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South Ribble Borough Council Licensing Unit Private Hire Vehicle Conditions

1. This licence is issued on the condition that the vehicle to which it relates is not licensed as either a Hackney Carriage or Private Hire Vehicle by any other Council. If the licensing unit becomes aware of other vehicle licences (Hackney Carriage or Private Hire) running concurrently within this licence the licence will be revoked.
2. Where a vehicle has been converted to run on LPG a certificate must be produced, from the UKLPG (formerly the LPG Association) confirming that the LPG installation conforms to the Association's Code of Practice and is therefore considered safe, prior to a licence being issued.
3. While there is no requirement to do so the vehicle may be fitted with a taximeter. If the vehicle is fitted with a taximeter then it must be constructed, installed and maintained so as to comply with the following conditions:
 - a. The taximeter shall be installed by a competent person.
 - b. The taximeter shall be calibrated to the vehicle and the table of tariffs applied by a person approved by the manufacturer of the taximeter.
 - c. The taximeter shall be maintained in proper working order and condition.
 - d. When the machinery of the taximeter is in action there shall be recorded on the face of the meter, in clearly legible figures, the fare or rate of fare which the proprietor or driver is entitled to demand and take for the hire of the vehicle by distance and time in accordance with the table of fares charged by the operator.
 - e. The meter shall be positioned so that all the letters and figures on its face are at all times plainly visible to any person being conveyed in the vehicle even during darkness.

If the vehicle is not fitted with a taximeter, then at all times whilst the vehicle is being used as a private hire vehicle, there shall be exhibited inside the vehicle, so as to be plainly visible to passengers carried therein, a notice issued by the Council indicating that the hire charges for the vehicle are not prescribed by the Council but are a matter for negotiation by the hirer.

4. No material alteration or change in the specification, design, condition or appearance of the vehicle shall be made without written approval of the Council at any time while the licence is in force.
5. The plate identifying the vehicle as a private hire vehicle and required to be exhibited on the vehicle pursuant to Section 48(6) of the Local Government (Miscellaneous Provisions) Act 1976, shall be securely fixed to the rear of the vehicle in a conspicuous position and in such manner as to be easily removed by an authorised officer of the Council or a constable.
 - a. The proprietor shall cause to be clearly marked and maintained inside the vehicle in such a position as to be visible at all times to persons conveyed therein, the number of this licence and the number of passengers prescribed in this licence
 - b. The number of passengers conveyed in the vehicle should not be more than the number prescribed in the licence, regardless of the age or size of the passenger.
 - c. The external plate should not be displayed from the interior of the vehicle.
7. Advertising will not be permitted on private hire vehicles unless it relates specifically to the Private Hire Operator.
8. The luggage compartment must be completely separate from the passenger carrying area. In the case of estate cars this means that there must be a secure guard fitted between the luggage and passenger compartments.

9. Luggage must be suitably restrained where it is likely to cause injury to the occupant of the vehicle in the event of an accident.
10. All vehicles must display no-smoking signs in each passenger carrying compartment of the vehicle in accordance with the Health Act 2006.
11. A vehicle may tow a trailer only when one is required in order to convey a hirer's luggage. If a trailer is towed it shall:
 - a. Be roadworthy at all times, comply with all requirements of the current Road Traffic legislation and the towing weights specified by the vehicle manufacturer.
 - b. The vehicle insurance must include cover for towing a trailer.
 - c. Comply with the speed restrictions applicable to trailers at all times
 - d. Provide secure and weatherproof cover for the luggage.
 - e. The driver will hold the appropriate licence category on their DVLA driving licence to tow a trailer.
12. The vehicle must not have been written off for insurance purposes at anytime.
13. The vehicle must be kept in good condition and in particular meet the following criteria at all times:
 - a. Vehicles should have no damage affecting the structural safety of the vehicle.
 - b. The body of the vehicle must be watertight and draught proof.
 - c. Vehicles should be free of significant areas of visible rusting. Minor blemishes are acceptable, but should be regularly treated and painted to match existing paintwork.
 - d. Vehicles should not have any major dents or similar damage to the bodywork.
 - e. Vehicles should have no scratches down to the metal of more than 5 cm in length and no scratches down to the base coat longer than 20 cm.
 - f. All panels on all vehicles shall be painted in a uniform colour and all original panels and trim shall be in place.
 - g. All seats, including the drivers, must be fully intact, free from cuts, holes, stains or burns, except of a very minor nature. Any repairs must have been carried out in a professional manner. Seat covers are acceptable provided that they meet the above standard.
 - h. All carpets and floor coverings shall be complete and free from all major cuts, tears or obvious stains.
 - i. All interior trim, including headlining, shall be clean, complete, properly fitted and free from serious cuts, tears or staining.
 - j. The luggage compartment must be clean and tidy.
14. The windows of the vehicle must meet the legal standards for light transmission through the front windscreen and front side windows. Rear windows and rear side windows must have a light transmission of at least 70%, irrespective of whether the vehicle was manufactured contrary to this standard.
15. The licence holder must within 72 hours supply the Council with details of any:
 - a. Change of the owners address.
 - b. Change of premises where the vehicle is normally kept.
 - c. Accident causing damage or materially affecting the safety, performance or appearance of the vehicle or the comfort or convenience of persons carried therein.

