suitably experienced local authority licensing officers who are members of The Four Counties Forum with input from the Fire Authority
- This option will lead the way for a consistent approach across the Four Counties region

4. Resource Implications

- 4.1 This places no extra burden on site operators who already comply with their current conditions. There will be some resource implications for licensing staff, officer time to consult with the existing licence holders, deal with any queries and responses, this can be met within existing resources

5. Legal implications

- 5.1 There is a statutory requirement to consult with licence holders

6. Data Protection

- 6.1 There are no implications for processing of personal data in the consideration or approval of this report.

7. Comment from local member(s)

- 7.1 N/a this is a Powys-wide decision

8. Integrated Impact Assessment

- 8.1 The proposals do not pose any additional burdens on existing licence holders who should be compliant with the current conditions

9. Recommendation

- 9.1 To consult with existing licence holders on updated Holiday Caravan Site Licence conditions for a period of 8 weeks. Any relevant representations will be brought back to this committee for consideration. If there are no relevant representations then site owners will get written confirmation of the revised conditions that apply to their site.

Contact Officer:	Sue Jones
Tel:	01597 827389
Email:	susan.jones@powys.gov.uk

Head of Service: Gwilym Davies
Corporate Director: Nigel Brinn

Annex A existing conditions

CYNGOR SIR POWYS COUNTY COUNCIL

SCHEDULE B

Caravan Sites and Control of Development Act, 1960

Holiday Caravan Sites

Conditions attached to a site licence No.

issued to:

of:

in respect of a site for Holiday Caravans (subject to density and space requirements below) situated at:

BOUNDARIES

1. The boundaries of the site shall be clearly marked, by a permanent fence, hedge or wall and a 3 metre wide area shall be kept clear within the inside of all boundaries.
2. No caravan, store, building, car parking space or other construction shall be permitted within 3 metres of the site boundary provided that, on receipt of a written request from the licence holder, the Director may at his discretion grant exemption from or vary this condition as far as he thinks fit.
3. The site owner shall provide the Director with a plan of the layout of the site within 28 days from the date of any written request and at any time when significant alterations to the site layout are undertaken. The cost of such plans shall be met by the licence holder. The plan shall indicate the useable area of the site (as defined by Condition 5 and shall show the position of :-
 - a) All caravans including their enclosure boundaries and all garages, sheds, covered stores, car ports, covered walkways and car parking spaces associated with them.
 - b) All site buildings and other permanent structures.
 - c) All roads, gateways and paths and any associated lighting.
 - d) All fire points and fire hydrants.
 - e) All public telephones (including emergency telephone location).
 - f) All electrical distribution points and overhead cables.
 - g) All compounds for the storage of liquefied petroleum gas.
 - h) All cesspits, septic tanks and connections to the public sewerage system.
 - i) All drainage runs and inspection chambers.
 - j) All mains/private sources of water.
 - k) All communal refuse stores.

- l) All statutory notices displayed on the site.
- m) All recreational areas and any associated lighting.

DENSITY AND SPACE BETWEEN CARAVANS

4. The minimum spacing distance between caravans made of aluminium or other materials with similar fire performance properties shall be not less than 5 metres between units, 3.5 metres at the corners. For those with a plywood or similar skin it shall be not less than 6 metres. Where there is a mixture of holiday caravans of aluminium and plywood, the separation distance shall be 6 metres and where there is a mixture of permanent residential homes and holiday caravans, the separation distance shall again be 6 metres. The point of measurement for porches, awnings, etc. is the exterior cladding of the caravan.

Porches may protrude 1m into the 5 metres between aluminium units or 1 metre into the 6 metres of plywood or aluminium and plywood units and must be of the open type.

Where awnings are used, the distance between any part of the awning and an adjoining caravan shall not be less than 3 metres. They shall not be of the type which incorporates sleeping accommodation and they must not face each other or touch.

Eaves, drainpipes and bay windows may extend into the 5 metre space provided the total distance between the extremities of 2 adjacent units is not less than 5.25 metres.

Where there are ramps for the disabled, verandas and stairs extending from the unit, there shall be 3.5m clear space between them (4.5m if mixture of caravans) and such items shall not face each other in any space. If they are enclosed, they may need to be considered as part of the unit and, as such, shall not intrude into the 5m (or 6m) space.

A garage, a shed or a covered storage space can be permitted between units only if it is of non-combustible construction (including non-combustible roof) and sufficient space is maintained around each unit so as not to prejudice means of escape in case of fire. Windows in such structures shall not face towards the units on either side. Car ports and covered walkways shall in no circumstances be allowed within the 5 or 6 metre space.

5. The density shall be consistent with safety standards and health and amenity requirements. The gross density shall not exceed 60 caravans to the hectare, calculated on the basis of the useable area (i.e. excluding lakes, roads, communal services and other areas unsuitable for the siting of caravans) rather than the total site area.

ROADS, GATEWAYS AND FOOTPATHS

6. All roads and footpaths shall be designed so as to allow adequate access for fire appliances and other emergency vehicles. In particular all roads shall be not less than 3.7 metres wide with a height clearance of not less than 4.5 metres. Gateways shall be not less than 3.1 metres wide. Roads shall allow for vehicles with a turning circle of 17 metres diameter and a sweep circle of 25 metres diameter. (Detailed guidance on turning circles, etc., is available from the Mid and West Wales Fire Brigade).
7. All roads and footpaths shall be constructed of concrete or tarmacadam and shall be properly maintained at all times.
8. Every caravan standing or toilet block shall be not more than 50 metres from a road and shall be joined to the road by a footpath not less than 0.75 metres wide.
9. Emergency vehicle routes within a site shall be kept clear from obstruction at all times.
10. Suitable speed humps shall be constructed within 10 metres of the site entrance and at intervals of not more than 100 metres on all site roads. A clear sign, warning of speed humps, shall be placed at the site entrance.
11. All site roads and paths shall be provided with artificial lighting sufficient to allow safe movement around the site during the hours of darkness.

HARD STANDINGS

12. Every caravan shall stand on a concrete hard standing which shall extend over the whole area occupied by the caravan placed upon it, and should project outwards from the entrance or entrances of the caravan to enable occupants to enter and leave safely.

FIRE FIGHTING APPLIANCES

FIRE POINTS

13. These shall be established so that no caravan or site building is more than 30 metres from a fire point. They shall be housed in weather-proof structures, easily accessible and clearly and conspicuously marked 'FIRE POINT'.

FIRE FIGHTING EQUIPMENT

14. Where water standpipes are provided and there is a water supply of sufficient pressure and flow to project a jet of water approximately 5 metres from the nozzle, such water standpipes shall be situated at each fire point. There should also be a reel that complies with British Standard 5306 Part 1, with a hose not less than 30 metres long, having a means of connection to a water standpipe (preferably a screw thread connection) with a water supply of sufficient pressure and terminating in a small hand control nozzle.
15. Hoses should be housed in a box painted red and marked 'HOSE REEL'.
16. Where standpipes are not provided but there is a water supply of sufficient pressure and flow, fire hydrants shall be installed within 100 metres of every caravan standing.
- Hydrants must conform to British Standard 750. Access to hydrants and other water supplies shall not be obstructed or obscured.
17. Where water pressure or flow is insufficient for hose reels, each fire point shall be provided with not fewer than two water extinguishers of 9 litres capacity.

FIRE WARNING

18. A means of raising the alarm in the event of a fire shall be provided at each fire point. This can be by means of a manually operated sounder, eg. metal triangle with a striker, gong or hand operated siren, or electrically operated siren. The advice of the Mid & West Wales Fire Brigade shall be sought on an appropriate system.

MAINTENANCE

19. All alarm and fire fighting equipment shall be installed, tested and maintained in working order by a competent person and be available for inspection by, or on behalf of, the licensing authority. A log book shall be kept to record all tests and any remedial action.
20. All equipment susceptible to damage by frost shall be suitably protected. All water extinguishers shall contain anti-freeze as recommended by the manufacturers.

FIRE NOTICES

21. A clearly written and conspicuous notice shall be provided and maintained at each fire point to indicate the action to be taken in case of fire and the location of the nearest telephone. This notice shall include the following:

"On discovering a fire

- i) Ensure the caravan or site building involved is evacuated.
- ii) Raise the alarm.
- iii) Call the fire brigade (the nearest telephone is situated).
- iv) Attack the fire using the fire fighting equipment provided, is safe to do so".

It is in the interest of all occupiers of this site to be familiar with the above routine and the method of operating the fire alarm and fire fighting equipment.

FIRE HAZARDS

22. Long grass and vegetation shall be cut at frequent and regular intervals where necessary to prevent it becoming a fire hazard to caravans, buildings or other installations on the site. All such cuttings shall be removed from the vicinity of caravans.
23. Wherever there is a likelihood of fire spreading due to egetation catching fire, suitable beaters, of the type used by the Forestry Commission, should also be provided.
24. The space beneath and between caravans shall not be used for the storage of combustibile materials.

TELEPHONES

25. An immediately accessible telephone shall be available on the site at all times for calling the emergency services. A notice by the telephone shall include the address of the site.

STORAGE OF LIQUEFIED PETROLEUM GAS (LPG)

26. LPG storage supplied from tanks shall comply with Guidance Booklet HSG 34: 'The Storage of LPG at Fixed Installations'.
27. LPG supplied from cylinders shall comply with Guidance Note CS4: 'The Keeping of LPG in Cylinders and Similar Containers'.
28. Metered supplies from a common LPG storage tank, shall comply with Guidance Note CS11: 'The Storage and Use of LPG at Metered Estates'. In this case and where a British Gas mains supply is available, then the Gas Safety (Installations and Use) Regulations 1984 and the Pipelines Act 1962 will also be applicable.
29. Exposed gas bottles or cylinders shall not be within the separation boundary of an adjoining unit.
30. LPG installations shall conform to British Standard 5482: 'Code of Practice for Domestic Butane and Propane Gas Burning Installations', Part 2: 1977 'Installations in Caravans and Non-permanent Dwellings'.
31. For mains gas supply, the 1984 Regulations shall be complied with for the installation downstream of any service pipe(s) supplying any primary meter(s) and such service pipes shall comply with the Gas Safety Regulations 1972.

ELECTRICAL INSTALLATIONS

32. Sites shall be provided with an electricity supply sufficient in all respects to meet all reasonable demands of the caravans situated on them.
33. Such electrical installations, other than Electricity Board works and circuits subject to regulations made by the Secretary of State under Section 16 of the Energy Act 1983 and Section 64 of the Electricity Act 1947, shall be installed, tested and maintained in accordance with the provisions of the Institution of Electrical Engineers' (IEE) Regulations for Electrical Installations for the time being in force, and where appropriate, to the standard which will be acceptable for the purposes of the Electricity (Overhead Lines) Regulation 1988, Statutory Instrument 1988 No. 1057.
34. Work on electrical installations and appliances shall be carried out only by competent persons such as the manufacturer's appointed agent, the electricity supplier, a professionally qualified electrical engineer, a member of the Electrical Contractors' Association, a contractor approved by the National Inspection Council for Electrical Installation contracting, or a qualified person acting on behalf of one of the above. The installations shall be inspected periodically: under IEE Wiring Regulations, every year or such longer period (not exceeding 3 years).
35. The inspector shall, within 1 month of such an inspection, issue an inspection certificate in the form prescribed in the IEE Wiring Regulations which shall be retained by the site operator and displayed,

supplemented or replaced by subsequent certificates, with the site licence. The cost of the inspection and report shall be met by the site operator or licence holder.

