

**Place Directorate**  
Martin Yardley  
*Executive Director*

**Private and Confidential**

Head Teacher

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16 June 2016

**Please contact:** Mick Coggins  
Christine Dunne  
Jade Thompson  
Steve Beechey

Dear Sir or Madam,

### **Safety and Licensing Requirements for Limousines operating at School Proms**

Part of Taxi Licensing's responsibility is to license private hire vehicles of 8 passengers or under. Limousines may fall into that category but we believe that many companies providing this service are not licensed. The licensing process ensures that vehicles and drivers are vetted to ensure that they are suitable, fit and safe. Licensed vehicles undergo strict compliance tests and licensed drivers undergo criminal, medical checks and Child Sexual Exploitation (CSE) training.

Taxi Licensing is aware that school proms attract a lot of limousine bookings and as such has concerns for the safety of children using vehicles which have not been correctly vetted through the licensing process.

This office would like a mail shot to be sent to any parents intending booking limousines to ensure that the limousine company they book is correctly licensed by the Council and that they should ask for a licence number and the name of the Council which issued the licence.

If the limousine operator cannot provide that information, they should avoid using that company as there are no safety guarantees concerning the vehicles or drivers and that their children may be at risk.

Please note that it is also an offence to sell alcohol in a limousine without a necessary licence under the Licensing Act 2003. To date no limousine companies in this city have been issued with licences by Coventry City Council.

If the limousine carries over 9 or more passengers then it should be registered with the West Midlands Traffic Commissioners (part of the Driver & Vehicle Licensing Agency [DVSA]) based in Birmingham.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Mick Coggins', with a long, sweeping underline.

Mick Coggins

Senior Licensing and Enforcement Officer

Taxi Licensing Office