

APPENDIX 8



**CONDITIONS ATTACHED TO
PRIVATE HIRE/HACKNEY CARRIAGE VEHICLE LICENCE**

Index

1.0	Licensing of vehicles general
2.0	New hackney vehicle licence
3.0	New private hire vehicle licence
4.0	Vehicle specification
5.0	Mini buses and MPVs
6.0	Wheelchair access vehicles
7.0	LPG
8.0	Seat belts
9.0	Alterations
10.0	Signs
11.0	Licence plates and badges
12.0	Advertising
13.0	Taximeter / fares
14.0	Vehicle damage
15.0	Accidents and temporary vehicle transfer conditions
16.0	Insurance
17.0	Notifications
18.0	Safety equipment
19.0	Trailers
20.0	Vehicle Inspections
21.0	Radios
22.0	General conditions
23.0	CCTV
24.0	Limousines

Appendix 1: TESTING STANDARD – MECHANICAL AND STRUCTURAL

Appendix 2: TESTING STANDARD – APPEARANCE / SAFETY / COMFORT / COMPLIANCE WITH LICENCE CONDITIONS

CONDITIONS ATTACHED TO PRIVATE HIRE/HACKNEY CARRIAGE VEHICLE LICENCE

Herefordshire Council as the Licensing Authority licences both Hackney Carriage and Private Hire Vehicles under the provisions of Part 11 of the Local Government Miscellaneous Provisions Act 1976 and the Town and Police Clauses Act 1847.

These conditions have been reviewed by the Licensing Authority and approved at Full Council on 12th July 2019 and will replace all previous conditions and will remain in place until 2024 unless reviewed prior to this date. Minor amendments are delegated to Officers, more complex amendments will be referred to the Cabinet Member for decision or by whichever other process is constitutional at that time. The Service Manager with responsibility for licensing will determine the appropriate method of decision.

All applications received which fall outside the Licensing Authority's Conditions or Policy (including late renewal applications) will be referred to Officer Panel for determination and this will incur additional costs to be paid by the applicant.

Note: although the fee must be paid before the Panel hearing, the Chair of the Panel has the ability to waive the fee if appropriate, requests for refunds must be made at the time of the hearing.

Section 1: LICENSING OF VEHICLES - GENERAL

- 1.1 The conditions shown below apply to all applications for new hackney/private hire licences and for all renewal applications.
- 1.2 Any vehicle to be licensed must have Category M1 shown on the registration document unless meeting Condition 1.3 or 1.4.
- 1.3 A vehicle of Category M2 (as shown on the registration document) may be licensed providing that the vehicle has passed the appropriate IVA test and the applicant has provided a written self-declaration that no changes have taken place to that vehicle since the IVA inspection test was passed. Any further modification to the vehicle would require a further IVA.
 - 1.4 A vehicle of Category N1 will not be considered for new or renewal applications unless the vehicle has passed the appropriate IVA test and the applicant has provided a written self-declaration that no changes have taken place to that vehicle since the IVA inspection test was passed. Any further modification to the vehicle would require a further IVA with the appropriate sections completed for the vehicle type.
- 1.5 All vehicles must meet the criteria as laid out in Section 4.
- 1.6 Replacement vehicles shall not be permitted if they are more than 10 years old at the time of replacement. The age of the vehicle will be identified by the date on the V5 document.
- 1.7 All vehicles over six and twelve years of age shall be subjected to additional tests in accordance with the provisions set out in section 20.

- 1.8 A wheelchair access vehicle cannot at any time be replaced for a non-wheelchair access vehicle, unless the first licence for that plate was issued for a non-wheelchair access vehicle before 2002. The only exception is on a temporary transfer and then only in accordance with section 15.
- 1.9 A non-wheelchair access vehicle may be replaced with any vehicle which complies with the requirements contained in Section 4.
- 1.10 No vehicle will be licensed to carry more than 8 passengers in total.

Section 2 - NEW HACKNEY VEHICLE LICENCE

- 2.1 The vehicle to be licensed shall be a wheelchair accessible vehicle and shall be so constructed or adapted to carry disabled persons whilst remaining in their wheelchair.
- 2.2 The vehicle, when initially submitted for licensing, shall not be more than 5 years old. The age of the vehicle shall be determined by the date of its first registration, as shown on the registration document. The condition at section 2.1 shall remain attached to the licence for each subsequent renewal or transfer.

Section 3 - NEW PRIVATE HIRE VEHICLE LICENCE

- 3.1 For a new Private Hire Licence application, the vehicle to be licensed shall not be more than:
- i. 5 years old for a wheelchair accessible vehicle that conforms to section 6 or
 - ii. Two years old for any other type of vehicle.

The age of the vehicle shall be determined by the date of first registration on the registration document. The vehicle must comply with the vehicle specifications contained in section 4.

3.2 If the vehicle is wheelchair accessible it shall be so constructed or adapted so that it can carry disabled persons whilst remaining in their wheelchair and comply with section 6.

3.3.2.4 The vehicle licence can be transferred if the vehicle is written off or it is on a temporary transfer basis following breakdown or damage. In which case it shall be replaced in accordance with section 1.5 or 2.1 if the vehicle is being replaced on a permanent basis.

