

## HACKNEY CARRIAGE VEHICLE LICENCE CONDITIONS

### INTRODUCTION

The following conditions are attached to a hackney carriage vehicle licence. Breach of any of these conditions may lead to suspension or revocation of the licence. A hackney carriage remains a hackney carriage even when being used for private hire purposes.

#### 1. SIGNS, NOTICES ETC.

- 1.1 The vehicle must not be equipped with roof fittings including advertisements, other than a roof sign in accordance with condition 1.2 below, or a wireless aerial which if fitted must be fitted in such a manner to satisfy the Council, and
- 1.2 Must be fitted with a roof sign bearing the words, "Taxi" or "Hackney Carriage" or "For Hire" which may display the company name and telephone number.
- 1.3 There shall be no lights, plates, signs or other fitting (other than the licence plate referred to in condition 5.14) displayed on, in or from the vehicle, except those approved by the Council or displayed to comply with requirements under the current lighting and licensing regulations approved by the Secretary of State.
- 1.4 The vehicle shall display on the front nearside and the front offside door, the Coat of Arms of the Borough of Rossendale, incorporating the words "Borough of Rossendale" and "Licensed Hackney Carriage" in the design and form to be supplied by the Council.
- 1.5 The vehicle shall display on each rear passenger door window, a vehicle identification disc in the design and form to be supplied by the Council.
- 1.6 No markings of any nature, other than standard manufacturer's markings, are permitted, except upon the written authorisation of the Licensing Manager and in accordance with the criteria set out below:

**Permitted Markings:** Only the company/organisation name and one contact telephone number may be displayed.

**Permitted Location and size of markings:** Rear passenger doors (total area for markings may not exceed 20.5cm by 32cm in size) on each door. The rear boot lid.

**Permitted Typeface and colour:** Any typeface is permitted provided that the total area of each marking does not exceed the limits above. Markings must be in one consistent colour which is in contrast to the main colour of the vehicle. Applications for this purpose must be made in writing to the Licensing Manager and accompanied by a sample of the proposed markings. Submissions must be in colour and full details of the signage must be provided to demonstrate how it complies with the Council's requirements. No additional markings will be permitted.

## **2. RADIO MICROPHONE**

- 2.1 Any radio microphone installed in the vehicle shall be fitted in such a position that its use by the driver would not impair his control of the vehicle when it is in motion.

## **3. USE OF TAXIMETER**

- 3.1 The vehicle shall be provided with a taximeter which must be so constructed, securely fitted and maintained as to comply with the following requirements:
- 3.1.1 the taximeter shall be fitted with a key, flag or other device, the turning of which will bring the machinery of the taximeter into action and cancel and "FOR HIRE" sign and the roof sign.
  - 3.1.2 when the machinery of the taximeter is in action there shall be recorded on the face of the taximeter in clearly legible figures a fare in accordance with the statement of fares set by the Council.
  - 3.1.3 the taximeter shall be so placed that all letters and figures on the face thereof are at all times plainly visible to any person being conveyed in the carriage and for that purpose the letters and figures shall be capable of being suitably illuminated during any period of hiring
  - 3.1.4 the taximeter and all the fittings thereof shall be so affixed to the carriage with appliances that it shall not be practicable for any person to tamper with them except by breaking, damaging or permanently displacing the appliances.

## **4. STATEMENT OF FARES**

- 4.1 The vehicle shall contain the statement of fares issued by the Council, to be fitted and maintained in such a position so as to be clearly visible at all times to the hirer.

## **5. MAINTENANCE OF VEHICLE**

The vehicle shall:

- 5.1 be of such design to enable any person in the carriage to communicate with the driver;
- 5.2 be fitted with a roof or covering which can be kept watertight;
- 5.3 contain windows and a means of opening and closing not less than one window on each side;
- 5.4 contain seats which must be properly cushioned or covered, all seats must be forward facing unless expressly authorised by an authorised officer of the Council;
- 5.5 subject to current statutory legislation, have one seat belt for every licensed passenger: in the case of minibuses, all passenger seats must similarly have one seatbelt;
- 5.6 be provided with a proper carpet, mat or other suitable covering for the floor;
- 5.7 contain fittings and furniture kept in a clean condition, safe and well-maintained and in every way fit for public service;

