



Borough of Telford and Wrekin

Regulatory Committee

Monday 20 October 2025

6.30 pm or at the rise of the Licensing Committee whichever is later
Council Chamber, Third Floor, Southwater One, Telford, TF3 4JG

Democratic Services: Jayne Clarke 01952 383205

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Committee Members: Councillors I Preece (Chair), G H Cook (Vice-Chair),
C Chikandamina, J Jones, N Page, H Rhodes, R Sahota,
K L Tomlinson, R Tyrrell and P J Scott
Substitutes Councillors N A M England, G Luter, H Morgan
and T J Nelson

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	To seek approval from the committee for authorisation of officers of another licensing authority to undertake compliance functions under Section 68 and 73 of the Local Government Act (Miscellaneous Provisions) Act 1976, as amended.	

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Telford & Wrekin
Co-operative Council

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REGULATORY COMMITTEE

Minutes of a meeting of the Regulatory Committee held on Thursday 26 June 2025 at 7.00 pm in Council Chamber, Third Floor, Southwater One, Telford, TF3 4JG

Present: Councillors G H Cook (Vice-Chair), C Chikandamina, J Jones, N Page, R Tyrrell and P J Scott

In Attendance: J Clarke (Senior Democracy Officer (Democracy)), S Hardwick (Lead Lawyer: Litigation & Regulatory) and R Phillips (Registrars, Public Protection, Legal & Democracy Service Delivery Manager)

Apologies: Councillor I Preece, H Rhodes and K L Tomlinson

1 Declarations of Interest

None.

2 Terms of Reference

The Service Delivery Manager: Registrars, Public Protection, Legal & Democracy presented the Terms of Reference for the Licensing Committee for the 2025/26 Municipal Year.

The Council's Constitution required that Full Council should agree at its Annual Meeting the Terms of Reference for each of its committees to enable the Council to efficiently conduct its business.

At the Annual Meeting of the Council held on 15 May 2025, Full Council delegated authority to each Committee to review its own Terms of Reference. Also, at this meeting the Licensing Committee had been split into two Committees to have the effect that (1) the Licensing Committee would consider business as this related to the Licensing Act 2003 and the Gambling Act 2005, and (2) the Regulatory Committee would consider business as this related to other legislation to include, but not limited to, that relating to taxis, street trading and animal boarding. There were no other changes to the Terms of Reference.

Upon being put to the vote it was, unanimously:

RESOLVED – that the Terms of Reference for the 2025/26 Municipal Year be approved.

3 Taxi Licensing Update



The Service Delivery Manager: Registrars, Public Protection, Legal & Democracy gave an update on the work of the Licensing Team in relation to the work in the remit of the Regulatory Committee.

In relation to taxis, the Council would grant a licence to a fit and proper person and could create conditions for taxi licence holders and operators. A driver was permitted to work anywhere if the private hire operator and driver were the same. The Council was committed to ensuring and maintaining high standards whilst doing what it could to bolster the numbers of drivers.

There were currently 390 drivers and 41 operators within the borough and the team was in conversation with operators to consider how to grow the fleet. This would benefit residents with more readily available taxis, but this needed to be balanced against high standards and safety.

Those Members that sat on the Committee during the previous municipal year would be aware of the approval of the restricted private hire licences and changes to the tint requirements, which reflected the efforts in relation to efficiency, safety and meeting the community needs in areas such as home to school transport.

Hackney Carriage licences had a distinct difference where they could be flagged down whereas private hire vehicles were restricted to pre-bookings only which was a key difference. Luckily, plying for hire did not happen very often but the Council was as tough as it could be when it occurred.

In terms of forthcoming work, the Council's Taxi Licensing Policy, which was approved on 1 April 2023, was due to be reviewed by 2026 and during the current municipal year Members would be asked to feed into and approve the revised Taxi Licensing Policy. The Licensing Team, together with Legal Services, would look at best practice guidance from the Department for Transport (DFT) and ensure that the Policy would align or diverge in order to meet safety requirements.

