

PRIVATE HIRE VEHICLE CONDITIONS OF LICENCE

The proprietor shall observe and perform the following terms and conditions in respect of Private Hire Vehicle Licences.

1. The vehicle must not be white in colour.
2. The licence plate shall be fixed and displayed outside the rear of the vehicle directly on or immediately above the bumper in such a position that the vehicle's registration mark is not obscured, with the particulars thereon facing outwards in such a manner and place that the licence plate is clearly visible by daylight from the road at the rear of the vehicle.
3. Adhesive signs, provided by the Council, shall be affixed on the upper part of the driver and front passenger side doors indicating that the vehicle is licensed by the Council, by showing the licence number of that vehicle in the Council approved format.
4. A Certificate issued by the Council indicating that a vehicle is licensed as a Private Hire Vehicle shall be displayed on the left hand side of the windscreen of such vehicle in such a position that it can be easily seen from the front of the vehicle.
5. Testing of vehicles
 - 5.1 As a policy guideline, vehicles submitted for licensing for the first time must be less than 5 years old from the date of first registration or first use/date of manufacture if the vehicle is imported, with the exception of minibus type vehicles fitted with permanent automated tail lifts which may be aged up to 10 years on first licensing. Applications for converted or modified vehicles outside the M1 Vehicle Type approval category must be accompanied by a full service history and appropriate safety certification including a Voluntary Individual Vehicle Approval (IVA) Certificate issued by the Driving and Vehicle Standards Agency (DVSA).
 - 5.2 Vehicles aged up to 10 years old from the date of first registration, or first use/date of manufacture if the vehicle is imported, will be tested twice a year.
 - 5.3 Vehicles that are 10 years or older, from the date of first registration, or first use/date of manufacture if the vehicle is imported, will be tested three times a year.
6. The proprietor shall not display or suffer or permit to be displayed on or from a Private Hire Vehicle any sign, notice, device or livery which includes the word "Taxi" or "Cab" whether in the singular or plural or "Hire", or any word of similar meaning or appearance to any of those words, whether alone or as part of another word.

7. The proprietor shall not display or suffer or permit to be displayed in or on the vehicle any advertisement without the prior written approval of the Council. For the purposes of this condition, "advertisement" means any word, letter, sign, notice, illumination, device or representation in the nature of the advertisement.
8. Conditions 6 and 7 shall not apply to:-
 - a) a sign or notice displayed on or from the vehicle which is prescribed by or under an enactment;
 - b) A sign being not more than 4" in depth fixed to the front windscreen of the vehicle indicating the name of the owner or operator, which has been approved by the Council.
9. The proprietor shall cause to be carried on the vehicle a minimum of 2.0 kg dry powder fire extinguisher meeting the requirements of European Standard BS EN3, such extinguisher to be fixed on the vehicle in such a position as to be readily available for use and maintained in good working order at all times.
10. The licensee of any vehicle licensed under the Council's special policy for wheelchair accessible vehicles must ensure that the vehicle is wheelchair accessible at all times and carry such ramps etc that are necessary. The maximum seating capacity of the vehicle will be specified in the licence and must include provision for at least one wheelchair.
11. Every "estate car" type vehicle which has more than four seats must have a means of opening the rear tailgate from the inside and signs indicating "Emergency Exit" and the method of operation to open the door must be clearly marked on the inside of the door.
12. Where payment of the licence fee is made by a cheque which is subsequently dishonoured any licence shall be revoked as from the date on which the licensee is notified of such revocation.
13. The proprietor shall not cause or suffer or permit to be conveyed in the vehicle a greater number of persons exclusive of the driver than the number of persons specified in the Licence provided.
14. The licence shall remain in force for a period of one year and is not transferable to any other vehicle unless such vehicle has passed the Council's test for private hire vehicles.
15. The proprietor shall cause the number of the licence to be affixed and displayed on the vehicle at all times during which the vehicle is being used as a Private Hire Vehicle, this number to be displayed by means of a licence disc and licence plate issued by the Council to the proprietor.
16. The licence disc shall be fixed and displayed inside the vehicle in such a manner and place that the particulars thereon are clear and visible to any passenger being conveyed in the vehicle.

