

Taxi and Private Hire Conditions of Licensing

Appendix B – Private Hire Vehicles

CONDITIONS OF LICENCE – PRIVATE HIRE VEHICLE

The following specifications and conditions of licence are made by Borough Council of Wellingborough under 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 Borough Council of Wellingborough Licensing Team.

DEFINITIONS

In these conditions:

- ‘the 1976 Act’ means the Local Government (Miscellaneous Provisions) Act 1976 (as amended)
- ‘the Council’ means Borough Council of Wellingborough.
- ‘Authorised Officer’ means a Licensing Officer authorised in writing by Wellingborough Council.
- ‘the hirer’ means any person who, from time to time, hires or books the vehicle.
- ‘the licensee’ means the person(s) named in the licence.
- ‘the operator’ means any person or company or partnership licensed by the council to operate private hire vehicles.
- ‘the vehicle’ means 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)

1.0 CONSTRUCTION

- 1.1 All licensed vehicles shall have an appropriate 'type approval' which is either a:
- A. European Whole Vehicle Type Approval;
 - B. British National Type Approval; or
 - C. 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.
- 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:
- A. a four-door saloon car with adequate seating accommodation for not less than four adult passengers in addition to the driver (exemptions from this requirement may be issued at the discretion of the Licensing Manager for smaller modern economical two seater cars or Executive cars); or
 - B. 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
 - C. 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; or
 - D. 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.

- E. Vehicles in Category C or D above may be permitted to have less than 4 adult passenger seats if it is purposely designed and constructed to carry wheelchair bound passengers, as long as the vehicle has the relevant M1 or M2 Type Approval Certificate, applicable after the vehicle has been manufactured or adapted, for carrying wheelchair-bound passengers.
 - F. Any minibus or other vehicle in which the seating is intended to be fixed in one place, and which has potential for capacity for over nine seats, which has had excess seating removed to allow not more than eight passenger seats, must have any excess seating fixings permanently removed and holes or other fixings permanently capped (i.e. welded over or similar) before a licence can be issued. This requirement will not apply to vehicles purposely designed to allow for regular flexible changes in seating configurations, including accommodating wheelchairs, and seating that is fitted onto manufacturers purpose designed and installed runners or tracks
- 1.4 The TX series, MetroCab (London style vehicles) or any large vehicle having the appearance of a hackney carriage will not be considered for licensing as a private hire vehicle. Any vehicle which could be confused with a London style cab shall not be permitted to be black in colour.
 - 1.5 All Private Hire vehicles shall be of any standard manufacturer's colour other than yellow.
 - 1.6 The vehicle must be suitable in type, size and design for use as a private hire vehicle.
 - 1.7 Only those vehicles manufactured as right hand drive will be acceptable for licensing (an exception may be made in the case of stretch limousines).
 - 1.8 The engine capacity shall be not less than 1,400cc, or 90BHP or equivalent (exemptions will be considered at the discretion of the Licensing Manager for smaller modern economical two seater cars).
 - 1.9 The vehicle shall be provided with sufficient luggage space for the number of passengers for which the vehicle is licensed.
- 2.0 **DOORS**
 - 2.1 All saloon, hatchback 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 after 1st January 2015.
- 2.4 The vehicle shall be constructed so that doors open sufficiently wide as to allow easy access into, or out of the vehicle.
- 2.5 Tailgates and rear doors are only to be used for loading/unloading luggage or as an emergency exit, unless the vehicle has been designed, modified or adapted to carry wheelchair bound passengers, and as long as the vehicle has the relevant M1 or M2 Type Approval Certificate, in which case the rear doors may be used for loading those passengers only.

3.0 **TINTED WINDOWS**

- 3.1 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:
 - A. 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.
 - B. 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.

- 3.2 Vehicle manufacturer's standard tinted glass is accepted on licensed vehicles. However privacy glass; tinted or coloured films or other aftermarket modifications to windows are not acceptable.
- 3.3 An exception to this requirement may be made in respect of executive, luxury and special occasion vehicles only, that are never used for general private hire activities such as short journeys and town centre work dependent on prior written permission being granted by the council.

