



**Report of the Licensing and
Food & Safety Manager
General Licensing Committee
12th November 2021**

NATIONAL REGISTER OF REVOCATION AND REFUSALS

Purpose of the report

1. To inform Members of the proposed use of the National Register of Taxi Refusals and Revocations (NR3).

Background

2. The register has been introduced nationally to ensure that local authorities are able to make properly informed decisions on whether an applicant is a fit and proper person, in order to better safeguard the public. Both the Department for Transport and Welsh Government state that licensing authorities should sign up to use of the register.
3. The register is hosted by the National Anti-Fraud Network (“NAFN”) and access has been granted to Swansea licensing authority to allow officers to check and share relevant licensing information with other licensing authorities.
4. Whenever the licensing authority processes a new or renewal application for a hackney carriage and private hire driver licence, a check of the register will confirm whether the applicant has been subject to a previous licensing decision involving a revocation or refusal of licence.
5. An applicant who has previously been refused a licence will not always be subsequently refused, every application must be considered on its own merits by the licensing authority and with reference to their own guidance and Statement of Principles.
6. The information to be recorded on the NR3 database will be limited to:
 - Name
 - Date of birth
 - Address and contact details
 - National insurance number
 - Driving licence number

- Decision taken
 - Date of decision
 - Date decision effective
7. If the authority requires any further information about entries on the NR3 database, requests must be made to the relevant licensing authority, in accordance with the Data Protection Act and the General Data Protection Regulations.
8. Members will be aware that applicants and licence holders are already required to disclose if they hold or have previously held a licence with another authority, in addition to disclosing if any application has been refused, revoked or suspended. Any false statement or omission may be considered a criminal offence.
9. In relation to data protection, the licensing authority will be required to follow the guidelines provided by NAFN, which state that the Licensing Authority must:
- Enter into a data sharing agreement and a data processing agreement with NAFN.
 - Update application forms and data protection privacy notices, to inform applicants about the existence of the terms of the register.
 - Notify existing licence holders that their personal data will be placed in the register, if at any time their licence is revoked or renewal is refused.
 - Amend the data retention period set out in the data protection privacy notice to 25 years for any person who has had a licence revoked or where an application is refused.
 - Write to those individuals who have had a licence revoked or an application refused in the last 7 years, stating that their data will be uploaded to the register.
 - Include the NR3 register in the new statement of principles for taxi and private hire licensing.
10. The Authority has now signed the agreements necessary to use the database and the requirements for using the database as outlined in paragraph 9 of the report will be implemented with immediate effect.

For Information of the Licensing Committee.

Background Papers:	None
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