

Hackney Carriage and Private Hire Vehicles

(inc. Limousine Licences)

Policy and Conditions of Licensing

Draft Consultation Document
To be approved & adopted by Stevenage Borough Council

This document can be revised at any time to reflect Acts of Parliament, new legislation, associated revisions to existing legislation and/or policy changes.

Issued by:

Stevenage Borough Council
Leisure, Environmental Health and Children's Services
Daneshill House
Danestrete
Stevenage
SG1 1HN

Tel: 01438 242242
Fax: 01438 242142
Email: licensing@stevenage.gov.uk

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Definitions

Appeal	A review of our decision. Appeal is to the Magistrates' Court or the Crown Court. The Courts may uphold our decision (agree with the Local Authority), or overturn it (agrees with you).
Conviction	A court decides someone is guilty of a crime.
District	The area covered by Stevenage Borough Council
Driver	The person licensed by a local licensing authority to drive a licensed vehicle.
Conviction free period	A period without any further convictions.
Fit & proper person	A person who we think has the right skills and ability assessed throughout the application process, because, for example, they: <ul style="list-style-type: none">▪ Are no threat to the public▪ Have a good knowledge of the district▪ Are healthy▪ Are of good character
Hackney carriage	A vehicle that can carry passengers for hire or reward. The vehicle can be hailed by its passenger from the street; can park on a rank while waiting for its passenger; is available for immediate hire.
Mitigating circumstances	Circumstances, which can be presented to the licensing authority to explain what happened which may reduce its seriousness and aid with determination of an application
Private hire vehicle	A vehicle that can carry passengers by prior arrangement only through a licensed operator. This type of vehicle cannot stand on a rank, or give the impression that it is available for immediate hire.
Proprietor	The person(s), partnership or company named on, and who are in possession of a licensed vehicle.
Operator	An individual or business that invites or accepts bookings for private hire, and sometimes, hackney carriage vehicles.
Refuse/ Refusal	We made a decision not to give the licence.

Revoke	To take away a licence permanently.
Suspend	To take away a licence temporarily.
Verbal warning	A spoken statement saying that although a conviction or complaint was not serious enough for a written warning, the matter has caused us concern as regards to the person's suitability to hold a licence. Similar or repeat behaviour in the future could lead to suspension, or revocation of a licence.
Written warning	A letter saying that although a conviction or complaint was not serious enough for us to suspend, or revoke the licence, the matter has caused us concern as regards to the person's suitability to hold a licence. Similar or repeat behaviour in the future could lead to suspension, or revocation of a licence.
The Council	Stevenage Borough Council
PHV	Private Hire Vehicle
PHO	Private Hire Operator
DBS	Disclosure and Barring Service
DSA	Driving Standards Agency
DVLA	Driver and Vehicle Licensing Agency
MOT	Ministry of Transport – annual motor vehicle inspection
GP	General Practitioner

Background

Stevenage Borough Council has responsibility for licensing hackney carriage and private hire vehicles, drivers and operators within the district of Stevenage.

The Role of Licensing: Policy and Justification

The aim of local authority in its licensing of the taxi and PHV trades is to protect the public. Stevenage Borough Council is aware that the public should have reasonable access to taxi and PHV services, because of the part they play in local transport provision.

Licensing requirements which are unduly stringent will tend unreasonably to restrict the supply of taxi and PHV services, by putting up the cost of operation or otherwise restricting entry to the trade. The Council recognise that too restrictive an approach can work against the public interest and can, indeed, have safety implications.

For example, it is clearly important that somebody using a taxi or PHV to go home alone late at night should be confident that the driver is competent and that the vehicle is safe.

However, if the supply of taxis or PHV's has been unduly constrained by onerous licensing conditions then that person's safety might be put at risk by having to wait on late-night streets for a taxi or PHV to arrive; he or she might even be tempted to enter an unlicensed vehicle with an unlicensed driver illegally plying for hire.

Introduction

Objectives

In setting out our procedures and conditions of licensing, the Council seeks to promote the following objectives:

- The protection of public health and safety.
- The establishment of a professional and respected hackney carriage and private hire trade.
- Public access to an efficient and effective public transport system.
- The protection of the environment.

The aim of the licensing process, in this context, is to regulate the hackney carriage and private hire trade in order to promote the above objectives, with consideration to licence holders being fit and proper persons.

It is Stevenage Borough Council's wish to facilitate well run and responsible businesses which display sensitivity to the wishes and needs of the general public.

Status

In exercising its discretion when carrying out its regulatory functions, the Council will have regard to this document and the objectives set out therein.

Notwithstanding the existence of this document and any other relevant Council policy, each application or enforcement measure will be considered on its own merits.

Where it is necessary for the authority to depart from its policies, reasons will be given for doing so to the licence holder(s).

Implementation

Upon implementation of this document, the Council expects licence holders to comply with its terms and conditions from its affective date.

It is acknowledged, however, that certain provisions may place financial obligations on existing licence holders and, accordingly, the Council will permit a transitional period, during which necessary changes must be made (hereinafter referred to as Grandfather Rights), or until such time that a further licensing application is made. Where Grandfather Rights apply they are described within that individual condition.

Application Procedures and Service Standards

The Council will:

- Process any new or renewal application within **four (4)** working days of receiving a completed application form and all associated documentation;
- Process any other applications or notifications, such as change of address or vehicle transfer, **within four working days** of receipt of all required documents and forms;
- **Process temporary change of vehicles following an accident within one (1) working day of receiving a completed application form and all associated documentation.**

Please note that working days as outlined above are defined as Monday to Friday, excluding public/bank holidays.

The Council will send written reminders to existing licence holders in advance of the expiry date of the current licence. **Written reminders may be by post, email or text messaging service.**

Where any application is received less than **ten(10)** working days prior to the expiry of the current licence, the Council cannot guarantee completion before the expiry of the current licence and, consequently, the licence may expire. In this case the driver or vehicle concerned would not be licensed and consequently would be unable to work.

In the event that a renewal application for a vehicle's licence is not received prior to the expiry of the existing licence the application will not be treated as a renewal. Such an application will be treated as a grant of a licence, requiring the applicant to complete and submit;

- The vehicles V5(c) logbook;
- The vehicles current valid MOT
- The vehicles current and valid insurance certificate; and
- The vehicles current valid certificate of compliance.

During this time the licence holder will not be licensed and the vehicle will not be permitted to work.

The decision to grant the licence will not be made until all the relevant documentation as outlined above has been received and processed by the Council. The vehicles licence number will remain the same in this instance.

Consideration of Applications

The application procedures for hackney carriage or private hire licences are not prescribed by law, but are described below.

The Council will consider all applications, on their own merits, once it is satisfied that the application's criteria have been met and the application form and supporting documents have been correctly completed and received by the Council.

Application for the initial grant of a Hackney Carriage or Private Hire Vehicle's Licence

Accessibility

Stevenage Borough Council has considered how accessible licensed vehicles are for disabled people (which includes – but is not limited to – person's who need to travel in a wheelchair).

Different accessibility considerations apply to taxis and PHV's. Taxis can be hired on the spot - in the street or at a rank - by the customer dealing directly with a driver; but PHV's can only be booked through an operator.

It is important that a disabled person should be able to hire a taxi on the spot with the minimum delay or inconvenience, and having accessible taxis available helps makes that possible.

For PHV's, it may be more appropriate for a local authority to license any type of saloon car, noting that some PHV operators offer accessible vehicles in their fleet.

The Council decided some years ago that Hackney Carriage Vehicle numbers 71 – 100 must be wheelchair accessible. ~~and it is not proposed to change that decision at this time.~~

Maximum Age of Vehicles

Vehicles manufactured prior to 1994 did not have to meet emission limits (Euro One (1) technology) designed to improve air quality. Therefore in the interests of improving air quality any application for the grant or renewal of a hackney carriage or private hire vehicle licence where the vehicle in question is manufactured prior to 1994 is not likely to be granted. This provision will not apply to non-motorised vehicles.

On-going, for any new vehicle grants, or change of vehicle licence applications, the vehicle proprietor(s) will need to ensure that their replacement vehicle is a minimum of Euro 4 compliant in terms of vehicle emissions.

Security / CCTV

Stevenage Borough Council is very aware that drivers of hackney carriage and private hire vehicles, being lone workers, are vulnerable to unlawful acts whilst providing a service to the public. In addition, the installation of in-car CCTV provides reassurance to the travelling customer. Therefore, the Council actively supports the installation of approved security screens, CCTV or other suitable security devices in hackney carriage and private hire vehicles.

Vehicle proprietors who have CCTV installed within their vehicles will need to ensure that they are covered by an organisation that is registered with the ICO, or that they have the appropriate registrations in place themselves with the Information Commissioner, if their system has been purchased separately to any part-funded initiative through Stevenage Borough Council.

Further details/advice can be found at:

<http://www.ico.gov.uk/>

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Tel: 0303 123 1113 (or 01625 545745 if you would prefer not to call an '03' number, or +44 1625 545745 if calling from overseas)

Fax: 01625 524510

Email: casework@ico.gsi.gov.uk.

In all instances there must be on display in vehicles that have CCTV installed a sign informing passengers that the vehicle is fitted with surveillance equipment. Any sign and its wording must be submitted for approval in conjunction with a system installation. The sign must be clearly legible to passengers without being intrusive or obstruct their vision forward.

CCTV equipment that incorporates sound recordings will not be permitted in any vehicle licensed by Stevenage Borough Council (see Southampton City Council v The Information Commissioner (Appeal No. EA/2012/0171)).

Environmental Considerations

Stevenage Borough Council is keen to promote the use of proven low emission and alternative fuel technologies within the hackney carriage and private hire vehicles available within Stevenage.

In the case of alternative fuel technologies, each application will be considered on its own merits. Vehicle proprietors considering purchasing an alternative fuel vehicle are encouraged to liaise with licensing before purchasing the vehicle.

For any new vehicle grants, or change of vehicle licence applications, the vehicle proprietor(s) will need to ensure that their replacement vehicle is a minimum of Euro 4 compliant in terms of vehicle emissions.

Stretched Limousines

Every application to licence a stretched limousine as a private hire vehicle will be considered on its individual merits. Imported stretched limousine type vehicles may: -

- be granted an exemption from the requirement, under the conditions of licence for private hire vehicles, for the vehicle to be right hand drive
- be granted an exemption from the requirement to display external licence plates and door signs
- be approved for licensing as private hire vehicles subject to the additional conditions detailed in Appendix F.