The Team was currently working to a five-day turnaround to issue a licence, once all of the relevant documents had been received, which was significantly more effective than other local authorities. It was hoped to get the message out to any drivers who were considering being licenced with the Council that their licence would be received in a timely manner.

In relation to ongoing enforcement, the Team had delegated authority to effect decisions about current drivers and during the last 12-month period, two licences had been revoked, one new application refused, and two drivers required as part of their review to attend a driver training course. Where there was a need to revoke, the Council would take action at the first opportunity.



There were currently two drivers appealing against the decision to revoke their licences within the Court system and the Committee would be kept updated.

The Council had successfully introduced a voluntary CCTV programme with CCTV initially being installed within 16 vehicles. Community Safety Partnership funding had been received, which enabled further installation of CCTV and once this had been completed there would be 46 vehicles containing CCTV active in the borough. The CCTV protected not only passengers but the drivers themselves. Where drivers were licensed within the borough they may qualify for CCTV being installed.

There was active partnership working taking place with the neighbouring authorities of South Staffordshire, Shropshire and Wolverhampton and work was taking place to agree taxi licensing protocols/best practice across the region. Public safety was at the heart of decision-making and information sharing took place to ensure confidence that the appropriate action was taken where necessary.

The Council had a dedicated Nighttime and Economy and Enforcement Team which undertook a number of operations across the year and included plying for hire operations. These operations were carried out in partnership with the Police who undertook checks on roadworthiness and driving licences. No Telford drivers had failed those tests, which demonstrated good compliance and adherence to the law. Those drivers who were stopped by the Police showed a good knowledge of what was and was not acceptable. There had been 57 complaints in relation to taxis, which covered a whole range of reasons and the two revocations had come from those investigations. A taxi marshal scheme was in place in various locations across the borough, which ensured the public were kept safe when licenced premises closed with taxi marshals being on hand to answer questions and ensure people got home safely.

In relation to scrap material, the Police undertook roadside checks in various locations across the borough. Where an unlicensed vehicle was found, a range of actions could be applied and enforcement powers could be utilised. It was asked that if Members or the public were aware of scrap vehicles collecting and there were concerns they were not licenced that a registration number was taken and reported to the Licensing Team. The Team would then investigate compliance and share any relevant information with the team and, where necessary, had the power to prosecute and to issue significant fines.

There were currently 52 street trading licences, which included burger vans and ice cream vans across the borough. Some traders had permission to work in more than one area and on more than one day. Work took place to



ensure that street traders did not cause a nuisance and ensure resident safety.

Within the borough, there were nine residential home sites and two touring sites. Annual inspections took place to ensure these sites fully complied with the conditions of licence. Where a referral was received, the Council engaged with the licence holders to ensure issues with residents could be resolved and were as proactive as possible in investigating referrals.

The focus for the 2025/26 Municipal Year was to continue promoting a mix of pre-planned activity including work around plying for hire and scrap metal operations and where there was non-compliance or any prosecutions the relevant communications would take place. Work would also continue to ensure that licenced vehicles and street traders were adhering to conditions and there was a balance of welcoming licence holders to the borough against public safety. Ongoing collaboration with neighbouring authorities would continue during the year and any consequences or benefits of the joined-up working would be reported to the Committee.

During the debate, some Members asked in relation to scrap metal collectors if they were allowed to shout out or make a noise and whether this was an offence. It was also asked for the best way to contact the team to report any issues with scrap metal collectors and if this could be conveyed to the public. Other Members asked if the issues with fly tipping could be related to unlicensed scrap metal dealers and what could be done to ensure people could find legitimate operators and what was the viability of an app to book collections with licensed scrap metal dealers. Where complaints had been reported to taxi companies, how did the Council know the complaints had been dealt with, and was there anything in the Policy to prevent drivers working when tired? In relation to Uber Taxis, how many Uber drivers were seeking a licence and were there any patterns of work?.

