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# WORK INSTRUCTION

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**SUBJECT:** Taxi Licensing – suspensions and revocations

**STATUS:** Implemented

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

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

QA2

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

Service: Environmental Health &amp; Licensing

Date: 22/12/14

Version No: 1

Service Manager: Tim Nichols

Author: jeancranford

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

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

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

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

IO minded to suspend / revoke licence

IO makes recommendation to HCO/LM

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

No

HCO/LM makes final decision and decides if immediate effect

Yes

HCO/LM issues suspension/ revocation

Appeal Notification received?

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