- 5.8 be fitted in such a way to enable luggage to be secured if the vehicle is so constructed to carry luggage;
- 5.9 in the case of a vehicle licensed to carry 4 passengers, it should contain at least three doors for the use of persons conveyed in the vehicle (one of which may be an emergency exit) and a separate door for the driver;
- 5.10 in the case of a vehicle licensed to carry in excess of 4 passengers, all rows of seats shall have direct access to a minimum of one door. All doors shall be capable of being opened from inside and outside the vehicle;
- 5.11 be a right hand drive vehicle;
- 5.12 be equipped at all times with an appropriate spare wheel and a suitable jack and wheel brace.
- 5.13 The proprietor of the licensed vehicle shall:
- a) keep the licensed vehicle in a mechanical condition suitable for its use as a hackney carriage vehicle.
  - b) keep the exterior of the licensed vehicle including the windows clean and in good condition.
  - c) all panels on the vehicle shall be painted in the manufacturers colour and must not have panels with unmatched colours or in primer.
- 5.14 Plates provided by the Council identifying the vehicle as a Hackney Carriage vehicle shall be affixed to the exterior of the vehicle at the front and rear of the vehicle and displayed at all times throughout the period that the vehicle is licensed as a hackney carriage. The plate shall be capable of being easily removed by a Constable or duly authorised officer of the Council, should the licence be revoked or suspended.
- 5.15 Upon expiry of the licence, the proprietor shall return to the Council the identification plates supplied by the Council.
- 5.16 Before the expiry of the sixth month after the issue of the licence, but after the expiry of the fifth month after the issue of the licence, the vehicle shall undertake an MOT inspection and when submitted for inspection, it shall be in a complete and thoroughly good condition and the engine, body, wheels, furniture and fittings must be in good repair and order. All brakes, lights, steering apparatus, tyres, furniture and fittings must be in good condition.
- 5.17 An application for an annual vehicle licence must be accompanied by a MOT test certificate that has been issued by a Council approved MOT testing station within a calendar month of the date of application and a certificate of Motor Insurance covering the vehicle's use for public hire.

## **6. SAFETY EQUIPMENT**

- 6.1 There shall be provided and maintained in the vehicle at all times when it is in use or available for hire, a fire extinguisher and a first aid kit containing appropriate first aid dressings and appliances, such equipment to be carried in such a position in the vehicle as to be readily available for immediate use in an emergency.
- 6.2 All windows shall be transparent and be of standard manufacturer's specification and to the satisfaction of the authorised officer.

## **7. TERM OF LICENCE**

- 7.1 Hackney carriage licences shall be granted for a period of 12 months. Applications for renewal should be submitted 14 days before the expiry date of the licence.

## **8. ACCIDENTS TO VEHICLE**

- 8.1 The proprietor of a hackney carriage shall report to the Council as soon as reasonably practicable, and in any case within 72 hours of the occurrence thereof, any accident to such hackney carriage causing damage materially affecting the safety, performance or appearance of the hackney carriage or the comfort or convenience of persons carried therein. Compliance with this condition does not exempt the proprietor from his statutory liability to report accidents to the police.
- 8.2 The proprietor of a hackney carriage licensed by the Council shall, within such period as the Council may by notice reasonably require, state in writing, the address of every place where such hackney carriage is kept when not in use, and shall if the Council so require, afford to them such facilities as may be reasonably necessary to enable them to cause such hackney carriage to be inspected or tested there.

## **9. TRANSFER OF OWNERSHIP**

- 9.1 The proprietor shall notify the Council in writing of any changes in vehicle ownership within 7 days of such change taking place.

## **10. CHANGE OF ADDRESS**

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

## **11. INSURANCE**

- 11.1 The proprietor shall keep in force a policy of insurance and security for the vehicle covering its use as a hackney carriage.
- 11.2 The proprietor of any hackney carriage licensed by the Council shall at the request of any authorised officer of the Council produce for inspection the vehicle licence for such hackney carriage and the certificate of the policy of insurance or security required by Section 143 sub section 2 Road Traffic Act 1988.

## **12. ALTERATION OF VEHICLE**

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

## **13. CONVICTIONS**

- 13.1 The proprietor shall within 7 days disclose to the Council in writing, details of any personal conviction imposed on him/her (or, if the proprietor is a company or partnership, or any of the directors or partners) during the period of the licence.