Section 4 - VEHICLE SPECIFICATION

- 4.1 The vehicle to be licensed shall, according to the manufacture's specification, have or be: -
- a) Right hand drive.
 - b) All body panels to be of the same colour.
 - c) A capacity for a minimum of one seated passenger and a maximum of eight.
 - d) A minimum of four doors or two doors for single passenger vehicles.
 - e) Either a separate luggage compartment or a fixed screen (of sufficiently sturdy construction to protect passengers from injury from items in the luggage

compartment). People carriers and multi purpose vehicles shall have a means of securing luggage whilst being transported in the vehicle. A serviceable spare tyre, or run flat type tyre, jacking equipment and wheel brace or suitable spray repair kit. (to be able to repair flats etc. on journeys)

- f) Road wheels with tyre load ratings set at the manufacturer's recommendations. The use of remoulds will not be permitted.
- g) A permanent roof which is watertight. Sunroofs are only allowed if fitted as new by the vehicle manufacturer.
- h) Equipped with fully functional nearside and offside exterior rear view mirrors.
- i) All windows/doors opening in accordance with the original vehicle specification or for legal conversions in accordance with a suitable compliance test.
- j) A rear seat must have at least 41 cm seating space per passenger.
- k) No bull bars or similar attached.
- l) Tinted windows must comply with VOSA/DVLA standards at the time.
- m) The clear height for the top of the doorway cannot be less than 1.2 metres.
- n) Unobstructed access to all emergency doors or exits. (seats must be located to facilitate this).

Section 5 - MINI BUSES & MPVs

- 5.1 These are in addition to all other conditions and apply to mini buses and MPVs that are licensed as private hire vehicles and hackney carriages.
- 5.2 All doors must be capable of being opened from the inside.
 - a) The vehicle must have at least two doors to the rear of the driver for the exclusive unobstructed use of passengers which shall be capable of being opened from the inside.
 - b) All doors must show the method of operation of door lock operating levers, i.e. they shall depict "Pull" or "Push" with directional arrows in 5cm letters.
 - a) All emergency doors must be clearly identifiable to passengers and shall be clearly marked "Emergency Exit" in 5cm letters.
 - b) Unobstructed access to all emergency doors or exits. (Seats must be located to facilitate this).
- 5.3 All steps at entrances and exits shall be illuminated or have clearly visible markings at floor level.
- 5.4 Where the internal floor height of the vehicle exceeds 12ins (305mm) above the ground level, intermediate steps shall be fitted every 9ins (228mm) from ground level up to the internal floor height.
- 5.5 The tread area of all steps shall have a minimum depth of 6ins (152mm) and shall have a slip resistant surface.
- 5.6 All steps shall be capable of supporting the weight of 150 kg.

Section 6 - WHEELCHAIR ACCESSIBLE VEHICLES

- 5.1 These are in addition to all other conditions and apply to wheelchair accessible vehicles. .
- 5.2 All wheelchair accessible vehicles will be required to produce either certification to show that the vehicle was originally manufactured as a wheelchair accessible vehicle or a IVA for Wheelchair Accessible Vehicle category. Such documentation shall be produced at the original grant of the licence and on renewal.

- 6.3 Restraints for the wheel chair and occupant must be independent of each other. Anchorages must also be provided for the safe stowage of a wheelchair (whether folded or otherwise) when not in use if carried within the passenger compartment. All anchorages and restraints shall be so designed that they do not cause any danger to other passengers.
- 6.4 The door used for disabled access shall be so constructed as to permit an unrestricted opening across the width of the doorway of at least 75cm. If the door is not of the sliding type the minimum angle of the door for wheelchair access when opened must be over 90 degrees (i.e. to the upright frame of the door of the vehicle) or in the case of an up and over door must be over 90 degrees to the roof.
- 6.5 Grab handles shall be placed at door entrances to assist the elderly and disabled.
- 6.6 The top of the tread for any disabled person entrance shall be at floor level of the passenger compartment and shall not exceed 38cm above ground level. This is to avoid the passenger being tipped out of the wheelchair. The outer edge of the floor at each entrance shall be fitted with non-slip treads.
- 6.7 The vertical distance between the highest part of the floor and roof in the passenger compartment shall not be less than 1.3m.
- 6.8 A ramp or ramps for the loading of a wheelchair and occupant shall be available at all times (other than where there is a mechanical tail lift fitted). An adequate locking device shall be fitted to ensure that the ramp/ramps do not slip or tilt when in use. Provision shall be made for the ramps to be stowed safely and securely when not in use.
- 6.9 All vehicles fitted with a mechanical tail lift shall have in place a current safety certificate for the tail lift. A copy of the certificate will be supplied to the Licensing Authority on issue and re-issue.
- 6.10 Wheelchair accessible hackney carriages shall be capable of being used as such immediately and without modification. (Folding seats are not considered a modification provided they can be folded away immediately).
- 6.11 The wheelchair seat will count as a permanent seat in the total number. The total number of passengers will be set by the number of seats available to carry passengers without modification to the vehicle and will include the wheelchair seat.
- 6.12 In the case of a Private Hire Vehicle fitted with wheelchair facilities, the vehicle can be adapted and the wheelchair provision not counted as a permanent seat. However, the wheelchair facilities shall be maintained for use when required through a pre-booking.

