

HACKNEY CARRIAGE DRIVER'S LICENCE

Conditions of Licence

- (1) The Driver of a Hackney Carriage who shall have agreed or shall have been hired to be in attendance with the Vehicle at an appointed time and place shall, unless delayed or prevented by some sufficient cause, punctually attend with such vehicle at such appointed time and place.
- (2) The Driver of a Hackney Carriage shall not convey or permit to be conveyed in such vehicle any greater number of persons than the number of persons specified on the plate affixed to the outside of the vehicle.
- (3) Carriage of Assistance Dogs: A driver of a Hackney Carriage is required to carry a Guide, Hearing or Assistance Dog free of charge unless the driver has a proven medical condition that would preclude such action.

A driver who has a proven medical condition that prevents him/her carrying a Guide, Hearing or Assistance Dog when driving a Hackney Carriage must obtain a Driver Exemption Certificate and DISPLAY IT CLEARLY at all times when Driver of that vehicle. A driver is responsible for informing his employer of such a condition when first employed or, if such condition occurs subsequently, at that time.

- (4) The Driver of a Hackney Carriage shall, when requested by the person who has hired the vehicle:
 - (a) convey a reasonable quantity of luggage;
 - (b) afford reasonable assistance in loading and unloading such luggage;
 - (c) afford reasonable assistance in removing such luggage to or from the entrance of any building station or place at which he/she may take up or set down such person.
- (5) The Driver of a Hackney Carriage when hired to drive to any particular destination shall, subject to any direction given by the Hirer, proceed to such destination by the shortest possible route.
- (6) The Driver of a Hackney Carriage shall immediately after termination of the hiring carefully search the vehicle for any property which may have been accidentally left therein.
- (7) The Driver of a Hackney Carriage shall, if any property accidentally left therein by any person who may have been conveyed in the vehicle be found by or handed to him:
 - (a) Carry it as soon as possible and in any event within 48 hours, if not sooner claimed by or on behalf of its owner, to the Hackney Carriage

- Officer of the Council, and leave it in the custody of the Officer in Charge of the Office on his giving a receipt for it;
- (b) Be entitled to receive from any person to whom the property shall be re-delivered an amount equal to five pence in the pound of its estimated value (or the fare for the distance from the place of finding to the Office of the Council, whichever be the greater) but not more than five pounds.
- (8) The Driver of a Hackney Carriage shall at all times when the vehicle is hired:
- (a) Be clean, respectable and act with civility towards every person travelling in the vehicle and shall comply with their reasonable requirements.
- (b) Take all reasonable precautions to ensure the safety of persons travelling in or alighting from such vehicle.
- (9) The Driver of a Hackney Carriage shall not at any time, when driving for hire, smoke tobacco or any other like substance without permission of the person travelling in such vehicle.
- (10) The Driver of a Hackney Carriage shall not by calling out or otherwise importune any person to hire the vehicle and shall not make use of the service of any other person for the purpose.
- (11) No person shall be carried in a Hackney Carriage when hired without the express consent of the person hiring the vehicle.
- (12) The person authorised by the proprietor of a Hackney Carriage to act as the driver of such vehicle shall not permit any other person to act as driver of such vehicle without consent of the proprietor.
- (13) The Driver of a Hackney Carriage shall:
- (a) When the vehicle is not hired keep the taximeter locked in the position in which no fare is recorded on the face of the taximeter.
- (b) At the commencement of the journey when the vehicle is hired by distance bring the machinery of the taximeter into action so that the word "hired" is legible on the face of the taximeter and keep the machinery of the taximeter in action until the termination of the hiring.
- (c) Be entitled to demand and take for the hire of the vehicle by distance the rate of fare approved by the Council, provided always that the driver shall not take nor demand a fare greater than that shown on the face of the taximeter.
- (d) Ensure that during the time the vehicle is hired by distance the digital display of the taximeter is plainly visible to any person travelling in the vehicle and is properly illuminated.
- (14) The Driver of a Hackney Carriage shall not tamper with or permit any person to tamper with the taximeter with which the vehicle is provided, with the fittings

thereof or seals affixed thereto.