## **14. ALTERATION OF CONDITIONS**

- 14.1 The Council may, by notice in writing to the proprietor of the vehicle alter any of the conditions attached to the vehicle licence.

## PRIVATE HIRE VEHICLE LICENCE CONDITIONS

### INTRODUCTION

The following conditions are attached to a private hire vehicle licence. Breach of any of these conditions may lead to suspension or revocation of the licence.

#### 1. SIGNS, NOTICES ETC.

- 1.1 The vehicle must not be equipped with roof fittings other than a wireless aerial which if fitted must be fitted in such a manner as to satisfy the Council.
- 1.2 There shall be no lights, plates, signs or other fittings (other than the licence plate referred to in condition 9) displayed on/in or from the vehicle, except those approved by the Council or displayed to comply with requirements under the current lighting and licensing regulations approved by the appropriate Secretary of State.
- 1.3 A door sign to be provided by the Council shall be affixed to the front offside door and the front nearside door of the vehicle immediately below the window to indicate that the vehicle is a private hire vehicle and that insurance for the vehicle is invalid unless the vehicle is pre-booked.
- 1.4 The vehicle shall display on each rear passenger door window, a vehicle identification disc in the design and form to be supplied by the Council.
- 1.5 No markings of any nature, other than standard manufacturers markings, are permitted, except upon the written authorisation of the Licensing Manager and in accordance with the criteria set out below:

**Permitted markings:** Only the company/organisation name and one contact telephone number may be displayed.

**Permitted location and size of markings:** Rear passenger doors (total area for markings may not exceed 20.5cm by 32cm in size) on each door. The rear boot lid.

**Permitted typeface and colour:** Any typeface is permitted provided that the total area of each marking does not exceed the limits above. Markings must be in one consistent colour which is in contrast to the main colour of the vehicle. Applications for this purpose must be made in writing to the Licensing Manager and accompanied by a sample of the proposed markings. Submissions must be in colour and full details of the signage must be provided to demonstrate how it complies with the Council's requirements. No additional markings will be permitted.

#### 2. RADIO MICROPHONE

- 2.1 Any radio microphone installed in the vehicle shall be fitted in such a position that its use by the driver would not impair his control of the vehicle when it is in motion.

### **3. USE OF TAXIMETER**

- 3.1 If the vehicle is fitted with a taximeter, that taximeter must be so constructed, securely fitted and maintained as to comply with the following requirements:
- 3.1.1 the taximeter shall be fitted with a key, flag or other device, the turning of which will bring the machinery of the taximeter into action;
  - 3.1.2 such key, flag or other device shall be capable of being locked in such a position that the machinery of the taximeter is not in action and that no fare is recorded on the face of the taximeter;
  - 3.1.3 when the machinery of the taximeter is in action there shall be recorded on the face of the taximeter in clearly legible figures a fare not exceeding the rate of fare which the proprietor or driver is entitled to demand and take for the hire of the vehicle distance;
  - 3.1.4 the taximeter shall be so placed that all letters and figures on the face thereof are at all times plainly visible to any person being conveyed in the vehicle and for that purpose, the letters and figures shall be capable of being suitably illuminated during any period of hiring;
  - 3.1.5 the taximeter and all the fittings thereof shall be so affixed to the vehicle with seals or other appliances 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.
- 3.2 All bookings must be agreed with the hirer before commencement of the journey.

### **4. MAINTENANCE OF VEHICLE**

The vehicle shall:

- 4.1 be of such design to enable any person in the carriage to communicate with the driver;
- 4.2 be fitted with a roof or covering which can be kept watertight;
- 4.3 contain windows and a means of opening and closing not less than one window on each side;
- 4.4 contain seats which must be properly cushioned or covered, all seats must be forward facing unless expressly authorised by an authorised officer of the Council;
- 4.5 have one seat belt for every licensed passenger: in the case of minibuses, subject to current legislation all minibuses must be fitted with forward facing seats, all passenger seats must similarly have one seatbelt;
- 4.6 be provided with a proper carpet, mat or other suitable covering for the floor;
- 4.7 contain fittings and furniture kept in a clean condition, safe and well-maintained and in every way fit for public service;

