

Telford & Wrekin Council's Private Hire Vehicle Licence Conditions

Private Hire Vehicle Conditions	
1.	Identification Plates
1.1	The external identification plate issued by the Council shall at all times be fixed to the outside rear of the Private hire vehicle by means of a Council approved fixing kit which attaches behind the vehicle registration plate. Magnetic plates cannot be used without written permission from the Council and will only be fitted to vehicles where the Council approved fixing kit cannot be used.
1.2	On the suspension of a vehicle licence and where a "Licence Expired" plate has been fitted to the vehicle that plate may only be removed by an Authorised officer of the Council.
1.3	The internal identification plates (two in number) for Executive Vehicle licences issued by the Council shall be affixed by the proprietor of the vehicle one on the nearside/left hand side of the front windscreen and one on the nearside/left hand side of the rear windscreen in a distinctly visible position that does not interfere with the drivers view of the road. The plates will be displayed at all times in accordance with Council instructions.
1.4	The proprietor of the vehicle shall ensure the identification plates are maintained and kept in such a condition that the information contained on the plate is clearly visible to public view at all times. The identification plate remains the property of the Council and must be returned to the Council within 7 days of expiry of the vehicles licence if not renewed.
1.5	No vehicle which is licensed by another Licensing Authority or bears a licence plate issued by another Licensing Authority will be licensed by the Council.
2.	Door Signs
2.1	The Proprietor shall ensure that external door signs of a type and size approved by the Council reading "Advance Bookings Only" and displaying the Council's plate number shall be affixed to the rear passenger doors of the private hire vehicle as directed by the Council at all times.
2.2	The Vehicle Proprietor shall ensure that door signs are maintained and kept in such condition that the information contained thereon is clearly visible to public view at all times.
3.	Executive Vehicles
3.1	It shall be a condition that vehicles which are licensed as executive vehicles will only be permitted to undertake executive work and not for general Private Hire usage. It will also be a condition that executive vehicle owners should produce to the Council

	written confirmation from their Private Hire Operator that the vehicle will only undertake Executive work.
4.	Limousines
4.1	Vehicles will be compliance checked every 10 weeks.
4.2	Council executive plates must be displayed.
4.3	Tyres must be of an appropriate weight loading for the limousine as approved by the Licensing Service.
4.4	Novelty vehicles including stretch limousines with side facing seats will not be permitted to carry passengers under 16 years of age, regardless of whether the vehicle is fitted with or without seatbelts.
4.5	All front passenger seats should be removed.
4.6	The inclusion of sale of alcohol in the vehicles must be covered by a separate licence.
5.	Condition of Vehicle
5.1	The proprietor shall ensure that:-
5.1.1	The private hire vehicle shall be maintained in a sound mechanical electrical and structural condition at all times and be capable of satisfying the council's mechanical electrical and structural inspection at any time during the continuance of the vehicles licence.
5.1.2	The interior and exterior of the vehicle shall be maintained in a clean safe condition by the proprietor.
5.1.3	Sufficient means by which any person in a private hire vehicle may communicate with the driver during the course of the hiring is provided.
5.1.4	Any vehicle submitted for licence which is fitted with tinted windows must have windows which are factory fitted options at the time of the manufacture of the vehicle; and
	5.1.4.1 The vehicle shall be constructed and/or designed so as to enable passengers to be seen in the vehicle from any direction when observed from outside of the vehicle; and
	5.1.4.2 Glass shall have a minimum light transmittance of 75% for the front windscreen, 70% for the front side windows and 34% for all other vehicle window glass.
5.1.5	Vehicle Tyres - restrictions as per Manufacturers' standards.
6	Fire Extinguisher & First Aid Kit
6.1	A fire extinguisher which is fit for use and which meets the specifications listed in the Council's Inspection Standards for Licensed Vehicles and Compliance Standards,

	must be carried on the vehicle at all times and in such a position as to be readily available in an emergency.
6.2	A first aid kit, which is fit for use and which meets the specifications listed in the Council's Inspection Standards for Licensed Vehicles and Compliance Standards, must be carried on the vehicle at all times
9.	Signage
7.1	The following signs and notices will be displayed on licensed private hire vehicles during the currency of the Licence:-
7.1.2.	Notices issued from time to time by Telford & Wrekin Council for the information of the travelling public.
7.1.3	A sign stating 'Seat Belt Regulations – Seat Belts must be worn'.
7.1.4	A sign bearing the words 'First Aid Kit Carried' fixed to the rear body work of the vehicle.
7.1.5	A sign on both rear doors of the vehicle as issued by the Council regarding No Smoking.
7.1.6	Private hire vehicles shall display a replica Private hire vehicles Licence plate issued by the Council, affixed to the inside of the vehicle, in the prescribed manner, so as to be plainly visible to fare paying passengers.
7.1.7	A sign informing passengers how to complain.
8.	Advertisements
8.1	No advertising is permissible on any licensed private hire vehicle, save for the business name and/or trading name as stated on the Operator's Licence, telephone or text number, website or app address of the operator which may be displayed only on the vehicle's front driver and/or passenger doors..
8.2	The proprietor shall not display any sign or notice which consists of or includes the word Taxi or Cab whether in the singular or plural or any word of similar meaning or appearance to any of those words, whether alone or as part of another word, except where the Operator also makes hackney carriages available for hire and on such sign or notice must indicate that he/she also operates private hire vehicles or where the use of Taxi or Cab is part of the business name or trading name as in 10.1.
8.3	The proprietor shall not display any sign or notice on the vehicle which contains national, political, racial, cultural, sexual or potentially offensive language, symbols, flags or emblems.
8.3	The Proprietor shall ensure that no executive vehicle owned or operated by them bears any form of advertising whatsoever.
9.	Passengers
9.1	The Licence holder shall at all times when a vehicle is hired take all reasonable steps to ensure the safety of passengers conveyed therein and persons entering and alighting from the vehicle.
10.	Meters