Livery

The Council has previously decided in 2009 that in the interests of public safety, it is necessary for the public to be able to clearly distinguish between Hackney Carriage and Private Hire Vehicles.

As a result, all HCVs will display a roof sign bearing the words Taxi, Cab, For Hire or similar that is capable of being illuminated at night, at all times whilst the vehicle is available for hire.

PHVs are not permitted to display any form of roof sign. Every private hire vehicle must, however, display two (2) door signs of a type and design provided by the Council, in addition to any Private Hire Operator signage as approved by the Council, except where written permission has been granted not to do so.

Application Procedures and Service Standards

The application procedures for hackney carriage or private hire licences are not prescribed by law, but are described below.

The Council will:

- Process any new or renewal application within four working days of receiving a completed application form and all associated documentation;
- Process any change of vehicle application, where the current licensed vehicle is still in use, within **four (4)** working days
- Process any **temporary** change of vehicle application involving a replacement vehicle, following a road traffic incident or serious breakdown, within one working day of receiving a completed application form and all associated documentation
- Process any other applications or notifications, such as change of address or vehicle transfer, within **four (4)** working days of receipt of all required documents and forms

The Council will consider all applications, on their own merits, once it is satisfied that the appropriate criteria have been met and the application form and supporting documents have been correctly completed and received by the Council.

The Council will send reminders to existing vehicle licence holders prior to the expiry date of the current licence. Where an application is received less than ten working days prior to the expiry of the current licence, the Council cannot guarantee completion before the expiry of the current licence and, consequently, the licence may expire. In this case the vehicle concerned would not be licensed and consequently would be unable to work.

Grant and Renewal of Licences

The initial grant, and renewal, of hackney carriage and private hire vehicle licences will be for a period **not exceeding** one (1) year as required by legislation.

Vehicle Licence

Before a Licensing Authority in England and Wales can grant a Hackney Carriage or Private Hire vehicle licence, the Authority must be satisfied that the vehicle is safe and in all ways suitable to be granted a licence.

Before a licence is granted, a vehicle must have undertaken and passed a vehicle compliance test to ascertain the vehicles suitability to be granted a licence.

Any vehicle that is proposed to be licenced either as a Hackney Carriage or a Private Hire that is older than 1 year from date of registration at the time the application is made is also required to have an MOT.

Vehicle licence applications will need to be supported with the following original documentation:

1. Vehicle V5(c), New Keeper Supplement or Proof of Purchase from point of purchase;
2. Vehicle insurance that indicates appropriate cover for public or private hire;
3. Vehicle's MOT
4. Vehicles Compliance Test

Change of Vehicle Application

To make a change of vehicle application, the applicant(s) must provide the above documentation along with an application form for the change of vehicle application, and pay the appropriate fee.

Transfer of Vehicle Application

In order to transfer a vehicle licence, notification of the name and address of the new proprietors is to be submitted to the Council in writing, along with a completed application form and above documentation, in the new proprietor(s) name, and accompanied by the appropriate fee.

The written notification from the existing vehicle proprietor(s) has to be received no later than fourteen (14) days from when the transfer has taken place.

Change of Vehicle Registration

To make an application to change a vehicles registration, the vehicle proprietor(s) will need to submit a letter advising of:

- the existing vehicle registration details;
- the new vehicle registration details;

To accompany this, the vehicle proprietor will also need to provide the supporting DVLA documentation that shows the change of vehicle registration has been applied, along with an updated MOT certificate should the vehicle be over 12 months old, as well as updated vehicle insurance, and pay the appropriate fee.

Powers and Duties

These conditions of licensing are written pursuant to the powers conferred by the Local Government (Miscellaneous Provisions) Act 1976, as amended, which places on Stevenage Borough Council the duty to carry out its licensing functions in respect of hackney carriages and private hire vehicles.

GENERAL

All licensed vehicles shall comply, in all respects, with the conditions of licensing set out below. The conditions of licence are supplementary to, and should be read in conjunction with, applicable statutory legislation. The following list is not exhaustive:-

The Town Police Clauses Act 1847 (as amended)

The Local Government (Miscellaneous Provisions) Act 1976 (as amended)

The Equalities Act 2010

The Road Safety Act 2006

By laws relating to Hackney Carriage in the Urban District of Stevenage made by the Urban District Council of Stevenage under Section 68 of the Town Police Clauses Act 1847, and Section 171 of the Public Health Act 1875

APPENDIX A

CONDITIONS OF LICENCE – PRIVATE HIRE VEHICLE

The following specifications and conditions of licence are made by Stevenage Borough Council in pursuance of the powers conferred by Part II of the Local Government (Miscellaneous Provisions) Act 1976 (as amended) to ensure effective regulation of private hire vehicle use and to ensure that proper vehicle and driver standards are maintained, in the interests of public safety.

Possession of this Conditions of Licence document does not guarantee that a private hire vehicle licence is in force for the vehicle nor do they imply that the vehicle is roadworthy or fit for use. The validity of any licence may be confirmed by contacting Stevenage Borough Councils' Licensing Office.

DEFINITIONS

In these conditions: -

'the 1976 Act' shall mean the Local Government (Miscellaneous Provisions) Act 1976 (as amended)

'the Council' shall mean Stevenage Borough Council.

'Authorised Officer' shall mean a Licensing Officer authorised in writing by Stevenage Borough Council.

'the hirer' shall mean any person who, from time to time, hires or books the vehicle.

'the licensee' shall mean the person(s) named in the licence.

'the operator' shall mean any person or company or partnership licensed by the Council to operate private hire vehicles.

'the vehicle' shall mean the vehicle named in the licence.

GENERAL

All licensed vehicles shall comply, in all respects, with the conditions of licensing set out below. The conditions of licence are supplementary to, and should be read in conjunction with, applicable statutory legislation. The following list is not exhaustive: -

The Town Police Clauses Act 1847 (as amended)

The Local Government (Miscellaneous Provisions) Act 1976 (as amended)

The Road Vehicles (Construction and Use) Regulations 1986 (as amended)

The Equalities Act 2010

The Road Safety Act 2006

CONSTRUCTION

- 1.1. All licensed vehicles shall have an appropriate 'type approval' which is either a:
 - 1.1.1. European Whole Vehicle Type Approval;
 - 1.1.2. British National Type Approval; or
 - 1.1.3. Individual Vehicle Approval

It is also recommended that vehicles with a Euro NCAP star rating of four, or more, should be considered when purchasing a replacement vehicle.

New and Replacement vehicles on-going will also be required to be Euro 4 compliant in terms of vehicle emissions.

- 1.2. Vehicles should be manufactured or adapted to carry not more than eight passengers; this number includes any passengers who may be seated in wheelchairs if the vehicle is capable of transporting such passengers. Where a vehicle has been altered, adapted or modified ONLY Type Approval Certificates granted after alteration, adaptation or modification will be accepted
- 1.3. The vehicle shall be: -
 - 1.3.1. a four-door saloon car with adequate seating accommodation for, not less than, four adult passengers in addition to the driver; or
 - 1.3.2. a five door estate or hatchback with adequate seating accommodation for, not less than, four adult passengers in addition to the driver. Estate vehicles must be fitted with a luggage screen or guard to prevent luggage encroaching into the passenger compartment in the event of an accident ; or
 - 1.3.3. a Multi Purpose Vehicle (MPV), including those manufactured or suitably adapted to carry wheelchair bound passengers, with adequate seating accommodation for, not less than, four adult passengers, and not more than eight inclusive of any passengers who may be seated in wheelchairs, in addition to the driver. Such vehicles to be provided with a means of securing any luggage carried. Such vehicles must have been granted the relevant M1 Type Approval Certificate, applicable after the vehicle has been manufactured or adapted, for carrying wheelchair-bound passengers;
 - 1.3.4. a sports utility vehicle, or off roader (SUV), a type of passenger vehicle which combines the load-handling and passenger-carrying capacity of a large station wagon or mini-van with features designed for off-road driving. In recent years the term has also grown to encompass vehicles with similar size and style that are marketed as sports utility vehicles, but which do not actually include substantial off-road features; or

- 1.3.5. a mini-bus type vehicle, including those manufactured or suitably adapted, to carry wheelchair bound passengers, with adequate seating accommodation for, not less than four adult passengers, and not more than eight inclusive of any passengers who may be seated in wheelchairs, in addition to the driver. Such vehicles must have been granted the relevant M1 or M2 Type Approval Certificate, applicable after the vehicle has been manufactured or adapted, for carrying wheelchair-bound passengers.
- 1.4. The TX series, MetroCab (London style vehicles) or any vehicle having the appearance of a hackney carriage will not be considered for licensing as a private hire vehicle.
- 1.5. The vehicle must be suitable in type, size and design for use as a private hire vehicle
- 1.6. Only those vehicles manufactured as right hand drive will be acceptable for licensing (an exception may be made in the case of stretch limousines)
- 1.7. The engine capacity shall be not less than 1,400cc
- 1.8. The vehicle shall be provided with sufficient luggage space for the number of passengers for which the vehicle is licensed.

DOORS

- 2.1. All saloon, hatchback, SUV or estate cars shall have, at least, four side opening doors which may be opened from the inside and the outside
- 2.2. MPV's and mini-bus type vehicles shall have a minimum of three doors, not including any tailgate or rear doors
- 2.3. Wherever possible the offside passenger door should remain locked to prevent passengers exiting the vehicle into road traffic and wherever possible to allow access and egress on the nearside (kerbside) of the vehicle only.
- ~~2.4. Grandfather rights apply for existing licensed vehicles at the time these conditions come into force, but they must comply when that vehicle is replaced. Suggesting removal of this, as this has now been in place since April 2009.~~
- 2.5. The vehicle shall be constructed so that doors open sufficiently wide as to allow easy access into, or egress from, the vehicle.
- 2.6. Tailgates and rear doors are only to be used for loading/unloading luggage or as an emergency exit. The rear door(s) or tailgate should

be clearly marked, both inside and out, with a sign indicating that they can only be used as an emergency exit.

TINTED WINDOWS

3.1. For safety reasons it should be possible to observe the driver and passengers being carried. Many ~~hackney carriage~~ and private hire vehicles are used for the carriage of children, and vulnerable persons, and for this reason tinted windows which prevent clear vision into the vehicle will not be permitted, save for when the vehicle is fitted with such an option in accordance with the manufacturers standards.

3.2. The Road Vehicles (Construction and Use) Regulations 1986, as amended, specify the minimum levels of light that must pass through the windscreen and the front side windows. The limits are: -

Motor Vehicles first used before 1 April 1985:

The windscreen and front side windows must allow at least 70% of light to be transmitted through them.

