
Report To:	General Purposes Board	Date:	10 May 2023
Report By:	Head of Legal, Democratic, Digital & Customer Services	Report No:	LS/049/23
Contact Officer:	Anne Sinclair	Contact No:	712034
Subject:	Installation of Operation of CCTV Cameras within Taxi/Private Hire Vehicles		

1.0 PURPOSE AND SUMMARY

1.1 For Decision For Information/Noting

1.2 The purpose of this report is to consult with Members of the General Purposes Board to seek the view of the Board on the responses received to the consultation regarding the terms of a draft policy allowing for the installation and operation of CCTV cameras within taxi/private hire vehicles.

1.3 Inverclyde Council currently has no policy in relation to the installation and operation of cameras within taxis and private hire vehicles.

1.4 The installation and operation of CCTV cameras will have implications for taxi/private hire operators under the General Data Protection Regulations and UK Data Protection law as recorded images will constitute "data" in terms of the Regulations.

2.0 RECOMMENDATIONS

2.1 The Board is asked to:

(1) consider the terms of the draft policy set out in **Appendix 1** allowing for the installation and operation of CCTV cameras in taxis and private hire vehicles in light of the consultation responses received;

(2) determine whether to approve the said draft policy; and if minded to do so;

a) approve the proposed licensing conditions in set out in section 6 of the report and the notification process set out in section 7 and thereafter instruct the Head of Legal, Democratic, Digital & Customer Services to publicise the terms of the said policy and guidance;

b) approve the proposed notification process and the admin fee of £35 and inspection fee of £15 set out in sections 7.2 and 7.4 of this report.

Iain Strachan
Head of Legal, Democratic, Digital & Customer Services

3.0 BACKGROUND AND CONTEXT

- 3.1 At the meeting on 21 September 2022, it was decided by the General Purposes Board that the Head of Legal & Democratic Services should be authorised to commence a consultation on a draft policy regarding the installation of CCTV cameras in taxis/private hire vehicles in order to determine the levels of support for such a policy and record any concerns relative to adopting such a policy. This decision was reached in response to requests from taxi operators that such a measure should be adopted to improve the safety of both drivers and passengers during taxi/private hire journeys.
- 3.2 As part of this consultation Officers from the Council's Licensing Section, forwarded a copy of the draft policy to, The Information Commissioner's Office, Police Scotland, all Community Councils within Inverclyde and all taxi operators and representatives of the trade. As the Board stipulated that any consultation should include members of the public, a public notice, providing a link to the draft policy and guidance, was published in the Greenock Telegraph newspaper on 21 September 2022 inviting responses no later than 23 January 2023. The public notice and consultation intimated that the Council was considering whether the installation of CCTV cameras within taxi and private hire vehicles would improve the safety of both drivers and passengers during taxi/private hire journeys. Responses to the proposal were invited by 23 January 2023.
- 3.3 As part of the consultation respondents were asked for their views as to whether the Licensing authority should adopt a policy allowing CCTV systems to be installed and used in taxis and private hire cars.
- 3.4 A total of 6 responses, were received from taxi/private hire vehicle operators within the timescale stipulated. An email response dated 20 December 2022 response was received on behalf of the Information Commissioner's Office and a late response was received from one Community Council.

4.0 RESPONSES TO THE CONSULTATION

- 4.1 The response received by the Council sent on behalf of the Information Commissioner's Office (ICO) advised that as an independent regulator the ICO is not in a position to ratify or approve any particular policy as that could invalidate their independent position. However, the response acknowledged that legislation would not prevent the use of CCTV or dashcams in taxis and private hire vehicles where appropriate, and when doing so stated that the installation of CCTV :

“ would benefit from strong and robust policies as you appear to have in your draft documents.”
- 4.2 All the responses from the taxi/private hire vehicle operators received in response to the consultation were supportive of a policy permitting the installation and use of CCTV in licensed taxis and private hire cars. While all of the respondents were in favour of the draft policy mainly in terms of improving driver and passenger safety, two respondents indicated that the display of contact details within the vehicle was not suitable in relation to an independent operator. One of those respondents suggested the Inverclyde Council's telephone number could be displayed in the cab and any passenger who had an issue with the use of CCTV could contact the Council. However, data/footage captured by a CCTV camera must be regulated by a “Data Controller” who is responsible for all processing/storing/deleting of the data/ footage. The taxi operator would be the Data Controller. Whilst the Council regulates licensing of taxis in Inverclyde, the Council would not be the Data Controller for any data captured by CCTV in taxis. The Council would not own the CCTV equipment and would have no control over how any footage captured would be recorded/stored/deleted.

