



Private Hire Vehicle Licence Conditions

Holders of Private Hire Vehicle Licences are required to ensure their vehicle(s) comply with the following conditions at all times.

Local Government (Miscellaneous Provisions) Act 1976, Section 48(2)

- 1. Maintenance of Vehicle** – The vehicle and all of its fittings and equipment shall at all times when the vehicle is in use or available for hire be kept in an efficient, safe, tidy and clean condition and shall comply with all relevant licensing and statutory requirement sincluding those contained in the Council’s Conditions of Fitness Manual and the Motor Vehicle (Construction and Use) Regulations.

All Private Hire Vehicles first license don or after the 4th April 2012 will comply with **Euro 4** as a minimum vehicle emissions standard and requirement.

- 2. Mechanical Standard and Vehicle Tests** - Proprietors must ensure that all licensed vehicles are tested to MoT standard annually or where applicable, bi-annually. All licensed vehicles must in addition undergo a Fitness Test(s) carried out by the Council. The tests are required when a vehicle is first licensed and thereafter every six or twelve months and in addition if the vehicle is involved in an accident or if the vehicle is subject to a Stop Notice.

Proprietors must ensure that all licensed Private Hire vehicles are presented for a MoT and Council Fitness Test in accordance with the following structure:

Less than 1 year old	– no MoT or Fitness Test is required
1 year or over	– MoT and Fitness Test required every 12 months.
5 years or over	– MoT and Fitness Test required every six months.

The examination certificate supplied should be returned to the Council’s Licensing Office along with the appropriate completed licence application form.

Proprietors will ensure that all Private Hire vehicles are tested in accordance with the Hackney Carriage and Private Hire National Inspection Standards for Taxis issued (from time to time) jointly by the Public Authority Transport Network and the Freight Transport Association.

- 3. Alteration of Vehicle** – No material alteration or change in the specification, design, or condition or appearance of the vehicle shall be made without the approval of the Council at any time while the licence is in force.
- 4. Identification Plate** – the Plate identifying the vehicle as a private hire vehicle and required to be exhibited on the vehicle pursuant to Section 48(6) of the Local Government (Miscellaneous Provisions) Act 1976 shall be securely fixed to the rear of the vehicle in a conspicuous position and in such manner as to be easily removable by an authorised officer of the Council or constable.

Where an exemption is granted by virtue of the provisions of Section 75(3) of the Local Government (Miscellaneous Provisions) Act 1976 it is required that the appropriate authorisation is displayed at all times inside the vehicle on either the front or rear window. In addition the Statement of Declaration pursuant to that Section shall be retained in the vehicle at all times and be presented on demand. The driver shall at all times carry his or her driver's badge, which shall be presented on demand.

In addition to the licence plate and where Section 75(3) does not apply, private hire vehicle owners/operators are required to affix a sign of a type designed and approved by the Council to both rear doors indicating that the vehicle has to be 'pre-booked'. This sign must be clearly displayed at all times.

5. Interior markings – The proprietor shall cause to be clearly marked and maintained inside the vehicle in such a position as to be visible at all times to persons conveyed therein the number of this licence and the number of passengers prescribed in this licence.

6. Safety Equipment

(a) **Fire Extinguisher** – There shall be provided and maintained in the vehicle at all times when it is in use or available for hire a fire extinguisher, which shall be indelibly marked with the registration of the vehicle, of a type approved by the Council. The extinguisher should be either (a) a dry powder extinguisher of at least 1 kilogram in weight and marked as complying with BS5423, or (b) an AFFF extinguisher of at least 1 litre capacity to BSEN3: 1996 all extinguishers must have a visual gauge to indicate the state of charge.

(b) **Spare Wheel** - A proprietor shall when using: -

1. a full size spare wheel or
2. 'space saver' spare wheel or
3. tyre sealant or
4. 'run flat' tyres

ensure that all such equipment is strictly in accordance with the manufacturers specifications existing at the time of first registration of the vehicle with the DVLA or as may be varied from time to time. It is a further condition that the proprietor has signed a 'method statement' setting out driver responsibilities with regard to the maximum permitted speed when these devices are used, and prior to their use, acknowledging that they are only a 'get you home' measure. A suitable replacement tyre or professional repair shall be provided at the earliest practical opportunity.

(c) **First Aid Kit - Every** licensed private hire vehicle shall carry a suitable first aid kit for use in an emergency.

(d) **Warning Triangle** - Every licensed private hire vehicle shall carry a suitable warning triangle for use in an emergency.

(e) **Reflective Jackets - Every** licensed private hire vehicle shall carry suitable reflective high visibility vests to EU standard EN 471 class 2. for use in an emergency.

7. Signs, Notices etc –

- (1) No signs, notices, advertisements, plates, marks, numbers, letters, figures, symbols, emblems or devices whatsoever shall be displayed on in or from the vehicle except as may be required by any statutory provision or required or permitted by these conditions, provided that this condition shall not apply to a sign which:
 - (a) is displayed in pursuance of a prior arrangement for the carriage of a passenger or passengers named in the sign.
 - (b) is a self-adhesive strip containing the name of the operator or proprietor and telephone number at the base of the rear window and does not exceed 58mm (2 ¼ inches) in height.
- (2) The Proprietor shall cause to be affixed and maintained in the vehicle in a conspicuous position in accordance with the direction of the Council any sign or notice relating to private hire vehicles which the Council may from time to time require.
- (3) There may be displayed within the vehicle for the information of passengers a table of fares in a form and printing previously submitted to and approved by the Council.
- (4) Where a private hire vehicle is used for 'mainstream' short haul private hire work, in addition to the licence plate, private hire vehicle owners/operators will be required to affix a sign on both rear doors indicating that the vehicle **has** to be 'pre-booked'. The additional doorplates shall include the Council's logo and the vehicle licence number.

8. Change of Address - The proprietor shall notify the Council in writing of any change of his address during the period of the licence within seven days of such change taking place.

9. Convictions and Cautions – The proprietor shall within seven calendar days disclose to the Council in writing details of any conviction(s), caution(s) or Fixed Penalty Notices for crime or endorseable offences, ASBO's or penalty notices for disorder, imposed on him or her during the period of the licence, (or, if the proprietor is a company or partnership, on any of the directors or partners) including all motoring offences or pending proceedings.

10. Inspection of Driver's Licence – If the proprietor permits or employs any other person to drive the vehicle as a private hire vehicle, he shall before that person commences to drive the vehicle inspect that person's private hire driver's licence.

11. Vehicle Fitted with a Taximeter – If the vehicle is equipped with a taximeter the proprietor shall notify the council immediately if, for any reason, the seal is broken.

12. C.B. Radio – The proprietor shall not employ nor permit his drivers to employ the use of C.B. or other public radio circuits for the control or direction of vehicles or drivers.

13. Use of Seat belts in Vehicles – A seat belt must be available for each person carried.

14. Damage to Vehicle – The proprietor shall inform the Council within 72 hours of any damage caused to the vehicle.

15. Log Book

Every licensed proprietor/owner will keep a Vehicle Log Book in a form prescribed by the District Council, which will be retained with the vehicle at all times and be available on demand for inspection by an Authorised Officer.

This document will include details of all maintenance and servicing carried out on the vehicle in accordance with the manufacturers recommended safety inspection and servicing procedures, all inspections made by Authorised Officers/Police or VOSA, any accident damage details and details of the current insurance policy in force for that vehicle.