

Licensing Section, Regulation and Protection, Warrington  
Borough Council, New Town House, Buttermarket Street,  
Warrington, Cheshire, WA1 2NH

Telephone: 01925 442517 or Email: [taxi@warrington.gov.uk](mailto:taxi@warrington.gov.uk)



## **POLICY ON CCTV SYSTEMS IN VEHICLES LICENSED BY WARRINGTON BOROUGH COUNCIL**

### **General policy**

1. This policy applies to private hire, additionally conditioned private hire and hackney carriage vehicles (referred to as “vehicles”).
2. The Licensing Authority will maintain an approved list of CCTV systems, which it has approved for installation in vehicles in accordance with this policy. Any individual or organisation may apply for any system to be placed on the approved list, however only those systems which meet the Minimum System Specification [see below] would normally be approved.
3. With effect from 1<sup>st</sup> June 2016 vehicle proprietors must, upon application for a new licence or for renewal of a current licence, as part of that application, install in the vehicle a CCTV system which appears on the Licensing Authority’s approved list.
4. Upon installation, such vehicle licences will be subject to additional conditions to ensure that such CCTV systems are appropriately installed and maintained so as not to interfere with the safety and comfort of passengers, as well as ensuring the integrity of any images captured.
5. This policy details the minimum standards that will normally be expected to be met before a CCTV system will be placed on the Licensing Authority’s approved list.
6. This policy should be read in conjunction with the attached guidance notes, which outline the application procedure, to be followed by an individual or organisation who wishes to obtain approval for a CCTV system, as well as from proprietors who wish to install such systems in their vehicles.
7. Whilst each case will be determined on its own merit the Licensing Authority will normally only place on its approved list CCTV systems which meet or exceed the Minimum Specification contained in this policy.

**If you have any specific queries regarding the CCTV Policy then please do not hesitate to contact the Licensing Team on the above number or e-mail us.**

## Minimum System Specification

The following are the minimum criteria that the Licensing Authority would expect a CCTV system to meet in order for the system to be placed on the list of CCTV systems approved to be installed in vehicles. The system shall, as a minimum:

- Meet the current Information Commissioner data protection requirements.
- Be capable of date & time system identification stamping.
- Be capable of recording and storing images for a minimum period of fourteen days.
- Be capable of capturing images that, in low light conditions, must be of sufficient quality to enable identification of any person travelling in the vehicle and be of such quality that they can be used for prosecution purposes.
- Be capable of storing images in a manner, which prevents them being removed, downloaded or viewed by the driver or any other person travelling in the vehicle.
- Provide that images are only capable of being downloaded by authorised officers of the Licensing Authority.
- Provide that images are digitally encrypted. De-encryption software required to view the recorded images must be supplied to the Licensing Authority free of charge before the system is installed in the vehicle.
- Provide that the hard disk or data card is not able to be accessed by the driver or any other person travelling in the vehicle.
- Provide that the data unit is stored separately from the camera(s) and out of view of person travelling in the vehicle.
- Provide that cameras are capable of being fitted in locations that do not affect the safety of any person travelling in the vehicle, and located as securely and discreetly as possible to avoid passengers travelling in the vehicle from tampering with them.
- Provide that, where the system uses a DVD recorder, the system is protected from shock.
- Any system must be marked with the EMC [Electro Magnetic Certification], which signifies that it meets the European Industry Standard.

**If you have any specific queries regarding the CCTV Policy then please do not hesitate to contact the Licensing Team on the above number or e-mail us.**

- Provide that activation of the system shall be via the vehicle's ignition system (or alternative method approved by the Licensing Authority) and that recording shall continue 15 minutes after the ignition is switched off. The system will not be provided with any other on/off mechanism that is accessible to the driver or any passenger.
- The system must have the facility to default to not recording audio. Audio recording will only be permitted for use where the driver believes it is in the interest of his or a passenger's safety or for the purpose of protecting his livelihood.

### **Application Process for a CCTV system to be approved by the Licensing Authority**

1. An individual or organisation who wishes to apply to the Licensing Authority for the approval of a CCTV system must apply in writing (email is acceptable) for a particular make and model of CCTV system to be placed on the approved list.
2. The applicant must provide evidence that the product complies with the Licensing Authority's minimum recommended specification.
3. Once the system has been approved the Licensing Authority will issue the applicant and the manufacturer (where the manufacturer is not also the applicant) written confirmation, and include the system on the approved list. If the system is not approved the Licensing Authority will issue the applicant notification of the same and the reasons for the decision.
4. System approval will be required for each new product or any modification to an existing approved product.

### **Conditions to be attached to private hire, additionally conditioned private hire and hackney carriage vehicles**

1. No CCTV system shall be installed in a vehicle unless it has previously been approved by the Licensing Authority.
2. The number and location of all cameras must be declared to the Licensing Authority. The number and location of cameras shall not be varied without the prior written consent of the Licensing Authority.
3. A minimum of 3 warning signs, approved by an authorised officer, must be clearly and prominently displayed inside the vehicle advising passengers that a CCTV system is in operation in the vehicle. The notices shall be positioned in a prominent (though not obstructive) position where they can be easily read by persons both inside and outside of the vehicle. 1 warning sign for front seat passengers and 2 for rear seated

**If you have any specific queries regarding the CCTV Policy then please do not hesitate to contact the Licensing Team on the above number or e-mail us.**

passengers. The proprietor shall ensure that the notices are maintained in a clean and legible condition.

4. The proprietor shall ensure that the system is properly and regularly maintained and serviced in accordance with the manufacturer's instructions. Written records of all maintenance and servicing shall be made and retained by the proprietor for a minimum of 12 months. Such written records shall be made available on demand by an authorised officer of the Licensing Authority.
5. Upon request for image retrieval by an officer of the Licensing Authority or a police officer the proprietor shall ensure that the CCTV system is made available to the officer as soon as reasonably practicable, and in any event within 7 days of the request.
6. The proprietor of the vehicle shall take all reasonable steps to ensure that any driver of the vehicle is made aware of every condition in relation to any installed CCTV system and has been given adequate instruction regarding the need for the system to be made available as soon as reasonably practicable, and in any event within 7 days of any authorised request for any image retrieval.

**If you have any specific queries regarding the CCTV Policy then please do not hesitate to contact the Licensing Team on the above number or e-mail us.**