

# Appendix D – Private Hire Vehicle Licence Conditions

## 1. Appearance of Vehicle

- a. The vehicle must be safe, comfortable and suitable in type, size and design for use as a Private Hire or Hackney Carriage vehicle.
- b. The vehicle must not be of such design and appearance as to lead any person to believe that the vehicle is a hackney carriage; a London” type taxicab finished in the manufacturers standard colour.
- c. A standard private hire vehicle finished in the manufacturers standard colour with a minimum of four doors not including the tailgate (unless specifically adapted to be used as an access or egress point).

## 2. Maintenance of Vehicle

- a. 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 an efficient, safe, tidy and clean condition and to relevant statutory requirements including in particular those contained in the Motor Vehicles (Constructions and Use) Regulations shall be fully complied with.

## 3. Alteration of Vehicle

- a. 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.

## 4. Identification Plate

- a. The plate identifying the vehicle as a Private Hire Vehicle is required to be exhibited on the vehicle pursuant to Section 48(6) of the Local Government (Misc. Provisions) Act 1976 shall be securely fixed to the external front and rear of the vehicle in a conspicuous position and in such manner as to be easily visible by an authorised officer of the Council, or a Police Officer. Brackets are provided for this purpose.

## **5. Door Signage**

- a. Private Hire vehicles must affix permanently on the front and rear external passenger and driver doors in a prominent location, South Cambridgeshire District Council issued door signage.

## **6. Internal Vehicle Notices**

- a. Council issued Internal Vehicle Notices must be displayed in a prominent position so that it can be seen by all passengers.

This notice must include the following information:

- The business name of the operator, or proprietor if it is a Hackney Carriage
  - The telephone number of the operator, or proprietor where it is a Hackney Carriage, where a customer can make a complaint or report a concern
  - The vehicle registration number
  - The vehicle licence plate number
- b. Any alternative signage is not permitted must not be displayed except with the written authority of the Licensing Officer.

## **7. Safety Equipment**

- i. a warning triangle carried in the vehicle to ensure the safety of the driver and passengers in the event of an accident.

## **8. Transfer of Plate Ownership**

- a. It is an offence under the Local Government (Misc. Provisions) Act 1976 not to inform the Council of any change of ownership within 7 days.

## **9. Meters**

- a. Where a taximeter is fitted, it must be calendar controlled, must not be set at a higher fare than the current maximum fare as agreed by the Council. The taximeter must be sealed by an authorised person.
- b. Where a journey starts and finishes within the South Cambridgeshire district, if a vehicle is fitted with a taximeter, it must be used when conveying passengers.

- c. The fare demanded cannot be more than that shown on the taximeter. If a fare has been quoted and agreed and is less than the fare shown on the taximeter, the quoted lesser fare must be charged.

## **10. General Vehicle Standards**

### **a. Lighting Equipment**

All front and rear lamps including headlamps, stop lamps, directional indicators, hazard lamps and fog lamps, shall be fully operational. Also lamp lenses shall be clean and free from any chips or cracks which affect the beam pattern or allow moisture to enter the light casing. Reflectors should be free of corrosion or similar defects.

### **b. Steering and Suspension**

The steering shall be fully operational and comply with DVSA inspection regulations. The suspension shall be fully operational, free from any leaks and with no excessive bounce. All components to be in good working order. The fitting of part worn, or secondhand parts are not permitted.

### **c. Brakes**

All brakes including the foot and handbrakes shall be in good working order and pull evenly in accordance with DVSA inspection regulations. All vehicles must be fitted with a high-level brake light, the fitting of part worn, or secondhand parts are not permitted.

### **d. Tyres and Wheels**

All vehicles shall carry in accordance with manufacturers' recommendations all necessary equipment for puncture repair. All tyres, including any spare tyre, should be in a roadworthy condition and comply with all relevant statutory requirements. Tyres should be of either all radial or all cross-ply design; the fitting of part worn or secondhand tyres are not permitted.

