

# CARLISLE CITY COUNCIL

**Report to:-** The Chairman and Members of the Regulatory Panel

**Date of Meeting:-** 23 November 2011

**Agenda Item No:-**

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Public	Operational	Delegated: Yes
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Accompanying Comments and Statements	Required	Included
Cumbria Fire Service	No	No
Cumbria Constabulary	No	No
Environmental Services	No	No

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**Title:-** HACKNEY CARRIAGE AND PRIVATE HIRE CCTV REQUIREMENTS

**Report of:-** ASSISTANT DIRECTOR (GOVERNANCE)

**Report reference:-** GD 65/11

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## Summary:

- 1.1 On 19 October 2011 the Regulatory Panel approved amended 'Hackney Carriage and Private Hire CCTV Requirements'.
- 1.2 We have now obtained a sample warning sign which is suitable for use with CCTV systems, however the font size is slightly smaller than that originally stated under the previously approved 'Hackney Carriage and Private Hire CCTV Requirements'.

## Recommendation:

That the 'Hackney Carriage and Private Hire CCTV Requirements' be amended to reflect the new font size and be adopted by the Regulatory Panel.

J A Messenger  
Licensing Manager

**Note:** In compliance with section 100d of the local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers: Hackney Carriage and Private Hire CCTV Requirements

## CITY OF CARLISLE

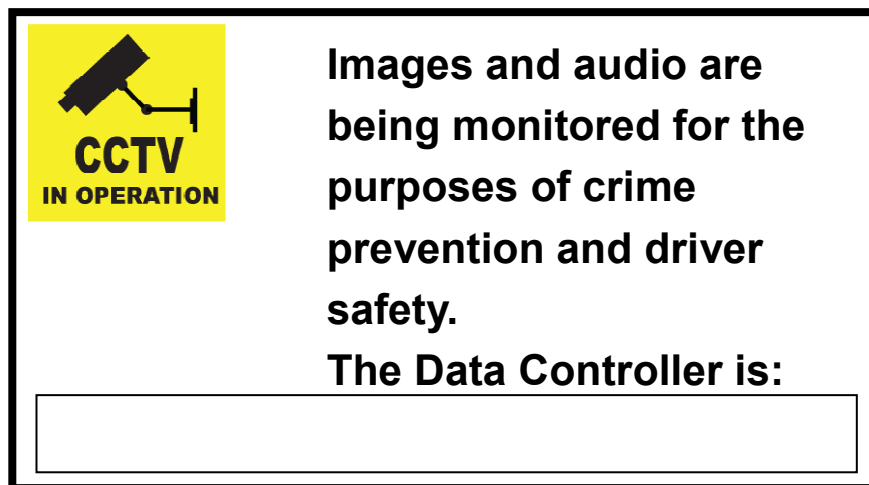
To: The Chairman and Members of the Regulatory Panel 23 November 2011

### CCTV IN HACKNEY CARRIAGES AND PRIVATE HIRE VEHICLES

#### 1. HISTORY

- 1.1 On 19 October 2011 the Regulatory Panel approved amended 'Hackney Carriage and Private Hire CCTV Requirements'.
- 1.2 We have now obtained a sample warning sign which is suitable for use with CCTV systems, however the font size is slightly smaller than that originally stated under the requirements in para. 1.1 above. To allow this, or similar signs to be permitted, the font size should be reduced at paragraph 6 of the requirements, from 6mm to 4mm (Appendix 'A')

#### 2 SAMPLE SIGNAGE



#### 3 RECOMMENDATIONS

- 4.1 That the 'Hackney Carriage and Private Hire CCTV Requirements' be amended to reflect the new font size and be adopted by the Regulatory Panel.

Prepared by J A Messenger  
Licensing Manager

## **Hackney Carriage and Private Hire CCTV Requirements**

1. Any Hackney Carriage or Private Hire vehicle proprietor, who wishes to install Closed Circuit Television (CCTV) in his licensed vehicle, must first make application in writing to the Council giving details of the proposed system.
2. Where consent has been granted and the CCTV security system installed, the proprietor shall produce the vehicle and system for examination the Council prior to it being used for hire or reward. The Council Officer will attach a tamper proof seal to any removable recording device (e.g. SD card).
3. The proprietor shall ensure that the system is fully maintained and serviced to ensure that it provides images of evidential quality, and shall keep records of all maintenance and servicing.
4. The tamper proof seal may only be removed by a Licensing or Police Officer. In the event of the seal being damaged or removed, the vehicle and CCTV system must be inspected by the Council and the seal replaced before it is used for hire or reward.
5. **A minimum of two warning signs shall be displayed inside the vehicle in prominent positions so as to be easily seen both internally and externally by passengers, and must not be covered or defaced. The said warning signs shall alert passengers as to the presence of CCTV, for example:**  
  
**“Images and audio are being monitored for the purposes of crime prevention and driver safety. The scheme is controlled by [insert name of proprietor]”**
6. **The signs shall be a minimum of 9 cm long and 5 cm deep (3½” x 2”), the text size being no less than 4 mm. The text shall be black lettering on a light coloured background i.e. black text on bright yellow or white background. Any proposed signage and wording must be approved by the Council.**
7. The camera location and camera angle shall be such that only head and shoulder shots are recorded within the vehicle.
8. Recordings may only be used as evidence for proceedings taken either by the Police, the Council or in any civil proceedings. As such, recordings must as a minimum record the correct date and time in hours, minutes and seconds.
9. The location of the system installation and warning signs within the vehicle must not breach any requirements of any general legislation.

10. Any proprietor/owner wishing to make alterations to a fitted system must inform the Council in writing of the proposed changes before making such alterations.
11. Only the proprietor of the vehicle is permitted to install any CCTV system. The proprietor must always be the owner/hirer of the CCTV system. A driver who is not the proprietor of the vehicle is not permitted to install, remove or tamper with any installed equipment.
12. All recorded images are to remain the property of the vehicle proprietor and must not be disposed of or supplied to anyone else except in the course of legal proceedings or investigations prior to commencement of legal proceedings. Any such recordings must always be stored in a secure place to which access is controlled.
13. Any recordings shall be made available immediately to the Police or authorised officer of the Council upon request.
14. All systems should be capable of producing images and audio that is of evidential quality even in poor light conditions.
15. In the event of an incident taking place within the vehicle where the CCTV is in use, the driver of the vehicle must inform the Police immediately and follow their instructions in order to ensure continuity of evidence. Where the seal has been broken the vehicle and CCTV shall be taken to the Civic Centre for re-sealing on the next working day.
16. The camera and recording equipment must be fitted in accordance with the manufacturer's instructions and in compliance with all of the requirements.
17. It is the proprietor's responsibility to ensure that a notification is lodged as Data Controller with the Office of the Information Commissioner, to cover the purposes for which the CCTV system is used. The proprietor is also responsible for any payment of fees to the Commissioner.
18. The proprietor shall take all reasonable steps to ensure that all other drivers of the vehicle are made aware of the above requirements and that they are only able to use the system in order to achieve the purpose for which it has been installed.
19. The Council reserves the right to amend the above requirements as and when deemed necessary or as the law requires and, subject to being notified by the Council, the proprietor shall comply with the requirements current at the time.
20. The CCTV system will be subject to spot checks by an authorised officer of the Council, to ensure compliance with the requirements mentioned above.