4.0 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.

5.0 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 either the rear or the nearside of the vehicle.
- 5.2 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.
- 5.3 Access to and egress from the wheelchair position must not be obstructed in any manner, at any time, except by wheelchair loading apparatus.
- 5.4 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.
- 5.5 A suitable, separate, restraint (seat belt) must be available for the occupant of the wheelchair and must always be used when a wheelchair is being carried.
- 5.6 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; such devices shall have a minimum load rating of 300kg. Relevant information and manufacturers markings must be displayed on all lifting equipment and ramps.
- 5.7 Ramps, steps and lifts must be securely stored in the vehicle before driving off.

- 5.8 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.
- 5.9 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.
- 5.10 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.
- 5.11 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.

6.0 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.

7.0 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 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.

8.0 **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, to enable the driver to administer basic first-aid to him/herself.

8.2 The first-aid kit shall be provided, and maintained with appropriate dressings and appliances for immediate use in an emergency.

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.

9.0 **LUGGAGE**

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

10.0 **MAINTENANCE AND CONDITION OF A PRIVATE HIRE VEHICLE**

10.1 Sufficient means must be provided by which any person in the vehicle may communicate with the driver;

10.2 The roof or covering must be kept watertight.

10.3 The seats must be properly cushioned, covered and free from cigarette burns, rips, splits, tears, stains or any other signs of excessive wear.

10.4 The floor must 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.

10.5 Fittings, furniture and additional equipment fitted in the vehicle are 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.

- 10.6 No material alteration or change to the specification of the vehicle is to be made without the prior written approval of the council at any time whilst the licence is in force.
- 10.7 The vehicle must be 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.
- 10.8 The council will suspend the vehicle licence or refuse to issue a licence to any vehicle where the vehicle excise duty has not been paid.
- 10.9 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 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.
- 10.10 The doors, windows and seats shall be required to function in accordance with the original manufacturer's specification.
- 10.11 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.
- 10.12 The vehicle proprietor shall in accordance with its manufactured standard ensure that all wheels and tyres are roadworthy and conform to prescribed ratings.
- 10.13 The licensee shall provide and maintain, at all times when the vehicle is in use or available for hire, a spare wheel or other manufacturers standard equipment for the vehicle to deal with a punctured or damaged wheel or tyre (such as a gel or foam repair kit)
- 10.14 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, or other manufacturer's standard equipment for the vehicle 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.

11.0 TAXI-METER

- 11.1 The licensee and or the driver shall ensure that where a private hire vehicle is fitted with a taxi meter: that the following conditions are complied with.
- 11.2 All taxi meters 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. Each meter must be set, calibrated, and sealed with a tamper-proof seal by a competent meter installer. The vehicle licence holder must obtain and retain written certification of such calibration and sealing. This certification must be provided to an authorised office of the Council upon request.
- 11.3 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;
- 11.4 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;
- 11.5 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;
- 11.6 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;
- 11.7 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;
- 11.8 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;

11.9 The taxi-meter tariff shall be set at a fare, no higher than that published within the Borough Council of Wellingborough tariff of hackney carriage fares. A private hire vehicle fitted with a taxi-meter must display the Borough Council of Wellingborough 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.

12.0 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 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 an authorised officer of the council or police is entitled to remove and retain the vehicle licence plate.

12.3 Vehicle licence plates remain the property of Borough Council of Wellingborough 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 informed within 24 hours.

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. Permission will only be granted at the discretion of the Licensing Manager. Such permission will be given in writing and must be 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.