36. If an inspection reveals that an installation no longer complies with the regulations extant at the time it was first installed, any deficiencies shall be rectified. Any major alterations and extensions to an installation and all parts of the existing installation affected by them shall comply with the latest version of the IEE Wiring Regulations.
37. If there are overhead electric lines on the site, suitable warning notices shall be displayed at the entrance to the site and on supports for the line. Where appropriate, particular attention shall be drawn to the danger of masts of yachts or dinghies contacting the line.

WATER SUPPLY

38. The site shall be provided with a water supply in accordance with appropriate Water Byelaws and statutory quality standards.
39. Each caravan must be provided with an adequate piped supply of wholesome water. All reasonably practicable steps shall be taken to protect water supply pipes from the risk of frost or damage however caused.

DRAINAGE, SANITATION AND WASHING FACILITIES

40. Satisfactory provision shall be made for foul drainage, either by connection to a public sewer or sewage treatment works or by discharge to a properly constructed septic tank or cesspool approved by the local authority.
41. Properly designed disposal points for the contents of chemical closets shall be provided, with an adequate supply of water for cleaning the containers.
42. For caravans without their own water supply and water closets, communal toilet blocks shall be provided, with adequate supplies of water, on at least the following scales:
- Men: 1 WC and 1 urinal per 25 caravans
- Women: 2 WCs per 25 caravans
- 1 wash-hand basin for each WC
- 1 shower or bath (with hot and cold water) for each sex per 25 caravans.
- Toilet blocks shall be sited conveniently so that all site occupants may have reasonable access to one by means of a road or footpath.
43. The toilet block and/or utility buildings, including fixtures and fittings, shall be kept in a clean and tidy condition.
44. Particular consideration should be given to the needs of the disabled in the provision made for water points, toilets, washing points and showers.
45. Every new caravan brought on to the site shall be provided with its own internal water closet, bath or shower, wash-hand basin and sink. Every water closet shall be provided with a piped cold water supply and every bath or shower, wash-hand basin and sink shall be provided with piped hot and cold water supplies. All amenities shall be connected to the foul drainage system, where available.

REFUSE DISPOSAL

46. Every caravan standing shall have an adequate number of suitable non-combustible refuse bins with close-fitting lids or plastic bags. Arrangements shall be made for the bins to be emptied regularly, at

least on a weekly basis. Where communal refuse bins are also provided, these shall be of similar construction and housed within a properly constructed bin store.

47. The bin storage area shall be kept in a clean and tidy condition.

PARKING

48. One car only may be parked between adjoining caravans provided that the door to the caravan is not obstructed. Suitably surfaced parking spaces shall be provided where necessary to meet the additional requirements of the occupants and their visitors. Plastic or wooden boats shall not be parked between units.

RECREATIONAL SPACE

49. Space equivalent to about one-tenth of the total area shall be allocated for children's games and/or other recreational purposes. This provision will normally be necessary because of the limited space available round the caravans, but may be omitted where there are suitable alternative publicly provided recreational facilities which are readily accessible.

NOTICES

50. A suitable sign shall be prominently displayed at the site entrance indicating the name of the site.
51. A copy of the site licence with its conditions and electrical certificate shall be displayed prominently on the site.
52. Notices and a plan shall be displayed on the site setting out the action to be taken in the event of an emergency. They must show where the police, fire brigade, ambulance, and local doctors can be contacted, and the location of the nearest telephone. The notices shall also give the name and location/telephone number of the site licence holder or his/her accredited representative.
53. At sites subject to flood risk, warning notices should be displayed giving advice about the operation of the flood warning system.
- 54.. All notices shall be suitably protected from the weather and displayed where possible out of the direct rays of the sun, preferably in areas lit by artificial lighting.

CYNGOR SIR POWYS COUNTY COUNCIL

SCHEDULE C

Caravan Sites and Control of Development Act, 1960

Touring Caravan Sites

Conditions attached to a site licence No.

issued to:

of:

in respect of a site for Touring Caravans (subject to density and space requirements below)
situated at:

DEFINITIONS

1. "Caravan" shall have the meaning attributed to it in Part 1 of the Caravan Sites and Control of Development Act, 1960.
2. "Director" shall mean the Director of Housing and Environmental Health for the Powys County Council whose address is County Hall, Llandrindod Wells, Powys, LD1 5LG.

BOUNDARIES

3. No caravan or car parking space should be situated within 3 metres of the site boundary.
4. The site owner should provide the Director with a scale plan of the layout of the site within 28 days from the date of any written request and at any time when significant alterations to the site layout are undertaken. The cost of such plans should be met by the licence holder. The plan should indicate the usable area of the site (as defined by Condition 8) and should show the position of:
 - a) All caravans and car parking spaces associated with them.
 - b) All site buildings and other permanent structures.
 - c) All roads, gateways and paths and any associated lighting.
 - d) All fire points and fire hydrants.
 - e) All public telephones (including emergency telephone location).
 - f) All electrical distribution points and overhead cables.
 - g) All compounds for the storage of liquefied petroleum gas.
 - h) All cesspits, septic tanks and connections to the public sewerage system.
 - i) All drainage runs and inspection chambers.
 - j) All mains/private sources of water.
 - k) All communal refuse stores.

- l) All statutory notices displayed on the site.
- m) All recreational areas and any associated lighting.

DENSITY AND SPACE BETWEEN CARAVANS

- 5. The layout of the site should not be varied without the prior written consent of the Director, which consent should not be unreasonably withheld.
- 6. Subject to the following variation, every caravan should be not less than 6 metres from any other caravan which is occupied separately. The point of measurement for porches, awnings, etc. is the exterior cladding of the caravans.
- 7. Vehicles and other ancillary equipment may be permitted within the 6 metres space between units in separate family occupation but, in order to restrict the spread of fire, there should always be 3 metres clear space within the 6 metres separation.
 - Where awnings are used, the distance between any part of the awning and any adjoining caravan should be not less than 3 metres. Awnings should not be used for sleeping or cooking and should neither face each other nor touch.
- 8. The density of caravans should be consistent with safety standards and health and safety requirements. The gross density should not exceed 75 caravans or motor caravans to the hectare, calculated on the basis of the usable area (excluding lakes, roads, communal services and other areas unsuitable for the siting of caravans) rather than total site area.
- 9. Where tent camping is also permitted, the maximum number of units stationed on the site at any one time should be reduced by the number of pitches occupied by main tents stationed for human habitation.

PARKING

- 10. One car only may be parked between adjoining caravans, provided that the door to neither caravan is obstructed. Plastic or wooden boats should not be parked between caravans.
- 11. Parking spaces should be provided on the site at a ratio of not less than one per caravan plus one further space for every five caravans.

ROADS, GATEWAYS AND FOOTPATHS

- 12. All roads and footpaths should be designed so as to allow adequate access for fire appliances and other emergency vehicles. In particular all roads should be not less than 3.7 metres wide or, if they form part of a clearly marked one way system, 3 metres wide, with a height clearance of not less than 4.5 metres. Gateways should be not less than 3.1 metres wide. (Detailed guidance on turning circles, etc., is available from the Mid and West Wales Fire Brigade).
- 13. All roads and footpaths should be properly maintained at all times.
- 14. Emergency vehicle routes within a site should be kept clear from obstruction and all such vehicles should be able to secure access at all times to within 90 metres of any unit on the site.
- 15. Suitable artificial lighting sufficient to allow safe movement around the site should be provided during the hours of darkness.

FIRE POINTS

- 16. Fire points should be established such that no caravan or site building is more than 90 metres from a fire point. They should be housed in weatherproof structures, easily accessible and clearly and conspicuously marked "FIRE POINT". Access to fire points and fire hydrants should not be obstructed or obscured at any time.

FIRE FIGHTING EQUIPMENT

17. Where there is a water supply of sufficient pressure and flow to give a jet of at least 5 metres at 30 litres per minute from the hose nozzle, each fire point should include a permanently connected hydraulic hose reel that complies with the appropriate sections of British Standard 5274 and British Standard 5306 Part 1. Hoses should be not less than 30 metres long terminating in a small hand control nozzle and should be housed in boxes painted red and marked "HOSE REEL".
18. Where the water pressure or flow is insufficient for hose reels, each fire point should be provided with not fewer than 2 water extinguishers of 9 litres capacity.

FIRE WARNING

19. An adequate audible means of raising the alarm in the event of fire should be provided at each fire point by way of manually operated rotating bells, other manually operated sounders or an electrically operated alarm bell or siren.

MAINTENANCE

20. All alarm and fire fighting equipment should be maintained in working order at all times and should be inspected and tested not less than once annually by a competent person. A log book should be kept on the site to record all tests and remedial action and should be available for inspection by the licensing authority at any time. The costs of all inspections and servicing should be met by the licence holder.
21. All equipment susceptible to damage by frost should be suitably protected. All water extinguishers should contain anti-freeze as recommended by the manufacturers.

FIRE NOTICES

22. A clearly written and conspicuous notice should be provided and maintained at each fire point to indicate the action to be taken in case of fire and the location of the nearest telephone. This notice should include the following:

"On discovering a fire

- i) ensure that the caravan or site building involved is evacuated
- ii) raise the alarm
- iii) call the Fire Brigade (the nearest telephone is sited)
- iv) attack the fire using the fire fighting equipment provided, if it is safe to do so".

It is in the interest of all occupiers of this site to be familiar with the above routine and the method of operating the fire alarm and fire fighting equipment.

FIRE HAZARDS

23. Long grass and vegetation should be cut at frequent and regular intervals where necessary to prevent it from becoming a fire hazard to caravans, buildings or other installations on the site. Any such cuttings should be removed from the vicinity of caravans as soon as is practicable.
24. Wherever there is a likelihood of fire spreading due to vegetation catching fire, suitable beaters, of the type used by the Forestry Commission, should also be provided.
25. The spaces beneath and between caravans should not be used for the storage of combustible materials.

TELEPHONES

26. Where practicable, a telephone should be available on the site for calling the emergency services. A notice by the telephone should include the address of the site.

STORAGE OF LIQUEFIED PETROLEUM GAS (LPG)

27. Exposed gas bottles or cylinders should not be within the separation boundary of an adjoining unit. A minimum number/capacity of LPG bottles should be stored at each pitch, totalling not more than 90 kilograms.
28. Arrangements for the storage of Liquefied Petroleum Gas (LPG) on the site should be in accordance with the current national Code of Practice and Regulations.

ELECTRICAL INSTALLATIONS

29. Sites should be provided with an electricity supply sufficient in all respects to meet all reasonable demands of the caravans situated on them.
30. Such electrical installations, other than Electricity Board works and circuits subject to regulations made by the Secretary of State under Section 16 of the Energy Act 1983 and Section 64 of the Electricity Act 1947, should be installed, tested and maintained in accordance with the provisions of the Institution of Electrical Engineers' (IEE) Regulations for Electrical Installations for the time being in force, and where appropriate, to the standard which will be acceptable for the purposes of the Electricity (Overhead Lines) Regulations 1988, Statutory Instrument 1988 No. 1057.
31. Work on electrical installations and appliances should be carried out only by competent persons such as the manufacturer's appointed agent, the electricity supplier, a professionally qualified electrical engineer, a member of the Electrical Contractors' Association, a contractor approved by the National Inspection Council for Electrical Installation Contracting, or a qualified person acting on behalf of one of the above. The installations should be inspected periodically: under IEE Wiring Regulations, every year or such longer period (not exceeding 3 years).
32. Such person should, within one month of such an inspection, issue an inspection certificate in the form prescribed in the IEE Wiring Regulations which should be retained by the site operator and displayed, supplemented or replaced by subsequent certificates, with the site licence. The cost of the inspection and report should be met by the site operator or licence holder.
33. If an inspection reveals that an installation no longer complies with the regulations extant at the time it was first installed, any deficiencies should be rectified. Any major alterations and extensions to an installation and all parts of the existing installation affected by them should comply with the latest version of the IEE Wiring Regulations.
34. If there are overhead electric lines on the site, suitable warning notices should be displayed at the entrance to the site and on supports for the line. Where appropriate, particular attention should be drawn to the danger of masts of yachts, dinghies, children's kites, fishing rods, etc., contacting the line.