- 4.3 In order to address the concern raised by the two independent operators referred to above it is proposed that the draft policy is amended in order to reflect that only the name and contact telephone number of the Data Controller would appear in the signage displayed within the cab and not their home address. Accordingly, it is proposed that the draft policy and guidance are amended in order to delete reference to the operator's address being displayed. The ICO has been consulted regarding this proposed amendment to the draft policy. The ICO has confirmed that the Data Controller only requires to include a single contact method for the Data Controller, which could be an email, phone number, postal address or another valid route. Hence the deletion of reference to an address will not cause any difficulty.
- 4.4 One respondent took issue with the proposed administration fee of £35 and it will be for Members of the Board to determine if this fee is appropriate in the circumstances. By way of justification it should be noted that there will be additional work for the Licensing section. In terms of the policy and guidance a notification process will be in place with the licensing authority. Before CCTV can be installed in a taxi or private hire car, the licence holder of the relevant vehicle must complete an appropriate application form and submit it to the Licensing authority together with an admin fee of £35.00. The licensing authority will require to process the form and provide an acknowledgement to the Licence Holder. The application will then require to be intimated to the Council's Roads Service for an inspection to be arranged. Once a report has been received from the Roads Service, the Licensing Section will require to provide written authority to the licence holder that the installation can proceed if deemed appropriate by the Roads Service. This will occasion additional work for the Licensing section and necessitate the additional charge.

5.0 PROPOSALS

5.1 The draft policy issued for consultation together with the draft guidance is attached in **Appendix 1** to this report. The draft policy provides that in allowing the installation and use of CCTV, the Licensing authority recognises that such systems can be used for the following purposes:

- to prevent and detect crime,
- reduce the fear of crime,
- enhance the safety of taxi and private hire car drivers, as well as their passengers and
- assist insurance companies in investigating motor insurance incidents and/or to evidence fault in relation to accidents or other related incidents.

However, the draft policy also seeks to ensure that the installation and operation of CCTV systems do not compromise the safety of either drivers or passengers or unreasonably interfere with the privacy of members of the public.

- 5.2 The draft policy does not set out a mandatory requirement that all taxis and private hire cars must be fitted with CCTV systems, rather it would be a matter for individual operators to determine whether to install the CCTV system within their vehicle in accordance with the terms of the approved policy.
- 5.3 The draft policy provides that the Data Controller, for the purposes of the Data Protection Act and GDPR, will be the holder of the taxi or private hire car licence. The taxi or private hire car operator would therefore be responsible for ensuring compliance with requirements of the approved policy and all relevant data protection legislation and not the driver of the vehicle. The taxi or private hire car operator will be the Data Controller under GDPR, and will be responsible for:
- complying with data protection legislation;
 - complying with the ICO's CCTV Code of Practice;
 - the use of all images obtained through CCTV;
 - any breaches of data protection legislation; and
 - any fines imposed for breaches of UK data protection legislation.

The policy also makes clear that, in line with GDPR, all taxis and private hire car vehicles with CCTV must display the privacy statement as required by UK data protection laws.

- 5.4 The draft policy also sets out a number of requirements in relation to the installation and use of the equipment forming part of the CCTV system in order to protect the safety of the driver, passengers and other road users.
- 5.5 In order to minimise intrusion to passengers, the draft policy sets out that CCTV systems must not be used to record conversations between members of the public as this is highly intrusive and unlikely to be justified except in very exceptional circumstances. Where possible, the CCTV system should not have any sound recording facility. However, if the system comes equipped with a sound recording facility then this functionality should be disabled and only capable of being utilised where the recording is triggered due to a specific threat to driver or passenger safety, for example, if a panic button is pressed/activated and must be subject to certain criteria set out within the policy.
- 5.6 The draft policy also requires that appropriate signage is displayed in the vehicle in order to indicate to passengers that CCTV is in operation. The ICO guidance states that when using CCTV the Data Controller must include a sign that recording is taking place, the purpose of the recording and a way to contact the Data Controller. The Purpose can be brief and simply state "For safety and crime prevention".