Section 7 - LPG SAFETY CHECK

- 7.1 Vehicles with LPG installations shall comply with the most up to date LPG Gas Association's code of practice. A valid certificate confirming its compliance shall be given to the Licensing Authority for photocopying when the installation is new and upon issue of any renewal certificate.

- 7.2 No licence shall be renewed until a valid certificate, signed by a competent person, is produced to the Licensing Authority confirming that a safety check has taken place and that the installation is safe.

Section 8 - SEAT BELTS

- 8.1 Seat belts shall be fitted to all seats in all licensed vehicles. They shall be readily accessible for use by all passengers and shall be maintained in a good condition and kept in a useable and safe state of repair at all times.

Section 9 - ALTERATIONS

- 9.1 No alterations to any equipment, dimensions or other specifications shall be undertaken in a licensed vehicle without the prior written consent of an Authorised Officer of the Licensing Authority.
- 9.1 For the avoidance of doubt, alterations include both additions to, removal of or replacement of any existing equipment in, or on, the Licensed Vehicle, including seats.
- 9.2 The vehicle must at all times comply in all respects as when the vehicle was first licensed, with the exception of age.

Section 10 - SIGNS

- 10.1 The Licensed Vehicle shall be of such a design or appearance or bare such distinguishing marks as the Licensing Authority may require, clearly identifying it as a Licensed Vehicle. The under-mentioned signs shall be applicable in respect of this condition.
- a) All licensed vehicles (except purpose built Hackney Carriages with a built in roof sign and Private Hire Vehicles) are to have roof signs the minimum width of which is to be 45cm, with "Herefordshire Council" above and "Licensed Hackney Carriage" below the word "Taxi" on both the front and rear. The front of the sign shall be green in colour as specified by the Council. The rear of the sign shall be red in colour and may show a fleet number, not more than 7.5cm in diameter, in the top right hand of the sign. No other markings shall be permitted on the roof signs. The licence holder and driver of the taxi shall maintain the sign in efficient working order. The sign shall be capable of being so operated that at night it indicates clearly and conveniently to persons outside the carriage whether or not the vehicle is available for hire. However, where the vehicle is proceeding to a pre-booked hire there is no need for the sign to be illuminated.
 - b) The roof sign shall be displayed facing forward on the front part of the roof.
 - c) Both front doors of all Licensed Hackney Carriages shall display a sign incorporating Herefordshire Council's corporate logo together with the vehicle licence number, in the following dimensions: the sign shall be a minimum of 60cm x 19cm wide with lettering measuring at least 6cm in height. The sign shall be the adhesive type and shall not be magnetic. However, magnetic signs may be permitted on a short term temporary basis for insurance replacement vehicles, and

then only with the written authority of the Licensing Authority. The sign shall be located on the top half of the door where it is clearly visible to the public.

- d) No other sign shall be permitted on either front door, on a hackney carriage, unless it is part of a whole vehicle body wrap advert, which leaves space for the door signs.
 - e) Private hire vehicles that wish to advertise their operator details on the vehicle shall also display two adhesive signs one on each front door of the vehicle which states "Private Hire and Advanced Booking Only". The lettering must measure at least 6cm in height. Magnetic signs may be used for temporary use vehicles.
 - f) In addition to the Council's official plate, private hire vehicles may fix on any rear door of the vehicle a non-illuminated sign of a size not exceeding 60cm x 19cm, the lettering to be not more than 6 cm in height, and can be reflective. The sign may contain the following information advertising the company:-
 - i. Name of operator
 - ii. Telephone number of operator
 - g) The Web-site address of the company may be advertised on the rear bumper of the vehicle only. The maximum size of the lettering shall be 2cm.
- 10.2 Three or more notices shall be displayed within the vehicle (one on each rear door and one in the front of the vehicle indicating "NO SMOKING". Such notices shall be clearly visible to passengers.
- 10.3 Private hire vehicles may not use the words 'taxi' or 'cab' anywhere on the vehicle unless it forms part of the web addresses and then can only be on the rear bumper with the lettering not being larger than 2cm high.

Section 11 - LICENCE PLATES AND BADGES

- 11.1 For all licensed vehicles, the Licensing Authority's licence plate and/or bracket shall be securely fixed to the rear of the vehicle by directly fixing it to the bodywork or bumper. It shall be clearly visible when looking at the rear of the vehicle. The council licence plate must not obscure the number plate or any obligatory lights on the vehicle. No Licensing Authority licence plate shall be fitted on any other area, including the rear window.
- 11.2 The licence plate shall remain the property of the Licensing Authority and shall be returned to Licensing Authority upon request.
- 11.3 The loss of, damage to or illegibility of a plate or badge shall be reported to the Licensing Authority as soon as the loss, damage, or illegibility becomes known and a duplicate shall be issued at the expense of the Licence Holder. The vehicle shall not be used for hire until the Plate or Badge has been replaced.
- 11.4 The holder of the licence is strictly prohibited from transferring any interest in the licence. If at any time during the period of the vehicle licence the proprietor for any reason does not wish to retain the vehicle licence, the person must immediately surrender and return the vehicle licence and the licence plates to the Licensing Authority. This condition shall not preclude the transfer of any interest in the licensed vehicle as part of the transfer/sale of the business to a new owner.