WATER SUPPLY

35. The site should be provided with an adequate piped supply of wholesome water. Each pitch on the site should be no further than 90 metres from a water tap. At each tap there should be a sufficient soakaway or gully. All reasonably practicable steps should be taken to protect water supply pipes from the risk of frost or damage however caused.

DRAINAGE, SANITATION AND WASHING FACILITIES

36. Satisfactory provision may be made for foul drainage, either by connection to a public sewer or sewage treatment works or by discharge to a properly constructed septic tank or cesspool approved by the local authority; **OR**

Properly designed disposal points for the contents of chemical closets should be provided, with an adequate supply of water for cleaning the containers.

37. For caravans without their own water supply and water closets, communal toilet blocks should be provided, with adequate supplies of water, on at least the following scales:
- Men: 1 WC and 1 urinal per 25 pitches or 2 WC's per 25 pitches
- Women: 2 WCs per 25 pitches
- 1 wash-hand basin for each WC
- 1 shower or bath (with hot and cold water) for each sex per 25 caravans.
38. Toilet blocks should be sited conveniently so that all site occupants may have reasonable access to one by means of a road or footpath.
39. Where a toilet block and/or utility buildings, including fixtures and fittings, is provided they should be kept in a clean and tidy condition.
40. Particular consideration should be given to the needs of the disabled in the provision made for water points, toilets, washing points and showers.

REFUSE DISPOSAL

41. A suitable refuse receptacle may be provided for each pitch or alternatively a sufficient number shall be provided in a central position.
42. Where communal refuse bins are provided they should be of suitable design, rodent/vermin proof, housed in a properly constructed bin store and kept in a clean and tidy condition and periodically cleansed and disinfected.

RECREATION SPACE

43. Space equivalent to about one-tenth of total area should be allocated for children's games and/or other recreational purposes. This provision will normally be necessary because of the limited space available round caravans, but may be omitted where there are suitable alternative publicly provided recreational facilities which are readily accessible.

MISCELLANEOUS

44. A suitable sign should be displayed prominently at the site entrance indicating the name of the site.
45. A copy of the site licence with its conditions and current electrical certificate should be displayed prominently on the site.
46. Notices and a plan should be displayed on the site setting out the action to be taken in the event of an emergency. They should show where the police, fire brigade, ambulance, local doctors and the nearest hospital can be contacted, and the location of the nearest public telephone. The notices should also give the name and location/telephone number of the site licence holder or his/her accredited representative.
47. At sites subject to flood risk, warning notices should be displayed, giving advice about the operation of the flood warning system.
48. All notices should be suitably protected from the weather and displayed out of the direct rays of the sun.

Annex B Proposed Updated Conditions:



POWYS COUNTY COUNCIL

CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960

SITE LICENCE

Type of Licence: STATIC HOLIDAY CARAVAN

Licence Ref:

Site name and address:

Planning Reference:

(For numbers and occupancy dates please refer to planning permission)

OS number:

The site plan attached is part of this licence and authorisation for a holiday caravan site is granted only in respect of the land indicated on the plan

Licence holder name and address:

Date of Issue:

Expiry Date (if any):

Authorised Officer:

Signature:

STATUTORY AND REGULATORY REQUIREMENTS OF SITE OWNER

In addition to the conditions imposed by this site licence there are other areas where a site needs to meet the statutory requirement of more specific legislation. It is the responsibility of the site owner to comply or have regard to any statutory requirements, regulations and codes of practice that apply at any time. The following list is not exhaustive, but it is provided as guidance. Legislation and guidance is regularly updated, the site owner will need to ensure that they are using the most up to date legislation/guidance.

Health & Safety

Health & Safety at Work etc. Act 1974

Fire Safety

Regulatory Reform (Fire Safety) Order 2005

Electrical Safety

The Electricity at Work Regulations 1989

Gas Safety

Gas Safety (Installation and Use) Regulations 1998

Mobile Homes and Caravan Sites

Mobile Homes Act 1983

Mobile Homes (Wales) Act 2013

Caravan Sites and Control of Development Act 1960

Caravan Sites Act 1968

Definition of caravan:

“... any structure designed or adapted for human habitation which is capable of

being moved from one place to another (whether by being towed, or by being transported on a motor vehicle or trailer) and any motor vehicle so designed or adapted “

this could include some types of pods, lodges, shepherds' huts, or similar, but does not include a tent.

Planning

Town and Country Planning Act 1990

Misc.

Equalities Act 2010

Disability Discrimination Act 1995

Tree Preservation Orders

Private Water Supplies (Wales) Regulations 2017

Please contact the licensing section should the site owner change, there are any changes to the planning permission or site layout. It is likely that the site licence will need re-issuing to reflect the changes

SCHEDULE OF LICENCE CONDITIONS FOR STATIC HOLIDAY CARAVAN SITES

1. PLAN

A plan of the site must be supplied to the local authority on application for a licence or when there is a material change to the boundaries or layout, or if requested by the authority. The plan must clearly illustrate the layout of the site including all relevant structures, features and facilities on it.

2. SPACING

- a. No caravan or combustible structure will be positioned within 3 metres of the boundary. Lesser distances may be encountered on established sites and must be addressed and approved by the fire authority via the site's approved fire risk assessment.
- b. The minimum spacing distance between units made of aluminium or other materials with similar fire performance properties must be not less than 5 metres between units, 3.5 metres at the corners. For those with a plywood or similar skin it must be not less than 6 metres. Lesser distances may be encountered on established sites and must be addressed and approved by the fire authority via the site's approved fire risk assessment.
- c. Any structure attached to a unit may protrude a maximum of one metre into the 5/6m separation distance. The structure must not exceed the height of the unit. Greater sizes may be encountered on established sites and must be addressed and approved by the fire authority via the site's approved fire risk assessment.
- d. Garages/Sheds are permitted within the 6m space between units, they must be of non-combustible construction. In order to restrict the spread of fire there must always be 3m clear space.

3. ROADS, GATEWAYS AND FOOTPATHS

- a. Roads must provide adequate access for emergency vehicles and routes and must always be kept clear of obstruction.
- b. All roads must have adequate surface water/storm drainage
- c. Two-way roads must not be less than 3.7 metres wide or 3 metres wide if used by one-way traffic; where existing two way roads are not 3.7 metres wide, passing places must be provided where practical
- d. One-way systems must be clearly sign posted.

- e. Vehicular access and all gateways to the site must be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres.
- f. Communal roads, pavements and footpaths must be maintained in good condition; and be adequately lit between dusk and dawn to allow the safe movement of pedestrians and vehicles around the site.

4 HARD STANDINGS

- a. Every caravan must stand on a hard-standing of suitable material, which will extend over the whole area occupied by the caravan placed upon it, and must project a sufficient distance outwards from the entrance of the caravan to enable occupants to enter and leave safely.

5. GAS SAFETY

- a. Gas supplies, storage and installations must meet the relevant and applicable parts of any legislation, British Standards and LP Gas Association Codes of Practice in force at any time. Any relevant certificates must be provided to the Council at their request.
- b. Any gas appliances must be maintained and tested in accordance with any current legislation or codes of Practice in force at any time. Any relevant certificates must be provided to the Council at their request

6. ELECTRICAL SAFETY

- a. The site must have an electricity network of adequate capacity to meet safely all reasonable demands of the caravans and other facilities and services within it.
- b. All electrical installations must be installed, tested, maintained in accordance with the regulations and relevant statutes. Works on electrical installations and equipment should only be carried out by a competent person. The installation should be inspected annually or as otherwise stated by a qualified competent electrician who will issue a report of the inspection in the prescribed format. Any deficiencies must be rectified.

7. WATER SUPPLY

- a. There must be an adequate wholesome supply of drinking water.
- b. Satisfactory provision must be made for foul drainage, either by connection to a public sewer or sewage treatment works or by discharge to a properly constructed septic tank or cesspool approved by the local authority

8. REFUSE

- a. Provision must be made for the storage, collection and disposal of refuse and managed to prevent pest, fire or other public health impact.
- b. An approved accredited waste contract must be in place.
- c. The site must be maintained in a tidy condition and kept clear of all litter and refuse

9. NOTICES

- a. The following signs/notices must be displayed in a prominent place
 - Name of the site
 - Site Licence
 - Name and telephone number of the licence holder and manager (where applicable)
 - Emergency contact details setting out action to be taken in an emergency and showing where the police, fire brigade, ambulance and local doctors can be contacted;
- b. In addition, the following to be available for inspection
 - a copy of the site licence including licence conditions;
 - a copy of the most recent periodic electrical inspection report;
 - any relevant gas safety certificates;
 - the latest version of the fire risk assessment carried out under the Regulatory Reform (Fire Safety) Order 2005
 - a copy of the up to date public liability insurance certificate

10. FLOODING

- a. The site owner must establish whether the site is at risk from flooding by referring to the Natural Resources Wales Flood Map. Where there is risk from flooding the site owner must consult Natural Resources Wales for advice on the likelihood of flooding, the depths and velocities of water that might be expected, the availability of a warning service and on what appropriate measures to take.



POWYS COUNTY COUNCIL

CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960

SITE LICENCE

Type of Licence: TOURING CARAVAN SITE

Site name and address:

Licence Ref:

Planning Reference:

(For numbers and occupancy period refer to planning permission)

OS number:

The site plan attached is part of this licence and authorisation for a touring caravan site is granted only in respect of the land indicated on the plan

Licence holder name and address:

Date of Issue:

Expiry Date (if any):

Officer Name:

Signature:

STATUTORY AND REGULATORY REQUIREMENTS OF SITE OWNER

In addition to the conditions imposed by this site licence there are other areas where a site needs to meet the statutory requirement of more specific legislation. It is the responsibility of the site owner to comply or have regard to any statutory requirements, regulations and codes of practice that apply at any time. The following list is not exhaustive, but it is provided as guidance. Legislation and guidance is regularly updated, the site owner will need to ensure that they are using the most up to date legislation/guidance.

Health & Safety

Health & Safety at Work etc. Act 1974

Fire Safety

Regulatory Reform (Fire Safety) Order 2005

Electrical Safety

The Electricity at Work Regulations 1989

Gas Safety

Gas Safety (Installation and Use) Regulations 1998

Mobile Homes and Caravan Sites

Mobile Homes Act 1983

Mobile Homes (Wales) Act 2013

Caravan Sites and Control of Development Act 1960

Caravan Sites Act 1968

Definition of caravan:

“... any structure designed or adapted for human habitation which is capable of

being moved from one place to another (whether by being towed, or by being transported on a motor vehicle or trailer) and any motor vehicle so designed or adapted “

this could include some types of pods, lodges, shepherds' huts, or similar, but does not include a tent.

Planning

Town and Country Planning Act 1990

Misc.

Equalities Act 2010

Disability Discrimination Act 1995

Tree Preservation Orders

Private Water Supplies (Wales) Regulations 2017

Please contact the licensing section should the site owner change, there are any changes to the planning permission or site layout. It is likely that the site licence will need re-issuing to reflect the changes

SCHEDULE OF LICENCE CONDITIONS FOR TOURING HOLIDAY CARAVAN SITES

1 PLAN

A plan of the site must be supplied to the local authority on application for a licence or when there is a material change to the boundaries or layout, or if requested by the authority. The plan must clearly illustrate the layout of the site including all relevant structures, features and facilities on it.