The Notification may be by oral report in the first instance, but must be followed up in writing within 7 days of oral notification.

16. The licence holder must give within 7 days written notification to the Council of changes to the following:
 - a. The name and address of every additional owner or part owner of the vehicle.
 - b. The name and address of anyone concerned either solely or in partnership with any other person in keeping, employing or letting the vehicle for hire.
 - c. Details of any conviction recorded against:
 - i. The owner of the vehicle.
 - ii. Any company of which he/she is a director or secretary.
 - iii. Any person he/she is in partnership with or who has any interest in the vehicle.
17. A Private Hire vehicle must not be used to ply for hire from a taxi rank or in any other such manner

which may give members of the public the impression that it is a taxi.

18. If a written exemption notice has been issued it must be carried in the vehicle at all times. Failure to do so will invalidate the exemption. If, after an exemption notice is issued, the circumstances of the exemption change, such as a change of use for the vehicle, the licence holder must inform the Council within 14 days of the change in order that the exemption can be reconsidered.
19. All badges, signs and licence plates issued remain the property of the Council at all times. On surrender, expiry, suspension or revocation of the vehicle licence, the licence holder must return the external and internal plates to the Council within 7 days.
20. No animals belonging to the proprietor or driver of the vehicle shall be conveyed in the vehicle. A blind or otherwise disabled passenger shall be entitled as of right to be accompanied by a guide/assistance dog in the vehicle unless the driver has been granted exemption from the Disability discrimination Act 1995. No additional cost can be levied for the carriage of an assistance/guide dog.
21. The proprietor of the vehicle shall at reasonable times permit an authorised officer or police constable to inspect the vehicle or any taximeter affixed to it for the purpose of ascertaining its fitness;
 - a. Should the authorised officer or police constable not be satisfied as to the fitness of the vehicle or its taximeter the proprietor shall make the vehicle available for further inspection and testing at such reasonable time and place as is specified by notice in writing given by the authorised officer or police constable.
 - b. The proprietor shall comply with any notice given by an authorised officer or police constable suspending the vehicle licence until such time as he is satisfied as to its fitness of any taximeter affixed to it.
22. There shall be provided and maintained in the vehicle at all times, a suitable and efficient fire extinguisher and a suitable first aid kit containing appropriate first aid dressings and appliances, such equipment to be carried in such a position in the vehicle as to be readily visible and available for immediate use in an emergency.
 - a. The first aid kit is for use by the driver to administer first aid to themselves and is required under the Health & Safety (First aid) Regulations 1981.
 - b. The first aid kit must not be used to administer first aid to another person unless the person issuing first aid has received sufficient training to do so.
23. No signs, notices, flags, advertisements, plates, marks, numbers, letters, figures, symbols, emblems or devices whatsoever shall be displayed on, in or from the vehicle except as may be required by any statutory provision or required or permitted by these conditions, provided however that this condition shall not prevent there being affixed to the vehicle:
 - a) A sign indicating the name and/or address and/or telephone number of the proprietor of the vehicle, such sign to be of a type and design to be approved by the Council in writing prior to application to the vehicle.
 - b) There may be displayed within the vehicle for the information of passengers, a table of fares in a form and printing previously submitted and approved by the Council in writing.

The table of fares must not be displayed in the vehicle windows.
 - c) There shall be externally and directly affixed to a nearside and offside door a sign issued by the Councils Licensing unit relating to the use of the vehicle.
23. All vehicles must have at least 4 road wheels and tyres fitted in accordance to the manufacturer's specification. A road legal spare wheel or space saver wheel or repair kit must be carried in the vehicle as supplied by the manufacturer when new, together with any necessary jack and tools. Any spare or space saver wheel should be carried in the vehicle in the place allocated by the manufacturer.

This condition will not be applied to any vehicle fitted with run flat tyres which were fitted and supplied to the specification of the manufacturer.
24. The proprietor shall in the event that he/she transfers his/her interest in the vehicle:
 - a. Notify the Council in writing as soon as the transfer takes place and in any event within 14 days of the name and address of the person to whom he/she has transferred his/her interest.

- b. Complete any documentation required by the Council.
- 25. A licence in respect of which the fee has been paid for either in part or in full by cheque shall be of no effect in the event that cheque is subsequently dishonoured.
- 26. A copy of these conditions will be kept in the licensed Private Hire vehicle at all times and will be made available upon request to any passenger, authorised officer or police constable.
- 27. No CCTV system shall be installed in a vehicle without the prior written consent of the Council.
- 28. South Ribble Borough Council reserves the right to add, amend or waive conditions attached to the grant of a licence as and when it deems necessary.

FAILURE TO COMPLY WITH ANY OF THE ABOVE CONDITIONS MAY RESULT IN THE ISSUE OF PENALTY POINTS AND/OR THE SUSPENSION OR REVOCATION OF THE PRIVATE HIRE VEHICLE LICENCE WHERE APPROPRIATE.