

Conditions Of Private Hire Drivers Licence

1. Conduct Of Driver

The Driver shall at all times when acting as a driver of a licensed vehicle:-

- a) unless exempted in writing display the dash display badge issued to him by the Council inside the vehicle in such a position as to be visible at all times to persons conveyed therein;
- b) afford all reasonable assistance with passengers luggage;
- c) comply with the Councils Dress Code and Code of Good Conduct;
- d) behave in a civil and orderly manner at all times and in particular shall not engage in any activities of a sexual nature whilst acting as a driver of any vehicle licensed by this Council;
- e) when requested by the Council attend a medical practitioner and/or submit to any drugs tests deemed appropriate;
- f) take all reasonable steps to ensure the safety of passengers conveyed in, entering or alighting from the vehicle driven by him;
- g) not without the express consent of the hirer drink or eat whilst driving the vehicle;
- h) not without the express consent of the hirer play any radio or sound reproducing instruments or equipment in the vehicle other than for the purpose of sending or receiving messages in connection with the operation of the vehicle; and
- i) at no time cause or permit the noise emitted by any radio or other previously mentioned equipment in the vehicle which he is driving to be a source of nuisance or annoyance to any person, whether inside or outside the vehicle.
- j) the application for renewal of a licence should be made in advance to ensure continuity. There is no automatic period of grace.

2. Passengers

The driver shall not convey or permit to be conveyed in a private hire vehicle a greater number of persons than that prescribed in the licence for the vehicle.

The driver shall not allow there to be conveyed in the front of a private hire vehicle;

- i) any child below the age of ten years; or
- ii) more than one person above that age (except where separate seats are provided)

The driver shall not without the consent of the hirer of a vehicle convey or permit to be conveyed any other person in the vehicle, other than a person permitted by the licensed proprietor of the vehicle.

3. Lost Property

The driver shall immediately after the termination of any hiring of a Private Hire Vehicle or as soon as practicable thereafter carefully search the vehicle for any property which may have been accidentally left there.

If any property accidentally left in a private hire vehicle by any person who may have been conveyed therein is found by or handed to the driver the property shall be returned to the owner if known or handed in at a police station as soon as possible.

4. Written Receipts

The driver shall if required by the hirer of a private hire vehicle provide him with a written receipt for the fare paid. The receipt shall contain the relevant information as specified by the Council.

5. **Animals**

The driver shall not whilst hired carry in a Private Hire Vehicle any animal belonging to or in the custody of himself or the proprietor or operator of the vehicle;

Any animal belonging to or in the custody of any passenger may at the driver's discretion be conveyed in the vehicle but shall only be conveyed in the rear of the vehicle.

Note:

This discretion does not apply to a disabled person's guide, hearing or assistance dog which must be carried in a Private Hire Vehicle without any additional charge, unless the driver holds a Certificate of Exemption on medical grounds issued under the Disability Discrimination Act 1995.

6. **Prompt Attendance**

The driver of a Private Hire Vehicle shall, if he is aware that the vehicle has been hired to be in attendance at any appointed time and place punctually attend at the appointed time and place, unless unavoidably delayed or prevented from doing so when he shall inform the Operator of his delay.

7. **Copy Of Conditions**

The driver shall at all times when driving a Private Hire Vehicle carry with him a copy of these conditions and shall make it available for inspection by the hirer or any other passenger on request.

8. **Deposit Of Licence Record Card**

If the driver is permitted or employed to drive a Private Hire vehicle of which the proprietor is someone other than himself, he shall before commencing to drive that vehicle deposit the licence record card with the licensed Private Hire Operator for retention by him until such time as the driver ceases to be permitted or employed to drive the vehicle or any other vehicle of his.

9. **Taximeter**

If a Private Hire Vehicle being driven by the driver is fitted with a taximeter, the driver shall not cause the fare recorded thereon to be cancelled or concealed until the hirer has had a reasonable opportunity of examining it and has paid the fare.

10. **Fare To Be Demanded**

The driver shall not demand from any hirer of a Private Hire Vehicle a fare in excess of any previously agreed for that hiring between the hirer and the Operator (unless a deviation of the route is requested by the hirer) or, if the vehicle is fitted with a taximeter and there has been no previous agreement as to the fare, the fare shown on the face of the taximeter.

11. **Change Of Address**

The driver 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.

12. **Conviction**

The driver shall within seven days of conviction or caution disclose to the Council in writing details of any conviction or caution (including Motoring offences or otherwise) imposed on him during the period of the licence.