Motor Vehicles first used on or after 1 April 1985:

The light transmitted through the windscreen must be at least 75%. The front side windows must allow at least 70% of light to be transmitted through them.

If the glass is tinted to a point whereby it lets through less light, then the vehicle does not meet legal requirements.

3.3 For safety reasons the Council will require all side and rear windows in ~~hackney carriage~~ and private hire vehicles licensed after the adoption of these conditions to comply with the above requirements, or be in accordance with the manufacturer standards as supplied.

3.4 An exception to this requirement may be made in respect of executive, luxury ~~and~~ or special events (stretch) type vehicles dependent on written permission being granted by the Council.

VENTILATION

4.1. Windows must be provided at the rear and sides along with the means of opening and closing not less than one window on either side.

4.2. Rear passenger windows must be capable of being opened and closed by passengers unless air conditioning is available.

WHEELCHAIR ACCESSIBLE VEHICLES (WAV'S)

- 5.1. In the case of all private hire vehicles which are built or adapted for the carriage of wheelchair bound passengers, the design of the vehicle shall be such that any wheelchair is loaded, and unloaded, from the nearside rather than the rear of the vehicle. Grandfather rights applied for existing licensed vehicles at the time these conditions come into force in April 2009.
- 5.2. Any replacement WAV vehicle must now comply with (5.1) when that vehicle is to be **replaced unless the vehicle proprietor has sought a departure from the above requirement prior to making a request for the vehicle to be licenced by the Council. Any departures to (5.1) will be considered on a case by case basis.**
- 5.3. Any vehicle that has been adapted or modified to accommodate disabled passengers shall be re-certified, after adaptation or modification, to meet the European Whole Vehicle (M1 ~~or~~ M2) Type Approval standard, the British National Low Volume Type (M1 ~~or~~ M2) Approval standard or the British National Single Vehicle (M1 ~~or~~ M2) Type Approval in respect of all such adaptations or modifications. The relevant certificate will be required before such a vehicle can be licensed.
- 5.4. Access to and egress from the wheelchair position must not be obstructed in any manner, at any time, except by wheelchair loading apparatus;
- 5.5. Wheelchair internal anchorage points and equipment must be of the manufacturers design and construction and comply with the M1 ~~or~~ M2 standards as specified in European Directive 76/115 EEC (as amended by 90/629 EEC) and should be secured in such a position as to not obstruct any emergency exit when the equipment is not in use;
- 5.6. A suitable, separate, restraint (seat belt) must be available for the occupant of the wheelchair;
- 5.7. Access ramps or lifts must be securely fixed to the vehicle prior to use and be able to support the weight of any wheelchair, occupant and helper;
- 5.8. Ramps and lifts must be securely stored in the vehicle before driving off; such devices shall have a minimum load rating of 300kg.
- 5.9. The vehicle shall be fitted with a locking mechanism, or other device, that holds the wheelchair access door in the open position whilst a wheelchair is being loaded or unloaded.
- 5.10. Any equipment fitted to the vehicle for the purpose of lifting a wheelchair into the vehicle must have been tested in accordance with

the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 (S/I 1998/2307). Any such equipment must be maintained in efficient working order so as to be available for use at all times.

- 5.11. Where a vehicle is manufactured or adapted to carry a wheelchair, and the vehicle has been licensed as such, the licensee (and any licensed private hire operator responsible for operating the vehicle) shall ensure that the driver of the vehicle has received sufficient training to be able to load/unload and convey wheelchair bound passengers in safety and comfort.
- 5.12. A sign may be affixed to the outside of the vehicle indicating that it is able to convey passengers in wheelchairs, provided that the vehicle has been manufactured or properly adapted for that purpose.

SEAT BELTS

- 6.1. All private hire vehicles must be fitted with fully operational seat belts, one for each passenger to be carried. Each seat belt to be fully compliant with any relevant legislation and British Standard, except where the law specifically provides for an exemption. Seat belts should be used in accordance with the requirements of the statutory legislation that is applicable at the relevant time.

FIRE EXTINGUISHER

- 7.1. A fire extinguisher must be carried at all times in such a position as to be readily available for use.
- 7.2. The appliance shall have a minimum contents weight of 1 (one) kilogram, conform to BS EN3 1996 and be of the dry powder or foam type.
- 7.3. The extinguisher shall be fitted with a gauge that indicates the condition of the contents and shall be indelibly marked with the registration mark or licence number of the vehicle to which it is assigned.
- 7.4. Fire extinguishers that are damaged, dented or disfigured, in any way, will render the associated vehicle liable to immediate suspension until a replacement extinguisher is provided.
- 7.5. The extinguisher shall be securely mounted in a bracket, affixed to the inside of the vehicle, which can include the boot/luggage area of the vehicle. ~~in the boot/luggage area of the vehicle where it is readily accessible to the driver.~~ A notice indicating its location shall be

displayed within the vehicle where it can be clearly seen by passengers carried in the vehicle.

FIRST AID KIT

- 8.1. There shall be provided, in such a position as to be readily available at all times whilst the vehicle is available for hire, a first-aid kit, ~~approved by the Council~~, to enable the driver to administer basic first-aid to him/herself only.
- 8.2. The first-aid kit shall be provided, and maintained with, appropriate dressings and appliances for immediate use in an emergency. Suggested minimum contents – six individually wrapped sterile adhesive dressings, one large sterile un-medicated dressing – approx 18cm x 18 cm, two triangular bandages, two safety pins, individually wrapped moist cleansing wipes, one pair of disposable gloves and a leaflet giving general guidance on first-aid.
- 8.3. The kit should be in a ~~sealed~~ container, indelibly marked with the registration mark or licence number of the vehicle to which it is assigned.

LUGGAGE

- 9.1. Luggage carried must, where necessary, be suitably secured in place and must not obstruct any exit, or emergency exit.

MAINTENANCE AND CONDITION OF A PRIVATE HIRE VEHICLE

- 10.1 The licensee of the vehicle shall: -
 - 10.1.1. Provide sufficient means by which any person in the vehicle may communicate with the driver;
 - 10.1.2. Cause the roof or covering to be kept watertight;
 - 10.1.3. Cause the seats to be properly cushioned, covered and free from cigarette burns, rips, splits, tears and stains;
 - 10.1.4. Cause the floor to be covered with carpet, mat or other suitable material, such covering shall be properly secured and be free from cigarette burns, rips, splits, tears or stains;
 - 10.1.5. Cause the fittings, furniture and additional equipment fitted in the vehicle to be kept in an acceptably clean condition, well maintained and in every way fit for public service. Items such as taxi-meters, radios, Sat-Nav's, mobile phone holders and other ancillary items shall be securely mounted in the vehicle in such a position as to not hinder or obstruct the driver's operation of, or view out of, the vehicle;

- 10.1.6. Ensure that no material alteration or change to the specification of the vehicle is made without the prior written approval of the Council at any time whilst the licence is in force;
- 10.1.7. Ensure that the vehicle is supplied with a suitable bulb-kit to provide for the replacement of defective bulbs whilst the vehicle is available for hire. Such bulb-kit to be indelibly marked with the registration number or licence number of the vehicle to which it is assigned.
- 10.1.8. The Council will suspend the vehicle licence or refuse to issue a licence to any vehicle which is found to be displaying an invalid vehicle excise licence.
- 10.1.9. The interior and exterior of the vehicle shall be maintained in a clean, safe and proper manner, to the reasonable satisfaction of the Council and, without prejudice to the foregoing, in particular, the exterior of the vehicle shall be free from conspicuous dents, sharp edges, conspicuous rust or un-repaired accident damage (however caused) and shall at all times have uniform paintwork equivalent to that applied by the manufacturer.
- 10.1.10. The doors, windows and seats shall be required to function in accordance with the original manufacturer's specification.
- 10.1.11. Vehicles shall be liable to being inspected and tested at any time (in accordance with the requirements of the 1976 Act). If, upon inspection, it is discovered that a vehicle is not being properly maintained or kept in good order, a notice may be served on the owner to this effect setting out the defects to be remedied. If public safety is compromised by the defects, further use of the vehicle may be prohibited until the defects have been addressed and the vehicle has successfully undergone a further inspection.
- 10.1.12. The vehicle proprietor shall in accordance with its manufactured standard ensure that all wheels and tyres are roadworthy and conform to prescribed ratings. Remould tyres are permitted but they must comply with British Standards and be marked in accordance with British Safety Standard BSAU 144e.
- 10.1.13. The licensee shall provide and maintain, at all times when the vehicle is in use or available for hire, a spare wheel, save for when this is not provided as standard by the vehicle manufacturer.
- 10.1.14. Generally, only a spare wheel and tyre, of the same size and construction as the vehicle road wheels will be acceptable. Where no such spare is available, a wheel and tyre of the 'space saver' type may be allowed subject to it being supplied, as standard, by the vehicle manufacturer and to approval being granted by the Council. In the event of a 'space saver' wheel being used, it must only be used to

conclude the journey during which it was fitted and in accordance with the manufacturer's maximum speed limit. After conclusion of that journey, the vehicle must not be used for hire until a standard wheel and tyre is fitted to replace the 'space saver' wheel.

10.1.15. That in the event of a space-saver tyre, run flat tyres (when punctured) or puncture repair kit being used, it is only to be used to complete the current fare. Usage in these instances must comply precisely with the manufacturers' recommendations. Any such defective wheel should be replaced before taking another fare to ensure passenger safety.

10.1.16. In cases where a rear loading wheelchair accessible conversion or a LPG conversion where the tank occupies the usual site of the spare wheel, is considered suitable, the vehicle should be exempt from the requirement to carry a spare wheel matching those fitted to the vehicle. This would be subject to the vehicle meeting the luggage criteria and being approved by the specialist converters. In these instances an alternative space-saver tyre or puncture repair kit must be carried on the vehicle for use in cases of emergency.