- (15) The Applicant shall attend for medical examination when specified by the Council.
- (16) A licensee who changes the place at which he/she lives shall notify the Council of such change of address within seven days.
- (17) Convictions recorded since the completion of the Application Form for this Licence shall be reported to the Council within seven days of the event.

HC Dr Licence Conditions

PRIVATE HIRE DRIVER'S LICENSES

CONDITIONS OF LICENCE

- (1) The Driver of a Private Hire Vehicle who shall have agreed or shall have been hired to be in attendance with the vehicle at the appointed time and place shall, unless delayed or prevented by some sufficient cause, punctually attend with such vehicle at such appointed time and place.
- (2) The Driver of a Private Hire Vehicle shall not convey or permit to be conveyed in such vehicle any greater number of persons than the number of persons specified on the disc affixed to the outside of the vehicle.
- (3) Carriage of assistance dogs: A driver of a Private Hire Vehicle is required to carry a Guide, Hearing or Assistance Dog free of charge unless the driver has a proven medical condition that would preclude such action.

A driver who has a proven medical condition that prevents him/her carrying a Guide, Hearing or Assistance Dog when driving a Private Hire Vehicle must obtain a Driver Exemption Certificate and DISPLAY IT CLEARLY at all times when Driver of that vehicle.

A Driver is responsible for informing his employer of such a condition when first employed or, if such condition occurs subsequently, at that time.

- (4) The Driver of a Private Hire Vehicle shall, when requested by the person who has hired the vehicle:
 - (a) convey a reasonable quantity of luggage;
 - (b) afford reasonable assistance in loading and unloading such luggage;
 - (c) afford reasonable assistance in removing such luggage to or from the entrance of any building, station or place at which he/she, may take up or set down such person.
- (5) The Driver of a Private Hire Vehicle when hired to drive to any particular destination shall, subject to any direction given by the hirer, proceed to such destination by the shortest available route.
- (6) The Driver of a Private Hire Vehicle shall immediately after the termination of the hiring carefully search the vehicle for any property which may have been accidentally left therein.
- (7) The Driver of a Private Hire Vehicle shall, if any property accidentally left therein by any person who may have been conveyed in the vehicle be found or handed to him:
 - (a) carry it as soon as possible and in any event within 48 hours, if not sooner claimed by or on behalf of its owner, to the Hackney Carriage

- Officer of the Council, and leave it in the custody of the Officer in charge of the Office on his giving a receipt for it;
- (b) be entitled to receive from any person to whom the property shall be redelivered an amount equal to five pence in the pound of its estimated value (or the fare for the distance from the place of finding to the Office of the Council, whichever be the greater) but not more than five pounds.
- (8) The Driver of a Private Hire Vehicle shall at all times when the vehicle is hired:
- (a) Be clean, respectable and act with civility towards every person travelling in the vehicle and shall comply with their reasonable requirements.
- (b) Take all reasonable precautions to ensure the safety of persons travelling or alighting from such vehicle.
- (9) The Driver of a Private Hire Vehicle shall not at any time, when driving for hire, smoke tobacco or any other like substance without permission of the person(s) travelling in such vehicle.
- (10) The Driver of a Private Hire Vehicle shall not by calling out or otherwise importune any person to hire the vehicle and shall not make use of the service of any other person for the purpose.
- (11) No person shall be carried in a Private Hire Vehicle when hired without the express consent of the person hiring the vehicle.
- (12) The person authorised by the Proprietor of a Private Hire Vehicle to act as the driver of such vehicle shall not permit any other person to act as the driver of such vehicle without the consent of the Proprietor.
- (13) If the Private Hire Vehicle is fitted with a taximeter the Driver shall:
- (a) When the vehicle is not hired keep the taximeter locked in the position in which no fare is recorded on the face of the taximeter.
- (b) At the commencement of the journey when the vehicle is hired by distance bring the machinery of the taximeter into action so that the word "hired" is legible on the face of the taximeter and keep the machinery of the taximeter in action until the termination of the hiring.
- (c) Be entitled to demand and take for the hire of the vehicle by distance the rate of fare approved by the Council, provided always that the Driver shall not take or demand a fare greater than that shown on the face of the taximeter.
- (d) Ensure that during the time the vehicle is hired by distance the dial of the taximeter is plainly visible to any person travelling in the vehicle and is properly illuminated.
- (14) The Driver of a Private Hire Vehicle shall not tamper with or permit any person to tamper with the taximeter with which the vehicle is provided, with fittings thereof or the seals affixed thereto.