13.0 COPY OF LICENCE CONDITIONS

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

14.0 INTERIOR MARKINGS

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

15.0 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 in writing.
- 15.2 Condition 15.1 shall not apply to any indication on a taxi-meter fitted to the vehicle, or to a sign which:
- A. is displayed on, in or from the vehicle only while it is stationary; and
 - B. 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
 - C. is displayed in accordance with a prior arrangement made for the carriage of a passenger or passengers named in that sign.
- 15.3 All private hire vehicles must display at least two permanently affixed door signs, of a design and type approved in writing, in advance, by the council.
- A. One approved panel of dimensions not exceeding 60cm by 45cm will be affixed on each front door of a vehicle bearing the prescribed words "**PRIVATE HIRE VEHICLE ADVANCED BOOKINGS ONLY**" in capital letters.
 - B. The prescribed wording must be contained within the sign not below or separate from it, and it must be located prominently in the central area of each front door.
 - C. The text must be in a plain and easily readable font such as Arial and must be easily readable from a reasonable distance away, with a minimum font size 96 (minimum letter height 21mm).
 - D. The font colour for the prescribed wording must be plain solid black, unless a dark coloured background is proposed for the sign, in

which case the font colour must contrast prominently with the background colour.

- E. The sign may also bear the name of the operator or his business name, his business address and telephone number, the font size for which should be approximately equal to the prescribed wording font size.
 - F. Any other words, numbers or graphics must not obscure or be more prominent than the prescribed wording on any sign.
 - G. Grandfather rights apply for a period of 6 months for existing licensed vehicles at the time these conditions come into force. Upon expiry of the 6 month period, all vehicles must comply with this requirement.
 - H. Magnetic or other temporary type signage is not acceptable.
 - I. In addition to the two door signs vehicle owners / operators will be permitted to have one small discreet sign of a design and type approved by the council on the rear of the vehicle displaying the company name only. This one approved panel must not exceed 10cm by 10cm
- 15.4 Once licensed as a private hire vehicle, door signs containing the prescribed wording must be displayed at all times, except where prior written permission has been given by the council for an exemption. If door signs are damaged or defaced in any way they must be replaced immediately.
- 15.5 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 door signs. Permission will only be granted at the discretion of the Licensing Manager. Such permission will be given in writing and must be carried in the vehicle at all times whilst it is licensed as a private hire vehicle.
- 15.6 Where a vehicle holds an exemption from the requirement to display door signs, the licensee may apply to have one small discreet sign of a design and type approved by the council on the rear of the vehicle displaying the company name only. This one approved panel must not exceed 10cm by 10cm.
- 15.7 The licensee of the vehicle shall notify the council, in writing, within seven working days if the vehicle transfers to a different private hire operator and the vehicle door signs must be replaced accordingly. The foregoing provisions, of this condition, shall not apply to a sign in, on or from a private hire vehicle:

- A. which indicates membership of the AA, RAC or other similar motoring organisation; or
- B. 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
- C. which indicates that in-car CCTV surveillance is in use in the vehicle; or
- D. which indicates that the vehicle is suitable, and equipped, for the carriage of wheelchair bound passengers;
- E. which indicates that the driver of the vehicle is exempted through medical grounds from the requirement to carry assistance dogs.

16.0 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.

17.0 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 tell the council in writing, details of such conviction, caution, or fixed penalty notice imposed upon them. If the licensee is a company or partnership, this will also apply to any of the directors or partners, during the period of the licence (Convictions to include both criminal and motoring).

18.0 INSURANCE

- 18.1 All licensed vehicle owners / operators are required to maintain adequate motor vehicle insurance cover at all times whilst a vehicle is licensed.

The licensee shall produce, on request, a current, valid, Certificate of Motor Vehicle Insurance (or insurance cover note) which either names all individual licensed drivers of that vehicle, or provides full insurance cover for unnamed licensed drivers (such as a fleet policy) for that vehicle; as proof of continuous insurance cover.

19.0 **VEHICLE DAMAGE**

19.1 The licensee shall, as soon as reasonably practicable, but in any case within 72 hours, disclose to the council, in writing on the Councils prescribed form, 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 written agreement of the council.