TAXI-METER

- 11.1 The licensee and or the driver shall ensure that; where a private hire vehicle is fitted with a taxi-meter: -
- 11.1.1. The taxi-meter shall be of the calendar controlled type. Such meter shall be so constructed, or programmed, that it is not possible for any person to manually alter the tariff rate without breaking the seals affixed thereto;
 - 11.1.2. The taxi-meter shall be fitted with a key, flag or other device, the operation of which shall bring the machinery of the taxi-meter into action and cause the word "HIRED" to appear on the face of the taxi-meter;
 - 11.1.3. Such key, flag or other device shall be capable of being located in such a position that the machinery of the taxi-meter is not in action and that no fare is recorded on the face of the taxi-meter;
 - 11.1.4. When the machinery of the taxi-meter is in action there shall be recorded on the face of the taxi-meter, 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;
 - 11.1.5. The word "FARE" shall be printed on the face of the taxi-meter in plain letters so as to clearly apply to the fare recorded thereon;
 - 11.1.6. The taxi-meter 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 provided and the said illumination shall be incorporated in and operated in conjunction with the key, flag or other device which brings the machinery of the taxi-meter into action. No other method of operating the said light shall be employed;

- 11.1.7. The taxi-meter and all the fittings thereof shall be affixed to the vehicle with seals or other appliances so that it shall not be practicable for any person to tamper with them except by breaking, damaging or permanently displacing the seals or other appliances;
- 11.1.8. The taxi-meter tariff shall be set at a fare, no higher than that published within the Stevenage Borough Council tariff of hackney carriage fares. A private hire vehicle fitted with a taxi-meter must display the Stevenage Borough Council tariff of fares in a place where it is clearly visible to passengers travelling in the vehicle, at all times whilst the vehicle is available for hire.

IDENTIFICATION (LICENCE) PLATE

- 12.1. The identification plate issued by the Council, bearing the number of the licence granted in respect of the vehicle, shall be securely fixed on the outside rear of the vehicle. The plate shall be kept in such a condition that the information contained thereon is clearly visible to public view. The plate shall be fixed in such a manner that it can be removed by an authorised officer of the Council or Police Constable without causing damage to the vehicle.
- 12.2. Where a private hire vehicle licence has been suspended, revoked or has expired, and provided that, where necessary, the requisite notice(s) has been served, as required by the 1976 Act a Police Constable or authorised officer of the Council is entitled to remove and retain the vehicle licence plate.
- 12.3. Vehicle licence plates remain the property of Stevenage Borough Council at all times and must be returned on surrender, suspension, revocation or expiry of the licence or if the vehicle is sold, or disposed of, out of the licensed trade. If a plate is LOST or STOLEN it must be reported to the Police. A crime or lost property number must be obtained, and the Licensing Office, Daneshill House, Danestrete, Stevenage, Hertfordshire. SG1 1HN. Tel: 01438 242242, informed.
- 12.4. The licensee of a private hire vehicle used exclusively for chauffeur, executive, airport transfer, special event, school transport or similar specialist (non circuit) work may apply, in writing, to the Council for an exemption from the requirement to display the identification plate. Such permission must be given in writing and carried in the vehicle at all times whilst it is licensed as a private hire vehicle. The

identification (licence) plate must also be kept in the vehicle at all times whilst the vehicle is available for hire.

COPY OF LICENCE AND CONDITIONS

- 13.1. The licensee shall ensure that they, or any driver they engage or employ to drive the vehicle, carry a copy of the licence and these conditions in the vehicle and make them available for inspection by any authorised officer, Police Constable, hirer or passenger on request.

INTERIOR MARKINGS

- 14.1. The licensee shall cause to be marked and maintained inside the vehicle; in such a position as to be clearly visible at all times to the persons conveyed therein, the number of the vehicle licence and the maximum number of passengers to be carried, as prescribed in the licence. This interior sign shall be provided by the Council. ~~with the vehicle licence plate.~~

SIGNS, NOTICES AND ADVERTISING

- 15.1. No signs, notices, advertisements, plates, marks, numbers, letters, figures, symbols, emblems or devices whatsoever shall be displayed in, on or from a private hire vehicle except as may be required by any statutory provision (including bye-laws) or, as authorised by the Council.
- 15.2. Condition 23.1 shall not apply to any indication on a taxi-meter fitted to the vehicle, or to a sign which:
- 15.2.1. is displayed on, in or from the vehicle only while it is stationary; and
 - 15.2.2. contains no words or numbers other than the name and address of a person, firm or company through which the vehicle may be hired and/or the name of a passenger or passengers to be carried in that vehicle; and
 - 15.2.3. is displayed in pursuance of a prior arrangement made for the carriage of a passenger or passengers named in that sign.
- 15.3. All private hire vehicles will display at least two door signs, of a design and type approved by the Council and provided by the Council with the licence plate. The door signs will denote that the vehicle is licensed by Stevenage Borough Council, showing its licence number and wording to the effect that the vehicle is only available by prior booking.
- 15.4. The private hire operator for said vehicle may include a company telephone number and web-address in addition to the signage prescribed in (15.3). This can either be located below the door sign, or on the rear passenger doors of the vehicle.

- 15.4.1 The words 'taxi', 'taxis', 'cab', 'cabs', 'For Hire' or any words that may lead the public to believe the vehicle is a hackney carriage, or available for immediate hire, will not be permitted. The only permitted exception to this is where the word taxi features as part of a web-address only.
- 15.5. Unless an exemption has been applied for, and granted by the Licensing authority, door signs will be required to be displayed on the front nearside and offside of the vehicle and to be permanently affixed
- 25.5. Magnetic signage is only acceptable where an exemption has been applied for, and granted by the Licensing Authority from the requirement to permanently display the prescribed signage on a PHV. It is accepted that, during the course of completing circuit work those vehicles that have been given an exemption will then be required to display the prescribed signage using magnetics.**
- 15.6. Once licensed as a private hire vehicle, door signs must be displayed at all times, except where written permission has been given by the Council. If door signs are damaged or defaced in any way they must be replaced immediately.
- 15.7. The proprietors of private hire vehicles used **predominantly** for chauffeur, executive, airport transfer, special event, or similar specialist (non circuit) work may apply, in writing, to the Council for an exemption from the requirement to display vehicle door signs. The onus is on the vehicle proprietor to make such an application and to demonstrate their activity as outlined above.
- 15.8. Requests for exemption of the above will need to be supported with a minimum of three (3) months work from your operator that will assist with determination of the above. Such permission must be given in writing and carried in the vehicle at all times whilst it is licensed as a private hire vehicle, **and made available to Cavendish Road as part of the vehicles compliance testing process.**
- 15.9. The licensee of the vehicle shall notify the Council, in writing, within seven working days if of the vehicle transferring to a different private hire operator and the vehicle company door signs must be replaced accordingly.
- 15.10 The foregoing provisions, of this condition, shall not apply to a sign in, on or from a private hire vehicle: -
- 15.10.1. which indicates membership of the AA, RAC or other similar motoring organisation; or
- 15.10.2. which indicates that passengers should not eat or smoke in the vehicle. Signage in accordance with the Smokefree Workplace Regulations, vehicle requirements, must be affixed to the outside, or inside, of the vehicle indicating that smoking is prohibited in the vehicle; or

- 15.10.3. which indicates that in-car CCTV surveillance is in use in the vehicle;
or
- 15.10.4. which indicates that the vehicle is suitable, and equipped, for the carriage of wheelchair bound passengers;
- 15.10.5. which indicates that the driver of the vehicle is exempted through medical grounds from the requirement to carry assistance dogs.
- 15.10.6. which indicates that card payments are acceptable as a means of payment for the journeys fare

CHANGE OF ADDRESS

- 16.1. The licensee of the private hire vehicle, to which this licence applies, shall notify the Council in writing, of any change of their home or business address during the period of the licence, within seven days of such change taking place, returning with their notification their paper counterpart issued vehicle licence for updating and re-issue.

CONVICTIONS

- 17.1 The licensee of a private hire vehicle shall as soon as is practicable, and in any event within seven days of any conviction, caution, or fixed penalty notice disclose to the Council in writing, details of such conviction, caution, or fixed penalty notice imposed upon them or, if the licensee is a company or partnership, on any of the directors or partners, during the period of the licence (Convictions to include both criminal and motoring).

INSURANCE

- 18.1. The licensee shall produce, on request, a current, valid, Certificate of Insurance (or insurance cover notes) to provide proof of continuous insurance cover.

VEHICLE DAMAGE

- 19.1. The licensee shall, as soon as reasonably practicable, but in any case within seventy two hours, disclose to the Council, either in writing or by way of a telephone call, details of any accident involving the vehicle or, of any damage to the vehicle however caused, that materially affects the safety, performance or appearance of the vehicle, or the comfort or convenience of persons carried therein. The vehicle may not continue to operate either as a Hackney Carriage or a Private Hire vehicle without the prior approval of the Council.