2. SPACING

- a. No caravan or combustible structure will be positioned within 3 metres of the boundary. (Any lesser distances must be addressed and approved by the fire authority via the site's approved fire risk assessment)
- b. Every caravan must be no less than 6m from any other caravan. Vehicles, boats and/or awnings are permitted within the 6m space between units but in order to restrict the spread of fire, there shall always be 3m clear space. (Any lesser distances must be addressed and approved by the fire authority via the site's approved fire risk assessment)
- c. Emergency vehicle routes within a site must be kept clear from obstruction and all such vehicles must always be able to secure access to within 90 metres of any unit on the site

3. GAS SAFETY

Any gas storage and installation shall meet the relevant and applicable parts of any legislation, British Standards and LP Gas Association Codes of Practice in force at any time. Any relevant certificates shall be provided to the Council at their request.

4 ELECTRICAL SAFETY

- c. The site must have an electricity network of adequate capacity to meet safely all reasonable demands of the caravans and other facilities and services within it.
- d. All electrical installations must be installed, tested, maintained in accordance with the regulations and relevant statutes. Works on electrical installations and equipment should only be carried out by a competent person. The installation should be inspected annually or as otherwise stated by a qualified competent electrician who will issue a report of the inspection in the prescribed format. Any deficiencies must be rectified.

5. WATER SUPPLY

- a. There must be an adequate wholesome supply of drinking water. Each pitch on a site must be no further than 90 metres from a water tap.
- b. Satisfactory provision must be made for the disposal of foul drainage, either by connection to a public sewer or sewage treatment works or by discharge to a properly constructed septic tank or cesspool approved by the local authority.
- c. A properly designed disposal point for the contents of chemical toilets must be provided together with an adequate supply of water for cleansing containers

6. TOILETS/SHOWERS

- a. Toilet/Shower blocks must be suitably lit
- b. Toilets and showers must be provided and be kept in good repair, in a clean condition and must always be readily accessible while the site is operational. The following facilities must be provided as a minimum:

(xx*) WCs
 (xx*) WHBs with supply of hot and cold water
 (xx*) SHOWERS with a supply of hot water

*[* no's to be inserted depending on no of pitches calculated as – 1 WC & 1 WHB per 10 pitches 1 shower per 15 pitches, sites >100 pitches provision may be varied by agreement with Council]*

arrangements must be made for the reception and disposal of sanitary dressings.

Wheelchair users should be able to approach, transfer to and use the sanitary facilities provided. This requires an agreed proportion of wheelchair accessible toilets and showers. Sites that do not comply with this condition at the date of issuing this licence must meet compliance as soon as sanitary facilities at the site are refurbished, rebuilt or extended.

7. REFUSE

- d. Provision must be made for the storage, collection and disposal of refuse and managed to prevent pest, fire or other public health impact
- e. An approved accredited waste contract must be in place.
- f. The site must be maintained in a tidy condition and kept clear of all litter and refuse

8. NOTICES

- c. The following signs/notices must be displayed in a prominent place

- Name of the site
 - Site Licence
 - Name and telephone number of the licence holder and manager (where applicable)
 - Emergency contact details setting out action to be taken in an emergency and showing where the police, fire brigade, ambulance and local doctors can be contacted;
- d. In addition, the following to be available for inspection
- a copy of the site licence including licence conditions;
 - a copy of the most recent periodic electrical inspection report;
 - any relevant gas safety certificates;
 - the latest version of the fire risk assessment carried out under the Regulatory Reform (Fire Safety) Order 2005
 - Up to date Public Liability Insurance certificate

9. FLOODING

The site owner shall establish whether the site is at risk from flooding by referring to the Natural Resources Wales Flood Map. Where there is risk from flooding the site owner shall consult Natural Resources Wales for advice on the likelihood of flooding, the depths and velocities of water that might be expected, the availability of a warning service and on what appropriate measures to take.

10. LIGHTING

Holiday touring sites will vary in nature and character, it is appreciated that the dark sky of Mid-Wales will be an attraction for many visitors, the effect of which would be contrary to a mandatory requirement for artificial lighting throughout the site. It will be for site owners to assess the need/extent of artificial lighting around the site based on the nature of the site and needs of those likely to visit. Where it is decided not to install artificial lighting, visitors to the site should be made aware of this in advance in order that they may equip themselves with torches or similar, to enable safe movement around the site during darkness.

CYNGOR SIR POWYS COUNTY COUNCIL.

PLANNING, RIGHTS OF WAY AND TAXI LICENSING COMMITTEE

Date 13th January 2022

REPORT AUTHOR: Gavin Jones, Senior Enforcement Officer

REPORT TITLE: Animal Establishment Licensing Fees Review

REPORT FOR: Decision

1. Purpose

- 1.1 The Committee is requested to consider the approval of revised fees for the licensing of animal establishments to commence from April 2022.
- 1.2 During the period of 1st April 2021 - 31st March 2022 the following number of animal establishment licences have or will be renewed:

Dog Breeders	29
Animal Boarding Establishments	14
Home Boarders	19
Riding Establishments	16
Pet Shops	9
Dangerous Wild Animals (renewal every 2 yrs)	2
Zoo`s (renewal every 4 or 6 years)	2

- 1.3 During the period of 1st April 2022 - 31st March 2023 the following number of animal establishment licences are anticipated for renewal:

Dog Breeders	29
Animal Boarding Establishments	14
Home Boarders	19
Riding Establishments	16
Pet Shops	9
Dangerous Wild Animals	0
Zoo`s	0

2. Background

- 2.1 The setting of the licence fees is in line with the Local Government Association (LGA) guidance on locally set licence fees. Details can be found using the following link:

- 2.2 In light of objections raised following the increased licencing fees last year a full review of the licencing costs and processes has been undertaken. Having taken account of comments previously made by licensees each licence process has been reviewed and where possible the associated administrative and officer processes have been streamlined. The result of the streamlining has made it possible to reduce the cost of some of the licences. It is hoped that this new streamlined approach to licensing will ensure that fees are kept to a minimum and businesses can be encouraged to prosper as a result.
- 2.3 The revised licence costs, as detailed in Appendix 1 have been determined detailing all aspects of the licencing regime with appropriate officer costings having been provided by our accountants. Those costings include the following:
- the cost of processing an individual licence i.e. the actual officer time from application stage through to the issuing of a licence, either an initial or renewed licence.
 - it separates the licencing process into three categories in line with the LGA Guidance, namely application cost, granting cost and renewal cost.
 - the cost of administering the licencing regime locally including training, equipment, administrative, inspection, and travelling costs.

Any associated veterinary costs are excluded from the licence fees as these are invoiced to the licensee and recovered in full.

- 2.4 For reference only it is useful to see fees currently charged by other authorities, these are provided at appendix 2. It must be remembered that it is difficult to make direct comparisons as fees calculated will be specific to local staffing and on-costs.
- 2.5 Licensees` have been consulted about the proposed licence fees and the processes attached thereto. The consultation letters were sent on 10th & 11th November 2021 via either email or post with licensee`s given the opportunity to comment on the same by 25th November 2021. I have attached for information, a copy of the consultation letter and associated attachments that were sent to licensees at Appendix 3. I have also attached details of the comments received from licensee`s in response to the consultation at Appendix 3.
- 2.6 A theme picked up by a number of consultees in their responses is the perceived increase in officers hourly paid rates. The officers have not received pay rises but the direct and indirect on costs have been appropriately factored into the hourly rate this year to provide a more accurate reflection of the costs. Where other issues around licensing concerns that don`t relate to the fees have been raised these have been addressed with the licence holders.
- 2.7 The licensing of animal establishments is required under the following legislation:-

- Animal Welfare (Breeding of Dogs) (Wales) Regulations 2014;
- The Animal Boarding Establishments Act 1963;
- The Riding Establishments Act 1964;
- The Animal Welfare (Licensing of Activities Involving Animals) (Wales) regulations 2021;
- The Dangerous Wild Animals Act 1976; and
- The Zoo Licensing Act 1981.

The Local Government Association “Open for business” guidance on locally set licence fees provides guidance to council`s on understanding the full breadth of issues that should be considered when setting local licence fees in order to meet legal obligations and provide the necessary reassurances to local business. It is an accepted principle in relation to these schemes that those who benefit from the system (e.g. licence holders) should cover the cost of it. Locally set fees are a vital means of ensuring both that full costs can be recovered by each and every council, reducing the risk of a subsidy from local taxpayers, and that businesses do not pay more than they should.

3. Advice

- 3.1 Fees need to be reviewed periodically to ensure that full cost recovery is achieved and include staffing costs, on costs, cost of equipment, cost of staff training increase on an annual basis. If fees are not reviewed then the fees may not achieve full cost recovery. The fees proposed have been set to ensure the licencing regime is, as far as is possible cost neutral to the Authority and are therefore recommended for approval. Members are invited to approve the revised fees

4. Resource Implications

- 4.1 The adoption of the revised fees will result in a reduction of licencing income. Based on the current licenced premises (as detailed in paragraph 1.2 above) the income received would be reduced by £2202. However, as neither the Dangerous Wild Animal (DWA) or Zoo licences are due renewal in 2022/23 the income will in effect be reduced by £8034 compared to the previous year. This is a recurring fluctuation as DWA licences are bi-annual renewals and Zoo licences are renewed on either a 4 or 6 year cycle. The reduced fee income can be managed within the service budget through a combination of increased income and costs reductions in other areas.
- 4.2 The Head of Finance (Section 151 Officer) notes the content of the report. The fees have been reviewed in line with guidance and ensures the recovery of costs. The reduced income can be managed by the service with their existing budget so the proposal can be supported.

5. Legal implications

5.1 The report appears to be in line with the approach recommended by the Local Government Association and is therefore supported by the Principal Solicitor (Shire)

5.2 The Head of Legal and Democratic Services (Monitoring Officer) has commented as follows: “ I note the legal comment and have nothing to add to the report”.

6. Data Protection

6.1 Personal data will be processed in relation to each initial licence application and licence renewal. The Data Protection Officer comments are:- The proposal has no new data protection issues.

7. Comment from local member(s)

7.1 N/A.

8. Impact Assessment

8.1 An impact Assessment is not required.

9. Recommendation

9.1 That the proposed licence fees be approved and implemented with effect from 1st April 2022.

Contact Officer: Gavin Jones
Tel: 01874 612260
Email: gavin.jones@powys.gov.uk

Head of Service: Gwilym Davies

Corporate Director: Nigel Brinn

APPENDIX 1

LICENCE FEES – 2022/23

INITIAL APPLICATION

Licence Type	Application £	Grant £	Total Cost £	Annual Equivalent	Previous fee	Difference +/-
Home Boarder/Day Care	183.00	71.00	254.00	254.00	268.00	-14.00
Commercial Kennels/Cattery	208.00	71.00	279.00	279.00	303.00	-24.00
Dog Breeder – Cat 1	340.00	71.00	411.00	411.00	315.00	+96.00
Dog Breeder – Cat 2	381.00	79.00	460.00	460.00	345.00	+115.00
Dog Breeder – Cat 3	410.00	89.00	499.00	499.00	375.00	+124.00
Dangerous Wild Animal	188.00	434.00	622.00	311.00	730.00	-108.00
Pet Shop	295.00	80.00	375.00	375.00	303.00	+72.00
Riding Establishment – Cat 1	276.00	80.00	356.00	356.00	374.00	-18.00
Riding Establishment Cat 2	314.00	86.00	400.00	400.00	416.00	-16.00
Zoo – 4 Years	504.00	1213.00	1717.00	429.25	1496.00	+221.00

RENEWAL OF LICENCE

Licence Type	Renewal £	Annual Equivalent £	Previous Fee	Difference +/-
Home Boarder/Day Care	186.00	186.00	268.00	-82.00
Commercial Kennels/Cattery	253.00	253.00	303.00	-50.00
Dog Breeder – Cat 1	328.00	328.00	315.00	+13.00
Dog Breeder – Cat 2	375.00	375.00	345.00	+30.00
Dog Breeder – Cat 3	421.00	421.00	375.00	+46.00
Dangerous Wild Animal	575.00	287.50	730.00	-155.00
Pet Shop	282.00	282.00	303.00	-21.00
Riding Establishment – Cat 1	328.00	328.00	374.00	-46.00
Riding Establishment Cat 2	366.00	366.00	416.00	-50.00
Zoo – 6 Years	2341.00	390.17	1991.00	+350.00

Advisory Inspection

£101 for maximum of 2 hours, £50 per hour or part thereof thereafter.