13. **Return Of Badges**

The driver shall upon the expiry (without immediate renewal), revocation or suspension of this licence forthwith return to the Council the driver's badges and record card issued to him by the Council when granting his licence.

14. **Loss/Theft Of Identification Badges**

Loss or theft of your licence or identification badges must be reported to the Council and the police as soon as the loss becomes known and in any case within two working days.

15. **Medical Fitness**

You must inform the Licensing Office immediately if you suffer from a medical condition or disability or a conditions or disability previously notified worsens that may alter your ability to drive a vehicle.

A driver who receives medical treatment or medical consultation shall confirm with their medical attendant whether they are at that time fit to undertake the duties of a Private Hire Vehicle Driver in accordance with the DVLA's Guide to Medical Standards of Fitness for a Group 2 licence holder. Where any medical attendant specifies that a driver or prospective driver should not drive for a determinate or indeterminate period that the driver or prospective driver shall notify the council immediately in writing of such medical opinion.

The requirement will not apply to any temporary incapacity or treatment for the duration of which the driver or prospective driver does not intend to drive a Private Hire Vehicle.

16. **Time Spent Abroad**

Drivers shall notify the Council in writing when they intend to spend more than 3 months out of the country. Such notification shall include details of the country to be visited and relevant dates of departure and anticipated return. On return the driver shall complete and submit to the Council a statutory declaration.

Notes For Drivers Of Hackney Carriage Vehicles

(Please Refer To The Hackney Carriage Vehicle Conditions And Byelaws With Respect To Hackney Carriage Vehicles And The Councils Hackney Carriage And Private Hire Licensing Policy)

1. Conduct Of Driver

The driver shall

- a) at all times when acting as a driver of a licensed vehicle display the dash display badge issued to him by the council inside the vehicle in such a position as to be visible at all times to persons conveyed therein;
- b) the holder of a Hackney Carriage drivers licence shall at all times when a vehicle is standing, plying or being driven by him, carry on him the Badge associated with the Licence, which should be worn in such a manner as to be clearly visible by passengers at all times;
- c) the holder of a hackney Carriage drivers licence shall produce the Badge on request, to an Authorised Officer of the council or a Police Constable;
- d) afford all reasonable assistance with passengers luggage;
- e) at all times be clean and respectable in his dress and person and comply with the councils Dress Code;
- f) behave in a civil and orderly manner and comply with the councils Code of Good Conduct;
- g) take all reasonable steps to ensure the safety of passengers conveyed in, entering or alighting from the vehicle driven by him;
- h) not without the express consent of the hirer smoke, drink or eat whilst driving the vehicle;
- i) not without the express consent of the hirer play any radio or sound reproducing instruments or equipment in the vehicle other than for the purpose of sending or receiving messages in connection with the operation of the vehicle; and
- j) at no time cause or permit the noise emitted by any radio or other previously mentioned equipment in the vehicle which he is driving to be a source of nuisance or annoyance to any person, whether inside or outside the vehicle.
- k) any application for renewal of a licence should be made in advance to ensure continuity. There is no automatic period of grace.

2. Passengers

The driver shall not convey or permit to be conveyed in a Hackney Carriage vehicle a greater number of persons than that prescribed in the licence for the vehicle.

The driver shall not allow there to be conveyed in the front of a hackney Carriage vehicle;

- i) any child below the age of ten years; or
- ii) more than one person above that age.

3. Lost Property

The driver shall immediately after the termination of any hiring of a hackney Carriage vehicle or as soon as practicable thereafter carefully search the vehicle for any property which may have been accidentally left there.

If any property accidentally left in a hackney Carriage vehicle by any person who may have been conveyed therein is found by or handed to the driver the property shall be returned to the owner if known or handed in at a Police Station as soon as possible.

4. **Written Receipts**

The driver should if required by the hirer of the Hackney Carriage vehicle provide him with a written receipt for the fare paid. The receipt shall contain the relevant information as specified by the Council.

5. **Animals**

The driver shall not carry in a hackney Carriage vehicle any animal belonging to or in the custody of himself or the proprietor or operator of the vehicle;

Any animal belonging to or in the custody of any passenger may at the drivers discretion be conveyed in the vehicle but shall only be conveyed in the rear of the vehicle.

Note:

This discretion does not apply to a disabled persons' guide, hearing or assistance dog which must be carried in a Hackney Carriage Vehicle without any additional charge, unless the driver holds a Certificate of Exemption on medical grounds issued under the Disability Discrimination Act 1995.