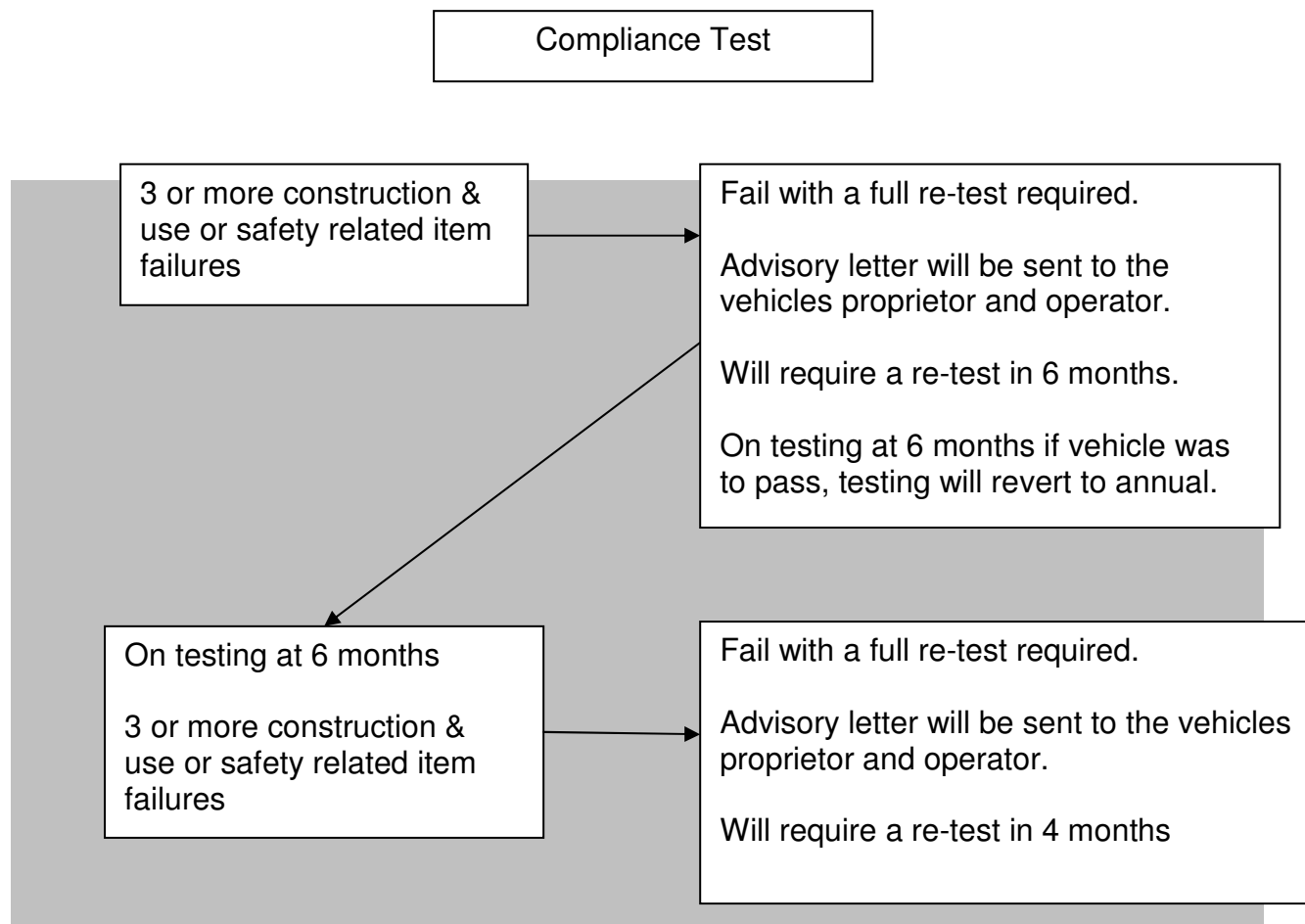
AGE LIMITS

- 20.1. There will be no statutory age limits set in respect of the licensing of private hire vehicles. Whilst vehicles submitted for licensing will be judged on their suitability by way of the undertaking and passing a

compliance test, vehicle proprietors on-going from the time these conditions are adopted, will be required to ensure that any new or change of vehicle application being presented for a licence to be Euro 4 compliant in terms of vehicle emissions as a minimum standard.

20.2 All vehicles submitted for consideration of licensing, especially those vehicles five (5) years or older, will be expected to be in 'Exceptional Condition' as defined by the Council. The decision to approve a vehicle for licensing outside of the above provisions will be at the sole discretion of the Council.

20.3 Those vehicles submitted for licensing, or re-licensing, are required to pass a vehicle compliance test. Those vehicles which fail a compliance test shall not be used for private hire until such time as the vehicle passes the compliance test. The proprietors of vehicles that fail the compliance test for safety related matters will re-tested as detailed below



NOTES

Vehicles can fail a compliance test for less than 3 construction and use , or safety related items, and still be required to undertake a full re-test.

Testing provisions here will fall within annual testing provisions, unless otherwise advised.

For 3 or more construction & use or safety related item failures where the vehicle is to undergo a 6 month re-test, and this was to pass, the testing provisions would then revert to annual.

For 3 or more construction & use or safety related item failures where the vehicle is to undergo a 4 month re-test, and this was to pass, the testing provisions would then revert to 6 monthly. If at the 6 month re-test the vehicle was to pass, the testing provisions would then revert to annual.

In line with MOT testing provisions, vehicles can be presented to the testing station up to one month before the current certificate of compliance expires.

ANNUAL LICENCE RENEWAL

- 21.1 The licensee shall submit an application for the renewal of this licence, including all required original documentation, to the Council at least ten (10) working days prior to the expiry of the current licence.

DEPOSIT OF DRIVER'S LICENCE

- 22.1. If the proprietor of this vehicle engages or employs any other person to drive the vehicle he/she shall, before the person commences to drive the vehicle, and for so long as they are so engaged or employed, cause the driver to deliver to him/her a copy of their current private hire driver's licence, for retention until such time as the driver ceases to be permitted or employed to drive the vehicle or any other licensed private hire vehicle of his/hers.

OPERATION OF A PRIVATE HIRE VEHICLE

- 23.1. Any requirements of the statutory legislation affecting the use and operation of private hire vehicles, being carried out under the terms of this licence, shall be regarded as if they are conditions of this licence.
- 23.2. Every contract for the hire of a private hire vehicle licensed under the 1976 Act shall be deemed to be made with the operator who accepted the booking for that vehicle, whether or not they provided the vehicle. Therefore if the licensee intends to take bookings in whatever form, by telephone, in person or by contract, a private hire vehicle operator's licence is required.

CERTIFICATE OF COMPLIANCE

- 24.1. Private hire vehicles that are one year old, or over, are required to undergo, and pass, a Ministry of Transport test at a VOSA approved

MOT testing station. A valid MOT certificate will be required before a private hire vehicle licence will be granted to a vehicle aged twelve months or over.

- 24.2. All vehicles must have a valid Certificate of Compliance in force in relation to the vehicle, issued when the vehicle has passed the appropriate Council test. Any vehicle that fails to pass the Council compliance test is not considered to be fit for use as a licensed vehicle and shall be withdrawn from service until the vehicle has been re-tested and passed as fit. Those vehicles submitted for compliance testing that are found to have faults which, may, render them unsafe or unsuitable for licensed work may have the vehicle licence suspended and the vehicle identification plate removed, until such time as the vehicle has passed a compliance test to the satisfaction of the Council. It is the responsibility of the licensee of the vehicle to ensure that vehicles are submitted for compliance testing on or before the relevant renewal dates and that vehicles remain fit for service at all times.
- 24.3. Where the licensee, or driver, of a vehicle books an appointment for a vehicle to be compliance tested that vehicle must be presented at the appointed place and time for testing.

The following booking and cancellation process will apply:

Appointment Day	Minimum Notice
Monday	Preceding Thursday
Tuesday	Preceding Friday
Wednesday	Preceding Monday
Thursday	Preceding Tuesday
Friday	Preceding Wednesday

The Compliance Test fee is to be paid at the time the booking is made.

CCTV IN PRIVATE HIRE VEHICLES

- 25.1. The Council recognises that some proprietors may wish to install CCTV security cameras in their vehicle for the benefit and protection of both driver's and passengers. Such equipment may be installed provided that a sign, advising that surveillance is in use, are prominently displayed on the vehicle and visible to passengers, ~~That the equipment used is approved by the Council~~ and must also have British Standards Institute approval.
- 25.1. The equipment must be capable of being sealed and secured to prevent unauthorised access to the information/images contained in the system to ensure that recordings can only be accessed ~~and viewed by the Police or~~ by an authorised officer of the Council, or

other appointed persons as recorded with the Council as part of the CCTV system being installed and approved.

25.1. Equipment that permits audio recording will not be permitted in any licensed vehicle.

LUGGAGE OR OTHER ITEMS LEFT IN PRIVATE HIRE VEHICLES

26.1. The licensee/driver shall, after the completion of any journey, check the vehicle to ensure that any goods or property have been left behind by the last passenger(s) carried in the vehicle. Any property found in the vehicle shall, within forty eight (48) hours of the completion of the journey either, be returned to the owner or delivered to the nearest Police station where a receipt should be obtained.

APPENDIX B

CONDITIONS OF LICENCE – HACKNEY CARRIAGE VEHICLE

The following specifications and conditions of licence are made by Stevenage Borough Council in pursuance of the powers conferred by Part II of the Local Government (Miscellaneous Provisions) Act 1976 (as amended) to ensure effective regulation of Hackney Carriage vehicle use and to ensure that proper vehicle and driver standards are maintained, in the interests of public safety.

Possession of this Conditions of Licence document does not guarantee that a hackney carriage vehicle licence is in force for the vehicle nor do they imply that the vehicle is roadworthy or fit for use. The validity of any licence may be confirmed by contacting Stevenage Borough Councils' Licensing Office.

DEFINITIONS

In these conditions: -

'the 1976 Act' shall mean the Local Government (Miscellaneous Provisions) Act 1976 (as amended)

'the Council' shall mean Stevenage Borough Council.

'Authorised Officer' shall mean a Licensing Officer authorised in writing by Stevenage Borough Council.

'the hirer' shall mean any person who, from time to time, hires or books the vehicle.

'the licensee' shall mean the person(s) named in the licence.

'the operator' shall mean any person or company or partnership licensed by the Council to operate private hire vehicles.

'the vehicle' shall mean the vehicle named in the licence.

GENERAL

All licensed vehicles shall comply, in all respects, with the conditions of licensing set out below. The conditions of licence are supplementary to, and should be read in conjunction with, applicable statutory legislation. The following list is not exhaustive: -

The Town Police Clauses Act 1847 (as amended)

The Local Government (Miscellaneous Provisions) Act 1976 (as amended)

The Road Vehicles (Construction and Use) Regulations 1986 (as amended)

The Equalities Act 2010

The Road Safety Act 2006

CONSTRUCTION

- 1.1. All licensed vehicles shall have an appropriate 'type approval' which is either a:
 - 1.1.1. European Whole Vehicle Type Approval;
 - 1.1.2. British National Type Approval; or
 - 1.1.3. Individual Vehicle Approval.

It is also recommended that vehicles with a Euro NCAP star rating of four, or more, should be considered when purchasing a replacement vehicle.

New and Replacement vehicles on-going will also be required to be Euro 4 compliant in terms of vehicle emissions.

- 1.2. Vehicles should be manufactured or adapted to carry not more than eight passengers; this number includes any passengers who may be seated in wheelchairs if the vehicle is capable of transporting such passengers. Where a vehicle has been altered, adapted or modified ONLY Type Approval Certificates granted after alteration, adaptation or modification will be accepted (M1 type approved).
- 1.3. The vehicle shall be: -
 - 1.3.1. a four-door saloon car with adequate seating accommodation for, not less than, four adult passengers in addition to the driver; or
 - 1.3.2. a five door estate or hatchback with adequate seating accommodation for, not less than, four adult passengers in addition to the driver. Estate vehicles must be fitted with a luggage screen or guard to prevent luggage encroaching into the passenger compartment in the event of an accident ; or
 - 1.3.3. a Multi Purpose Vehicle (MPV), including those manufactured or suitably adapted to carry wheelchair bound passengers, with adequate seating accommodation for, not less than, four adult passengers, and not more than eight inclusive of any passengers who may be seated in wheelchairs, in addition to the driver. Such vehicles to be provided with a means of securing any luggage carried. Such vehicles must have been granted the relevant M1 Type Approval Certificate, applicable after the vehicle has been manufactured or adapted, for carrying wheelchair-bound passengers;
 - 1.3.4. a sports utility vehicle, or off roader (SUV), a type of passenger vehicle which combines the load-handling and passenger-carrying capacity of a large station wagon or mini-van with features designed for off-road driving. In recent years the term has also grown to encompass vehicles with similar size and style that are marketed as sports utility vehicles, but which do not actually include substantial off-road features; or

- 1.3.5. a mini-bus type vehicle, including those manufactured or suitably adapted, to carry wheelchair bound passengers, with adequate seating accommodation for, not less than four adult passengers, and not more than eight inclusive of any passengers who may be seated in wheelchairs, in addition to the driver. Such vehicles must have been granted the relevant M1 ~~or M2~~ Type Approval Certificate, applicable after the vehicle has been manufactured or adapted, for carrying wheelchair-bound passengers.
- 1.3.6. Any purpose built vehicle of the London Taxis International TX series, MetroCab or similar London cab style vehicles.
- 1.4. The vehicle must be suitable in type, size and design for use as a Hackney Carriage vehicle
- 1.5. Only those vehicles manufactured as right hand drive will be acceptable for licensing
- 1.6. The engine capacity shall be not less than 1,400cc
- 1.7. The vehicle shall be provided with sufficient luggage space for the number of passengers for which the vehicle is licensed.