The Service Delivery Manager: Registrars, Public Protection, Legal & Democracy confirmed that a piece of work could be undertaken to ensure that the public knew who to contact should they wish to make a complaint. Where a registration number was provided, investigations would take place. In relation to fly tipping and licenced scrap dealers being made more prominent, he would take this away and look at what could be done.

In relation to issues with taxi drivers, it was asked that these were reported to the Council as well as the operators. If a driver was choosing to drive whilst tired, they were putting public safety at risk and it could be questioned whether they were a fit and proper person to hold a licence. Operators had a role to play and some of the larger companies blocked or limited drivers to access jobs when they had completed long hours. Uber drivers increased the number of drivers nationally significantly and allowed for people to pick up



shifts, which was a positive. Uber was not currently licenced with the Council but there was a demand for better quality drivers across the country and in the borough. The Council would like to see more private hire drivers particularly in areas such as Southwater and The Gorge.

The report was for noting.

The meeting ended at 7.17 pm

Chairman: _____

Date: Monday 20 October 2025

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Borough of Telford and Wrekin

Regulatory Licensing Committee

Monday 20 October 2025

Delegated Authority for Wolverhampton City Council

Cabinet Member:	Cllr Richard Overton - Deputy Leader and Cabinet Member: Highways, Housing & Enforcement
Lead Director:	Anthea Lowe – Director: Policy & Governance
Service Area:	Policy & Governance
Report Author:	Amitabh Singh - Licensing & Night-Time Economy Manager
Officer Contact Details:	Tel: 01952 383683 Email: Amitabh.Singh@telford.gov.uk
Wards Affected:	All Wards
Key Decision:	Not Key Decision
Forward Plan:	Not Applicable
Report considered by:	Regulatory Committee – 20 October 2025

1.0 Recommendations for decision:

Regulatory Committee is recommended to:

- 1.1 Approve the delegation of authority to Wolverhampton City Council Compliance Officers; and
- 1.2 Approve the delegation of authority to the Director: Policy & Governance (and their onward delegation,) for the renewal of purpose-built or suitably modified wheelchair-accessible Private Hire Vehicles, in accordance with the Exceptional Criteria set out in this report.

2.0 Purpose of Report

- 2.1 To seek approval from the committee for authorisation of officers of another licensing authority to undertake compliance functions under Section 68 and 73 of the Local Government Act (Miscellaneous Provisions) Act 1976, as amended.

- 2.2 To seek approval from the Committee to delegate authority to the Director: Policy & Governance, in exceptional circumstances, to approve the continued licensing of a wheelchair-accessible Private Hire Vehicle beyond the standard age limit of 12 years, up to a maximum of 15 years. This delegation will apply only to purpose-built or suitably modified vehicles that meet the requirements set out under the Criteria for Exceptional Condition detailed in attached **Appendix 1**.

3.0 Summary of Main Proposals

- 3.1 On 7 October, the Licensing Authority received confirmation that our Licensing and Night-Time Economy Officers have been granted delegated authorisations by Wolverhampton City Council under Section 101(1) of the Local Government Act 1972, which permits councils to discharge functions on behalf of another authority.

This delegation provides authority under Sections 68 and 73 of the Local Government (Miscellaneous Provisions) Act 1976 (as amended) for our Officers to undertake the functions set out below, in relation to Wolverhampton registered vehicles operating within the Borough:

- Section 68 – relating to the inspection and determination of a vehicle's fitness
- Section 73 – relating to offences of obstructing authorised officers during investigations under the Act

- 3.2 Section 5.3 of the Department for Transport's 'Taxi and private hire vehicle licensing best practice guidance for licensing authorities in England' states:

"Licensing authorities should, where the need arises, jointly authorise officers from other authorities so that compliance and enforcement action can be taken against licensees from outside their area. An agreement between licensing authorities to jointly authorise officers enables the use of compliance and enforcement powers regardless of which authority within the agreement employs the officer and which issued the licence. This will mitigate the opportunities for licensees to evade regulation. Such an agreement will enable those authorities to take action against vehicles and drivers that are licensed by the other authority when they cross over boundaries. A model for agreeing joint authorisation is contained in the LGA Councillors' handbook."