Duplicate Licence

£20

APPENDIX 2

Authority	Dog Breeders	Animal Boarding Establishments	Home Boarders	Riding Establishments	Pet Shops	Dangerous Wild Animals	Zoos
Caerphilly	144 – 226	245	153	343	224	354	1172
Cardiff	321	299	106	490	372	501	1073
Carmarthenshire	272 – 778	241 – 256	147 – 418	192 -418	428	1043	-
Conway	130	130	-	192	130	130	748
Bridgend	211	211	128	285	211	413	1080
Denbighshire	150	150	-	180	150	180	680 - 720
Flintshire	-	143	103	139	139	-	158
Herefordshire	260 - 922	477 - 916	327 - 734	477 - 809	402 - 520	496	Variable
Merthyr Tydfil	279	285	247	200	266	345	-
Newport	11	187	-	161	116	537	1025
Pembrokeshire	565 - 647	554 - 643	512 - 560	446 - 852	582	565	4yr – 4732 6yr – 6255
Powys	375 - 421	253	186	328- 366	282	575	4yr – 1717 6yr - 2341
Rhondda Cynon Taff	111	142	-	190	142	325	Variable
Shropshire	455 - 622	453 - 589	455 - 589	489 - 623	455 - 589	290	848 - 901
Swansea	138	182	96	182	158	667	936 - 3209
Torfaen	313 - 500	243 - 645	-	275 - 413	332 - 512	330 - 742	1123 - 2062
Vale of Glamorgan	211	-	128	285	211	-	1080
Wrexham	351	351	351	295 - 395	351	368	Variable

Lowest Cost	
Highest Cost	

CONSULTATION LETTER



Consultation Letter
-Newly Propoised Li

CONSULTATION RESPONSES – ANIMAL LICENSING FEES – 2022/23

From:

Sent: 10 November 2021 16:23

To: Trading Standards <trading.standards@powys.gov.uk>

Subject: Re: Licensing Consultation

I have no problem with a price increase, maybe the extra should go towards more inspections?

I also think licences should be not given to owners of 10 or more dogs, I feel any more than this is impossible to give the dogs the care / love they need.

Dogs should be bred in a home environment with familiar adults not staff.

Puppies brought up in a family with constant care of familiar adults will have better temperaments.

Kind regards

From:

Sent: 23 November 2021 09:31

To: Trading Standards <trading.standards@powys.gov.uk>

Subject: Re: Licensing Consultation

Dear Mr Jones,

Thank you for giving me the opportunity to put forward any concerns I have with the new licencing fees for 2022/2023.

I can see you have been working hard in reducing the timings on the spreadsheet, every little helps.

I have a few queries if you could kindly put to the committee.

1. Number 12 – Contingency to allow for non-payments, can I suggest that if fees are not paid within 30 days that an additional charge of 5% or 10% be added to those who fail to pay within the time scale.

2. Is the large increase in the hourly rates on the management

Admin 2021 – £18.80

Admin 2022 – £31.65

Admin increase of £12.85 per Hour

Officer 2021 - £24.07

Officer 2021 – £37.93

Officers increase of £13.86 per Hour

Manager 2021 - £29.87

Manager 2022 – £50.04

Managers Increase of £20.17 per Hour

These increases per hour are more than the minimum living wage?

4. Again I would still like to see Powys County Council display licenced kennels on their web- site so potential customers can make an informed decision.

5.

I do look forward to your response, and thank you again for taking on board my concerns last year.

Kind regards

From:

Sent: 23 November 2021 11:53

To: Trading Standards <trading.standards@powys.gov.uk>

Subject: Home boarding license fee review

Dear Mr. Gavin Jones

Thank you for your recent email and all the attachments regarding the review of animal licensing fees.

I'm glad to see you are proposing to separate the fee structure for new and renewal applicants to better reflect the officer time taken for checks.

Regards

From:

Sent: 24 November 2021 13:31

To: Trading Standards <trading.standards@powys.gov.uk>

Subject: Re: Licensing Consultation

Hello Gavin,

Thank you for sending me the information regarding the licencing consultation.

I tried to ring you today, but you were away from your desk.

The first point I would like to bring to your attention is that there seems to be a reduced rate for renewal of home boarding from last year. Is this correct? I thought that I paid £268 last year, and this year it is £186. I am very happy if that is the case.

Secondly, I note an increase in salaries for your team which must be nice.

I am a little concerned however, that a licence has been issued to another (New) company via PCC using XXXXXXXX as the name of the company. They say they are XXXXXXXXXXXX but when you look at what they offer it is also... home boarding. I have had several calls from new customers confused thinking I am XXXXXXXXXXXX. I assumed with your role as an officer that it is within your pay grade to indicate to new licensees that one of your established clients already uses that company name. Can you help with this? Or should I pursue this myself? Please correct me if I am wrong in thinking that a duplication of name could be addressed under our administration fee costs. Your support in this would be much appreciated.

Lastly, on your last visit, I indicated that XXXXXXXX who runs XXXXXXXX has been running dog boarding without paying for a dog boarding licence fee. What are the ramifications of not having a licence? If one pays, shouldn't we all pay? I would appreciate an update on this too please.

Kind Regards

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162 Applications

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Parish Name	Decision	Date Application	Application No.	Application Type	Date Decision Issued	Proposal	Location
Abbey Cwm-Hir Community	Consent	06/09/2021	21/1607/FUL	Full Application	25/11/2021	Proposed Agricultural Building to cover existing yard	Tynyberth Abbey Cwm-hir Llandrindod Wells Powys LD1 6PU
	NMA Approved	30/11/2021	21/2122/NMA	Non-Material Amendment	20/12/2021	Application for non-material amendment to planning permission P/2010/0111 in respect of a change to the approval description from 'log cabin' to 'self catering units'.	Hawks Rise Bwlch-y-sarnau Rhayader Llandrindod Wells Powys LD1 6PW
Aberedw Community	Refused	07/04/2021	21/0603/HH	Householder	17/12/2021	Demolition of outbuildings, creation of access, conversion and extension of garage to form additional living accommodation	The Green Llanbadarn-Y-Garreg Builth Wells Powys LD2 3UT

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Aberhafesp Community	Approve	27/10/2021	21/1562/DIS	Discharge of Condition	13/12/2021	Discharge of condition no's 33, 34 & 36 attached to planning approval P/2016/0567 (drainage details, external materials, lighting plan)	Land Rear Of Beechroft Aberhafesp Newtown Powys
Abermule And Llandyssil Community	Approve	19/05/2021	21/0946/DIS	Discharge of Condition	13/12/2021	Application to discharge conditions 8 & 9 of planning approval 20/0081/FUL	Land Opposite Parkside Abermule Montgomery Powys
	NMA Approved	08/12/2021	21/2017/NMA	Non-Material Amendment	16/12/2021	Non Material Amendment to reserved matters approval 20/1120/RES (design amendments)	Nant Y Waen Abermule Montgomery SY15 6NR
Banwy Community	Approve	27/09/2021	21/1542/NMA	Non-Material Amendment	25/11/2021	Application for non-material amendment to planning permission 20/0936/FUL in respect of approved plans	Cann Office Hotel Llangadfan Welshpool SY21 0PL

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Bausley With Criggion Community	Approve	15/03/2021	21/0474/FUL	Full Application	04/01/2022	Formation of a drainage attenuation pond in relation to residential development approved as part of P/2016/0603 planning permission	Development Of Eight Dwellings At Land Adjoining Bear House Crew Green Shrewsbury Powys
	Refused	09/09/2021	21/1591/FUL	Full Application	03/12/2021	Erection of a slurry store and all associated works	Pentre Farm Crew Green Shrewsbury SY5 9AW
Beggidy Community	Approve	18/10/2021	21/1768/HH	Householder	17/12/2021	Proposed porch to front elevation	Roundwood Heyope Knighton Powys LD7 1RA
	Approve	10/11/2021	21/2126/HDG	Hedgerow Removal Notice	21/12/2021	Removal of 75m of hedgerow	Land Adjacent To Brandy Lodge Felindre Knighton Powys LD7 1YL
	Consent	06/07/2021	21/1192/FUL	Full Application	26/11/2021	Proposed holiday let development, to include a treatment plant, new access and associated works	Land At Kilowent Felindre Knighton Powys

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Berriew Community	Approve	26/09/2019	19/1410/FUL	Full Application	07/12/2021	Erection of two broiler poultry buildings and blending shed, associated infrastructure, highways improvements and landscaping	Groes Y Garreg Berriew Welshpool Powys SY21 8AU
	Approve	06/09/2021	21/1625/FUL	Full Application	17/12/2021	Siting of 3 holiday units, formation of car parking, installation of septic tank, improvements to existing access and all associated works	Land At The Castle Cefn Penthrryn Brooks Welshpool Powys SY21 8QS
Bronllys Community	Refused	06/10/2021	21/1892/REM	Removal or Variation of Condition	15/12/2021	Section 73 application to remove conditions 3 and 4 attached to permission P/2008/0696 - relating to occupancy	River Cabin Trericket Mill Erwood Builth Wells Powys LD2 3TQ
Builth Wells Community	Consent	12/01/2021	21/0021/OUT	Outline planning	16/12/2021	Outline application for erection of a dwelling, detached garage and associated works (all matters reserved)	Garden Of 41 Hospital Road Builth Wells Powys LD2 3HE

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	Consent	28/07/2021	21/1412/HH	Householder	17/12/2021	Proposed bedroom above existing garage and single storey sunroom off rear elevations	2 Tyle Heulog Builth Wells Powys LD2 3FD
Cadfarch Community	Approve	22/09/2021	21/1799/FUL	Full Application	06/12/2021	Proposed agricultural shed	Bwlch Y Groes Faen Glas Pwll Machynlleth Powys SY20 8TY
Carno Community Council	Approve	08/10/2021	21/1804/DIS	Discharge of Condition	29/11/2021	Application to discharge conditions 3, 4 and 15 from planning permission 20/1622/REM (P/2017/0839) in relation to materials, boundary treatments and biodiversity	Ty Cornel Cledan Gardens Carno Caersws Powys SY17 5JT
Castle Caereinion Community	Refused	08/07/2021	21/1195/FUL	Full Application	07/12/2021	Change of use of part of an agricultural building to enable the construction of log cabins and change of use of an agricultural building to a sawmill and all associated works	The Gaer Farmhouse Gofa Welshpool SY21 9BD