DOORS

- 2.1. All saloon, hatchback, SUV or estate cars shall have, at least, four side opening doors which may be opened from the inside and the outside
- 2.2. MPV's and mini-bus type vehicles shall have a minimum of three doors, not including any tailgate or rear doors
- 2.3. Wherever possible the offside passenger door should remain locked to prevent passengers exiting the vehicle into road traffic and wherever possible to allow access and egress on the nearside (kerbside) of the vehicle only. Grandfather rights apply for existing licensed vehicles at the time these conditions come into force, but they must comply when that vehicle is replaced.
- 2.4. The vehicle shall be constructed so that doors open sufficiently wide as to allow easy access into, or egress from, the vehicle.
- 2.5. Tailgates and rear doors are only to be used for loading/unloading luggage or as an emergency exit. The rear door(s) or tailgate should be clearly marked, both inside and out, with a sign indicating that they can only be used as an emergency exit.

TINTED WINDOWS

3.1. For safety reasons it should be possible to observe the driver and passengers being carried. Many hackney carriage and private hire vehicles are used for the carriage of children, and vulnerable persons, and for this reason tinted windows which prevent clear vision into the vehicle will not be permitted, save for when the vehicle is fitted with such an option according to manufacturers standards.

3.2. The Road Vehicles (Construction and Use) Regulations 1986, as amended, specify the minimum levels of light that must pass through the windscreen and the front side windows. The limits are: -

Motor Vehicles first used before 1 April 1985:

The windscreen and front side windows must allow at least 70% of light to be transmitted through them.

Motor Vehicles first used on or after 1 April 1985:

The light transmitted through the windscreen must be at least 75%. The front side windows must allow at least 70% of light to be transmitted through them.

If the glass is tinted to a point whereby it lets through less light, then the vehicle does not meet legal requirements.

3.3. For safety reasons the Council will require all side and rear windows in hackney carriage and private hire vehicles licensed after the adoption of these conditions to comply with the above requirements, and be in accordance also with manufacturers prescribed standards. ~~Grandfather rights apply for existing licensed vehicles at the time these conditions come into force, but they must comply when that vehicle is replaced~~

VENTILATION

4.1. Windows must be provided at the rear and sides along with the means of opening and closing not less than one window on either side.

4.2. Rear passenger windows must be capable of being opened and closed by passengers unless air conditioning is available.

WHEELCHAIR ACCESSIBLE VEHICLES (WAV'S)

5.1. In the case of all hackney carriage vehicles which are built or adapted for the carriage of wheelchair bound passengers, the design of the vehicle shall be such that any wheelchair is loaded, and unloaded, from the nearside rather than the rear of the vehicle. Grandfather

rights applied for existing licensed vehicles at the time these conditions come into force in April 2009.

- 5.2. Any replacement WAV vehicle must now comply with (5.1) when that vehicle is to be replaced unless the vehicle proprietor has sought a departure from the above requirement prior to making a request for the vehicle to be licenced by the Council. Any departures to (5.1) will be considered on a case by case basis.
- 5.3. Where an existing hackney carriage licence has been granted specifically as a wheelchair accessible vehicle (those bearing the identification plate numbers 71 – 100 inclusive) such vehicles may only be replaced by suitably approved wheelchair accessible vehicles.
- 5.4. Any vehicle that has been adapted or modified to accommodate disabled passengers shall be re-certified, after adaptation or modification, to meet the European Whole Vehicle (M1 ~~or M2~~) Type Approval standard, the British National Low Volume Type (M1 ~~or M2~~) Approval standard or the British National Single Vehicle (M1 ~~or M2~~) Type Approval in respect of all such adaptations or modifications. The relevant certificate will be required before such a vehicle can be licensed.
- 5.5. Access to and egress from the wheelchair position must not be obstructed in any manner, at any time, except by wheelchair loading apparatus;
- 5.6. Wheelchair internal anchorage points and equipment must be of the manufacturers design and construction and comply with the M1 standards as specified in European Directive 76/115 EEC (as amended by 90/629 EEC) and should be secured in such a position as to not obstruct any emergency exit when the equipment is not in use;
- 5.7. A suitable, separate, restraint (seat belt) must be available for the occupant of the wheelchair;
- 5.8. Access ramps or lifts must be securely fixed to the vehicle prior to use and be able to support the weight of any wheelchair, occupant and helper;
- 5.9. Ramps and lifts must be securely stored in the vehicle before driving off;
- 5.10. The vehicle shall be fitted with a locking mechanism, or other device, that holds the wheelchair access door in the open position whilst a wheelchair is being loaded or unloaded.
- 5.11. Any equipment fitted to the vehicle for the purpose of lifting a wheelchair into the vehicle must have been tested in accordance with the requirements of the Lifting Operations and Lifting Equipment

Regulations 1998 (S/I 1998/2307). Any such equipment must be maintained in efficient working order so as to be available for use at all times.

- 5.12. Where a vehicle is manufactured or adapted to carry a wheelchair, and the vehicle has been licensed as such, the licensee (and any licensed private hire operator responsible for operating the vehicle) shall ensure that the driver of the vehicle has received sufficient training to be able to load/unload and convey wheelchair bound passengers in safety and comfort.
- 5.13. A sign may be affixed to the outside of the vehicle indicating that it is able to convey passengers in wheelchairs, provided that the vehicle has been manufactured or properly adapted for that purpose.

SEAT BELTS

- 6.1. All hackney carriage vehicles must be fitted with fully operational seat belts, one for each passenger to be carried. Each seat belt to be fully compliant with any relevant legislation and British Standard, except where the law specifically provides for an exemption. Seat belts should be used in accordance with the requirements of the statutory legislation that is applicable at the relevant time.

FIRE EXTINGUISHER

- 7.1. A fire extinguisher must be carried at all times in such a position as to be readily available for use.
- 7.2. The appliance shall have a minimum contents weight of 1 (one) kilogram, conform to BS EN3 1996 and be of the dry powder or foam type.
- 7.3. The extinguisher shall be fitted with a gauge that indicates the condition of the contents and shall be indelibly marked with the registration mark or licence number of the vehicle to which it is assigned.
- 7.4. Fire extinguishers that are damaged, dented or disfigured, in any way, will render the associated vehicle liable to immediate suspension until a replacement extinguisher is provided.
- 7.5. The extinguisher shall be securely mounted in a bracket, affixed to the inside of the vehicle, which can include the boot/luggage area of the vehicle. ~~in the boot/luggage area where it is readily accessible to the driver.~~ A notice indicating its location shall be displayed within the vehicle where it can be clearly seen by passengers carried in the vehicle.

FIRST AID KIT

- 8.1. There shall be provided, in such a position as to be readily available at all times whilst the vehicle is available for hire, a first-aid kit, approved by the Council, to enable the driver to administer basic first-aid to him/herself only.
- 8.2. The first-aid kit shall be provided, and maintained with appropriate dressings and appliances for immediate use in an emergency. Suggested minimum contents – six individually wrapped sterile adhesive dressings, one large sterile un-medicated dressing – approx 18cm x 18 cm, two triangular bandages, two safety pins, individually wrapped moist cleansing wipes, one pair of disposable gloves and a leaflet giving general guidance on first-aid.
- 8.3. The kit should be in a sealed container, indelibly marked with the registration mark or licence number of the vehicle to which it is assigned.

LUGGAGE

- 9.1. Luggage carried must, where necessary, be suitably secured in place and must not obstruct any exit, or emergency exit.

MAINTENANCE AND CONDITION OF A HACKNEY CARRIAGE VEHICLE

- 10.1 The licensee of the vehicle shall: -
 - 10.1.1 provide sufficient means by which any person in the vehicle may communicate with the driver;
 - 10.1.2. cause the roof or covering to be kept watertight;
 - 10.1.3. cause the seats to be properly cushioned, covered and free from cigarette burns, rips, splits, tears and stains;
 - 10.1.4. cause the floor to be covered with carpet, mat or other suitable material, such covering shall be properly secured and be free from cigarette burns, rips, splits, tears or stains;
 - 10.1.5. cause the fittings, furniture and additional equipment fitted in the vehicle to be kept in an acceptably clean condition, well maintained and in every way fit for public service. Items such as taxi-meters, radio's, Sat-Nav's, mobile phone holders and other ancillary items shall be securely mounted in the vehicle in such a position as to not hinder or obstruct the driver's operation of, or view out of, the vehicle;

- 10.1.6. ensure that no material alteration or change to the specification of the vehicle is made without the prior written approval of the Council at any time whilst the licence is in force;
- 10.1.7. ensure that the vehicle is supplied with a suitable bulb-kit to provide for the replacement of defective bulbs whilst the vehicle is available for hire. Such bulb-kit to be indelibly marked with the registration number or licence number of the vehicle to which it is assigned.
- 10.1.8. The Council will suspend the vehicle licence or refuse to issue a licence to any vehicle which is found to be displaying an invalid vehicle excise licence.
- 10.1.9. The interior and exterior of the vehicle shall be maintained in a clean, safe and proper manner, to the reasonable satisfaction of the Council and, without prejudice to the foregoing, in particular, the exterior of the vehicle shall be free from conspicuous dents, sharp edges, conspicuous rust or un-repaired accident damage (however caused) and shall at all times have uniform paintwork equivalent to that applied by the manufacturer.
- 10.1.10. The doors, windows and seats shall be required to function in accordance with the original manufacturer's specification.
- 10.1.11. Vehicles shall be liable to being inspected and tested at any time (in accordance with the requirements of the 1976 Act). If, upon inspection, it is discovered that a vehicle is not being properly maintained or kept in good order, a notice may be served on the owner to this effect setting out the defects to be remedied. If public safety is compromised by the defects, further use of the vehicle may be prohibited until the defects have been addressed and the vehicle has successfully undergone a further inspection.
- 10.1.12. The vehicle proprietor shall in accordance with its manufactured standard ensure that all wheels and tyres are roadworthy and conform to prescribed ratings. Remould tyres are permitted but they must comply with British Standards and be marked in accordance with British Safety Standard BSAU 144e.
- 10.1.13. The licensee shall provide and maintain, at all times when the vehicle is in use or available for hire, a spare wheel, save for when this is not provided as standard by the vehicle manufacturer.
- 10.1.14. Generally, only a spare wheel and tyre, of the same size and construction as the vehicle road wheels will be acceptable. Where no such spare is available, a wheel and tyre of the 'space saver' type may be allowed subject to it being supplied, as standard, by the vehicle manufacturer and to approval being granted by the Council. In the event of a 'space saver' wheel being used, it must only be used to conclude the journey during which it was fitted and in accordance with

the manufacturer's maximum speed limit. After conclusion of that journey, the vehicle must not be used for hire until a standard wheel and tyre is fitted to replace the 'space saver' wheel.