- 3.3 Data requested from Wolverhampton Taxi Licensing regarding the number of their licensed drivers & Vehicle proprietors registered with a Telford address is detailed below, alongside comparative data for Telford:

Type of Licence	Wolverhampton Taxi Licensing	Telford Taxi Licensing
Private Hire Drivers	343	405

Private Hire and Hackney Carriage Vehicle Proprietors	237	275
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- 3.4 Licensing and Night Time Compliance Officers frequently carry out roadside checks of licensed vehicles to ensure compliance with the Council's requirements and conditions. The delegated authorisations referenced above will enable Taxi Licensing Officers to stop and, where necessary, suspend any Wolverhampton-licensed vehicles that are found to be unsafe or potentially dangerous. A report will then be made to Wolverhampton City Council who will then pick up any following actions.
- 3.5 In recognition of the authorisations granted to Council officers by Wolverhampton City Council, it is considered sensible for the Council to reciprocally authorise Wolverhampton licensing officers to undertake the same enforcement of T&W-licensed private hire and hackney carriages operating within the City of Wolverhampton.
- 3.6 A letter of authorisation for each named officer will be provided and this can be shown to licensees. Copies of the licence conditions and relevant policies will be exchanged, as well as information on enforcement action
These authorisations may be revoked at any time in writing by the council
- 3.7 Regulatory Committee is also asked to consider granting Officers a delegation to consider applications to extend the vehicle age limit in respect of purposefully adapted wheelchair accessible vehicles. In the past year, three such applications have been received.
- 3.8 The Council's current Taxi Licensing Conditions set out:
- Private Hire vehicles can only be licensed up to a maximum age limit of 12 years from the date of first registration.
 - Hackney Carriage Vehicles; New Application for purpose-built vehicles - After twelve years of age, where an annual application is made to extend the licence and the Council considers that the vehicle is of "exceptional condition" the vehicle can continue to be licensed up to a maximum age of fifteen years. Where vehicles are of "exceptional condition" and continue to be licensed over twelve years, the vehicle will be subject to six monthly compliance tests.
- 3.9 As a result, Private Hire Vehicles seeking to be licensed beyond the 12year age limit must submit an application, which requires a sub-committee of the Regulatory Committee to be convened to consider the request. It would appear sensible for Officers to be granted a delegation in the above terms to ensure that such applications can be dealt with swiftly, without the need for the convening of a sub-committee. This will ensure that, subject to receipt of satisfactory evidence of the

condition of the vehicle, applications are dealt with swiftly, helping to maintain the number of such adapted vehicles amongst our licensed fleet.

- 3.10 Over the past 12 months, three applications have been received for the renewal of Private Hire Vehicle Licences for purpose-built or suitably adapted wheelchair-accessible vehicles that exceed the standard age limit of 12 years.
- 3.11 Currently, there are a total of 33 wheelchair-accessible vehicles in our fleet, comprising 19 Hackney Carriages and only 14 Private Hire Vehicles

4.0 Alternative Options

- 4.1 Members may choose to decline joint authorisation, which would require Wolverhampton Council to revoke the authorisations outlined in this report. This action would remove the delegated authority currently granted to other councils, thereby preventing them from inspecting or suspending Wolverhampton-licensed vehicles operating within the boundaries of Telford and Wrekin. .
- 4.2 Members may be minded not to delegate authority to the Director of Policy and Governance and instead opt to maintain the current approach. Under this arrangement, officers are required to convene a Regulatory Sub-Committee, allowing elected members to make decisions based on the evidence submitted by the vehicle proprietor.