- (15) The Applicant shall attend for medical examination when specified by the Council.
- (16) A Licensee who changes the place at which he lives shall notify the Council of such change of address within seven days.
- (17) Convictions recorded since the completion of the Application Form for this Licence shall be reported to the Council within seven days.

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ROCHFORD DISTRICT COUNCIL

CONDITIONS OF HACKNEY CARRIAGE LICENCE

1. The Plate bearing the number of the licence granted shall be displayed on the outside of the vehicle adjacent to the rear number plate and also the number of the licence shall be displayed on the inside of the vehicle in such a position as to be plainly visible to persons travelling in the vehicle.
2. The outside of the vehicle must be clean and free from damage. The inside of the vehicle shall be clean, well maintained and in every way fit for public service.
3. No advertisement, sign or light shall be placed either inside or outside the vehicle which is not required by law to be displayed or fitted except:
 - (a) “**TAXI**” sign on the roof of such carriage provided the sign does not exceed 36” x 6¼ x 6½ and is not illuminated when the carriage is not available for hire;
 - (b) An inscription not exceeding 25” in height and 25” in width identifying the proprietor of such carriage or association of proprietors to which he/she belongs on the panel of each front door.
 - (c) A panel not exceeding 10” x 6” inside each carriage for advertisement purposes provided that such panel is not illuminated and is not readily visible from outside the carriage.
 - (d) A “**FOR HIRE**” flag, the illuminated area of which does not exceed 16 square inches in the bottom left side of the front windscreen.
 - (e) A sign not larger than 4” high x 18” wide in the vehicle’s rear screen identifying the proprietor of the vehicle or Association of Proprietors to which he/she belongs provided it does not obscure the view to the rear.
 - (f) Advertisements may be placed on the outside of the front doors or on the boot lid or hatch-back door or moulded rear bumper, but restricted to no more than three in number on the rear of the vehicle, and advertising should not conflict with any business within the District of Rochford.
 - (g) An inscription identifying the proprietor or Association of Proprietors may be displayed on the boot lid or hatch back door if, and only if, it does not appear on the outside of the front doors.
 - (h) The Licensee shall obtain the approval of the Head of Service as to the type and content of any advertisement hereby permitted before it is fitted or displayed.

- (i) The Council's official emblems must be permanently affixed on the rear passenger doors indicating the vehicle as a Licensed Hackney Carriage.
- (j) If in-car video surveillance equipment is installed, the Licensee shall display, in a prominent position, a notice to this effect the wording of which shall be approved by the head of Service.
- (4) An efficient fire extinguisher shall be carried and shall be readily available for use and of a type conforming to BSEN3:1996 (type AFFF 2 litre minimum capacity recommended),
- (5) The carriage shall be available for business at all reasonable times.
- (6) In the case of an individual the Licensee shall live within the District or an immediately adjacent District.
- (7) A Licensee who changes the place at which he/she lives, or in the case of a Company operates, shall notify the Council of such change of address within seven days of the date of the event.
- (8) The Licensee shall be a full time Hackney Carriage Driver or a Company which satisfies the Council's pre-licensing conditions and if he/she/the Company ceased to be so shall notify the Council within 7 days and surrender any Hackney Carriage Plates held.
- (9) The Licensee shall be in direct control of the day-to-day running of the carriage and ensure that any Driver complies with the Council's Byelaws and Conditions and Road Traffic Regulations.
- (10) The appropriate insurance documents shall be produced within seven days when inspection of these documents is required by the Council.
- (11) **Carriage of Assistance Dogs**

The Licensee shall ensure the Driver of the vehicle complies with the requirement to carry a Guide, Hearing or Assistance Dog when requested, unless the Driver is a holder of a Exemption Certificate that exempts him/her from the carriage of such category of dog and **DISPLAYS CLEARLY** in the vehicle that Certificate at all times when in charge of the vehicle.