### **e. Seatbelts**

All vehicles shall have fully operational seatbelts in the front and rear to accommodate all passengers. Seatbelts should be in good condition and should not be frayed or torn. All seatbelts shall be mounted to the vehicle body (not to vehicle seats unless specifically designed to do so) and adequately secured. The fitting of part worn, or secondhand parts are not permitted.

#### **f. Horn**

The vehicles horn shall be fully operational and adequately audible.

#### **g. Heater and ventilation**

The vehicle shall be fitted with a fully operational heater, which can be adjusted according to the needs of the passengers. Passengers must be able to operate the windows independently.

#### **h. Wipers and Washers**

The correct size wiper blades shall be fitted and shall not be torn or frayed. The windscreen washers should operate correctly and fully.

#### **i. Coachwork**

Vehicles must comply with the following:

- i. The width of the rear part of the body, measured from internal armrest to internal armrest should be a minimum of 1.28m. This measurement to be made with both rear doors closed.
- ii. The minimum legroom for passengers using the rear seats shall be 22cms, the measurement to be taken from the rear door pillar to the nearest point of the rear seat squab.
- iii. All doors shall be capable of being opened from both the inside and the outside. Two windows capable of being adjusted and secured in any open or partly open position shall be fitted.
- iv. All glass fitted shall be safety glass, i.e. glass that if fractured does not fly into fragments capable of causing severe cuts.
- v. Glass, either in the window, windscreen or other part of the vehicle shall not be broken or discoloured and shall be free from cracks in accordance with DVSA regulations. Aftermarket window tints shall not be fitted to any windows.
- vi. All coachworks shall be maintained in a clean condition and in a proper state of repair; and if the vehicle is an estate or hatchback type car it must be fitted with a guardrail or other device of a type approved by the Council to separate the rear loading area from the passengers.

- j. The vehicle must be fitted with an internal rear-view mirror and on both sides with external rear view mirrors.
- k. The two-way radio equipment may not be installed without the prior approval of the councils Licensing Officer, who may specify the position of the equipment to ensure safe operation.
- l. All parts of the vehicle, its fittings and equipment both internal and external must be kept in an efficient, safe and clean condition and comply at all times with all relevant statutory requirements.
- m. The vehicle must always be insured to the satisfaction of the Council for fare paying passengers.
- n. The proprietor/driver shall always ensure that whilst the vehicle is used on public roads, there is a current vehicle excise licence in force for the vehicle.
- o. The vehicle must always be in a condition to comply with all statutory requirements. (Testing by the council or its appointed agents does not avoid the need for a Certificate of Compliance (CoC) for all vehicles more than one year old. The certificate (CoC) must be produced when submitting a vehicle application and must be no more than one calendar month old.
- p. The Certificate of Compliance will be issued for twelve months with the exception as detailed in paragraph 3.12 of the Policy.
- q. Failure to produce the certificate will result in enforcement action which may include suspending of the licence.
- r. Whereby the removal of seats, a vehicle original seating capacity is reduced to the maximum capacity of eight passenger seats, the redundant seat mountings must be rendered unusable. This must be done in such a way as to prevent the easy re-fitment of seats.
- s. **The maximum number of seats** – all vehicles licensed to carry in excess of four passengers will only be licensed where:
  - (i) the access and egress of passengers can be achieved without the need to move existing seating, and
  - (ii) all seats are fitted with seat belts in accordance with legal or manufacturer standards, and
  - (iii) the height between the seat and the foot well of the rear seats is consistent

## **11. Convictions**

- a. The proprietor/ driver must notify the Licensing Authority in writing within 72 hours of any cautions, convictions or warnings including but not limited to driving endorsements, driving convictions, police warnings and reprimands, cautions, community service orders, restraining orders, fixed penalties immigration offences, or other relevant matters, including road traffic offences such as speeding imposed on him or her during the period of the licence or if the proprietor is a company, on any of its directors during the period of the licence.

## **12. Change of Address**

- a. The proprietor/ driver shall notify the Council in writing of any change of address during the period of the licence within 7 days of such change taking place.

## **13. Surrender of Licence**

- a. If the proprietor decides to cease the use of a licensed vehicle for Private Hire purposes, the licence must be surrendered in writing and returned together with the licence plate to the licensing department.