- 4.8 be fitted in such a way to enable luggage to be secured if the vehicle is so constructed to carry luggage;
- 4.9 in the case of a vehicle licensed to carry 4 passengers, it should contain at least three doors for the use of persons conveyed in the vehicle (one of which may be an emergency exit) and a separate door for the driver;
- 4.10 in the case of a vehicle licensed to carry in excess of 4 passengers, all rows of seats shall have direct access to a minimum of one door. All doors shall be capable of being opened from inside and outside the vehicle;
- 4.11 be a right hand drive vehicle.
- 4.12 The proprietor of the licensed vehicle shall:
- a) keep the licensed vehicle in a mechanical condition suitable for its use as a private hire vehicle.
  - b) keep the exterior of the licensed vehicle including the windows clean and in good condition.
  - c) all panels on the vehicle shall be painted in the manufacturers colour and must not have panels with unmatched colours or in primer.
- 4.13 have plates provided by the Council identifying the vehicle as a private hire vehicle affixed externally to the front and rear of the vehicle in such a manner that all details thereon are clearly visible and displayed at all times throughout the period that the vehicle is licensed as a private hire vehicle.
- 4.14 All windows shall be transparent and be of standard manufacturer's specification and to the satisfaction of the authorised officer.
- 4.15 The plates shall be capable of being removed by a constable or a duly authorised officer of the Council should the licence be revoked or suspended, the proprietor shall return the licence plates to the authority. On renewal of the licence plate the proprietor shall return the expired plate to the Council whereupon a new licence plate will be issued.
- 4.16 Before the expiry of the sixth month after the issue of the licence, but after the expiry of the fifth month after the issue of the licence, the vehicle shall undertake an MOT inspection and when submitted for inspection, it shall be in a complete and thoroughly good condition and the engine, body, wheels, furniture and fittings must be in good repair and order. All brakes, lights, steering apparatus, tyres, furniture and fittings must be in good condition.
- 4.17 An application for an annual vehicle licence must be accompanied by a MOT test certificate that has been issued by a Council approved MOT testing station within a calendar month of the date of application and a certificate of Motor Insurance covering the vehicle's use for public hire.

## **5. SAFETY EQUIPMENT**

- 5.1 There shall be provided and maintained in the vehicle at all times when it is in use or available for hire, a fire extinguisher and a first aid kit containing appropriate first aid dressings and appliances, such equipment to be carried in such a position in the vehicle as to be readily available for immediate use in an emergency.

## **6. TERM OF LICENCE**

- 6.1 Private hire vehicle licences shall be granted for a period of 12 months. Applications for renewal should be submitted 14 days before the expiry date of the licence.

## **7. ACCIDENTS TO VEHICLE**

- 7.1 The proprietor of a hackney carriage shall report to the Council as soon as reasonably practicable, and in any case within 72 hours of the occurrence thereof, any accident to such hackney carriage causing damage materially affecting the safety, performance or appearance of the hackney carriage or the comfort or convenience of persons carried therein. Compliance with this condition does not exempt the proprietor from his statutory liability to report accidents to the police.

## **8. NOTIFICATION OF ADDRESS**

- 8.1 The proprietor of a private hire vehicle licensed by the Council shall, within such period as the Council may by notice reasonably require, state in writing the address of every place where such private hire vehicle is kept when not in use, and shall, if the Council so requires, afford to them such facilities as may be reasonably necessary to enable them to cause such private hire vehicle to be inspected or tested there.

## **9. CHANGE OF ADDRESS**

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

## **10. INSURANCE**

- 10.1 The proprietor of any private hire vehicle licensed by the Council shall at the request of any authorised officer of the Council produce for inspection the vehicle licence for such private hire vehicle and the certificate of policy of insurance or security required by Section 143 Road Traffic Act 1988.

## **11. ALTERATION OF VEHICLE**

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

## **12. CONVICTIONS**

- 12.1 The proprietor shall within 7 days disclose to the Council in writing, details of any personal conviction imposed on him/her (or, if the proprietor is a company or partnership, or any of the directors or partners) during the period of the licence.

## **13. ALTERATION OF CONDITIONS**

- 13.1 The Council may, by notice in writing to the proprietor of the vehicle alter any of the conditions attached to the vehicle licence.