Reportable Matters:-

- (12) Convictions and Cautions recorded since the Application Form of this Licence shall be reported to the Council within seven days of the event, except in the case of driver disqualification which must be reported immediately. Accident damage to the vehicle must be reported within seventy two hours of occurrence.

- (13) Vehicles failing the mechanical or compliance examination for serious body or mechanical defects shall be subject to prohibition by written notice from use of a Hackney Carriage until such time as the defect has been corrected to the satisfaction of the Licensing Authority.
- (14) An Appeal may be brought against the Licensing Conditions within 21 days from the date on which notice of the Condition is served on the applicant to the Rochford Southend Magistrates' Court situated at 80 Victoria Avenue, Southend-on-Sea, Essex SS2 6EU.
- (15) An applicant disappointed by a decision of the Authority in respect of an application also has a right of appeal to the Magistrates Court.
- (16) The Licence may be revoked upon the breach by the Licence Holder of any terms and conditions of the Licence. The conditions may be relaxed by prior approval of the Council in exceptional cases.

Clarification of the Conditions set out above can be obtained by contacting the Hackney Carriage Office, Civic Suite, 2, Hockley Road, Rayleigh SS6 8EB

Fin/hcl conditions/amend

ROCHFORD DISTRICT COUNCIL

PRE-LICENSING STANDARDS FOR HACKNEY CARRIAGES

It is the objective of Rochford District Council to ensure a good and reliable taxi service is provided within the District. In order to achieve that aim, an Application being considered for a Hackney Carriage Licence (Plate) on the first occasion and subsequently shall:

- (A) Have a vehicle or possession of a vehicle which is subject of a hiring agreement or hire purchase agreement in a form satisfactory to the Head of Service responsible for Hackney Carriage Licensing (hereinafter referred to as Head of Service) provided that the vehicle is not more than six years old when first licensed and not more than ten years old when subsequently licensed (subject to exceptions for certain specified vehicles), which according to the Manufacturer's Specification has:-
- (i) Rear seat accommodation for at least three persons with a minimum of 41cm (16") per person.
 - (ii) Separate front seats, save in the case of a limousine or a vintage car which may have a bench seat with an arm rest to accommodate one person in addition to the driver.
 - (iii) Four doors.
 - (iv) An overall height of not less than 135cm (53").
 - (v) An engine rating of not less than 1,550cc.
 - (vi) Seat belts for all passengers.
 - (vii) All passenger seats shall be facing in a forward or rearward direction.
 - (viii) In the case of multi-passenger carrying vehicles access to rear seats shall be obtained with ease by a fit and able person.
- (B) Submit the vehicle for mechanical examination when requested and at least:-
- (i) Annually in respect of vehicles up to six years old.
 - (ii) Six monthly in respect of vehicles over six years old and up to ten years old at a single fee prescribed by the Council.
 - (iii) Four monthly in respect of vehicles over ten years old meeting the Council's definition of being in "Exceptional Condition" (as set out in

Schedule 1 to these Conditions) and being a vehicle specified by the Head of Service at a single Fee prescribed by the Council.

- (C) Produce the appropriate Insurance Documents and, if applicable, lodge a copy of the hiring or lease agreement of the vehicle with the Hackney Carriage Office when requested.
- (D) An Applicant is required to have been a licensed Hackney Carriage Driver actively involved in the trade within the District of Rochford for the previous three years and having taxi driving as his/her principal means of employment for the immediate past year **OR** a company which can demonstrate a minimum of three years on-going experience in the Rochford Taxi Trade.
- (E) Live within the District of Rochford or an immediate adjacent District in respect of a personal application for a Hackney Carriage Licence.
- (F) An individual Applicant or in the case of a Company, a Director or Partner should not be a person who would be refused a Hackney Carriage Driver's Licence by reason of a conviction recorded against him/her.