6.0 PROPOSED LICENCE CONDITIONS

- 6.1 If the Board is minded to approve the draft policy on the installation and use of CCTV in taxis and private hire cars, it is recommended that the following standard conditions are added to all taxi and private hire car licences:

The holder of the (Taxi/Private Hire Car) Licence is only permitted to install a CCTV system in his/her vehicle having first notified the licensing authority of his/her intention to do so and having received an acknowledgement of the notification and permission in writing from the licensing authority that they may proceed with the installation of the CCTV system.

The holder of the (Taxi/Private Hire Car) Licence is only permitted to install and operate a CCTV system in his/her vehicle in accordance with the terms of the licensing authority's policy on the installation and operation of CCTV systems in taxis and private hire cars.

7.0 PROPOSED NOTIFICATION PROCESS

- 7.1 It is not proposed that the licensing authority approves any specific CCTV system as it will be the responsibility of the taxi or private hire car operator to ensure that the CCTV system to be installed complies with the requirements of the policy and any requirements made by the Information Commissioner's Office, including the annual notification process to the ICO. The CCTV system will be checked as part of the annual and intermediate vehicle inspection process.
- 7.2 It is however proposed that a process is introduced whereby a taxi or private hire car operator intending to install and operate CCTV in their taxi or private hire car submits a notification to the licensing authority confirming that they agree to comply with the licence conditions set out in section 6.1 or any alternative licensing conditions as may be approved by the Board. The notification will be acknowledged by the licensing authority within 28 days and intimated by the Licensing Authority to the Councils Road Service for inspection. Once a report has been received

from the Roads service the Licensing Section will provide written authority to the License Holder that they may proceed with installation.

- 7.3 The administration fee of £35.00 in relation to notifications made in terms of paragraph 9 of Schedule 1 to the Civic Government (Scotland) 1982 Act (Notifications of Changes and Alterations) would be applied.
- 7.4 Upon receipt of a notification from a taxi/private hire driver the licensing section will consult with the Council's Transport service at the Pottery Street Depot in order that a physical inspection of the equipment can be undertaken in relation to the following:
- the installation of the equipment;
 - security of the proposed fitment;
 - location of the fitment in respect of the interference with any other vehicle systems and view of the road; and
 - fitness of required signage and operator details displayed
- 7.5 Having consulted with colleagues in the Council's Transport Service if the installation of the CCTV system is being checked as part of an annual or six monthly inspection, no additional fee will require to be charged. However if operators wish to install CCTV equipment out with their routine test dates and a separate booking/inspection of the vehicle is required then it is proposed that a fee of £15 will be charged in this connection.

8.0 IMPLICATIONS

- 8.1 The table below shows whether risks and implications apply if the recommendation(s) is(are) agreed:

SUBJECT	YES	NO	N/A
Financial	X		
Legal/Risk	X		
Human Resources	X		
Strategic (LOIP/Corporate Plan)			X
Equalities & Fairer Scotland Duty	X		
Children & Young People's Rights & Wellbeing			X
Environmental & Sustainability			X
Data Protection	X		

8.2 Finance

There will be additional costs incurred in relation to drafting and processing notification application forms and liaising with taxi/private hire drivers who intimate that they wish to install CCTV in their vehicles.

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
N/A					

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments
N/A					

8.3 Legal/Risk

The use of CCTV devices within licensed taxi/private hire vehicles must comply with UK data protection legislation.

8.4 Human Resources

It is anticipated that the Council's existing licensing staff will be in a position to undertake the additional work under the current budget.

8.5 Equalities and Fairer Scotland Duty

(a) Equalities

This report has been considered under the Corporate Equalities Impact Assessment (EqIA) process with the following outcome:

X	YES – Assessed as relevant and an EqIA is required, a copy of which will be made available on the Council website https://www.inverclyde.gov.uk/council-and-government/equality-impact-assessments
	NO – This report does not introduce a new policy, function or strategy or recommend a substantive change to an existing policy, function or strategy. Therefore, assessed as not relevant and no EqIA is required

(b) Fairer Scotland Duty

Has there been active consideration of how this report's recommendations reduce inequalities of outcome?

X	YES – A written statement showing how this report's recommendations reduce inequalities of outcome caused by socio-economic disadvantage has been completed.
	NO – Assessed as not relevant under the Fairer Scotland Duty.