5.0 Key Risks

Failing to authorise Wolverhampton officers would be contrary to the Department for Transport's best practice guidance on reciprocal arrangements and could result in the withdrawal of the delegated authority recently granted to our Licensing Officers. This would prevent us from suspending any Wolverhampton-licensed vehicles operating within the borough of Telford that are deemed unfit, thereby increasing the risk to public safety.

6.0 Council Priorities

- 6.1 The recommendations in this report, support the following Council policies:
- Everyone benefits from a thriving economy; and
 - All neighbourhoods are a great place to live.

7.0 Financial Implications

- 7.1 We envisage minimum additional resource requirements, as Wolverhampton-licensed vehicles would only be suspended during pre-planned compliance operations or as part of routine licensing duties.
- 7.2 If delegated authority is granted to the Director of Policy & Governance to determine whether a licensed wheelchair-accessible Private Hire Vehicle meets

the Exceptional Condition criteria, the need to convene a Regulatory Sub-Committee would be removed.

8.0 Legal and HR Implications

- 8.1 Section 101 (1) of the Local Government Act 1972 permits councils to discharge functions on behalf of another authority.

9.0 Health, Social and Economic Implications

- 9.1 Enables out-of-area enforcement on vehicles licensed by Wolverhampton Council, thereby enhancing public safety for residents in Telford.
- 9.2 Greater accessibility for residents through the availability of purpose-built or suitably adapted wheelchair-accessible licensed Private Hire Vehicles.

10.0 Economic Benefits

- 10.1 There are potential economic benefits to the changes outlined within this report which potentially may create more jobs and employment within the Borough.

11.0 Equality and Diversity Implications

- 11.1 Improved access to licensed private hire wheelchair-accessible vehicles for residents to allow for greater mobility

12.0 Climate Change and Environmental Implications

- 12.1 Not applicable for the purposes of this report

13.0 Background Papers

- 1 Hackney Carriage and Private Hire Licensing Policy

14.0 Appendices

- 1 Draft document outlining exceptional licensing criteria for purpose-built or suitably adapted wheelchair-accessible Private Hire Vehicles that exceed the standard age limit of 12 years
- 2 Letter of Authorisation from Wolverhampton City Council

15.0 Report Sign Off

Signed off by	Date sent	Date signed off	Initials
Legal	02/05/2025	02/05/2025	RP

Appendix 1 - Draft exceptional licensing criteria for purpose-built or suitably adapted wheelchair-accessible Private Hire Vehicles

- The vehicle must have been continuously licensed with this Authority
- The vehicle must pass Telford & Wrekin Council's compliance test, except where the failure was the result of no more than three minor items (as stipulated in the licensed vehicle testing manual of inspection standards).
- The bodywork should be in near perfect condition with no signs of panel age deterioration, dents, scratches, stone chips or rust or any other abrasions that may detract from the overall appearance of the vehicle.
- The general paint condition should not show signs of fading, discolouration or mismatching that may detract from the overall appearance of the vehicle.
- The interior trim, panels, seating and carpets etc should be in excellent condition clean, free of damage and discoloration and as manufactured, i.e. no seat covers.
- The vehicle service record can be used as supporting evidence of exceptional condition in that a vehicle of exceptional condition would normally be expected to demonstrate regular servicing and maintenance in accordance with the manufacturer's service specification.
- The vehicle to be in excellent mechanical condition and in all respects safe and roadworthy with no signs of corrosion to the mechanical parts, chassis, underside or body work.
- The boot or luggage compartment to be in good condition, clean and undamaged.
- Passenger areas should be free from damp or any other odours that may cause passenger discomfort.
- The ramp and any other accessible features should be shown to be in full working order and showing no signs of rust or excessive wear to components.