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Churchstoke Community	Approve	24/09/2021	21/1813/DIS	Discharge of Condition	14/12/2021	Discharge of conditions 3 and 5 attached to permission 21/0980/RES, in relation to materials and Construction Methods Statement	Land Adjacent To Hollydene Hall Bank Churchstoke Powys SY15 6EN
	Approve	19/11/2021	21/2198/DIS	Discharge of Condition	08/12/2021	Discharge of condition no. 8 attached to planning approval 19/0993/OUT (Pre- verification Plan)	Land Adjacent To Hollydene Hall Bank Churchstoke Montgomery Powys
	Consent	23/06/2021	21/1144/FUL	Full Application	09/12/2021	Replacement of existing farmhouse (retrospective)	Lake Farm Churchstoke Montgomery SY15 6TG
Cilmerly Community	Approve	29/09/2021	21/1744/HH	Householder	26/11/2021	A two storey extension to provide a store room on the ground floor and a first floor office.	3 Parc-Yr-Irfon Builth Wells LD2 3NG

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Approve	08/11/2021	21/2007/HH	Householder	16/12/2021	Extension of domestic curtilage of Tower House to include the land and building of redundant Cefn Y Bedd Chapel.	Tower House Cilmery Builth Wells Powys LD2 3NY
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Clyro Community	Consent	20/08/2020	20/1050/HH	Householder	02/12/2021	First floor extension and alterations	Tirmynach Farmhouse Tirmynach Farm Hay-on-wye Hereford Powys HR3 5RS
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Disselth And Treced Community	Consent	23/04/2021	21/0691/HH	Householder	01/12/2021	Erection of an extension and associated works	Brynrydd Parkstile Lane Howey Llandrindod Wells Powys LD1 5RF
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Dwyrriw Community	Approve	14/10/2021	21/1787/FUL	Full Application	16/12/2021	Construction of a new vehicular access to serve approved dwelling	Plot 6 Land Adj The Garage Adfa Newtown Powys
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	Consent	02/09/2021	21/1518/FUL	Full Application	01/12/2021	Change of use of land for the siting of 2 shepherds huts and improvements to existing access	Land At New Mills Newtown Powys SY16 3NS
Felin-Fach Community	Approve	06/08/2021	21/1458/HH	Householder	26/11/2021	Construction of a domestic garage building	Swallow Cottage Trefeitha Brecon Powys LD3 0RN
	Consent	19/01/2021	21/0035/FUL	Full Application	08/12/2021	Conversion of stone outbuilding to create one dwelling and associated works	Trefeitha Court Trefeitha Brecon LD3 0RN
	Consent	04/02/2021	21/0115/FUL	Full Application	09/12/2021	Engineering operations involving re-profiling land and landscaping of ground works	Land At Tan-Yr-Allt Llanfilo Brecon LD3 0TT
Forden With Leighton & Trelystan	Approve	13/10/2021	21/1853/HH	Householder	30/11/2021	Installation of septic tank and empty and backfill existing septic tank	Park House Leighton Welshpool SY21 8HJ

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	Approve	22/06/2021	21/1162/FUL	Full Application	26/11/2021	Demolition of meeting hut building and erection of one dwelling, detached garage and associated works	Land At Oaklands Forden Welshpool Powys
	Consent	24/08/2021	21/1560/FUL	Full Application	29/11/2021	Formation of equestrian manege, erection of field shelter and associated works (part retrospective)	Dolgarreg Cilcewydd Welshpool SY21 8LN
Glanwymyn Community	Approve	04/12/2020	20/1572/FUL	Full Application	16/12/2021	Retrospective change of use of land for campsite for part of year and installation of septic tank.	Dyfi Adventure Campsite Nant Y Cyff Aberangell Machynlleth SY20 8NJ
	Approve	08/04/2021	21/0482/FUL	Full Application	09/12/2021	Erection of a rural enterprise dwelling and associated works and removal of existing chalet granted planning permission under reference number P/2017/1380	Cil-y-winllan Farm Tal-y-wern Machynlleth Powys SY20 8NZ

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	Refused	16/04/2021	21/0668/FUL	Full Application	26/11/2021	Use of land for the siting of 10 no static caravans and improvements to existing chalet to form holiday let and associated works	Hill Side Retreat Ceinws Machynlleth Powys
Glasbury Community	Consent	21/06/2021	21/1102/HH	Householder	09/12/2021	Erection of a single storey side extension and associated works	Fir Tree Cottage Glasbury Hereford Powys HR3 5LJ
	Refused	19/08/2020	20/1216/RES	Reserved Matters	08/12/2021	Application for reserved matters following the approval of P/2016/0791 for the erection of 11 dwellings, garages and all associated works	Land At Park Lodge Boughrood Brecon



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Refused	12/07/2021	21/1284/REM	Removal or Variation of Condition	07/12/2021	Section 73 application for the variation of condition 2 of planning permission P/2016/0791 to extend the time period for submission of the reserved matters	Land At Park Lodge Boughrood Brecon Powys
Consent	16/03/2021	21/0478/FUL	Full Application	09/12/2021	Erection of an agricultural building for livestock housing together with all other associated works	Hendy Bettws Disserth Llandrindod Wells Powys LD1 5RP
Consent	13/07/2021	21/1237/FUL	Full Application	17/12/2021	Erection of an agricultural building (for stock handling purposes)	Llanhailo Hundred House Llandrindod Wells LD1 5RY
Consent	13/07/2021	21/1238/FUL	Full Application	17/12/2021	Erection of an agricultural building (Manure Store)	Llanhailo Hundred House Llandrindod Wells LD1 5RY

Glascwm
Community

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	NMA Approved	19/11/2021	21/2109/NMA	Non-Material Amendment	07/12/2021	Application for non-material amendments to planning permission P/2017/1318 in respect of alteration of Conditions 1 and 3, and attachment of new Condition 3a	Land At Coedbach Franksbridge Llandrindod Wells Powys LD1 5SA
Guilsfield Community	Approve	15/10/2020	20/1651/RES	Reserved Matters	03/12/2021	Erection of 8 dwellings and all associated works in respect of outline planning consent P/2017/0420	Land Adjacent To Oldcastle Avenue Guilsfield Welshpool SY21 9PA
	Approve	22/09/2021	21/1795/HH	Householder	06/12/2021	Erection of an extension	10 Agincourt Drive Guilsfield Welshpool Powys SY21 9NA
Gwernyfed Community	Consent	25/10/2021	21/1876/FUL	Full Application	16/12/2021	Erection of a freestanding detached canopy shelter	Gwernyfed High School Three Cocks Brecon Powys LD3 0SG

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Kerry
Community

Approve	26/04/2021	21/0552/FUL	Full Application	26/11/2021	Erection of a building to house bottling plant, alterations to access and all associated works	Land At Perthybu Sarn Newtown Powys SY16 4EP
Consent	30/06/2021	21/1096/FUL	Full Application	06/12/2021	Extension to a workshop	Haulfryn Kerry Newtown Powys SY16 4NU
NMA Approved	08/11/2021	21/1999/NMA	Non-Material Amendment	01/12/2021	Application for a non material amendment in relation to 20/1494/HH regarding the removal of side portion of extension and reduction in floor area to first floor extension. Reduction to internal alterations.	Lexington Court Kerry Newtown SY16 4LU
Refused	13/07/2021	21/1013/HH	Householder	13/12/2021	Construction of wall to replace section of fence	The Laurels Common Road Kerry SY16 4NY

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Knighton Community	Consent	28/09/2021	21/1743/HH	Householder	15/12/2021	Erection of extensions	12 Ffrydd Terrace Knighton Powys LD7 1DL
Llanbadarn Fawr Community	Refused	13/01/2021	21/0088/FUL	Full Application	29/11/2021	Change of use of land for the siting of 3 no holiday let tree houses, alterations to access, sewage treatment plant and associated works	Land At Llwyn Crossgates Llandrindod Wells Powys LD1 5SU
Llanbadarn Fynydd Community	Approve	10/11/2020	20/1825/FUL	Full Application	09/12/2021	Conversion of a barn to a dwelling, erection of an extension, alterations to access, installation of a septic tank and associated works	Llananno Barn Llanbadarn Fynydd Llandrindod Wells Powys LD1 6TS
Llanbrynmair Community	Approve	05/05/2021	21/0715/FUL	Full Application	15/12/2021	Erection of a replacement dwelling, demolition of existing dwelling and shed, and associated works	Bryn Eglwys Dylife Llanbrynmair SY19 7BW



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Page 119	Refused	21/07/2017	P/2017/0536	Listed Building Consent	10/12/2021	LBC: Retention of works to a Listed Building to include installation of underfloor heating on ground floor, installation of UPVC windows and 1 no. velux window and renewed part glazed internal doors	Plas Rhiw Saeson Llanbrynmair Powys SY19 7DY
	Refused	25/07/2017	P/2017/0538	Householder	10/12/2021	Householder: Installation of replacement UPVC windows and installation of velux window in roof. Installation of underfloor heating to part of ground floor (Retrospective)	Plas Rhiw Saeson Llanbrynmair Powys SY19 7DY
	Refused	26/10/2021	21/1837/FUL	Full Application	21/12/2021	Erection of 3 bungalows and all associated works	Land West Of Bwlch Yr Laen Dolfach Llanbrynmair Powys SY19 7BA
	Llanddew Community	Consent	05/11/2021	21/1906/FUL	Full Application	16/12/2021	Formation of new vehicular access roadway to serve existing dwelling

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Llanddewi Ystradenni Community	Consent	21/09/2021	21/1561/FUL	Full Application	26/11/2021	Erection of an agricultural building to cover an existing yard	Lower Sign Llanbister Road Llandrindod Wells LD1 6SP
	Split Decision	21/07/2021	21/1245/DIS	Discharge of Condition	30/11/2021	Application to discharge planning condition no's 4, 8, 9 & 11 attached to planning approval P/2011/0208 (details of landscaping, surface water scheme, finish floor levels, foul water disposal scheme)	Llanddewi Hall Llanddewi Llandrindod Wells Powys LD1 6SF
Llandinam Community	Approve	26/07/2021	21/1324/FUL	Full Application	29/11/2021	Conversion farm building to provide residential accommodation, installation of a treatment plant and all other associated works	Hornby Llandinam Powys SY17 5BQ
	Approve	14/09/2021	21/1669/FUL	Full Application	29/11/2021	Change of use of existing self contained annex to use as self contained holiday accommodation	Coedygaer Fawr Llandinam SY17 5AZ

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	Refused	04/10/2021	21/1792/FUL	Full Application	29/11/2021	Erection of a rural enterprise dwelling, installation of package treatment plant, new vehicular access and all associated works (to be considered under the One Planet development)	Land At Little London Llandinam Powys SY17 5AQ
Llandrindod Wells Community	Approve	15/06/2021	21/1099/HH	Householder	01/12/2021	Demolition of existing garage and erection of 3 bay garage with office and playroom above	Lle Hyfryd Crossgates Llandrindod Wells LD1 5SL
	Consent	08/07/2021	21/1241/FUL	Full Application	01/12/2021	Removal of the existing projecting Barclay's Signage and boxing Existing ATM to be removed, new glazing to be infilled to match existing on completion Existing Night safe to be removed, New brickwork to be infilled to match existing on completion	Barclays Bank Plc Marlborough House Middleton Street Llandrindod Powys LD1 5DG

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	Consent	30/07/2021	21/1401/FUL	Full Application	02/12/2021	Erection of 3 bedroom bungalow and attached garage, creation of new vehicular access and parking spaces	Land At The Links Grosvenor Road Llandrindod Wells LD1 5NA
Llandrinio And Arddleen Community	Approve	22/06/2021	21/1088/FUL	Full Application	30/11/2021	Conversion of barn to form single dwelling, installation of treatment plant, access improvements and all other associated works.	The Hollies Pool Quay Welshpool Powys SY21 9LJ
	Approve	22/09/2021	21/1686/HH	Householder	09/12/2021	Proposed rear extension of property to gain master bedroom and sunroom	Myrtle Cottage Four Crosses Llanymynech Powys SY22 6RL
	Approve	14/10/2021	21/1788/HH	Householder	14/12/2021	Erection of a two storey side extension	22 Orchard Croft Llandrinio Llanymynech Powys SY22 6US
	Consent	25/06/2021	21/1140/FUL	Full Application	25/11/2021	Construction of a new vehicular access to serve two dwellings	Land At Trederwen View Arddleen SY22 6PY