6. **Prompt Attendance**

The driver of a licensed vehicle shall ensure that if he has arranged to be in attendance at an appointed time and place, he shall attend punctually at the appointed time and place, unless unavoidably delayed or prevented from doing so when the hirer should be informed.

7. **Deposit Of Licence**

If the driver is permitted or employed to drive a Hackney Carriage vehicle he shall before commencing to drive that vehicle deposit the licence record card with that proprietor for retention by him until such time as the driver ceases to be permitted or employed to drive the vehicle or any other vehicle of his.

8. **Taximeter**

Drivers of Hackney Carriage vehicles must use the taximeter as prescribed in the Byelaws at all times. Hackney Carriage vehicles used for Private Hire must always use the meter for journeys within the district.

9. **Fare To Be Demanded**

Drivers of Hackney Carriage vehicles must use the taximeter as prescribed in the Byelaws at all times. No fare greater than appears on the meter can be charged, this includes Private Hire use.

10. **Change Of Address**

The driver should notify the Council in writing of any change of his address during the period of the licence.

11. **Conviction**

The driver should disclose to the Council in writing details of any conviction or caution (including Motoring offences or otherwise) imposed on him during the period of the licence.

12. **Return Of Badges**

The driver should upon the expiry (without immediate renewal), revocation or suspension of this licence forthwith return to the Council the drivers badges issued to him by the Council when granting this licence.

13. Loss/Theft Of Identification Badges

Loss or theft of your licence or identification badges must be reported to the Council as soon as the loss becomes known and in any case within two working days. You must obtain a lost property/crime number from the police.

14. Medical Fitness

You must inform the Licensing Office immediately if you suffer from a medical condition or disability or a condition or disability previously notified worsens that may alter your ability to drive a vehicle.

A driver who receives medical treatment or medical consultation shall confirm with their medical attendant whether they are at that time fit to undertake the duties of a Hackney Carriage Driver in accordance with the DVLA's Guide to Medical Standards of Fitness for a Group 2 licence holder. Where any medical attendant specifies that a driver or prospective driver should not drive for a determinate or indeterminate period that the driver or prospective driver should notify the Council immediately in writing of such medical opinion.

15. Time Spent Abroad

Drivers shall notify the Council in writing when they intend to spend more than 3 months out of the country. Such notification shall include details of the country to be visited and relevant dates of departure and anticipated return. On return the driver shall complete and submit to the Council a Statutory declaration.

Conditions Of A Private Hire Vehicle Licence

1. **Maintenance Of Vehicles**

The vehicle and all its fitting and equipment shall at all times when the vehicle is in use or available for hire be kept in an exceptionally well maintained condition and all relevant statutory requirements shall be fully complied with.

2. **Alteration Of Vehicle**

No material alteration or change in the specification, design, condition or appearance of the vehicle shall be made without the approval of the Council at any time while the licence is in force.

3. **Safety Equipment**

There shall be provided and maintained in the vehicle at all times when it is in use or available for hire a suitable and efficient fire extinguisher and a suitable first aid kit containing appropriate first aid dressings and appliances such equipment to be carried in such a position in the vehicle as to be readily visible and available for immediate use in an emergency.

Where a ramp or ramps are used to facilitate access into the vehicle, they must be fitted/carried in the vehicle at all times and must be identified with the vehicle registration number.

4. **Interior Identification Marking**

The proprietor shall cause to be clearly displayed inside the vehicle in such a position as to be visible at all times to persons conveyed therein the internal comment card supplied by the Council indicating the vehicle identification number and contact details for the Council.

5. **Interior Lighting**

There shall be maintained in the vehicle adequate internal lighting to enable passengers to enter and leave the vehicle with safety.

6. **Convictions**

The proprietor shall within seven days disclose to the Council in writing details of any convictions and/or caution imposed on him or, if the proprietor is a Company or Partnership, on any of the Directors or Partners during the period of the licence.

7. **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.

8. **Identification Plate**

The plate, loaned by the Council, identifying the vehicle as a private hire vehicle and required to be exhibited on the vehicle pursuant of Section 48(6) of the Local Government (Miscellaneous Provisions) Act 1976 shall unless exempted in writing be securely fixed to the rear of the vehicle in a conspicuous position duly approved by the Council and in such manner using the fixings supplied by the Council as to be easily removable by an authorised officer of the Council or a Constable.