- 11.5 All applications must be received at least 5 working days before expiry. Where any application is received within the 5 working day period then the licence may not be issued prior to expiry, as staff at the Licensing Authority may not have sufficient time to issue it. In this circumstances an applicant may pay a late fee which will ensure that the renewed licence is issued by the expiry date.
- 11.6 Where a licence is not renewed prior to expiry than the licence will lapse and any application made after expiry will require a new application and compliance with all of the conditions relating to new applications unless it complies with condition 11.7.
- 11.7 Applications received within five working days after the expiry date will be referred to Officer Panel for determination. A fee will be charged for referral to the officer panel and must be submitted before at least 5 working days before the date of the panel. Applications received within 5 working days of expiry will be issued with a licence until the next available Officer Panel, unless the fee is not paid.
- 11.8 All applications forms must be completed in full and submitted with the full fee. Any application not completed in full will be deemed as incomplete and rejected.
- 11.9 The application form and fee must can be submitted on line or by post or in person to the Licensing Authority. No application will be accepted until the full fee has been paid.
- 11.10 No plate or badge will be issued until all the relevant information and documentation is received by the staff of the Licensing Authority. No refunds will be considered if the application is refused or not pursued by the applicant unless some of the application fee is unused, this will be calculated for each application by the staff of the licensing authority.
- 11.11 Any vehicle application which is still awaiting documentation after 10 working days of expiry of the licence will have the vehicle licence issued with no vehicle shown on the licence, a further admin fee will be required to change the licence to include a vehicle.

Section 12 - ADVERTISING

- 12.1 No advertisement shall be placed on any vehicle unless the content of the advertisement and the proposed location on the vehicle has been agreed by the Licensing Authority and written authorisation given by them.
- 12.2 The advertisements will be assessed against the following criteria:
- Non sexual
 - Non discriminatory
 - Not to cause public offence
 - Not misleading
 - Location does not distract from council vehicle signs
 - Not to obscure vision of the driver
 - Not to display, flags or any other national emblems.

The above list is not exhaustive and the assessments will be carried out by staff of the Licensing Authority, if this is contended the matter will be referred to the Officer Panel for a decision.

Section 13 - TAXIMETER/FARES

- 13.1 Licensed vehicles equipped with a taximeter of approved design (compulsory for a hackney carriage but optional for private hire vehicle) must be submitted for testing before operating within the Licensing Authority's area and shall be subject to further tests at least annually and when required by the Licensing Authority
- 13.2 All taximeters shall be fitted with a tamper-proof seal at the time of the annual compliance test (after 1st January 2020). This seal will be supplied by Herefordshire Council.
- 13.3 A proprietor of a licensed vehicle shall not tamper with or permit any person, other than a properly authorised person or approved technician, to alter or adjust any taximeter with which the vehicle is provided, its fittings or with the seals affixed to the equipment. This includes disconnecting the taximeter from the vehicle. If the seal needs replacement due to maintenance or alteration by a meter agent or similar, new numbered seals can be supplied and recorded by the Licensing Authority.
- 13.4 The proprietor of a Hackney Carriage shall cause a statement of fares (as set by the Council) to be exhibited inside the carriage, in clearly distinguishable letters and figures.
- 13.5 The proprietor of a Hackney Carriage shall not wilfully or negligently cause or suffer the letters or figures in the statement to be concealed or rendered illegible at any time while the carriage is plying or being used for hire.
- 13.6 The proprietor of a licensed vehicle shall deposit with the Licensing Authority a copy of the statement of fares referred to above if the prices differ in any way from those that are in force at the time for Hackney Carriage vehicles licensed by the Licensing Authority.

Section 14 - VEHICLE DAMAGE

- 14.1 Any damage affecting the safety, performance or appearance of the vehicle or the comfort or convenience of persons carried therein shall be reported to the Licensing Authority within 24 hours or, when the office is closed, within 24 hours of it re-opening.
- 14.2 An officer of the Licensing Authority can require that vehicle to be presented for inspection at any reasonable time. If following inspection and considered necessary by a HC9 Officer or above of the Licensing Authority, may suspended the vehicle, written consent must be received from the licensing Authority before the vehicle can be used again. The vehicle must not be used other than for the purpose of taking it for repair or inspection if the vehicle is deemed unfit for use.