10.1	If a proprietor wishes to fit a meter to a private hire vehicle the proprietor shall follow the procedures approved by the Council relating to the type of meter and the calibration and testing of such a meter.
10.2	The proprietor shall, if the vehicle is fitted with a meter, install the meter and calibrate it in the approved manner in prior to testing by the Council and for it to be located within the vehicle in accordance with the reasonable instructions of an Authorised Officer of the Council.
10.3	The licence holder shall ensure that the meter is sufficiently illuminated and that when in use it is visible to all passengers.
10.4	The proprietor shall maintain the meter in a sound electrical and mechanical condition at all times.
10.5	The proprietor shall not use or permit to be used a meter that the Council has not sealed to prevent unauthorised adjustment of the meter.
10.6	The proprietor undertakes to ensure that the meter will not be replaced without written prior permission of an Authorised Officer of the Council and that any replacement meter conforms to all other conditions and be tested and sealed at the earliest opportunity.
10.7	The proprietor shall notify the Council prior to any proposed fare scale changes and shall alter the meter accordingly and retested before recommencing service for hire and reward.
10.8	Any private hire vehicle fitted with a meter must be equipped with the standard size tyres as approved by the manufacturer of the vehicle. Retrofitted low profile tyres which will affect the performance and accuracy of a meter are not acceptable if fitted <u>after the meter has been tested and sealed</u> . Any such tyres of a low profile type must be fitted <u>before</u> the meter is tested. Any contravention of this condition will result in the immediate suspension of a Private hire vehicle licence.
11.	Inspection of Vehicle and Meter
11.1	A licensed private hire vehicle and any meter affixed to the vehicle may be inspected and tested by an Authorised Officer of the Council or by a Police Officer at all reasonable times.
11.2	If the Authorised Officer of the Council or Police Constable inspecting the vehicle is not satisfied as to the fitness of the vehicle or the accuracy of the meter, he may give written notice to the Proprietor to make the private hire vehicle and/or meter available for further inspection and testing at such reasonable time and place as may be specified, and the vehicle licence may be suspended until the Authorised Officer of the Council or Police Constable is satisfied as to the vehicle's fitness or as to the accuracy of the meter.
11.3	Vehicles over 5 years of age must be compliance tested every 6 months. Those vehicles which have an advisory identified by the Tester as being urgent at a six monthly MOT (i.e. between licensing) will be issued with a Breach of Condition Notice to have the advisory remedied normally no longer than 15 working days from

	the date of the MOT and produce evidence of repair to the licensing authority. Failure to have the repair(s) carried out and / or produce evidence of such would lead to consideration of suspension of the vehicle licence.
12.	Insurance
12.1	During the currency of the vehicle licence, the Proprietor shall keep in force, in relation to the use of the vehicle as a private hire vehicle, a policy for Private Hire insurance and security complying with the provisions of Section 145 of Part VI Road Traffic Act 1988 which covers third party liability both in respect of physical injury or death AND in respect of damage to personal belongings. The certificate of insurance shall be produced to an Authorised Officer of the Council for inspection whenever required.
12.2	If the Proprietor fails to produce a certificate of insurance cover on request he shall produce it forthwith, or within 7 clear days of the request to any Authorised Officer of the Council. Failure to comply with these provisions shall result in automatic suspension of the vehicle licence (and may lead to the ultimate revocation of the Licence, if a certificate is unable to be produced which confirmed that insurance cover was in place at the date of the original request).
13.	Disclosure and Barring Service Checks, Conviction and Non Conviction Notification
13.1	The Licence holder shall notify the Council in writing within 48 hours of an arrest and release, charge or conviction of any criminal offence, and any motoring or vehicle offence (including fixed penalties) recorded against him/her by any Authority. All licence holders will be subject to an annual Basic Criminal Record Disclosure check.
14.	Child Safety Seats
14.1	The Vehicle Proprietor in conjunction with the Operator and the Driver, shall provide and make available to any customer so requesting, an approved infant or booster seat or the provision of extra equipment to facilitate the safe conveyance of children during private hire vehicle bookings. All seats provided shall conform to current National Standards.
14.2	The Operator in conjunction with the Vehicle Proprietor and the Driver shall ensure that any infant seat used during a Private Hire booking will be suitable for the child's weight and size and will be used in accordance with the manufacturer's instructions.
14.3	Based upon supply and demand, the Operator in conjunction with the Vehicle Proprietor and Driver shall decide, whether or not the seats provided by them are kept at the company base, and made available to drivers as and when required, or kept upon selected licensed vehicles or both.
15.	Equipment
15.1	The proprietor shall ensure that all Private hire vehicles must carry at all times a warning triangle and an appropriate set of vehicle spares (e.g. spare bulbs etc).
15.2	Where CCTV is installed in the vehicle, it must comply with the Council's CCTV policy in licensed vehicles and access to it must be made readily available to an authorised officer.

N.B. Additional Notes

1.	This list of conditions should be read in conjunction with Telford & Wrekin Council's Hackney carriage and Private Hire Licencing Policy.
2.	Any requirements of legislation which effect the operations being carried out under the terms of this licence shall be regarded as if they are conditions of this licence. Wherever there appears in the licence Conditions, or Policy, a summary of any statutory provision you are advised that such summary is not exhaustive. If you are in any doubt about any information contained in this document please contact the Licensing Service for advice on 01952 381818 or email licensing@telford.gov.uk