9. **Signs, Notices Etc**

a) No signs, notices, advertisements, video or audio display, 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 however, that this condition shall not apply to any indication on a taxi meter fitted to the vehicle.

- b) The proprietor shall unless exempted in writing cause to be affixed and maintained in or on the vehicle in a conspicuous position in accordance with the directions of the Council any roundel, sign or notice relating to private hire vehicles, which the Council may from time to time require.
- c) Without prejudice to the generality of the foregoing, the proprietor shall unless exempted in writing cause to be affixed and maintained on the outside of the vehicle:-
 - i) a roundel or sign of such design and appearance as may be approved and supplied by the Council to be located on the nearside and offside front doors of the vehicle.
 - ii) a front identification sign as may be approved and supplied by the Council.

Note: The use of magnetised signs is only permitted when the vehicle has been exempted in writing from the general requirement to display the roundel or sign in i) above but the proprietor wishes to display such signs on occasional basis.

- d) Without prejudice to the generality of the foregoing condition any advertisement shall not be allowed or affixed without the prior approval of the Council and specifically shall not:
 - i) be affixed to any window of the vehicle and
 - ii) be affixed to any door or panel on which the roundel or sign referred to in paragraph 9 (c)(i) of these conditions is located.
- e) The proprietor or such person in charge of the vehicle when requested to do so by an authorised officer of the Council shall return to them, any identification plate, sign, roundel, badge, emblem or device.
 - i) If any proprietor or such person in charge of the vehicle fails without reasonable excuse to comply, an authorised officer of the council shall be entitled to remove and retain any identification plate, sign, roundel, badge, emblem or device.
- f) 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.
- g) The proprietor shall notify the Council of the loss or theft of any identification plate, roundel, sign, or notice relating to the private hire vehicle as soon as the loss becomes known and in any case within two working days. The loss or theft must also be notified to the police.

10. **Deposit Of Drivers 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 cause the driver to deliver to him his private hire driver's licence record card for retention until such time as the driver ceases to be permitted or employed to drive the vehicle or any other vehicle of his.

11. **Transfer Of Interest**

The proprietor shall notify the Council in writing, giving the name and address of the new proprietor, within 14 days if he transfers his interest in the vehicle to another person.

12. **Accident Notification**

The proprietor shall notify the Council as soon as practicable, or in any case within 72 hours of any accident which results in damage to the vehicle.

13. **Insurance**

The vehicle shall have a current valid policy of insurance at all times appropriate to the use authorised by this licence.

14. **Change Of Engine**
The proprietor must notify the Council, in writing, within 7 days if the vehicle engine is changed. Such notification shall include details of the new engine number.
15. **Change Of Private Hire Operator**
This vehicle may only be operated under the provisions of one Private Hire Operators Licence at any moment in time and the proprietor shall notify the Council of any change to the licensed Operator during the period of this licence within 72 hours.
16. **Letting/Leasing Of Vehicles**
The proprietor shall not let or hire the vehicle identified in this licence to any other person, other than a fare paying passenger, without first notifying the Council in writing. Note: the proprietor will still be jointly responsible for the vehicle should a leasing arrangement be entered into.

Additional Conditions To Be Applied To Novelty Vehicles And Stretched Limousines

17. Vehicles must not carry front seat passengers
18. All passengers must remain seated at all times and must wear seat belts and any other safety restraint when the vehicle is in motion.
19. Where passengers in the vehicle consist of any persons under the age of 14 years they must be accompanied by a responsible adult, other than the driver, who must be over the age of 18 years.
20. No more than eight passengers may be carried in the vehicle.
21. If all the occupants of the vehicle, save for the driver, are under the age of 18 then there shall be no alcohol at all in the vehicle for consumption or otherwise.
22. Advertisements will not be allowed on the vehicle windows.

Conditions Of A Hackney Carriage Vehicle Licence

1. Maintenance Of Vehicles

The vehicle and all its fitting and equipment shall at all times when the vehicle is in use or available for hire be kept in an exceptionally well maintained condition and all relevant statutory requirements shall be fully complied with.

2. Alteration Of Vehicle

No material alteration or change in the specification, design, condition or appearance of the vehicle shall be made without the approval of the Council at any time while the licence is in force.

3. Safety Equipment

There shall be provided and maintained in the vehicle at all times when it is in use or available for hire a suitable and efficient fire extinguisher and a suitable first aid kit containing appropriate first aid dressings and appliances such equipment to be carried in such a position in the vehicle as to be readily visible and available for immediate use in an emergency.