Section 15 - ACCIDENTS AND TEMPORARY VEHICLE TRANSFER CONDITIONS

- 15.1 Accidents involving personal injury to passengers shall be notified to the Police. The Licensing Authority shall also be notified as soon as possible, but in any case within 24 hours or, when the office is closed, within 24 hours of it re-opening.
- 15.2 Vehicles that have sustained major accident damage will be required to provide a satisfactory steering geometry and alignment report. This shall be in the form of a written or printed document from an approved VBRA vehicle repairer. In addition the vehicle shall be required to undergo a further compliance test.
- 15.3 Vehicles which replace a licensed vehicle on a temporary basis shall meet the requirements contained within the standard vehicle licence conditions

- 15.4 All licensed vehicles including wheelchair accessible and vehicles of a larger seating capacity are allowed to be temporarily substituted by a standard vehicle for use as a replacement, but only for a limited period to be agreed with the Licensing section. This replacement shall comply with section 1 and 4 plus all other relevant conditions.
- 15.5 A temporary transfer will be valid for a 2 week maximum period unless authorised by the Licensing Authority due to extenuating circumstances.
- 15.6 If the transfer takes place during normal office working hours, the licensing Section shall be notified before the transfer takes place. Transfers outside of normal office working hours shall be notified to the Licensing Section immediately after the office re-opens. In either case, no temporary transfer vehicle can be used without it having a licence plate attached to it.
- 15.7 Vehicles used as a temporary transfer vehicle must have a "Certificate of Readiness" which incorporates a certificate of compliance, inspection sheet. Valid insurance must be valid prior to the vehicle being used. Such vehicles shall comply with Section 4 of the standard licence conditions.

Section 16 – Transfer of licence and change of vehicle on plate

- 16.1 The vehicle licence shall not be transferred to another vehicle until the period of 5 years has passed since the plate was issued unless transferred to a newer vehicle of similar or higher specification.
- 16.2 The vehicle licence can be transferred to another vehicle if the vehicle is written off or the applicant wishes to replace a vehicle. Any replacement must meet the conditions in section 4.

Section 17 - INSURANCE

- 17.1 Before the licensed vehicle is used, such insurance or securities as are required under Part V1 of the Road Traffic Act 1972 shall be obtained in respect of the vehicle. The certificate for the policy of insurance shall also be produced to the Licensing Authority for inspection. The policy must show that the vehicles are suitably insured for 'hire and reward' purposes.
- 17.2 On the expiry of the insurance, a cover note or 'Certificate of Insurance' renewing cover must be produced to the Licensing Authority prior to or on the day of expiry of the previous certificate. Emailed certificates shall only be accepted if received from the Insurance Company/Broker direct.
- 17.3 The proprietor shall ensure that a copy of the Certificate of Insurance shall be available at all times when the vehicle is being used as a private hire or hackney carriage, and this shall include details of drivers authorised under the policy to drive the vehicle.
- 17.4 The licence holder shall notify the Council of any change of insurer or any change to the insurance particulars and shall provide full details to the Licensing Authority of these alterations within two working days of such a change.
- 17.5 Fleet insurance must show the specific vehicle and drivers it covers if they are listed within the Policy schedule.

Section 18 - NOTIFICATIONS

- 18.1 The proprietor of a vehicle or proprietor licence shall produce details of drivers licensed by Licensing Authority who are permitted to drive by then the Licensing Authority upon application, renewal or following any change to drivers during the licence period
- 18.2 The proprietor shall notify the Licensing Authority of any change in the list of drivers within seven days of the change.
- 18.3 The licence holder shall, within seven days, notify the Licensing Authority in writing of any change of address or contact details.

Section 19 - SAFETY EQUIPMENT

- 19.1 The vehicle shall be equipped with and carry at all times a British Standard for FIRE Extinguishers approved and suitably sized fire extinguisher, which is serviceable. It shall be suitable for use on vehicle fires and shall be located in a position for easy access by the driver. This must be permanently marked with the vehicle's Hackney Carriage or Private Hire licence number. If the equipment requires maintenance it must be suitably serviced and maintained and the certificate, signed by a competent person. The certificate of servicing and maintenance will be provided to the Licensing Authority,
- 19.2 The vehicle shall carry a first aid box which is suitable for a PSV vehicle. The first aid kit must be carried in the vehicle in such a position as to be readily available for use and bear the plate number of the vehicle indelibly marked. Once it is expired it must be replaced.

Section 20 - TRAILERS

- 20.1 Written permission shall be obtained from the Licensing Authority to use trailers.
- 20.2 Trailers shall only be used in connection with private hire bookings and shall not be used for plying for hire on any rank. Trailers shall comply with the following standards:
 - i. Unbraked trailers shall be less than 750 KGs gross weight.
 - ii. Trailers over 750kgs gross weight shall be braked, acting on at least two road wheels.
 - iii. The towing vehicle must have a kerb weight of at least twice the gross weight of the trailer.
 - iv. A suitable lid or other approved means of enclosure shall be fitted to secure the contents within the trailer whenever in use.
 - v. The maximum permissible length of the trailer shall be 7 metres, including the drawbar and coupling.
 - vi. The width of the trailer shall not be greater than the towing vehicle, subject to no trailer being wider than 2.3m.
 - vii. The maximum length for braked twin axle trailers is 5.54m.