20.0 **TRAILERS**

20.1 Trailers may only be used with the prior, written, approval of the council and are subject to the following requirements:

20.2 The trailer must be presented for inspection and testing, at a council approved testing station prior to first use and, again, at each inspection of any vehicle on which the trailer is authorised to be used.

20.3 Trailers can only be used in connection with private hire bookings where excess luggage needs to be carried.

20.4 The trailer must, at all times, comply with all requirements of Road Traffic legislation, in particular those laid down in the Road Vehicles (Construction and Use) Regulations 1986.

20.5 The vehicle insurance must provide adequate cover for the towing of a trailer.

20.6 Trailers must not be left unattended anywhere on the highway.

20.7 Speed restrictions applicable to trailers must be observed at all times.

20.8 Trailers over 750kg gross weight shall be equipped with an approved braking system.

20.9 The trailer shall be equipped with an approved break-away cable.

20.10 The trailer shall be fitted with a manufacturers plate showing the permissible; maximum load.

20.11 When the trailer is in use with a licensed vehicle, the licence plate issued by the council, specifically for that trailer shall be displayed on the outside rear of the trailer so as to be clearly visible to other road users.

20.12 A suitable lid, or other approved means of enclosure shall be fitted to secure and cover the contents of the trailer whenever it is in use.

21.0 AGE LIMITS

- 21.1 Vehicles shall be no older than 5 years from the first day of registration on the initial application to the Borough Council of Wellingborough for a Private Hire Vehicle Licence. The first date of registration will be as shown on the vehicle registration document, which may not necessarily be the first date it is registered with the DVLA (e.g. may previously have been registered abroad.) An exemption will be allowed at the discretion of the Licensing Manager for Executive or Special Occasion vehicles used on an infrequent basis.
- 21.2 A licensed vehicle older than 5 years which has not passed it's annual test on or before the date of expiry of it's current vehicle licence will not be reconsidered for licensing.
- 21.3 Once licensed the maximum age of a vehicle will be no more than 10 years from date of registration. All vehicles over 10 years are subject to the Exceptional Vehicle Age Policy and will be subject to 3 vehicle inspections per year.
- 21.3 Those vehicles submitted for licensing, or re-licensing, are required to pass the Councils compliance test. Those vehicles which fail a compliance test shall not be used for private or public hire until such time as the vehicle passes the compliance test.

22.0 ANNUAL LICENCE RENEWAL

- 22.1 The licensee shall submit an application for the renewal of this licence, including all required original documentation, to the council at least 5 working days prior to the expiry of the current licence. Photocopies of documents will not be accepted.

23.0 DEPOSIT OF DRIVER'S LICENCE

- 23.1 If the proprietor of the 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, require the driver to give him/her their current private hire driver's licence, to keep 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.

24.0 OPERATION OF A PRIVATE HIRE VEHICLE

- 24.1 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.
- 24.2 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. Guidance on licensing conditions for Private Hire Operators is given in Appendix D.

25.0 CERTIFICATE OF COMPLIANCE (vehicle testing)

- 25.1 Private hire vehicles that are one year old, or over, are required to undergo, and pass, a Ministry of Transport test at a VOSA / DVSA 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.
- 25.2 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.

26.0 CCTV IN PRIVATE HIRE VEHICLES

- 26.1 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.
- 26.2 All vehicle owners, operators and drivers using any audio or visual recording equipment in their vehicle must ensure full compliance with all current Data Protection Act and Information Commissioner

requirements in respect of audio or visual recordings in licensed vehicles, and the storage and use of all recordings.

27.0 LUGGAGE OR OTHER ITEMS LEFT IN PRIVATE HIRE VEHICLES

27.1 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.

27.2 If any property is found drivers must wherever possible, make reasonable attempts to reunite lost property with its owner. In the event that this is not possible, the property should, as soon as possible, but in any event within 48 hours, be handed in at the nearest Police Station. A receipt or Found Property Register number must be obtained at that time and retained by the driver.