Llandrinio And Arddleen Community

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Consent	28/10/2021	21/1859/REM	Removal or Variation of Condition	16/12/2021	Section 73 application to vary condition 2 of permission 18/0445/FUL, to allow for amended plans	Beguildy Deytheur Llansantffraid-Ym-Mechain Powys SY22 6TF	
Consent Section 106	09/06/2021	21/1150/DEE	Deed of Variation	29/12/2021	Application for the deed of revocation of a Section 106 agreement from planning permission P/2016/0319 in relation to affordable housing	Land At Bryn Perthy Arddleen Llanymynech Powys SY22 6RU	
Refused	19/02/2021	20/2133/FUL	Full Application	03/12/2021	Erection of agricultural building to replace existing agricultural building and all associated works	Burgedin Farm Sarnau Llanymynech SY22 6QL	
Refused	19/02/2021	21/0147/FUL	Full Application	03/12/2021	Erection of agricultural building to replace existing agricultural building and all associated works	Burgedin Farm Sarnau Llanymynech SY22 6QL	
Llandysilio Community	Refused	19/04/2021	21/0449/FUL	Full Application	03/12/2021	Erection of a dwelling and associated works	Land At City House Four Crosses Llanymynech Powys SY22 6RG



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Llanerfyl Community	Consent	18/05/2021	21/0506/FUL	Full Application	03/12/2021	Conversion and extension of former retail unit (use class A3) to form a dwelling (use class C3) (part retrospective)	Celfi Ty Hapus Llanerfyl Welshpool Powys SY21 0EP
Llanfair Caereinion Community	Approve	18/05/2021	21/0920/DIS	Discharge of Condition	10/12/2021	Application to discharge conditions 3, 4, 7, 8, 14, 15, 19, 23, 28 of planning approval 18/1086/FUL	Banwy Mill Caravan Park Melin-y-ddol Llanfair Caereinion Powys SY21 0ED
	Consent Section 106	09/03/2021	21/0383/REM	Removal or Variation of Condition	08/12/2021	Section 73 for the variation of conditions 2 and 3 from planning permission P/2017/0200 in relation to commencement dates	Land Adj Llys Awel Pool Road Llanfair Caereinion SY21 0HN
	Refused	06/04/2021	21/0411/FUL	Full Application	14/12/2021	Erection of a dwelling and associated access works	Plot Adj Ewenni Glanyrafon Llanfair Caereinion Welshpool SY21 9EB
Llanfyllin Community	Consent Section 106	11/12/2019	19/2023/FUL	Full Application	09/12/2021	Erection of a free range egg production unit including silos and all associated works	Cefn Gribin New Road Llanfyllin SY22 5EN

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Llangedwyn Community	Approve	24/06/2021	21/1130/HH	Householder	09/12/2021	Demolition of existing side porch, erection of single storey extension, carport, internal alterations and insulate and render existing external walls	Pen-yr-allt Llangedwyn Llanfechain Oswestry Powys SY10 9LJ
Llangors Community Council	Consent	22/10/2021	21/1938/HH	Householder	17/12/2021	Erection of a two storey side extension	1 Rockfield Terrace Tal-y-llyn Brecon Powys LD3 7TB
	Consent	27/10/2021	21/1931/FUL	Full Application	25/11/2021	Proposed roof over an existing muck store.	Upper Drostre Llan-Y-Wern Brecon LD3 0TN
Llangunllo Community	Approve	02/11/2021	21/1823/FUL	Full Application	20/12/2021	Construct a roof structure over an existing livestock feeding yard	Dolassey Farm Bleddfa Knighton LD7 1PA
	Consent	11/08/2021	21/1429/HH	Householder	01/12/2021	Erection of extension to dwelling, including demolition of conservatory and increase in roof pitch.	River View Llanbister Road Llandrindod Wells Powys LD1 5UT



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Llangurig Community	Approve	26/04/2021	21/0684/FUL	Full Application	06/12/2021	Erection of Covered Manure Storage facility within a Steel Portal framed building together with all other associated works	Bron Felin Old Hall Llanidloes SY18 6PW
Llangyniew Community	Approve	15/10/2021	21/1828/DIS	Discharge of Condition	26/11/2021	Discharge of conditions 8 and 12 of planning permission 18/0694/FUL (Amphibian conservation plan and Landscaping and biodiversity enhancement scheme)	Maesneuadd Pont Robert Meifod SY22 6JP
Llanidloes Community	Approve	22/06/2021	21/1161/FUL	Full Application	02/12/2021	Installation of biomass boiler (retrospective)	Oakdale, Coach House Llanidloes Powys SY18 6JA
	Approve	15/09/2021	21/1672/HH	Householder	06/12/2021	Rear part single, part two storey extension and front porch extension	Ty Clyd 11 Garden Suburb Llanidloes SY18 6EU
Llanidloes Without Community	Approve	08/09/2021	21/1614/HH	Householder	25/11/2021	Demolition of existing lean to outbuilding and erection of an extension	Llwynderw Farmhouse Old Hall Llanidloes Powys SY18 6PW

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	Permitted Development	30/11/2021	21/2117/DEM	Demolition Notification	15/12/2021	Demolition notification for demolition of public convenience block	Public Conveniences Bwlch Y Gle Van Llanidloes Powys
Llanigon Community	NMA Approved	30/11/2021	21/2094/NMA	Non-Material Amendment	14/12/2021	Application for non-material amendments to planning permission P/2017/0211(outline) and P/2017/1082 (reserved matters) in respect of approved plans (to amend the siting of the dwelling and to remove the rear kitchen lean-to which requires an amended North elevation)	Waters Edge Llanthomas Lane Llanigon Hereford HR3 5PU
Llanrhaeadr-Ym-Mochant Community	Approve	10/03/2021	21/0375/FUL	Full Application	14/12/2021	Conversion of former chapel to residential dwelling and associated works	Bethesda Chapel Back Chapel Street Llanrhaeadr-ym-mochnant Oswestry Powys

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	Approve	30/09/2021	21/1765/FUL	Full Application	25/11/2021	Erection of agricultural building	Pant Yr Helug Brithdir Llanfyllin Powys SY22 5HA
	Approve	11/10/2021	21/1844/HH	Householder	06/12/2021	Erection of first floor extension	Tanrallt Llanrhaeadr-Ym-Mochnant Oswestry SY10 0BX
	Approve	01/11/2021	21/1970/DIS	Discharge of Condition	17/12/2021	Discharge of condition 3 from planning approval 21/0749/HH in relation to Biodiversity Enhancement Scheme	Sychnant Farm House Llanrhaeadr-ym-mochnant Oswestry Powys SY10 0DE
	Approve	03/11/2021	21/1943/FUL	Full Application	17/12/2021	Erection of building to cover existing farm yard manure store.	Cefn Derwen Cefn Coch Llanrhaeadr-Ym-Mochnant SY10 0BS
Llansantffraid Community	Approve	08/09/2021	21/1465/FUL	Full Application	09/12/2021	Siting of 2 timber cabins for use as holiday accommodation, creation of parking and alterations to access, to include temporary use of a single cabin as residential accommodation	Land At Ty Issa Winllan Lane Llansantffraid-Ym-Mechain SY22 6TN

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Page 129	Approve	24/11/2021	21/2128/DIS	Discharge of Condition	08/12/2021	Application to discharge conditions 15 and 16 attached to permission 20/1843/FUL relating to external lighting and translocated hedgerow	Development Of Holiday Pods At Land West Of Godor Fawr Llantffraid-ym-mechain Powys
	Refused	10/06/2021	21/1089/DIS	Discharge of Condition	17/12/2021	Application to discharge condition 11 of planning consent 18/0454/FUL	Ty Issa Winllan Lane Llantffraid-Ym-Mechain SY22 6TN
	Refused	10/06/2021	21/1090/DIS	Discharge of Condition	17/12/2021	Application to discharge condition 10 of planning consent P/2017/0375	Ty Issa Winllan Lane Llantffraid-Ym-Mechain SY22 6TN
	Llansilin Community	Approve	16/04/2021	21/0680/FUL	Full Application	26/11/2021	Erection of a agricultural building and all associated works
	Refused	12/03/2019	19/0433/LBC	Listed Building Consent	06/12/2021	Listed building consent for internal and external alterations to farm building in connection with proposed conversion to a dwelling	Priddbwl Mawr Llangedwyn Oswestry SY10 9JZ

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	Refused	23/04/2020	20/0592/FUL	Full Application	02/12/2021	Conversion of a farm building to a single agricultural workers residential dwelling and all associated works (Resubmission)	Barn At Priddbwl Mawr Llangedwyn Oswestry SY10 9JZ
Llanwrthwl Community	Approve	09/08/2021	21/1466/HH	Householder	26/11/2021	Erection of an extension to existing dwelling	Dyffryn Barn Llanwrthwl Llandrindod Powys LD1 6NU
	Approve	07/09/2021	21/1631/FUL	Full Application	01/12/2021	Change of use of land for the siting of two holiday cabins with associated installation of sewage treatment and creation of a crushed stone track and parking and turning areas (grid ref 298977 260826)	Field At Cwm Trafle Belonging To Erwbant Newbridge-on-wye Llandrindod Wells Powys LD1 6ND
Llanwrtyd Wells Community	Refused	07/12/2020	20/1908/FUL	Full Application	09/12/2021	New single storey dwelling with garage	Plot 6, Between 19 Erw Haf And Willow Lea Ffos Road Llanwrtyd Wells Powys LD5 4RX

Llanwrthwl Community

Llanwrtyd Wells Community

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Llanyre Community	Refused	27/11/2020	20/1657/FUL	Full Application	16/12/2021	Extension to holiday home park to provide 25 additional caravans, installation of a treatment plant and associated landscaping	Busnant, The Busnant Holiday Park Gravel Road Llanyre Llandrindod Wells LD1 6ED
Llywel Community	Split Decision	25/10/2021	21/2012/DIS	Discharge of Condition	17/12/2021	Discharge of conditions 5, 6, 8, 9, 10 and 11 of planning permission 19/1224/FUL	Barn Complex At Bronydd Farm Llywel Brecon Powys
Machynlleth Community	Approve	10/09/2021	21/1643/FUL	Full Application	20/12/2021	Proposed single storey extension at the rear of the fire station and vehicle parking area at the front	Fire Station Craigfryn Machynlleth Powys SY20 8HE
	Approve	24/11/2021	21/2139/DIS	Discharge of Condition	08/12/2021	Application to discharge conditions 3, 4, 5 and 7 attached to permission 21/1702/FUL relating to contaminated land	Unit C2a Treowain Enterprise Centre Treowain Industrial Estate Machynlleth Powys SY20 8EG

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Manafon Community	Approve	13/09/2021	21/1587/RES	Reserved Matters	09/12/2021	Application for reserved matters approval (appearance, landscaping, layout and scale) of 5 residential dwellings in respect of planning approval 21/1143/REM	Development SW Of Trem Hirnant Manafon Welshpool Powys SY21 8BX
	Split Decision	04/08/2021	21/1419/DIS	Discharge of Condition	08/12/2021	Discharge of conditions 5, 6, 17 and 18 from planning permission 20/1660/FUL in relation to landscaping, engineering, hedgerows and lighting	Holiday Pod Development At Land At Tyn Y Celyn Llanfair Caereinion Welshpool Powys
Meifod Community	Refused	11/08/2021	21/1490/FUL	Full Application	14/12/2021	Creation of an slurry lagoon	Bwlchydderwen Llanfyllin Powys SY22 5ND