- viii. The trailer shall at all times comply with all Road Traffic legislation requirements, and in particular those laid down in the Road Vehicles (Construction and Use) Regulations 1986.
- ix. The vehicle insurance shall reflect cover for towing a trailer.
- x. Trailers shall not be left unattended anywhere on the highway.
- xi. The speed restrictions applicable to trailers shall be observed at all times.
- xii. The registration number plate and the vehicle plate of the Private Hire Vehicle shall be attached to the rear of the trailer.
- xiii. The trailer shall be inspected annually and shall be considered to be satisfactory by the Council.

Section 21 - VEHICLE INSPECTION (see Appendices 1 & 2)

21.1 Prior to the issue or renewal of a licence, all vehicles and trailers shall be mechanically inspected at the Council's Testing Depot, as per appendices 1 and 2 attached. Frequency of testing will generally be dependent on the age of the vehicle (see table in condition 21.2 below). However, when the VOSA tester identifies that additional testing may be required due to the condition of the vehicle, then following consultation with the staff of the Licensing Authority, the frequency of these tests can be increased to three per year.

21.2 All vehicles shall pass the Council's compliance test before each renewal.

AGE OF VEHICLE	TYPE OF VEHICLE	FREQUENCY OF TEST PER YEAR
1-6	Car, minibus, people carriers (MPV), disabled access, stretched limousines	x 1
6-12	Car, minibus, people carriers (MPV), disabled access, stretched limousines	x 2
Over 12	Car, minibus, people carriers (MPV), disabled access, stretched limousines	x 3

21.3 The second test may be an MOT test and these tests shall be carried out 6 months apart. In the case where 3 tests are required per year, these must be carried out 4 months apart and the 2nd and 3rd tests may be an MOT. Other than the renewal compliance test, additional MOTs can be carried out at the BBLP test station or at any appropriately approved garage.

21.4 Should a vehicle fail to pass an inspection on a major failure, the vehicle inspector or authorised officer of the Licensing Authority will notify the licensee that the licence has been suspended, if this is deemed necessary. When the vehicle tester identifies to the driver that the vehicle has failed the required test for public or road safety reasons, then it shall not be used for hire or reward until the suspension is lifted or the work has been carried out and re-tested by the BBLP test station. Payment of a further fee will be required for any further testing.

21.5 An authorised officer, an officer nominated by the Licensing Authority or any police constable shall have the power at all reasonable times to inspect and test any vehicle licensed by the Council for the purpose of ascertaining its fitness. All persons named above will have identification which can be produced at the time of inspection.

- 21.6 When additional MOTs are required, the original due date will remain the same even if the MOT test date is carried out earlier than it is required.

Section 22 - RADIOS

- 22.1 All radio, GPS equipment provided shall be maintained in a safe condition and any defects shall be repaired promptly. The licensed operator shall ensure that the licence issued by the Department of Trade and Industry for all radio equipment used is current and valid. All equipment shall only be used on the frequencies stipulated in the D.T.I licence and the licensed operator shall allow the Licensing Authority access to inspect all equipment and D.T.I licenses.
- 22.2 All radio and GPS equipment provided shall not interfere with any other radio or telecommunication equipment.
- 22.3 Where apparatus for the operation of a two-way radio, data heads or GPS systems are fitted, no part of the apparatus shall be situated in a way which could cause accident or injury to a passenger, nor shall it be placed in the rear boot compartment if LPG tanks are situated in them.
- 22.4 Drivers and operators should be aware that no handheld device can be held/used whilst the vehicle is being driven and this includes waiting in traffic.

Section 23 - GENERAL CONDITIONS

- 23.1 The proprietor of a licensed vehicle shall not convey or permit to be conveyed in such a vehicle any greater number of persons than the number specified in the licence issued to that particular vehicle.
- 23.2 All vehicle proprietors shall maintain a reasonable standard of behaviour in their dealings with the general public, other licensed operators, proprietors, and drivers of licensed vehicles, as well as authorised officers of the Licensing Authority.
- 23.3 The proprietor or driver of a licensed vehicle licensed by the Licensing Authority shall furnish the authorised officers with such information relating to either the drivers or vehicles as is necessary to enable them to undertake their duties.
- 23.4 The proprietor or driver of a licensed vehicle licensed by the Licensing Authority shall provide any reasonable assistance necessary for carrying out the functions of the appropriate legislation to an authorised officer and any person accompanying the authorised officer.
- 23.5 The authorised officer shall show their authorisation if required.
- 23.6 Where the insurance or interim MOT are provided after expiry, 6 penalty points will be issued for each late document. Should this happen on a second occasion 12 penalty points will be issued.

