

APPENDIX 4



HEREFORDSHIRE
COUNCIL

THE COUNTY OF HEREFORDSHIRE DISTRICT COUNCIL

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

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CONDITIONS ATTACHED TO PRIVATE HIRE/HACKNEY CARRIAGE VEHICLE LICENCE

Herefordshire Council licenses 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 were approved by the Herefordshire Council's Regulatory Committee **XXXXXXXX** these conditions will replace all previous conditions and will remain in place until such time as the regulatory committee approve any amendments or review the conditions.

All applications received which fall outside the Licensing Authority's Conditions or Policy will be referred to Regulatory Committee for determination and will incur additional costs to be paid by the applicant.

(Herefordshire Council will use Government Guidance and Herefordshire Council's Hackney Carriage and Private Hire Licensing Policy to base its decisions)

Section 1: LICENSING OF VEHICLES - GENERAL

- 1.1 The conditions shown below apply to all applications for new hackney/private hire plates 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.
- 1.3 A vehicle of Category M2 (as shown on the registration document) may be licensed providing that the vehicle has passed an enhanced VOSA Single Vehicle Approval (SVA) test and the applicant has provided a written self-declaration that no changes have taken place to that vehicle since the SVA test was passed.
- 1.4 In respect of wheelchair accessible vehicles; only those vehicles which have been manufactured or adapted by an approved Herefordshire Council manufacturer or installer will be licensed and then only providing supporting documentation is supplied to prove this, together with a self-declaration that the vehicle has not been altered since initial manufacture or adaptation.
- 1.5 Where a wheelchair accessible vehicle is NOT manufactured or adapted by an approved manufacturer or installer, a standard VOSA single Vehicle Approval Pass Certificate shall be required together with a self-declaration that the vehicle has not been altered since initial manufacture.
- 1.6 All vehicles must meet the criteria as laid out in Section 5.

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 Other than category M1 (or M2 if in accordance with condition 1.3 above), no other vehicle categories (e.g. category N1) shall be licensed for new vehicles.
- 2.3 The vehicle, when initially submitted for licensing, shall not be more than five years old. The age of the vehicle will be determined by the date of first registration as shown on the registration document. The condition at section 2.1 will remain attached to the licence for each subsequent renewal or transfer.
- 2.4 The licence cannot be transferred to another vehicle until the plate reaches two years of age and then only to another wheelchair accessible vehicle.

Section 3 - NEW PRIVATE HIRE VEHICLE LICENCE

- 3.1 For a new application for a Private Hire Licence, the vehicle to be licensed shall not be more than two years old; the age of the vehicle will be determined by the date of first registration on the registration document. The vehicle can be a saloon, estate car, Mini Bus, MPV or a purpose built vehicle, or constructed or adapted in accordance with conditions in section 1 above.
- 3.2 If the vehicle is a wheelchair accessible vehicle then it shall not be more than five years old when first licensed.
- 3.3 Other than category M1 (or M2 if in accordance with condition 1.3 above), no other vehicle categories (e.g. category N1) shall be licensed for new vehicles.
- 3.4 The licence cannot be transferred to another vehicle until the plate reaches two years of age.

Section 4 - EXISTING VEHICLE LICENCES

- 4.1 The licence cannot be transferred to another vehicle until the plate reaches two years of age. It can however be transferred if the vehicle is written off, in which case it shall be replaced in accordance with condition 4.2 (d) below.
- 4.2 The proposed new vehicle must meet the following criteria:-
 - a) A wheelchair access vehicle cannot at any time be replaced with a non-wheelchair access vehicle.
 - b) A saloon or estate may be replaced with a saloon or estate;
 - i) an MPV may be replaced with an MPV or be upgraded to a saloon / estate;
 - ii) a mini-bus may be replaced with a mini bus or upgraded to a saloon / estate.

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- c) Any vehicle may be upgraded to a wheel chair access vehicle, but cannot then be replaced later on with a non wheelchair access vehicle. The replacement vehicle shall be no more than 2 years older than the outgoing vehicle.
 - d) Where a vehicle has not reached two years old, the replacement vehicle shall be the same year of manufacture. Any replacement vehicle must comply with the criteria in condition 5.0 (vehicle specification) for non-wheelchair access, 6.0 for mini buses and MPVs, and 7.0 for wheelchair access vehicles.
- 4.3 All vehicles over five years of age will be subject to additional tests in accordance with the provisions set out at section 21.2.
- 4.4 Licensed vehicles already possessing an existing valid enhanced VOSA certificate (i.e. VOSA tested and approved N1 vehicles) shall continue to be permitted for the life of that vehicle.