10.1.15 That in the event of a space-saver tyre, run flat tyres (when punctured) or puncture repair kit being used, it is only to be used to complete the current fare. Usage in these instances must comply precisely with the manufacturers' recommendations. Any such defective wheel should be replaced before taking another fare to ensure passenger safety.

10.1.15. In cases where a rear-loading wheelchair accessible conversion or a LPG conversion where the tank occupies the usual site of the spare wheel, is considered suitable, that the vehicle be exempt from the requirement to carry a spare wheel of a design matching those fitted to the vehicle. This would be subject to the vehicle meeting the luggage criteria and being approved by the specialist converters. In these instances the alternative of a space saver tyre or puncture repair kit will be permitted and must be carried at all times on the vehicle.

TAXI-METER

11.1 The licensee and or the driver shall ensure that: -

11.1.1. The taxi-meter shall be of the calendar controlled type. Such meter shall be so constructed, or programmed, that it is not possible for any person to manually alter the tariff rate without breaking the seals affixed thereto;

11.1.2. The taxi-meter shall be fitted with a key, flag or other device, the operation of which shall bring the machinery of the taxi-meter into action and cause the word "HIRED" to appear on the face of the taxi-meter;

11.1.3. Such key, flag or other device shall be capable of being located in such a position that the machinery of the taxi-meter is not in action and that no fare is recorded on the face of the taxi-meter;

11.1.4. When the machinery of the taxi-meter is in action there shall be recorded on the face of the taxi-meter, 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;

11.1.5. The word "FARE" shall be printed on the face of the taxi-meter in plain letters so as to clearly apply to the fare recorded thereon;

11.1.6. The taxi-meter 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 provided and the said illumination shall be

incorporated in and operated in conjunction with the key, flag or other device which brings the machinery of the taxi-meter into action. No other method of operating the said light shall be employed;

- 11.1.7. The taxi-meter and all the fittings thereof shall be affixed to the vehicle with seals or other appliances so that it shall not be practicable for any person to tamper with them except by breaking, damaging or permanently displacing the seals or other appliances;
- 11.1.8. The taxi-meter tariff shall be set at a fare, no higher than that published within the Stevenage Borough Council tariff of hackney carriage fares. A hackney carriage vehicle fitted with a taxi-meter must display the Stevenage Borough Council tariff of fares in a place where it is clearly visible to passengers travelling in the vehicle, at all times whilst the vehicle is available for hire.

IDENTIFICATION (LICENCE) PLATE

- 12.1. The identification plate issued by the Council, bearing the number of the licence granted in respect of the vehicle, shall be securely fixed on the outside rear of the vehicle. The plate shall be kept in such a condition that the information contained thereon is clearly visible to public view. The plate shall be fixed in such a manner that it can be removed by an authorised officer of the Council or Police Constable without causing damage to the vehicle.
- 12.2. Where a hackney carriage vehicle licence has been suspended, revoked or has expired, and provided that, where necessary, the requisite notice(s) has been served, as required by the 1976 Act a Police Constable or authorised officer of the Council is entitled to remove and retain the vehicle licence plate.
- 12.3. The vehicle licence plates remain the property of Stevenage Borough Council at all times and must be returned to the Licensing Authority on surrender, suspension, revocation or expiry of the licence or if the vehicle is sold, or disposed of, out of the licensed trade. If a plate is LOST or STOLEN it must be reported to the Police. A crime or lost property number must be obtained, and the Licensing Office, Daneshill House, Danestrete, Stevenage, Hertfordshire. SG1 1HN. Tel: 01438 242242, informed, in order that a replacement plate can be produced and issued to you.

COPY OF LICENCE AND CONDITIONS

- 13.1. The licensee shall ensure that they, or any driver they engage or employ to drive the vehicle, carries a copy of this licence and these conditions in the vehicle and make them available for inspection by any authorised officer, Police Constable, hirer or passenger on request.

INTERIOR MARKINGS

- 14.1. The licensee shall cause to be marked and maintained inside the vehicle; in such a position as to be clearly visible at all times to the persons conveyed therein, the number of the vehicle licence and the maximum number of passengers to be carried, as prescribed in the licence. This interior sign shall be provided by the Council with the vehicle licence plate.

SIGNS, NOTICES AND ADVERTISING

- 15.1. The licensee shall cause to be affixed and maintained whilst the vehicle is being used as a hackney carriage an illuminated roof sign, of a design and construction previously approved by the Council, bearing the word 'TAXI' and, if desired, a telephone number through which the vehicle may be hired.
- 15.2. The sign to be operated through the setting of the taxi-meter and must only be illuminated when the vehicle is available for hire.
- 15.3. The licensee shall also cause a sign bearing the words 'FOR HIRE' to be displayed in the lower front nearside portion of the vehicle windscreen. Such sign to be operated through the setting of the taxi-meter and only to be illuminated when the vehicle is for hire
- 15.4. No signs, notices, advertisements, plates, marks, numbers, letters, figures, symbols, emblems or devices whatsoever shall be displayed in, on or from a hackney carriage vehicle except as may be required by any statutory provision (including bye-laws) or, as authorised by the Council.
- 15.5. Condition 15.2 shall not apply to any indication on a taxi-meter fitted to the vehicle, or to a sign which:
 - 15.5.1. is displayed on, in or from the vehicle only while it is stationary; and
 - 15.5.2. contains no words or numbers other than the name and address of a person, firm or company through which the vehicle may be hired and/or the name of a passenger or passengers to be carried in that vehicle; and
 - 15.5.3. is displayed in pursuance of a prior arrangement made for the carriage of a passenger or passengers named in that sign.
- 15.6. Advertising (including 'Full Wrap' in LTI and MetroCab type vehicles) on a hackney carriage may be permitted if the positioning, design and content of such advertising is previously submitted to, and approval in writing, obtained from the Council.

- 15.7 The foregoing provisions, of this condition, shall not apply to a sign in, on or from a hackney carriage vehicle: -
- 15.7.1. which indicates membership of the AA, RAC or other similar motoring organisation; or
 - 15.7.2. which indicates that passengers should not eat or smoke in the vehicle. Signage in accordance with the Smoke-free Workplace Regulations, vehicle requirements, must be affixed to the outside, or inside, of the vehicle indicating that smoking is prohibited in the vehicle; or
 - 15.7.3. which indicates that in-car CCTV surveillance is in use in the vehicle; or
 - 15.7.4. which indicates that the vehicle is suitable, and equipped, for the carriage of wheelchair bound passengers;
 - 15.7.5. which indicates that the driver of the vehicle is exempted through medical grounds from the requirement to carry assistance dogs.
 - 15.7.6. which indicates that card payments are acceptable as a means of payment for the journeys fare.

CHANGE OF ADDRESS

- 16.1. The licensee of the hackney carriage vehicle, to which this licence applies, shall notify the Council in writing, of any change of their home or business address during the period of the licence, within seven days of such change taking place, returning with their notification their paper counterpart issued vehicle licence for updating and re-issue.

CONVICTIONS

- 17.1. The licensee of a hackney carriage vehicle shall as soon as is practicable, and in any event within seven days of receiving any conviction, caution, or fixed penalty notice disclose to the Council in writing, details of such conviction, caution, or fixed penalty notice imposed upon them or, if the licensee is a company or partnership, on any of the directors or partners, during the period of the licence (Convictions to include both criminal and motoring).

INSURANCE

- 18.1. The licensee shall produce, on request, a current, valid, Certificate of Insurance (or insurance cover notes) to provide proof of continuous insurance cover.