Where a ramp or ramps are used to facilitate access into the vehicle, they must be fitted/carried in the vehicle at all times and must be identified with the vehicle registration number.

4. Interior Identification Marking

The proprietor shall cause to be clearly displayed inside the vehicle in such a position as to be visible at all times to persons conveyed therein the internal comment card supplied by the Council indicating the vehicle identification number and contact details for the Council.

5. Interior Lighting

There shall be maintained in the vehicle adequate internal lighting to enable passengers to enter and leave the vehicle with safety.

6. Convictions

The proprietor shall within seven days disclose to the Council in writing details of any convictions and/or caution imposed on him or, if the proprietor is a Company or Partnership, on any of the Directors or Partners during the period of the licence.

7. 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.

8. Identification Plate

The plate, loaned by the Council, identifying the vehicle as a hackney carriage and required to be exhibited on the vehicle pursuant to the Byelaws With Respect To Hackney Carriages shall be securely fixed to the rear of the vehicle in a conspicuous position duly approved by the Council and in such manner, using the fixings supplied by the Council, unless the vehicle has a purpose built plate display/fixing location, so as to be easily removable by an authorised officer of the Council or a Constable.

9. Signs, Notices Etc

a) No signs, notices, advertisements, video or audio display, 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 (including byelaws) or required or permitted by these conditions, provided however, that this condition shall not apply to any indication on a taxi meter fitted to the vehicle or to a

sign, approved and located in accordance with the directions of the Council which is displayed in, on, or from the vehicle.

- b) Without prejudice to the generality of the foregoing, the proprietor shall unless exempted in writing cause to be affixed and maintained on the outside of the vehicle:-
- i) a roundel or sign of such design and appearance as may be approved and supplied by the Council to be located on the nearside and offside front doors of the vehicle.
 - ii) a roof sign displaying the word TAXI in letters of a minimum height of 79mm (standard vehicle number plate lettering) shall be fixed to the roof of the vehicle and shall be maintained and connected to the taxi meter and "for hire" sign and capable of being illuminated in such a manner as to indicate clearly to persons outside the vehicle whether or not the vehicle is for hire. The roof sign shall be of a minimum width of 60cms (24") except in the case of vehicles where the roof sign is incorporated into the design and structure of the vehicle; and
 - iii) a front identification sign as may be approved and supplied by the Council.

Note: The use of magnetised signs is not permitted

- c) Without prejudice to the generality of the foregoing condition any advertisement shall not be allowed or affixed without the prior approval of the Council and specifically shall not:
- i) be affixed to any window of the vehicle and
 - ii) be affixed to any door or panel on which the roundel or sign referred to in paragraph 9 ii)a) of these conditions is located.
- d) i) The proprietor or such person in charge of the vehicle when requested to do so by an authorised officer of the Council shall return to them, any identification plate, sign, roundel, badge, emblem or device.
- ii) If any proprietor or such person in charge of the vehicle fails without reasonable excuse to comply, an authorised officer of the council shall be entitled to remove and retain any identification plate, sign, roundel, badge, emblem or device.
- e) The proprietor shall notify the Council of the loss or theft of any identification plate, roundel, sign, or notice relating to the hackney carriage vehicle as soon as the loss becomes known and in any case within two working days. The loss or theft must also be notified to the police.

10. **Table Of Fares**

There shall be displayed within the vehicle for the information of passengers a current table of fares approved and supplied by the Council and kept in such a position as to be easily visible to passengers.

11. **Transfer Of Interest**

The proprietor shall notify the Council in writing, giving the name and address of the new proprietor, within 14 days if he transfers his interest in the vehicle to another person.

12. **Accident Notification**

The proprietor shall notify the Council as soon as practicable, or in any case within 72 hours of any accident which results in damage to the vehicle.

13. **Insurance**
The vehicle shall have a current valid policy of insurance at all times appropriate to the use authorised by this licence.

If the vehicle is off the road and uninsured at any time the proprietor shall advise the Council within 72 hours.
14. **Change Of Engine**
The proprietor must notify the Council, in writing, within 7 days if the vehicle engine is changed. Such notification shall include details of the new engine number.
- 15 **Letting/Leasing Of Vehicles**
The proprietor shall not let or hire the vehicle identified in this licence to any other person, other than a fare paying passenger, without first notifying the Council in writing. Note: the proprietor will still be jointly responsible for the vehicle should a leasing arrangement be entered into.