Section 24 - CCTV

- 24.1 All hackney carriage vehicles will have council approved CCTV and monitor installed by a qualified and competent installer before they are able to be licenced, which shall be working at all times when used as a licensed vehicle.
- 24.2 All private hire vehicles will have council approved CCTV and monitor installed by 12th September 2020, which shall be working at all times when used as a licensed vehicle.
- 24.3 At least 3 approved signs shall be displayed in the vehicle (2 within the rear of the vehicle and 1 in the front) warning customers that camera surveillance equipment is in operation. Any image captured by the camera shall only be viewed by an authorised officer of the Licensing Authority, by the Police, or by the dedicated System Operator. The dedicated system operator must have a valid DBS enhanced certificate, the details of the operator and compliance with the Data Protection Act must be notified in writing to the Licensing Authority.
- 24.4 The system must be checked at least weekly by the system operator and a record kept of the system being operative. Any failure in the system must be notified to the Licensing Authority immediately and a schedule of repair agreed by them. Failure to notify could result in the vehicle licence being suspended.
- 24.5 The CCTV will be sealed to ensure that drivers cannot tamper with the unit. Any seals used must be provided by the Licensing Authority and will be applied during the compliance test (after 1st January 2020).
- 24.6 The camera must not be disconnected at any time when the vehicle is being used for plying for hire or private hire journeys.
- 24.7 The picture on the CCTV system must be clear and not obstructed by items which cover part of the lens, this includes items hanging from the rear-view mirror.

Section 25 - STRETCHED LIMOUSINES

- 25.1 For stretched Limousines, conditions 24.2 to 24.8 below are inclusive and override conditions 2.1, 3.1, 4.1(a) and 4.1(c).
- 25.2 On being presented for licensing for the first time the vehicle shall have at least one of the following:
- (i) A UK Single Vehicle Approval Certificate
 - (ii) A European Whole Vehicle Approval Certificate
 - (iii) A UK Low Volume Type Approval Certificate
 - (iv) Limousine Declaration of Condition of Use
- 25.3 All operators shall be required to sign a declaration that the vehicle shall not carry more than 8 passengers (even if there are more than 8 passenger seats within) and that at the time of booking the vehicle, the restriction of carrying no more than 8 passengers shall be explained to the hirer.
- 25.4 Alcoholic drinks provided in the vehicle shall be under the terms of an appropriate licence relating to the sale or supply of alcohol.
- 25.5 Stretched limousine vehicles shall comply with the existing Conditions of Licence applicable to all licensed private hire vehicles, with the exception of those listed at paragraph 24.1 above.

- 25.6 The fee shall be the same as for a private hire licence.
- 25.7 No licence issued to a stretched limousine shall be transferred to any other type of vehicle.

APPENDIX A

(FOR CONDITIONS ATTACHED TO PRIVATE HIRE/HACKNEY CARRIAGE VEHICLE LICENCE)

LICENSED VEHICLE

TESTING STANDARD – MECHANICAL AND STRUCTURAL

Items for test in addition to MOT test.

The item numbers refer to the item codes on the test sheet.

29	Spare Tyre	Correct size for vehicle and conforms to legal requirements.
32	Seat Belts	All seat belts must conform to legal requirements and be operational
33	Wiring	Ensure that correct load fuses are being used. Ensure that visible wiring is not so corroded or chafed that in the opinion of the tester a short circuit is likely to occur. That all junctions and installations are electrically sound.
34	Battery	Ensure that the battery mounting is not so corroded that the battery may break loose. Ensure that the battery is anchored securely. Ensure that the casing of the battery is sound and is not likely to allow acid to escape.
35	Starter Motor	Ensure starter motor is mounted securely
36	Engine Mountings	Mountings must be secure and not so corroded that they may be likely to fail.
37	Oil Leaks	Oil leaks must not create any type of hazard for the vehicle, pedestrians or other road users.
39	Drive Shaft	Universal joints must be serviceable and mountings secure. There must not be any undue 'play'.
40	Gearbox	Mountings must be secure and not so corroded as to be likely to fail. Gear selection must not be noisy.
41	Rear Axle	No oil leaks
43	Clutch Operation	Must operate satisfactorily and not 'judder', 'grab' or 'slip' outside normal limits.
44	Clutch Linkage	No signs of undue wear and are not likely to fail.
45	Clutch Hydraulics	System, if fitted, must not be leaking or the pipes and fittings so corroded that they may fail.
46	Fuel System	Inspected for security, corrosion and leaks.
50	Windscreen	Screen must be clear and there are no scratches, damage or obstructions, which will impede the view of the driver.
51	Windows	All windows must be clear of any obstructions or damage, which will in any way impede the view of the driver. No curtains must be placed over the windows and any blinds if installed must not be of a type, which will restrict all round vision. All windows must be capable of being operated in a satisfactory manner. All windows must be fitted with glass, which complies with the British Standard.
54	Vehicle Structure	The structure must be in a sound condition with no signs of corrosion or damage.
55	Speedometer	The speedometer shall work in a normal manner.
56	Odometer	The odometer shall work in a normal manner
57	Mirrors	All mirrors must be securely mounted and not cracked, broken or corroded so as to distort any view to the rear. Where a mirror is intended to be adjustable it must be capable of being adjusted.
58 59	Doors / Handles / Locks	All doors, including boot, must open and close easily from both inside and outside. Any door locking mechanism shall be easily operated by passengers. All doors and boots shall be secure when shut. All lock fittings shall be secure and complete. Grab handles where fitted must be secure and fit for the purpose.
60	Fascia / Interior Lights	The speedometer shall be correctly illuminated. All interior and passengers lights where fitted shall be secure and operate. All switches and fittings shall be secure and operate correctly. There shall be no exposed wires or large holes in the fascia.
61	Bumper	Front and rear bumpers must be fitted and securely mounted. They must not be damaged or corroded.