VEHICLE DAMAGE

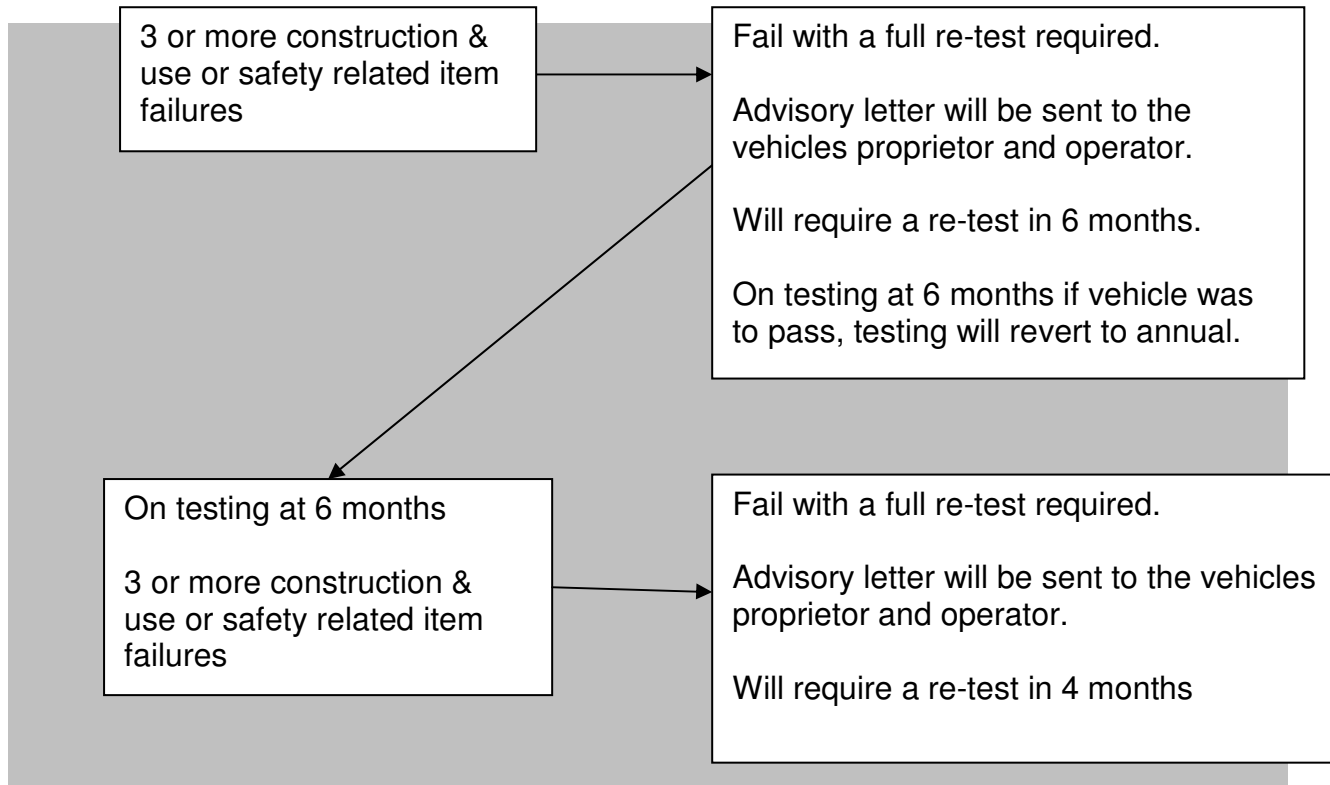
- 19.1. The licensee shall, as soon as reasonably practicable, but in any case within seventy two hours, disclose to the Council, in writing or by telephone, details of any accident involving the vehicle or, of any damage to the vehicle however caused, materially affecting the safety,

performance or appearance of the vehicle or the comfort or convenience of persons carried therein. The vehicle may not continue to operate without the prior approval of the Council.

AGE LIMITS

- 20.1. There will be no statutory age limits set in respect of the licensing of hackney carriage vehicles. Whilst vehicles submitted for licensing will be judged on their suitability by way of the undertaking and passing a compliance test, vehicle proprietors on-going from the time these conditions are adopted, will be required to ensure that any new or change of vehicle application being presented for a licence to be Euro 4 compliant in terms of vehicle emissions as a minimum standard.
- 20.2. All vehicles submitted for consideration of licensing, especially those vehicles five (5) years or older, will be expected to be in 'Exceptional Condition' as defined by the Council. The decision to approve a vehicle for licensing outside of the above provisions will be at the sole discretion of the Council.
- 20.2. Those vehicles submitted for licensing, or re-licensing, are required to pass a vehicle compliance test. Those vehicles which fail a compliance test shall not be used for public hire until such time as the vehicle passes the compliance test. The proprietors of vehicles that fail the compliance test for safety related matters will re-tested as detailed below

Compliance Test



NOTES

Vehicles can fail a compliance test for less than 3 construction and use, or safety related items, and still be required to undertake a full re-test.

Testing provisions here will fall within annual testing provisions, unless otherwise advised.

For 3 or more construction & use or safety related item failures where the vehicle is to undergo a 6 month re-test, and this was to pass, the testing provisions would then revert to annual.

For 3 or more construction & use or safety related item failures where the vehicle is to undergo a 4 month re-test, and this was to pass, the testing provisions would then revert to 6 monthly. If at the 6 month re-test the vehicle was to pass, the testing provisions would then revert to annual.

In line with MOT testing provisions, vehicles can be presented to the testing station up to one month before the current certificate of compliance expires.

LICENCE RENEWAL

- 21.1. The licensee shall submit an application for the renewal of this licence, including all required original documentation, to the Council at least **ten (10)** working days prior to the expiry of the current licence.

DEPOSIT OF DRIVER'S LICENCE

- 22.1. If the proprietor of this vehicle engages or employs any other person to drive the vehicle he/she shall, before the person commences to drive the vehicle, and for so long as they are so engaged or employed, cause the driver to deliver to him/her a copy of their current hackney carriage driver's licence, for retention until such time as the driver ceases to be permitted or employed to drive the vehicle or any other licensed hackney carriage vehicle of his/hers.

OPERATION OF A HACKNEY CARRIAGE VEHICLE

- 23.1. Any requirements of the statutory legislation affecting the use and operation of hackney carriage vehicles, being carried out under the terms of this licence, shall be regarded as if they are conditions of this licence.

CERTIFICATE OF COMPLIANCE

- 24.1. Hackney carriage vehicles that are one year old, or over, are required to undergo, and pass, a Ministry of Transport test at a VOSA approved MOT testing station. A valid MOT certificate will be required before a hackney carriage vehicle licence will be granted to a vehicle aged twelve months or over.

- 24.2. In addition to the above, all vehicles must in all circumstances have a valid Certificate of Compliance in force in relation to the vehicle, issued when the vehicle has passed the appropriate Council test. Any vehicle that fails to pass the Council compliance test is not considered to be fit for use as a licensed vehicle and should be withdrawn from service until the vehicle has been re-tested and passed as fit.

- 24.2. Those vehicles submitted for compliance testing that are found to have faults which, may, render them unsafe or unsuitable for licensed work may have the vehicle licence suspended and the vehicle identification plate removed, until such time as the vehicle has passed a compliance test to the satisfaction of the Council.

- 24.2. It is the responsibility of the licensee of the vehicle to ensure that vehicles are submitted for compliance testing on or before the relevant renewal dates and that vehicles remain fit for service at all times.

- 24.3. Where the licensee, or driver, of a vehicle books an appointment for a vehicle to be compliance tested that vehicle must be presented at the appointed place and time for testing.

The following booking and cancellation process will apply:

Appointment Day	Minimum Notice
Monday	Preceding Thursday
Tuesday	Preceding Friday
Wednesday	Preceding Monday
Thursday	Preceding Tuesday
Friday	Preceding Wednesday

The Compliance Test fee is to be paid at the time the booking is made.

CCTV IN HACKNEY CARRIAGE VEHICLES

25.1. The Council recognises that some proprietors may wish to install CCTV security cameras in their vehicle for the benefit and protection of both driver's and passengers. Such equipment may be installed provided that sign', advising that surveillance is in use, are prominently displayed on the vehicle and visible to passengers, ~~That the equipment used is approved by the Council~~ and must also have British Standards Institute approval. The equipment must be capable of being sealed and secured to prevent unauthorised access to the information/images contained in the system to ensure that recordings can only be accessed and viewed by the Police or by an authorised officer of the Council, or other appointed persons as recorded with the Council as part of the CCTV system being installed and approved.

25.1. Equipment that permits audio recording will not be permitted in any licensed vehicle.

LUGGAGE OR OTHER ITEMS LEFT IN HACKNEY CARRIAGE VEHICLES

26.1. The licensee/driver shall, after the completion of any journey, check the vehicle to ensure that any goods or property have been left behind by the last passenger(s) carried in the vehicle. Any property found in the vehicle shall, within forty eight (48) hours of the completion of the journey either, be returned to the owner or delivered to the nearest Police station where a receipt should be obtained as proof of disposal.

APPENDIX C –

DEFINITION OF ‘EXCEPTIONALLY WELL MAINTAINED FOR HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES’

In addition to, but not excluding the vehicle conditions for both Hackney Carriage and Private Hire Vehicles, those vehicles that are over five (5) years of age at the time an application is made will need to comply with the following:

EXTERIOR

1. All bodywork to be clean and sound, free from rust, dents, scrapes significant scratches or loose panels.
2. All paintwork to be in first class condition – no “egg shell” finish, or different shades or colours on either external or interior areas which are visible to the public.
3. All wheel trims to be fitted according to **manufacturer’s** specification and to match.
4. Aerials where fitted to be in good condition and free from rust.
5. Door or wing mirrors to be in good condition, no broken glass or surrounds.
6. Front and rear number plates to be clean, clear and unbroken.
7. Front and rear bumpers to be in first class condition, no rust, dents, scrapes (including any over-riders and end surrounds) and should be securely fitted.
8. Mud Flaps (if fitted) should be maintained.
9. No broken or missing lenses or surrounds on all front and rear lights and indicators (including repeater indicators where fitted).
10. Radiator grills should be secure and of original specification.
11. Front and rear (where fitted) windscreen wiper heads and arms should be in good working condition, no rust and properly fitted.
12. Door and boot locks should be fitted and in good working order.
13. Doors should be easily opened and closed from the outside and inside.
14. All door handles should be properly fitted, easily operated and of original colour specification.

15. A spare wheel which conforms to legal requirements should be provided and properly fitted in the vehicle, save by exception where the vehicle is supplied and fitted as standard by the manufacturer with either run-flat tyres, and/or a foam puncture repair kit.
16. All road wheels to be clean and free from rust (where trims are not fitted).

INTERIOR

1. All seats to be of manufacturer's original design (unless a rotating seat is fitted) should all match and be securely fitted no dirt, stains, holes or tears. Purpose made and well fitted seat covers will be permitted use in licensed vehicles.
2. Front and rear (where fitted) seat belts should be clean and in good working order and condition. All anchorage point covers should be properly fitted and match original trim.
3. All panels should be clean, properly fitted and match original trim
4. Carpets should be as manufacturers original, clean with no stains or holes and securely fitted.
5. All instruments and accessory covers to be securely fitted and match original trim.
6. All ashtrays to be fitted and match original trim.
7. Headlining to be clean, free from stains, holes and tears and to be as originally fitted.
8. All window winder handles to be as originally fitted, clean and easy to operate.
9. All door handles and arm rests to be secure, clean and as originally fitted.
10. Brake, clutch and accelerator pedal rubbers to be fitted and in good condition.
11. The inside of the vehicle should be free from loose or trailing wires.
12. The boot should be tidy with a clean, unstained carpet/cover to manufacturer's specification. All panelling should be secure, clean and in good condition.
13. In hatchback vehicles the boot cover should be to original specifications, in good condition with both lifting straps fitted. A cargo guard should also be fitted in estate vehicles.

14. Gear lever gaiters (where fitted) should be to manufacturers specification, in good condition and properly fitted.
15. A rear view mirror must be properly fitted and in good condition.
16. All manufacturers fittings should be as original (i.e. speaker covers, etc).
17. All lights should be in proper working order with appropriate covers securely fitted.
18. Window locks and handles, where provided by the manufacturer should be in good working order