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Mochdre Community	Consent	28/09/2021	21/1653/RES	Reserved Matters	09/12/2021	Reserved matters application in respect of outline permission 21/1104/REM for the erection of an eco-friendly dwelling (access, appearance, landscaping, layout and scale)	Land Next To Manteg Mochdre Newtown SY16 4JJ
Montgomery Community	Approve	15/07/2021	21/1190/OUT	Outline planning	26/11/2021	Erection of an agricultural worker's dwelling and garage, formation of vehicular access and insertion of septic tank and all associated works	Land At Cockshutt Montgomery Powys SY15 6HZ
	Approve	14/10/2021	21/1835/LBC	Listed Building Consent	09/12/2021	Listed building consent for installation of 2 replacement windows to front elevation	2 Cross Houses Chirbury Road Montgomery Powys SY15 6QG
Nantmel Community	Approve	23/06/2021	21/1177/HH	Householder	29/11/2021	Erection of a two storey extension to existing dwelling	Dderwen Fawr Nantmel Llandrindod Wells Powys LD1 6EW

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Page 134	Newtown And Llanllwchaiarn Community	Approve	28/07/2021	21/1249/FUL	Full Application	26/11/2021	Alterations to an existing warehouse and extension to warehouse and offices. Improvements to on-site parking	Unit D Mochdre Industrial Estate Ln Dulas Newtown Powys SY16 4LE
		Approve	06/09/2021	21/1598/FUL	Full Application	30/11/2021	Application to cover an existing concrete Farm Yard Manure Store	Broniarth Abermule Montgomery SY16 3AN
		Approve	24/09/2021	21/1558/REM	Removal or Variation of Condition	03/12/2021	Section 73 application to vary condition no. 2 attached to planning approval 20/0053/FUL (to allow design changes)	Ladywell Shopping Centre New Church Street Newtown Powys SY16 1AF
		Approve	08/10/2021	21/1766/HH	Householder	14/12/2021	Demolition of existing single storey garage and construction of a two storey side extension.	16 Brynglas Close Newtown Powys SY16 2QD

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	Approve	10/11/2021	21/1994/DIS	Discharge of Condition	10/12/2021	Application to discharge condition 8 attached to permission 19/1059/FUL relating to landscaping	Former Radio Hafren Building Wesley Street Newtown Powys SY16 2NZ
Painscastle Community	Consent	05/08/2021	21/1455/HH	Householder	09/12/2021	Installation of air source heat pump and roof mounted solar PV array	Upper Barn Painscastle Builth Wells LD2 3JL
Page 135	Consent	18/10/2021	21/1857/FUL	Full Application	03/12/2021	Replacing the existing container and pre-fab store with a traditional building for housing vehicles, with office and storage space to first floor	School House Rhosgoch Builth Wells Powys LD2 3JY
	Consent	26/04/2021	21/0707/FUL	Full Application	02/12/2021	Proposed siting of two glamping pods	Cherry Tree Lodges & Stables Llandegley Llandrindod Wells Powys LD1 5UE
Pen-y-bont Fawr Community	Approve	03/11/2021	21/2089/TRE	Works to trees in Conservation Area	10/12/2021	Works to tree within a Conservation Area - Pollard of Ash Tree	The Old Rectory Hirnant Pen-y-bont-fawr Oswestry Powys SY10 0HP

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Presteigne Community	Approve	18/10/2021	21/1864/REM	Removal or Variation of Condition	03/12/2021	Section 73 application to remove condition 6 from planning approval 21/0389/HH in relation to archeological contractors and groundworks	The Old Vicarage Norton Presteigne Powys LD8 2EN
	Approve	03/11/2021	21/1992/TRE	Works to trees in Conservation Area	17/12/2021	Application to works to a tree in a conservation area namely to fell tree	Postings House 32 High Street Presteigne Powys LD8 2BE
	Approve	05/11/2021	21/2120/TRE	Works to trees in Conservation Area	17/12/2021	Felling of 3 trees, an ash, cypress and sycamore, within the conservation area	Harford House Hereford Street Presteigne Powys LD8 2AT
	Approve	15/11/2021	21/2070/TRE	Works to trees in Conservation Area	20/12/2021	Works to a tree in a conservation area - felling of a pine tree	Golwg Yr Eglwys Cannon's Lane Presteigne Powys LD8 2HE



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Approve	18/11/2021	21/1986/DIS	Discharge of Condition	26/11/2021	Discharge of condition no. 3 attached to planning approval 21/0977/FUL (hedgerow protection plan)	Thistle Brook Meeting House Lane Norton Presteigne LD8 2HA
Approve	09/12/2021	21/2246/DIS	Discharge of Condition	04/01/2022	Discharge of planning condition no's 3 & 5 attached to planning approval P/2016/0467 - schedule of materials and landscaping scheme	Land At Hill Farm Presteigne Powys LD8 2NH
Consent	01/03/2021	21/0361/FUL	Full Application	30/12/2021	Change of use of redundant church to create a community hub including internal and external works and alterations	Former Church Of St Andrews Norton Presteigne Powys LD8 2EN
Consent	01/03/2021	21/0362/LBC	Listed Building Consent	30/12/2021	Internal and external works and alterations in association with change of use of redundant church to create a community hub	Former Church Of St Andrew Norton Presteigne Powys LD8 2EY



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Consent	23/07/2021	21/1334/FUL	Full Application	01/12/2021	Demolition of existing buildings and erection of two residential units with ancillary garages, car parking and garden space	W A P Mccolville Ltd Presteigne Powys LD8 2DU
Consent	31/08/2021	21/1592/HH	Householder	30/11/2021	Erection of a two storey side extension to existing dwelling	33 Castle Road Presteigne LD8 2DY
Refused	10/09/2021	21/1370/RES	Reserved Matters	26/11/2021	Reserved matters application following planning approval 19/0777/OUT in relation to appearance, access, landscaping, layout and scale for the erection of a Rural Enterprise Dwelling.	Land At Fold Farm, Presteigne, Powys,



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Rhayader Community	Approve	07/09/2021	21/1638/DIS	Discharge of Condition	26/11/2021	Discharge of condition 4 of listed building consent 20/2035/LBC (Prior to any repointing works commencing on site details of the proposed mortar including composition, colour and finish shall be submitted to and agreed in writing by the Local Planning Authority)	6 Elan Village Elan Valley Rhayader Powys LD6 5HP
St. Harmon Community	NMA Approved	05/11/2021	21/1990/NMA	Non-Material Amendment	03/12/2021	Application for a non material application in relation to planning permission 18/0608/FUL with regards to external lighting	Gellilas Rhayader LD6 5NS
Tawe-Uchaf Community	Consent	12/07/2021	21/1268/FUL	Full Application	26/11/2021	Change of use from chapel vestry to holiday let	Vestry Dol Henrhyd Coelbren Neath Powys SA10 9PG

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Trefeglwys Community	Approve	26/07/2021	21/1366/VAR	Discharge/Modification of S106	09/12/2021	Discharge of the entire Planning Agreement in relation to M2005/0260 (occupancy restrictions)	Brooklyn Trefeglwys Caersws Powys SY17 5QG
	NMA Approved	19/10/2021	21/1884/NMA	Non-Material Amendment	26/11/2021	Non material amendment to remove condition 3 from planning permission 21/0063/FUL in relation to the use of facilities	Mid Wales Shooting Centre Ffinant Farm Trefeglwys Caersws Powys SY17 5QY
Tregynon Community	Refused	17/11/2021	21/1956/DIS	Discharge of Condition	29/11/2021	Application to discharge condition 4 from planning approval 20/0501/HH in relation to archaeological reports	Glebelands Tregynon Newtown Powys SY16 3EH
Trewern Community	Consent	15/09/2021	21/1621/OUT	Outline planning	03/12/2021	Outline application for erection of a dwelling, formation of vehicular access and all associated works	Land At Gate Farm Gate Farm Criggion Lane Trewern Welshpool Powys SY21 8EE

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Welshpool Community	Approve	22/10/2021	21/1733/HH	Householder	08/12/2021	Erection of an extension	Felindre 19 Gungrog Hill Welshpool SY21 7TJ
	Approve	29/10/2021	21/2049/TRE	Works to trees in Conservation Area	02/12/2021	Application for works to a tree in a Conservation Area	Red Bank Cottage Redbank Welshpool SY21 7DS
	Consent	29/04/2021	21/0811/FUL	Full Application	07/12/2021	Removal of external ATM and over boarding of aperture, removal of external signage and removal of all internal equipment/furniture.	23 Broad Street Welshpool SY21 7RN
	Consent	29/04/2021	21/0812/LBC	Listed Building Consent	06/12/2021	Listed building consent for removal of external ATM and over boarding of aperture, removal of external signage and removal of all internal equipment/furniture	23 Broad Street Welshpool SY21 7RN
	Refused	14/09/2021	21/1626/FUL	Full Application	10/12/2021	Siting of a Temporary Rural Enterprise Dwelling and all associated works	Valley View Groes-pluen Welshpool Powys SY21 9BW

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Whitton Community	Approve	15/10/2021	21/1926/DIS	Discharge of Condition	20/12/2021	Discharge of conditions 3, 4, 5 and 8 of planning permission P/2017/0244 (biodiversity, lighting, surface water drainage and photographic survey)	The Barns Rhos-y-meirch Knighton Powys LD7 1PE
	Consent	19/08/2021	21/1517/HH	Householder	25/11/2021	Two storey extension to front and side of existing dwelling	Upper House Rhos-y-meirch Knighton Powys LD7 1PD
Ystradgynlais Community	Approve	04/11/2021	21/2001/TPO	Works to Trees subject to a TPO	25/11/2021	T1 - Removal of Cedar tree due to its poor condition and risk of failure.	Squirrels Oak 2 Llys Ynyscedwyn Ystradgynlais Swansea Powys SA9 1EN
	Consent	20/12/2019	19/2035/RES	Reserved Matters	16/12/2021	Application for reserved matters following the approval of P/2016/0047 for the erection of 10 dwellings and all associated works	Land At Former Cynlais School Playing Field Ystradgynlais Powys

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Consent	24/08/2021	21/1348/FUL	Full Application	01/12/2021	Change of use of property from office use to use as cafe on ground floor and retail use on upper floor	3 Heol Rheolau Abercrave Swansea Powys SA9 1TB
Consent	02/09/2021	21/1477/HH	Householder	17/12/2021	Erection of a garage	167 Brecon Road Ystradgynlais Swansea SA9 1QN
Consent	24/09/2021	21/1556/HH	Householder	26/11/2021	Construction of 2 Storey Rear Extension and associated groundworks and internal re-model	47 Maescynog Ystradgynlais SA9 1PB
Consent	26/10/2021	21/1867/HH	Householder	14/12/2021	Erection of single storey rear extension	206 Brecon Road Ystradgynlais Swansea SA9 1QT
NMA Approved	17/11/2021	21/2096/NMA	Non-Material Amendment	09/12/2021	Application for non-material amendments to permission 20/1696/FUL to allow for amended plans	Pont Aur Ystradgynlais Powys SA9 1BP



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Refused	08/09/2021	21/1380/FUL	Full Application	01/12/2021	Change of use from industrial to D2 to allow for 1-2-1 and group personal training	Unit 7 Ynyscedwyn Industrial Estate Trawsffordd Ystradgynlais Abertawe Powys SA9 1DT
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