

APPENDIX 1

Lichfield District Council



PRIVATE HIRE VEHICLE

Conditions of Licence

Introduction

The Private Hire Vehicle Licence is granted subject to complying with the following conditions of licence. The 'Licence Holder' is the proprietor of the vehicle.

All references to the "Council" in these conditions mean Lichfield District Council, District Council House, Frog Lane, Lichfield, Staffs, WS13 6YX.

General Conditions

1.0. Licence Document

- 1.1. Licences for a Private Hire Vehicle will run for a maximum period of twelve months
- 1.2. The licence document must be kept in a place where the vehicle is operated from and must be readily available for inspection by a duly authorised Council Officer or Police Officer.
- 1.3. If you decide to work for another operator, you must notify the Council within **7 days**.
- 1.4. If your Private Hire Vehicle licence expires you must return the vehicle licence, identification plate and to the Council within **7 days**.
- 1.5. The licence plate shall not be transferred to another vehicle without the consent of the Council.
- 1.6. The licence holder must notify the Council of any changes:-
 - 1.6.1 in the particulars disclosed on any application forms
 - 1.6.2 or in respect of any forms or documents submitted in order to make an application for a Private Hire Vehicle Licence.

2.0. Deposit of Driver's Licence

- 2.1. If the licence holder permits or employs any other person to drive the vehicle for Private Hire they shall, before that person commences to drive the vehicle, ensure that the driver has a valid Combined Drivers Licence and the vehicle owner shall retain a photocopy of that Drivers Licence, until such time as the driver ceases to be permitted or employed to drive the vehicle.

3.0. Change of Address

- 3.1. If you change your address at any time during the period of the licence, you must inform the Council, in writing, within **7 days**.
- 3.2. This licence is issued on the condition that the private hire vehicle to which it relates is not licensed as either a hackney carriage or private hire vehicle by another authority. If Lichfield District Council becomes aware of other vehicle licenses (Hackney Carriage or Private Hire) running concurrently with this licence, then this licence will be revoked.

4.0. Vehicle Insurance

- 4.1. The licence holder shall produce all vehicle insurance documents on demand to the Council at any time during the period of the licence.

- 4.2. The licence holder shall ensure that a full certificate or cover note of insurance is produced to the Council within 7 days of expiry or upon request or any earlier renewal.
- 4.3. Before permitting any licensed Hackney Carriage or Private Hire driver to drive the vehicle, the licence holder shall ensure that the driver is adequately insured to do so.

5.0 Inspection

- 5.1. The Council may require in writing for the licence holder to produce their vehicle for inspection at a Lichfield District Council selected Test Station up to three times annually at the cost of the licence holder. Inspections carried out on an unannounced basis will not be included within the above figure.

6.1 Vehicle Road Fund Licence

- 6.1. The licence holder shall produce a current vehicle road fund licence on demand to the Council at any time during the period of the licence.

7.0 Ministry of Transport Test Certificate

- 7.1. The licence holder is required to produce on demand to an authorised officer of the Council or a Police Officer, an annual Ministry of Transport Test Certificate after 3 Years from the date of initial registration.

8.0 Accidents

- 8.1. Any accident or damage involving the licensed vehicle must be reported to an officer in the Environmental Health Department at the Council. This may be an oral report in the first instance but must be followed up by the completion of an Accident Report Form within 120 hours of the accident.

9.0 Alteration of Vehicles

- 9.1. No material alterations or change in specification, design, condition or appearance of the Private Hire Vehicle shall be made at any time while the licence is in force without the prior approval of the Council.

10.0 Vehicle Type

- 10.1. The Private Hire Vehicle must not be of an approved type,(approved by the Public Carriage Office) and must not in any way shape or form resemble a Hackney Carriage.
- 10.2. The seating arrangement in 'People Carrier' type vehicles will be fixed and approved by the Council. Every seat should have direct access to an exit door, therefore no seat which needs to be tilted, moved or in any way adjusted to gain access to another row of seats will be allowed. The seating will not be moved once the approval has been granted.
- 10.3. All saloon / estate type vehicles must have a minimum of 4 doors excluding rear doors/tailgate/boot.
- 10.4. Vehicles capable of carrying more than 4 passengers e.g. people carriers/minibuses and similar type, must have a minimum of 3 doors excluding the rear doors/tailgate/ boot. The third door must be located on the near side of the vehicle to ensure safe access and egress of passengers. There must be sufficient space for luggage whilst still leaving gangways clear and there shall be a suitable restraint available to secure any luggage in the passenger compartment.
- 10.5. Any vehicle that in the opinion of the Council has received any modification, other than by a recognised vehicle manufacturer, shall at the discretion of the Council undergo an additional safety test at a testing centre selected by the Council.

11.0 Comfort of Passengers

- 11.1. Seating must have adequate dimensions and leg room in the opinion of the licensing officer.

12.0. Colour

- 12.1. All licensed Private Hire vehicles can be any colour except white or anything which appears to be white.