8.6 Data Protection

The Licence Holder will be the Data Controller and therefore responsible for complying with Data Protection/GDPR legislation and the ICO's CCTV Code of Practice. The Data Controller is responsible for the use of all images obtained through CCTV, any breaches of data protection legislation and any fines for breaches of UK data protection legislation..

9.0 CONSULTATION

9.1 It is proposed that officers will notify relevant licence holders of any policy and new licensing conditions approved by the Board.

10.0 BACKGROUND PAPERS

10.1 None.

INVERCLYDE COUNCIL POLICY ON CCTV IN TAXIS

INTRODUCTION

The aim of this policy is to allow for the safe installation and use of CCTV systems in taxis and private hire cars licensed by Inverclyde Council's Licensing Authority where there is a legitimate purpose for the operation of CCTV.

This policy was adopted by the Council on (date to be inserted).

This policy seeks to ensure that the installation and operation of CCTV systems does not:

- (a) unreasonably interfere with the rights and freedoms of members of the public or drivers;
- (b) compromise the safety of drivers and passengers.

This policy does not place a mandatory requirement on the licensed operators of taxis and private hire cars to install CCTV systems in their vehicles.

INSTALLATION OF CCTV FOR LEGITIMATE PURPOSES

The Licensing Authority has determined that CCTV systems can be installed and operated in taxis and private hire cars for the following legitimate purposes:

- preventing and detecting crime
- reducing the fear of crime
- enhancing the safety of taxi and private hire car drivers, as well as their passengers
- assisting insurance companies in investigating motor vehicle incidents and/or to evidence fault in relation to accidents or other related incidents.

For the purposes of this policy, a CCTV system will include any electronic recording device attached to the inside of a taxi or private hire car having the technical capability to capture and retain visual images from inside the vehicle.

Any CCTV system to be fitted in a taxi or private hire car must, as a minimum, meet the requirements of this policy. Only CCTV systems meeting these requirements can be installed into licensed taxis and private hire cars.

Where an operator wishes to install and use a CCTV system, it will be a condition of the taxi or private hire car licence that the requirements of this policy are complied with. Failure to comply with the requirements of this policy could lead to a complaint being made to the Council's General Purposes Board in order to consider the possible suspension of the licence until such time as the equipment meets the necessary requirements or is removed from the vehicle.

THE DATA CONTROLLER

"Data Protection Law" means the law and guidance relative to data protection in force in the United Kingdom including (without limitation) the Data Protection Act 2018, the United Kingdom General Data Protection Regulations ("the UK GDPR") and the Privacy and Electronic Communications (EC Directive) Regulations 2003, as amended or replaced from time to time.

If you install CCTV in your taxi or private hire car then you will be responsible for the equipment and the images captured by that equipment. In relation to the personal data that will be processed, you will be a "data controller".

Data Protection Law defines a "data controller" as the person or body who determines the purpose and means of the processing of personal data.

As a data controller you will be responsible for ensuring you comply with:

1. Data Protection Law
2. Information Commissioner's guidance on use of CCTV which can be found here, <https://ico.org.uk/for-organisations/guide-to-data-protection/key-dp-themes/guidance-on-video-surveillance-including-cctv/about-this-guidance>.
3. This policy

As a data Controller, you will be ensuring compliance with the requirements of this policy and Data Protection Law including the collection, use, security, retention and deletion of all images and audio recordings as appropriate.

Any Licence Holder wishing to install a CCTV system should seek their own independent legal advice relative to their obligations and duties under Data Protection Law and this policy. This document should not be regarded as a definitive guide to Data Protection Law and cannot be relied upon as such.

THIRD PARTY DATA PROCESSOR

In order to install a CCTV system, a CCTV service provider will likely be required. A CCTV Service Provider may collect and store any information collected remotely, acting as a "Data Processor".

Data Protection Law defines a Data Processor as any natural or legal person, public authority or other body which processes personal data on behalf of the data controller, in response to specific instructions.

Please note that the Licence Holder, as Data Controller, still retains full responsibility for the actions of the Data Processor. There must be a formal written contract between the Data Controller and the Data Processor. The contract must contain provisions covering security arrangements, retention/deletion instructions, access requests and termination arrangements.

A copy of the contract must be provided to an authorised officer of the Licensing Authority, or to the Police, on reasonable request.

It is for the Licence Holder to determine the approach as regards to regulated compliance with this policy and ensure that there is compliance by any taxi/private hire driver.