62	Road Test	The vehicle must be capable of manoeuvring safely and must handle correctly without any undue drift or pull etc.
63	Registration Plates	Checked for condition, correct location and that they conform to legal requirements.
65	Other	Any item, defect or fault which in the opinion of the Licensing Officer or the mechanical tester which renders the vehicle in their opinion, to be unfit for use as a hackney carriage or private hire vehicle will be noted as a fail.
66	First Aid Kit	The kit must comply with conditions 19.2 & 19.3
67	Fire extinguisher	Must comply with condition 19.1
68	Door signs on hackney carriage	Must be sticky unless on a temporary vehicle when they can be magnetic
69	Meter	Must be sealed/checked upon compliance test
70	CCTV system	Must be sealed/checked upon compliance test

APPENDIX B

(FOR CONDITIONS ATTACHED TO PRIVATE HIRE/HACKNEY CARRIAGE VEHICLE LICENCE)

HACKNEY CARRIAGES

TESTING STANDARD – APPEARANCE / SAFETY / COMFORT / COMPLIANCE WITH LICENCE CONDITIONS

Items considered in test: -

1.0 External Bodywork

The body work shall have no damage which materially affects the safety or appearance of the vehicle, shall not have signs of corrosion or have any sharp edges which may cause injury to passengers. The paintwork shall be clean, consistent and uniform over the whole vehicle. The paintwork shall be of a professional standard. All fitments shall be intact and free from any damage, stains or corrosion of any kind.

2.0 Seats and Upholstery

All seats, upholstery, trim and carpets must be clean and free from stains, holes, tears and damage of any form. There must be no sharp edges which would be likely to cause injury or damage. Seat coverings must be sound, intact, fitted snugly to seats and be clean. The interior seat springs shall be sound and not penetrating the fabric of the seat. There shall be no loose rugs, blankets, cushions or other articles on the passenger seats.

3.0 Floor

The floor must be sound and covered by fitted vehicle carpets. If furnished with rubber mats they must be in a clean and undamaged condition. Carpet off cuts are not acceptable as mats in the vehicle. Only one mat per seat is acceptable. The floor coverings must not be so worn as to cause danger to passengers.

4.0 Doors

All fittings shall be secure, undamaged and capable of being operated at all times by the passenger. The door linings shall be intact, clean and free from holes, tears, stains or any other damage.

5.0 Head Lining

The head lining shall be intact, clean and free from holes, tears, stains or any other damage.

6.0 Boot

The boot shall be kept clean and free of any stains, spills etc. Matting if fitted must be in one piece and be capable of being cleaned. The boot must be kept clear for the use

of passenger's luggage apart from the spare wheel and jack (and excepting specialised fitments for first aid or other equipment etc.).

7.0 Fire Extinguishers

A fire extinguisher (of the specified type) must be located in an accessible position and a notice displayed in the vehicle to identify its location. The fire extinguisher must be so secured and unobstructed that it will not create any danger or hazard for the driver or passengers. The extinguisher shall be clearly marked with the number of the licence when granted, in a manner acceptable to Officers of the Licensing Authority.

8.0 First Aid Kits

First Aid kits shall be available to PSV standard. The kit shall be marked with the vehicle plate number, in a manner acceptable to Staff of the Licensing Authority.

9.0 Taximeter

The taximeter shall be checked and tested to ensure that the current tariffs set by Herefordshire Council are not exceeded. The taximeter must be sealed by the Inspecting Officer.

10.0 Fare Card

The fare card must be clearly displayed in such a position as to be easily seen by passengers.

11.0 Internal Plate Sticker

The internal vehicle plate sticker shall be displayed in such a position as to be easily seen by the passengers.

12.0 Exterior Plate

The external identification plate issued by the Licensing Authority shall be securely fixed to the vehicle in such a position as to be clearly visible from the rear of the vehicle, or, centrally on the rear of the vehicle, where a bracket behind the registration number plate is used.

13.0 Registration The registration plate (number plate)

The registration plate must be rectangular in shape. Square plates are for use on trailers and motor cycles

14.0 Roof Light

The roof light where fitted must be capable of being illuminated at night. The light must be securely mounted and installed so as not to cause any danger or hazard to the driver, passengers, the public or other road users.

15.0 Vehicle failure

Where in the opinion of the Inspecting Officer the vehicle fails to reach the standard required by the Licensing Authority for the issue of a hackney carriage licence, the applicant(s) or nominee will be informed of the defects or grounds on which the vehicle has failed to reach that standard. The applicant will be required to present the vehicle for further inspection once the defects have been remedied.

16.0 CCTV

Is CCTV installed (HC only & PH after 12.9.2020) and signs displayed?

16.0 Scale of charges

Are scales of charges readily visible to passengers?

17.0 No smoking signs

Are NO SMOKING signs displayed?

Re-tests may incur full application fees, payable to BBLP directly.

Please note: - This list is not exhaustive and additional items may be included as deemed appropriate by staff of the Licensing Authority.