13.0. Age Limit of Vehicles

- 13.1 No Private Hire vehicle will be permitted to be more than six years old from date of first registration (unless the vehicle is in an exceptional condition as determined by the Council).

14.0. Maintenance of Vehicle

- 14.1 The vehicle and all its fittings and equipment shall at all times when the vehicle is in use or available for hire, be kept in a good, clean and efficient working order.
- 14.2 The interior of the vehicle shall be kept clean and tidy at all times when in use as a Private Hire vehicle. The exterior of the vehicle is to be clean at all times, having due regard to the weather conditions on the day.
- 14.3 The vehicle shall also carry a spare wheel and tyre, which complies with all legal requirements, and the necessary tools to change the same. Space saver tyres must only be used in accordance with manufacturer's instructions.
- 14.4 The preceding condition 14.3 shall not apply in the case of vehicles specifically modified to operate using gas as an alternative fuel and where the gas fuel tank occupies the existing spare wheel compartment.

15.0. Advertising and Official Signs

- 15.1. All Private Hire Vehicles must display Private Hire Identification signs as supplied by the Council and shall ensure each is permanently affixed to both of the rear passenger doors of the vehicle aligned horizontally with the rear door handles and shall remain on display at all times.
- 15.2. These signs shall not be removed from the vehicle except with the approval of, or under the supervision of, an Authorised Officer of the Council or any Police Officer.
- 15.3. No words, letters or graphics may be displayed on the glazing of the vehicle.
- 15.4. The proprietor of the Private Hire vehicle may display on the vehicle the trading name and contact number of the operator to whom all advance bookings for this vehicle are taken. This is restricted to a single advertisement on the front passenger and drivers doors (if licensed for 8 seats then one rear panel) and to be contained within a border with a maximum size of 600mm in width and 300mm in height and for the bonnet and boot of the vehicle, a single advertisement of a maximum size of 600mm in width and 150mm in height to be agreed in advance in writing.
- 15.5. No other material may be displayed on the outside of the vehicle without the written authorisation of the Council.
- 15.6. The proprietor shall maintain such signs in a clean and tidy condition and shall further remove any sign which is damaged, or defaced.
- 15.7. No advertisement shall be displayed within the interior of the vehicle.

16.0. Notices

- 16.1. The licence holder shall display inside the vehicle any notice reasonably required by the Council.

17.0. Private Mobile Radio

- 17.1. Installation or the use of Citizen Band (CB) radio equipment, or scanners, within the licensed vehicle is not permitted.

18.0. Vehicle Licence Plate

- 18.1. The Private Hire vehicle licence plate shall be attached to the backing plate supplied by the Council and positioned either above or below the rear vehicle registration number plate or as determined by an authorised officer.
- 18.2. The licence holder shall ensure that the Private Hire Vehicle Plate is at all times kept maintained in such good condition that the information contained is clearly visible to the public view.
- 18.3.1 The licence plate shall remain the property of the Council and shall be returned to the Council upon the expiration, suspension or revocation of this licence, including a suspension under Section 68 of the Local Government (Miscellaneous Provisions) Act 1976.
- 18.4 The proprietor or driver of a licensed vehicle must surrender its Lichfield District Council licence plate to any appropriately authorised officer.

19.0. Seating Capacity

- 19.1. The licence holder shall not convey or permit to be conveyed in the licensed vehicle any greater number of persons than that prescribed in the licence and on the plate issued by Council.

20.0. Wheelchair access

- 20.1. The licence holder may display on suitably adapted vehicles symbols or form of words indicating that the vehicle has been adapted for use by disabled persons. The Council will however require evidence of the acceptability of such adaptation and shall approve the form of words and symbols.

21.0. Safety Equipment

- 21.1. There shall be provided in the vehicle a suitable fire extinguisher of at least 1.0kg capacity. It shall be fitted in such a position as to be readily available for immediate use in an emergency. The fire extinguisher must conform to the appropriate British Standard and be maintained to manufacturers specifications.

22.0. Vehicle Roof Signs

- 22.1. The provision of roof signs to any private hire vehicle is prohibited.

23.0. CCTV

- 23.1. CCTV cameras may be installed in vehicles, provided their use is clearly signed within the vehicle and all regulations covering the use of such equipment is adhered to.

24.0. Offences and Penalties

- 24.0. Contravention of these conditions constitute an offence under the Local Government (Miscellaneous Provisions) Act 1976. In addition it is also an offence to obstruct an authorised officer or Police Constable in his duty. Any person who commits an offence against any of the provisions of this Part of this Act in respect of which no penalty is expressly provided shall be liable on summary conviction to a fine not exceeding Level 3 on the standard scale. Contravention may also result in suspension or revocation of the licence in accordance with the statutory provision.

25.0. Revocation and Modification of Conditions

- 25.0. The Council reserves the right (at its own behest and at any time) to revoke, vary, or modify any of these conditions and/or to make such additional conditions as it may deem requisite, either generally or in respect of any particular licence or occasion.