

Appendix 1: Conditions Private Hire Vehicles, Hackney Carriage and Specialist Vehicles

1. These conditions apply to all vehicles unless expressly stated.

Maintenance of Vehicle

2. The vehicle and all its fitting and equipment shall at all times when the vehicle is in use or available to hire be kept in a safe and clean condition.
3. All relevant statutory requirements including in particular those contained in the Motor Vehicle (Construction and Use) Regulations shall be fully complied with.
4. All vehicles shall undergo an inspection by a DVSA approved garage within the District every six months.
5. All new applications for Hackney Carriage vehicles will require the vehicle to be white in colour.
6. All new Private hire vehicles to be any colour other than white.

Identification Plate

7. The plate identifying the vehicle shall at all times be securely fixed to the outside on the rear of the vehicle in a conspicuous position in such a manner as to be easily removed by an Authorised Officer or Police Officer. Magnetised fittings are not permitted.
8. On written application the Council may exempt certain specialist or executive vehicles from the need to display external plates, and operator identification.
9. The private hire licence plate provided by the Council for display inside the vehicle must be fixed to the front windscreen of the vehicle in a position where it may be conveniently read by passengers travelling in the vehicle.

Signage and Advertising

8. Hackney Carriages must be fitted with an illuminated external roof mounted sign. The sign may either display the word 'Taxi', or the words 'For Hire'. The roof sign and lettering shall be of an appropriate size to enable it to be clearly identifiable to the public. The roof sign must be switched off when the vehicle has been hired and illuminated when available for hire.
9. Private Hire Vehicles must not carry a roof sign of any description or have any markings that give the impression that it is a hackney carriage. They must display Council approved signage on the vehicles stating that the vehicle is only able to undertake pre-booked journeys. Any signage or advertising on a private hire vehicle must not include the words 'taxi', 'cab', 'hackney carriage' or 'for hire' save for the word 'taxi' or 'cab' being part of the company name.

10. The proprietor shall cause to be affixed and maintained in the vehicle in a conspicuous position and in accordance with the directions of the Council any sign or notice which the Council may from time to time require.
11. No other signs will be permitted to be displayed anywhere on the vehicle without the written permission of an Authorised Officer.
12. Restricted first party advertising is allowed so long as the advertising material is limited to the metal surfaces on the rear doors, providing it does not cause an obstruction, the advertising material shall be non-reflective and nothing shall be advertised which may reasonably cause offence to any section of the community. The proprietor of any vehicle displaying an advertisement that does not comply with this condition will be required to remove the offending advertisement and until it has been removed the vehicle's licence will be suspended.

Miscellaneous

13. No material alteration or change in the specification, design, condition or appearance of the vehicle shall be made without the approval of the Council at any time the licence is in force.
14. A suitable First Aid kit shall be provided and maintained in the vehicle at all times when in use or available for hire.
15. Contents should include:
 - Disposable Gloves
 - First Aid Guidance Leaflet
 - Moist Wipes
 - Safety Pins
 - Sterile Dressings with Pads (Large)
 - Sterile Eye Pads with Bandages
 - Sterile Wash Proof Plasters (Assorted)
 - Triangular Bandages
 - Sterile Dressings with Pads (Medium)
16. A suitable Fire Extinguisher which conforms to British and European standards shall be provided and maintained in the vehicle at all times when it is in use or available for hire. The fire extinguisher will be visible and readily available for immediate use in an emergency.
17. The proprietor shall notify the Council in writing of any change of his address within seven days of such change taking place.
18. The proprietor shall within seven days disclose to the Council in writing details of any conviction, caution, FPN, civil injunction, or Acceptable Behaviour

Contract imposed on him or if the proprietor is a company or partnership on any directors, company secretary or partners.

19. If the proprietor permits or employs any other person to drive the vehicle then before that person commences to drive the vehicle the proprietor shall cause that driver to deliver to him their private hire drivers or hackney carriage licence.
20. Any accident in a vehicle causing damage materially affecting the safety, performance or appearance of the vehicle or the comfort or convenience of person carried therein must be reported as soon as practicable and in any case within 72 hours of the occurrence.
21. Licensed vehicles may be fitted with Dark Tinted Windows (Manufacturers standard fit). All vehicles must comply with the Road Vehicles (Construction and Use) Regulations 1986 Regulations (10) and (11)
22. Where payments for journeys by credit/debit card are accepted, it is not permissible to set a minimum card payment amount.
23. Vehicles presented for first licensing shall not be more than nine years old and vehicles presented for re-licensing shall not be more than ten years old, apart from in exceptional circumstances at the discretion of an Authorised Officer. Applications to re licence vehicles over ten years old must be made in writing to the Licensing Authority citing what is considered to be an 'exceptional circumstance'. Financial matters nor the condition of the vehicle come in to this category and will not be considered in the determination.
24. A legal spare wheel (or appropriate alternative) must be carried in the boot of the vehicle and the necessary tools to fit the spare wheel.

CCTV Implementation date 30th September 2023

25. The Council considers that the security of drivers and passengers is of paramount importance and CCTV can be a valuable deterrent.
26. CCTV systems are to be installed in all licensed Hackney Carriage and Private Hire vehicles (other than Private Hire Vehicles issued with a plate exemption for executive and VIP work and are used solely for this purpose). The system must be approved by the Authority and be capable when required of audio recording. The Authority will become the Data Controller and will publish a Data Impact Statement and guidance to drivers. The CCTV system must be installed in vehicles by 30th September 2023.
27. The installation and operation of the CCTV systems shall comply with the requirements of the Information Commissioner's CCTV Code of Practice. Following the installation of any CCTV installed into the vehicle it is incumbent upon the operator, proprietor or driver to handle relevant data in an appropriate or secure manner.

28. The CCTV system shall comply with any legislative requirement as regards safety, technical acceptability and operational/data integrity.
29. The CCTV system will remain at all times the property of the proprietor of the vehicle who will be responsible for the maintenance of the system and will ensure that it is checked regularly and maintained in working order at all times. If at any time the CCTV system is not working it must be reported to an Authorised Officer within 72 hours.
30. The CCTV system must be capable of date, time and vehicle identification. It must be capable of capturing images during daytime and darkness of sufficient quality to enable the identification of any person travelling in the vehicle and be of such quality that it can be used for prosecution purposes, where necessary.
31. The positioning of the CCTV camera and hardware should be such that the hard disc or data card is not accessible to any passenger travelling in the vehicle. The equipment must be securely fixed such that it cannot be tampered with or damaged by any person travelling in the vehicle.
32. The CCTV system shall not be used to record conversations between members of the public, since that is highly intrusive, and if any system is equipped with a sound recording facility then that functionality shall be disabled.
33. All vehicles with a CCTV system shall display prominent notices, visible both outside and inside the vehicle, to inform passengers that a CCTV system is in operation.
34. An Authorised Officer or Police Officer may, on reasonable notice, examine any camera installation or any footage from the CCTV. The Council shall be permitted to access data where they have received a complaint involving the vehicle or its driver and the complaint cannot be fully investigated without access to the recording. The licence holder shall co-operate with any Police investigation where access to the CCTV footage may assist.

The CCTV system must be capable of recording and storing images for a minimum of 35 days.