NOTE: The Council's Hackney Carriage Driver's Pre-Licensing Standards relating to convictions are as follows:-

"A person being considered for a Hackney Carriage Driver's Licence on the first occasion and subsequently shall:-

- (1) Not have been convicted of more than three motoring offences during the previous three years; which individually exceed 2 penalty points;
- (2) Not have been convicted of a serious motoring offence during the previous three years;
- (3) Not have been convicted of a criminal offence, e.g. theft, during the previous three years;
- (4) Not have been convicted of a serious criminal offence, e.g. causing bodily harm, or sexual offence during the previous seven years.

As defined in Home Office Circular 13/92.

- (5) Not be a convicted murderer or paedophile.
- (6) Not received a Police Caution for a Criminal Offence within the previous twelve months."

PLEASE NOTE: All relevant facts will be taken into account when consideration is given to an Application for a Hackney Carriage Licence and it may be that additional or higher standards will be imposed.

(G) Criteria for Granting Hackney Carriage Licence Plate(s) to Individuals:

(i) An individual granted a Hackney Carriage Plate on the first occasion may not apply for an additional Plate until a period of 24 months has elapsed from the granting of the first licence plate. Any Plate held in excess of two must be in respect of a vehicle which is compliant with the Technical Specification for fully Wheelchair Accessible Taxis contained within the Disability Discrimination Act, 1995.

(ii) Replacement Vehicles:

Any subsequent replacement vehicle in respect of any Plate granted in excess of two is required to continue to meet the criteria set out above.

NOTE: An individual holding in excess of two Hackney Carriage Plates at 25 May 1999, by Minute of the Transportation Sub-Committee on that date, is personally exempted until 1st January 2002 from the requirement for the replacement vehicle in respect of the third Plate to be fully Wheelchair Accessible. (In the event of the third Plate being transferred, the exemption will cease to apply to the recipient.)

(H) Criteria for Granting Hackney Carriage Licence Plate(s) to Companies.

(i) A Company may be granted Hackney Carriage Licence Plates provided the vehicle in respect of the first Plate Issued, and any subsequent Plate granted in excess of three, complies with the Technical Specification for fully Wheelchair Accessible Taxis contained within the Disability Discrimination Act 1995.

(ii) Replacement Vehicles:

Any subsequent replacement vehicle in respect of the initial Plate, and those granted in excess of three, is required to continue to meet the criteria set out above.

TRANSFER OF A LICENCE

On the first Application for a Licence after the transfer of it from the person to whom it was granted, the Licence will be issued only if:-

- (a) the Person or Company to whom it had been granted had carried on business satisfactorily during the previous five years; and
- (b) the Person to whom it was transferred complies with the Pre-Licensing Standards applicable to the issue of a Hackney Carriage Licence.

- (c) the Person/Company to whom it was transferred complies with the criteria for allocation of Plates relative to full Wheelchair Accessible Taxis as set out for Individuals or Companies in Sections (G) & (H) above.

The above Transfer Conditions apply to a person entering into a Partnership with the person to whom the Licence (Plate) was granted and to a Partnership applying for a Licence (Plate) in his/her name after a Partnership has been dissolved.

Clarification of the Pre-Licensing Standards set out above can be obtained by contacting the Hackney Carriage Office, Civic Suite, 2, Hockley Road, Rayleigh SS6 8EB