GENERAL REQUIREMENTS – INSTALLATION AND OPERATION

CCTV systems must not be used to record conversations between members of the public as this is highly intrusive and unlikely to be justified except in very exceptional circumstances. Wherever possible, the CCTV system should not have any sound recording facility.

However, if the system comes equipped with a sound recording facility then this functionality should be disabled and only capable of being utilised where the recording is triggered due to a specific threat to driver or passenger safety, e.g. a 'panic button' is pressed/activated, and must be subject to the following safeguards:-

- a) Where this audio recording facility is utilised a reset function must be installed which automatically disables audio recording and returns the system to normal default operation after a specified time period has elapsed; and
- b) The time period that audio recording may be active should be the minimum possible and should be declared at the time of submission for approval of the equipment.

There is further guidance available on the Information Commissioner's website relative to audio recording. Licence Holders should be aware of the additional duties and obligations in relation to audio recording.

In the limited circumstance where audio recording is justified, signs must make it very clear that audio recording is being or may be carried out.

CCTV systems installed in taxis and private hire cars will be inspected as part of the annual and intermediate inspections carried out by the Taxi Inspection Depot, Pottery Street, Greenock.

The installation and operation of a CCTV system must comply with the requirements of the Information Commissioner's CCTV Code of Practice, a copy of which can be viewed by accessing the following web-page: <https://ico.org.uk/for-organisations/guide-to-data-protection/key-dp-themes/guidance-on-video-surveillance-including-cctv/about-this-guidance/>

All equipment must comply with any legislative requirements in respect of Motor Vehicle Construction and Use Regulations.

All equipment must meet any and all requirements as regards safety, technical acceptability and operational/data integrity.

All equipment must be designed, constructed and installed in such a way as to present no danger to passengers or to the driver, including impact with the equipment in the event of a collision or danger from the electrical integrity being breached through vandalism, misuse, or wear and tear. In particular, the camera(s) must be fitted safely and securely in such a way that it does not adversely encroach into the passenger area and must not impact on the safety of the driver, passenger or other road users.

All equipment must be installed as prescribed by the equipment and/or vehicle manufacturer installation instructions by a qualified auto-electrician.

The CCTV system must not weaken the structure or any component part of the vehicle or interfere with the integrity of the manufacturer's original equipment.

All equipment must be installed in such a manner so as not to increase the risk of injury and/or discomfort to the driver and/or passengers. For example, temporary fixing methods such as suction cups will not be permitted, or lighting, such as infra-red, which emits at such a level that may cause distraction or nuisance to the driver and/or passengers.

All equipment must be protected from the elements, secure from tampering and located such as to have the minimum intrusion into any passenger or driver area or impact on the luggage carrying capacity of the vehicle.

It is contrary to the Motor Vehicle (Construction and Use) Regulations 1986 for equipment to obscure the view of the road through the windscreen.

Equipment must not obscure or interfere with the operation of any of the vehicle's standard and/or mandatory equipment, i.e. not mounted on or adjacent to air bags/air curtains or within proximity of other supplementary safety systems which may cause degradation in performance or functionality of such safety systems.

Viewing screens within the vehicle for the purposes of viewing captured images will not be permitted. All wiring must be fused as set out in the manufacture's technical specification and be appropriately routed. The location of the camera(s) installed within the vehicle must be for the purpose of providing a safer environment for the benefit of the taxi or private hire car driver and passengers, and not for any other purpose.

All equipment must be checked regularly and maintained to operational standards, including any repairs after damage.

All system components requiring calibration in situ should be easily accessible.

AUTOMOTIVE ELECTROMAGNETIC COMPATIBILITY REQUIREMENTS (EMC)

CCTV equipment must not interfere with any other safety, control, electrical, computer, navigation, satellite, or radio system in the vehicle. Any electrical equipment such as an in-vehicle CCTV system fitted after the vehicle has been manufactured and registered, is deemed to be an Electronic Sub Assembly (ESA) under the European Community Automotive Electromagnetic Compatibility Directive and therefore must meet with requirements specified in that Directive or any other replacement regulator.

CCTV equipment should be e-marked or CE-marked. If CE marked confirmation by the equipment manufacturer as being non-immunity related and suitable for use in motor vehicles is required.

Activation of the equipment may be via a number and combination of options, such as - door switches, time delay, drivers' panic button or in the case of incident/event recorder, predetermined G-Force parameters set on one or more axis (i.e. braking, acceleration, lateral forces) and configured to record for a short period of time before the event, during the event and a short period following the event.