17. The licence disc and licence plate shall remain the property of the Council and shall be returned to them within seven days after the service on the proprietor of an appropriate notice by the Council proprietor no longer holds a Private Hire Vehicle Licence with the Council which is in force in respect of the vehicle.
18. The proprietor shall permit an authorised officer of the Council or police officer to inspect and test a vehicle at all reasonable times. If the officer is not satisfied as to the fitness or condition of the Private Hire Vehicle he shall give notice in writing to the proprietor to make the vehicle available for further inspection and testing at such reasonable times and place as specified in the notice, the vehicle licence being suspended until such time as the officer is so satisfied; provided that if the officer is not so satisfied before the expiration of a period of two months, the licence shall be revoked. The disc and plate shall on revocation of the licence be handed to the officer but will be returned upon reinstatement of the licence.
19. In the event of a vehicle licence being suspended, the licence disc and plate shall be surrendered to the authorised officer or police officer, and shall be held by him pending the testing of the vehicle.
20. Without prejudice to the aforementioned provisions, the proprietor on receipt of a notice in writing from the Council shall present the Private Hire Vehicle for inspection and testing by or on behalf of the Council.
21. At all times, the proprietor shall during the currency of the licence keep in force in relation to the user of the vehicles as a Private Hire Vehicle a policy of insurance issued by an approved insurance company on a minimum of a third party basis and comply with the requirements of Part VI of the Road Traffic Act 1988.
22. On being so required by an authorised officer, the proprietor shall produce to that officer for examination a Certificate of Insurance issued by an approved insurance company in respect of the vehicle for the purpose of Part VI of the Road Traffic Act 1988, provided that if the proprietor fails to produce such certificate to the officer on request, the proprietor shall within five days of such request produce it to that officer or to an authorised officer at the Council's Offices.
23. Any alteration in the design of the vehicle, whether to the machinery or the body, shall be reported to the Council who may require the proprietor to submit the vehicle for further examination.
24. The proprietor shall inform the Council within 72 hours of any accident to the vehicle where damage materially affects the safety, performance and appearance of the vehicle.
25. If the proprietor of a private hire vehicle in respect of which a vehicle licence has been granted by the Council transfers his interest in the vehicle to a person other than the proprietor whose name is specified in the licence, he shall within

14 days after the transfer give notice in writing thereof to the Council specifying the name and address of the person to whom the private hire vehicle has been transferred.

26. The vehicle must be fitted with four road wheels, at least four doors and be of right hand drive.
27. The vehicle must be of sufficient seating capacity to carry at least four and not more than eight passengers in addition to the driver. The seating capacity, head and knee room shall be as follows:
 - (a) Height (Inside): From the top of the seat cushion to the lowest part must be not less than 30".
 - (b) Knee Space: The measurement between the front of the rear seat and the rear of the driver's seat be not less than 8" when the driver's seat is in a position for a driver of average height.
 - (c) Seat Width: The width of the back seat from the squab to the front edge must not be less than 17".
Condition (c) above does not apply to rear facing seats in Council approved purpose built vehicles.
 - (d) Rear Seat (Length): The length of the rear seat measured in a straight line over the majority of its length be such as to allow adequate seating accommodation to the extent of at least 16" per person.
28. If the vehicle is an estate car, it must be fitted with a grill/fitting sufficient to prevent luggage carried in the rear compartment from coming into contact with persons in the rear seat.
29. Exemptions for Specialist Vehicles

Where a private hire vehicle has been licensed and approved as a specialist vehicle, exemptions to the above conditions will apply. These exemptions are listed on the attached sheet and form part of these conditions of licence.

Exemption 1

Approved specialist vehicles only may be white in colour.

Exemption 2

Approved specialist vehicles only are exempt from the requirement to display a licence plate at all times. All other conditions requiring display of licence discs remain.

Exemption 3

Approved specialist vehicles only may be left hand drive.

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