HC Veh PI Standards

Appendix 5

**ROCHFORD DISTRICT COUNCIL
CONDITIONS OF PRIVATE HIRE VEHICLE LICENCE**

- (1) The Disc being the number of the Licence granted shall be displayed on the outside of the vehicle adjacent to the rear number plate and also the number of the Licence shall be displayed on the inside of the vehicle in such a position as to be plainly visible to persons travelling in the vehicle.
- (2) The outside of the vehicle must be clear and free from damage. The inside of the vehicle shall be clean, well maintained and in every way fit for public service.
- (3) No advertisement, sign or light shall be placed either inside or outside the vehicle which is not required by law to be displayed or fitted except:
 - (a) An inscription not exceeding 20" in height and 20" in width identifying the proprietor of such Private Hire Vehicle or association of proprietors to which he/she belongs on the panel of each front door.
 - (b) A panel not exceeding 10" x 6" inside each carriage for advertisement purposes provided that such panel is not illuminated and is not readily visible from outside the carriage. There shall not be included in the inscription of the advertisement referred to in this condition the word "taxi" or "cab" whether in singular or in plural and whether alone or as part of another word or the words "for hire" or the form of wording of which is in any way such as to suggest that the vehicle on which it is displayed is presently available to take up any passengers wishing to hire it or would be so available if not already hired.
 - (c) A sign not larger than 4" high and 18" wide in the vehicle's rear screen identifying the proprietor of the vehicle or Association of Proprietors to which he/she belongs provided it does not obscure the view to the rear.
 - (d) Advertisements may be placed on the outside of the front doors or on the boot lid or hatch back door or moulded rear bumper but restricted to no more than three in number and advertising should not conflict with any business within the District of Rochford.
 - (e) An inscription identifying the proprietor or Association of Proprietors may be displayed on the boot lid or hatch back door if, and only if, it does not appear on the outside of the front doors.
 - (f) The Licensee shall obtain the approval of the Head of Service as to the type and content of any advertisement hereby permitted before it is fitted or displayed.

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- (4) An efficient fire extinguisher shall be carried and shall be readily available for use and of a type conforming to BSEN3:1996 (type AFFF 2 litre minimum capacity recommended).
- (5) If the Private Hire Vehicle is fitted with a taximeter then:
- (a) The taximeter shall be so constructed that it is not possible for any person to manually alter the tariff rate without breaking the seals affixed thereto.
 - (b) The taximeter shall be fitted with a key, flag or other device the operation of which will bring the mechanism of the taximeter into action and cause the word “**HIRED**” to appear on the face of the taximeter.
 - (c) Such key, flag or other device shall be capable of being locked in such a position that the mechanism of the taximeter is not in action and that no fare is recorded on the face of the taximeter.
 - (d) When the mechanism of the taximeter is in action there shall be recorded on the face of the taximeter in figures clearly legible and free from ambiguity the fare which the proprietor or driver is entitled to demand and take for the hire of the vehicle by distance in pursuance of the fare fixed by the Council.
 - (e) The word “**FARE**” shall be printed on the face of the taximeter in plain letters so as to clearly apply to the fare recorded thereon.
 - (f) The taximeter shall be so placed that all letters and figures on the face thereof shall be at all times plainly visible to any person travelling in the vehicle and for that purpose the letters and figures shall be suitably illuminated during any period of hiring, and the switch for operating the light providing the said illumination shall be incorporated in and operated in conjunction with the key, flag or other device which brings the mechanism of the taximeter into action and no other method of operating the said lights shall be employed.
 - (g) The taximeter and all the fittings thereof shall be so affixed to the vehicle with seals and other appliances that it shall not be practical for any person to tamper with them except by breaking, damaging or permanently displacing the seals or other appliances.
 - (h) The Council’s official emblem must be permanently affixed on the rear passenger doors indicating the vehicle as a Licensed Private Hire Vehicle.
- (6) The Licensee of a Private Hire Vehicle fitted with a taximeter used for hire for which fares have been fixed by the Council shall cause the fare table provided by the Council to be fixed upon such vehicle in such a position and manner that the letters and figures shall be plainly visible to any person being conveyed and not wilfully cause such table to be altered or concealed at any time.
- (7) The Licensee who permits or employs any licensed person to act as the driver of the Private Hire Vehicle shall retain in his possession a copy of the licence

of such driver while he/she remains in his/her employment. The Licensee shall also ensure any driver complies with the Council conditions and Road Traffic Regulations.

- (8) The appropriate insurance documents shall be produced within seven days when inspection of these documents is required by the Council.
- (9) A Licensee who changes the place at which he lives shall notify the Council of such change of address within 7 days.