SECURITY OF IMAGES

All Images captured by the CCTV system must remain secure at all times.

The captured images must be protected using encryption software which is designed to guard against the compromise of the stored data, for example, in the event of the vehicle or equipment being stolen.

It is recommended by the Information Commissioner that the Data Controller ensures that any encryption software used meets or exceeds the current Federal Information Processing Standard (FIPS) required by the Information Commissioner. System protection access codes will also be required to ensure permanent security.

RETENTION OF CCTV IMAGES

The CCTV equipment selected for installation must have the capability of retaining images either:

- within its own hard drive;
- using a fully secured and appropriately encrypted detachable mass storage device, for example, a compact flash solid state card;
- or where a service provider is providing storage facilities, transferred in real time using fully secured and appropriately encrypted GPRS GSM telephone signalling to a secure server within the service provider's monitoring centre.

Images must not be downloaded onto any kind of portable media device (e.g. CDs or memory sticks) for the purpose of general storage outside the vehicle.

The CCTV system must include an automatic overwriting function, so that images are only retained within the installed storage device for a maximum period of 31 days from the date of capture.

Where a service provider is used to store images on a secure server, the specified retention period must also only be for a maximum period of 31 days from the date of capture.

Where applicable, these provisions shall also apply to audio recordings.

USE OF INFORMATION RECORDED USING CCTV

Any images and any audio recording should only be used for the purposes described in this policy.

Requests may be made to the Data Controller by Authorised Officers of the Licensing Authority, Police Scotland or other statutory law enforcement agencies, insurance companies/brokers/loss adjusters or exceptionally other appropriate bodies, to view captured images, or obtain audio recordings if applicable.

The Licence Holder, as Data Controller, is responsible for responding to these requests. Police Scotland, Authorised Officers of the Licensing Authority or other law enforcement agencies should produce a standard template request form, setting out the reasons why the disclosure is required. Alternatively a signed statement may be accepted.

All requests should only be accepted where they are in writing, and specify the reasons why disclosure is required.

Where the CCTV is used to record images in response to an incident outside the vehicle the License Holder must ensure that they comply with the requirements of the Information Commissioner's office.

Under Data Protection Law, members of the public may also make a request for the disclosure of images, but only where they have been the subject of a recording. This is known as a 'subject access request'. Such requests must only be accepted where they are in writing and include sufficient proofs of identity (which may include a photograph to confirm they are in fact the person in the recording).

Any Licence Holder wishing to install CCTV should seek their own independent legal advice relative to their obligations and duties under Data Protection Law. This document should not be regarded as a definitive guide to Data Protection Law and cannot be relied upon as such.

SIGNAGE

In addition to any signage and privacy notice requirements set out in the Information Commissioner's CCTV Code of Practice, the following requirements apply in relation to signage:

All taxis and private hire cars with CCTV must display signage within the vehicle to indicate that CCTV is in operation, the purpose of the recording and a way to contact the Data Controller.

The purpose may be brief and could state " For Safety and Crime Prevention", however operators wishing to install CCTV should seek their own legal advice..

The signage must be displayed in such positions so as to minimise obstruction of vision and to make it as visible as possible to passengers, before and after entering the vehicle.

In the limited circumstance where audio recording is justified, signs must make it explicitly clear that audio recording is being or may be carried out.

CONTACT DETAILS

The name, and the contact telephone number of the Licence Holder, as Data Controller must be included on any signage displayed in relation to CCTV operating within the taxi/private hire vehicle.

NOTIFICATION

Prior to installing CCTV in a taxi or private hire vehicle, the Licence Holder of the relevant vehicle must complete an appropriate application form and submit it to the licensing authority together with an admin fee of £35 or whatever alternative charge should apply. The Licensing authority will process the form and provide an acknowledgement to the Licence Holder within 28 days. The application will require to be intimated by the Licensing section to the Council's Roads Service for an inspection to be arranged. If installation of CCTV is requested out with the usual annual or six monthly inspection, an additional charge of £15 will apply and require to be paid by the Licence Holder to the Roads Service. Once a report has been received from the Roads Service, the Licensing section will provide written authority to the Licence Holder if the installation can proceed.

REVIEW

This policy will be reviewed within 3 years or sooner if deemed appropriate by the Council.