(10) **Carriage of Assistance Dogs**

The Licensee shall ensure the Driver of the vehicle complies with the requirement to carry a Guide, Hearing or Assistance Dog when requested, unless the Driver is a holder of a Driver Exemption Certificate that exempts him/her from the carriage of such category of dog and DISPLAYS CLEARLY in the vehicle that Certificate at all times when in charge of the vehicle.

- (11) Convictions and Cautions recorded since the completion of the Application Form for this Licence shall be reported to the Council within seven days of the event, except in the case of driver disqualification which must be reported immediately. Accident damage to the vehicle must be reported within seventy two hours of occurrence.
- (12) An Appeal may be brought against the Licensing Conditions within 21 days from the date on which notice of the Condition is served on the applicant to the Rochford & Southend Magistrates' Court situated at 80 Victoria Avenue, Southend-on-Sea, Essex SS2 6EU.
- (13) An applicant disappointed by a decision of the Authority in respect of an application has a right of appeal to the Magistrates Court.

Clarification of the Conditions set out above can be obtained by contacting the Hackney Carriage Office, Civic Suite, 2, Hockley Road, Rayleigh SS6 8EB

Appendix 6

**ROCHFORD DISTRICT COUNCIL
PRE-LICENSING STANDARDS FOR PRIVATE HIRE VEHICLES (REVISED)**

INTRODUCTION

It is the objective of the Rochford District Council (hereinafter referred to as “the Council”) to ensure a good and reliable Private Hire Vehicle service is provided within the District. In order to achieve that aim, the Council has set the Pre-Licensing Standards for Private Hire Vehicles and the Licence Applicant set out below.

SECTION A. LICENCE APPLICANT QUALIFICATIONS

- A1) An applicant for the Grant of a Private Hire Vehicle Licence (Plate) in the first instance and subsequently shall not, if an individual, or member of a partnership, or Director/Officer of a Company, be a person who would be refused a Private Hire Vehicle Driver’s Licence by reason of a Conviction recorded against him/her.

The Council’s Pre-Licensing Standards relating to convictions for Holders of Hackney Carriage and Private Hire Vehicle Driver Licences are:

“A person being considered for a Private Hire Vehicle Driver’s Licence on the first occasion and subsequently shall:

- 1) not have been convicted of more than three motoring offences during the previous three years; which individually exceed 2 penalty points;
- 2) not have been convicted of a serious motoring offence during the previous three years;
- 3) not have been convicted of a criminal offence, e.g. theft, during the previous three years;
- 4) not have been convicted of a serious criminal offence, e.g. causing bodily harm, or sexual offence during the previous seven years.

(Note: As defined in Home Office Circular 13/92)

- 5) not be a convicted murderer or paedophile;
- 6) not received a Police Caution for a criminal offence within the previous twelve months.”

All relevant facts will be taken into account when consideration is given to an application for a Private Hire Vehicle Driver's Licence and it may be that additional or higher standards will be imposed.

- A2) An Applicant as described in (A1), who does not hold a Hackney Carriage or Private Hire Vehicle Driver's Licence issued by the Council is required to provide, at his/her own expense, evidence to substantiate he/she complies with the Council's Pre-Licensing Standards relating to Convictions.

SECTION B STANDARD VEHICLE SPECIFICATION

- B1) An Applicant shall have ownership of a vehicle, or possession of a vehicle, which is subject of a Hire Purchase Agreement or Hiring Agreement in a lawful form satisfactory to the Head of Service responsible for licensing Private Hire Vehicles (hereinafter referred to as the Head of Service), provided that the vehicle is not more than six years old when first licensed calculated from the date of first registration and not more than ten years old when subsequently licensed (subject to exceptions for certain specified vehicles) which according to the Manufacturer's Specification has:

**IN RESPECT OF SALOON, HATCH-BACK & ESTATE MOTOR CARS,
MINIBUSES, PEOPLE CARRIERS & LIMOUSINES**

- i) A right-hand driving position.
- ii) Rear seat accommodation for at least three persons with a minimum of 41cm (16") per person.
- iii) Front passenger seat accommodation independent of the Driver's seat, save in the case of a limousine which may have a bench seat with an arm rest to accommodate one person in addition to the Driver.
- iv) All passenger seats facing in a forward or rearward direction.
- v) Three-point fitting seat belts for all passengers (subject to exceptions for vehicles licensed prior to revision of these Standards).
- vi) Four doors, including that for the Driver, giving access and egress to the near or off-side of the vehicle.
- vii) Adequate luggage accommodation with suitable restraints to prevent any items carried in non-saloon vehicles becoming insecure.
- viii) An overall vehicle height of not less than 135cm (53").
- ix) Engine rating of not less than 1550cc as specified in Vehicle Registration Document.

The following additional Standards apply in respect of Minibuses, People Carriers and Limousines that comply with (I) to (ix) above save for access requirements to rear seats.

- x) In respect of people Carriers & Limousines where movement of the seats is necessary to gain access and egress to those to the rear the seats requiring to be moved shall be individually mounted or a divided bench style seat.
 - xi) Access to the rearward seats shall be easily achieved by a fit and able person, the releases and operating instruction for the moveable seats being clearly marked.
 - xii) In respect of Minibuses a minimum of two doors to the passenger accommodation shall be provided. Where seat rows do not have immediate access to a doorway, a clear passageway must be provided as a means of access and egress.
 - xiii) In respect of People Carriers and Minibuses fitted with a rear door that may be used as an Emergency Exit, a tamper proof release for the rear door adequately signed must be provided.
- B2) A Taximeter may be fitted to a Standard Specification Vehicle.

SECTION C SPECIAL EVENT VEHICLE SPECIFICATION

A Special Event Vehicle is defined as a vehicle that does not meet the Council's Standard specification and undertakes specialised work. This category includes stretched Limousines and Heritage Vehicles.

C1) STRETCHED LIMOUSINES

Any Stretched Limousine submitted for licensing not compliant with the criteria specified in Section (B) above shall have:

- i) A right-hand driving position save for those vehicles that are not available other than in a left-hand drive configuration.
- ii) In respect of right-hand drive vehicles only front seat accommodation independent of the Driver's seat for one person, save in the case of a bench seat provided with an arm rest between Driver and passenger.
- ii) In respect of left-hand drive vehicles no front seat accommodation for passenger(s), save that a single seat for use by a Driver's Assistant/Second Driver to assist with the safe operation of the vehicle; any additional seats within the vehicle not to exceed seven.

NOTE: For the purpose of calculating seating capacity the measurement unit of a single seat width shall be 41cm (16") per person.

- iii) All seat positions fitted with approved seat belts.

- iv) In addition to the Driver and front passenger doors, two doors allowing access and egress to the rear passenger compartment shall be provided on the near and off-side of the vehicle.
- v) An overall vehicle height of not less than 135cm (53")
- vi) An engine rating providing adequate power relative to the size of vehicle.

C2) HERITAGE VEHICLE SPECIFICATION

- i) A Heritage Vehicle is either a Veteran Car manufactured prior to 31:12:1916 or Vintage Car manufactured between 1:1:1917 and 31:12:1930 or defined as a "Classic" Car, not being a Stretched Limousine, at the discretion of the Head of Service.
- ii) Subject to the vehicle being deemed suitable for licensing, the Council may vary or impose additional Conditions appropriate to each individual Application.

- C3) TAXIMETERS shall not be fitted to vehicles licensed within the Special Event Vehicle category.

SECTION D. VEHICLE TESTING & DOCUMENTATION

- D1) An Applicant shall submit the vehicle for Mechanical Examination when requested and at least:
- i) Annually in respect of Vehicles up to six years old.
 - ii) Six-monthly for all vehicles over six and up to ten years old.
 - iii) Four-monthly for all vehicles over ten years old.
- D2) An Applicant shall produce for inspection, and subsequently when requested:
- i) Appropriate Insurance Documents effective from the commencement date of the vehicle being licensed and thereafter.
 - ii) Vehicle Registration Document.
 - iii) Where applicable, a copy of the Hiring or Lease Agreement.