Section 5 - VEHICLE SPECIFICATION

- 5.1 The vehicle to be licensed shall have or be, according to the manufacture's specification: -
- a) Right hand drive,
 - b) All body panels to be of the same colour
 - c) A capacity for a minimum of four seated passengers and a maximum of eight.
 - d) A minimum of four doors
 - e) Have either a separate luggage compartment or a fixed screen (of sufficiently sturdy construction to protect passengers from injury from items in the luggage compartment) between the rear seat and the luggage compartment, which shall be kept in position at all times. People carriers and multi purpose vehicles (MPVs) shall have means of securing luggage whilst transported on the vehicle.
 - f) A serviceable spare tyre, or run flat type tyre, jacking equipment and wheel brace must be provided.
 - g) For road wheels, the tyre load ratings must be to the manufacturer's recommendations. The use of remoulds will not be permitted.
 - h) A permanent roof, which is watertight, must be provided. Sunroofs are only allowed if fitted as new by the vehicle manufacturer.
 - i) Be equipped with fully functional nearside and offside exterior rear view mirrors.
 - j) Have all windows/doors opening in accordance with the original vehicle specification or for legal conversions in accordance with a suitable compliance test.
 - k) Rear seat to have 41 cm per passenger seating space.
 - l) A suitable boot must be available to carry passenger luggage. This must be capable of carrying three suitcases of size 70 x 46 x 32 cm.
 - m) Must not be 4 wheel drive
 - n) Must not have bull bars or similar attached.
 - o) The clear height for the top of the doorway must not be less than 1.2 metres.
 - p) There must be unobstructed access to all emergency doors or exits. (Seats must be located to facilitate this).

Section 6 - MINI BUSES & MPVs

- 6.1 These are in addition to all other conditions and apply to mini buses and MPVs that are licensed as private hire vehicles and taxis.
- 6.2 All doors must be capable of being opened from the inside when locked from the outside.
- i. The vehicle must have at least two doors to the rear of the driver for the exclusive use of passengers.
 - ii. All doors must show the method of operation of door lock operating levers i.e. Pull or Push with directional arrows in 5cm letters.
 - iii. All emergency doors must be clearly identifiable as such to passengers and shall be clearly marked "Emergency Exit" in 5cm letters.
- 6.3 All sliding windows in the passengers' compartment shall be restricted to open 15cm only to protect persons from head injury.
- 6.4 All steps at entrances and exits must be illuminated or have clearly visible markings at floor level.

Section 7 - WHEELCHAIR ACCESSIBLE VEHICLES

- 7.1 These are in addition to all other conditions and apply to wheelchair accessible vehicles.
- 7.2 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 when not in use, whether folded or otherwise, if carried within the passenger compartment. All anchorages and restraints must be so designed that they do not cause any danger to other passengers.
- 7.3 The door and doorway must be so constructed as to permit an unrestricted opening across the doorway of at least 75cm. The minimum angle of the door for wheelchair access when opened must be 90 degrees.
- 7.4 Grab handles must be placed at door entrances to assist the elderly and disabled.
- 7.5 The top of the tread for any entrance must be at floor level of the passenger compartment and must not exceed 38cm above ground level when the vehicle is unladen. The outer edge of the floor at each entrance must be fitted with non-slip treads.
- 7.6 The vertical distance between the highest part of the floor and roof in the passenger compartment must not be less than 1.3m.
- 7.7 A ramp or ramps for the loading of a wheelchair and occupant must be available at all times (other than where there is a mechanical tail lift fitted). An adequate locking device must be fitted to ensure that the ramp/ramps do not slip or tilt when in use. Provision must be made for the ramps to be stowed safely when not in use.

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- 7.8 All vehicles fitted with a mechanical tail lift must supply a tail lift safety certificate annually. This must be supplied upon renewal of the vehicle licence.
- 7.9 Wheelchair accessible hackney carriages must be capable of being used as such immediately and without modification.
- 7.10 When tested, any wheelchair provision will be counted as a permanent passenger seat and this will be marked on the licence plate.
- 7.11 By 31st December 2010 no wheelchair accessible vehicle shall be operated for hire unless that driver has passed a Herefordshire Council approved training scheme covering disability awareness and the competent use of wheelchair facilities in licensed vehicles.
- 7.12 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.

Note: Herefordshire Council is looking to deliver training for this at cost price and will advertise to the trade accordingly.

Section 8 - LPG SAFETY CHECK

- 8.1 LPG installations must comply with the LPG Gas Association code of practice 2. A valid certificate confirming the compliance shall be given to the Licensing Section for copying when the installation is new.
- 8.2 No licence will be renewed until a valid certificate is produced to the Council confirming that a safety check has taken place and that the vehicle is safe. This must be provided annually.

Section 9 - SEAT BELTS

- 9.1 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 good condition and in a useable state of repair at all times.

Section 10 - ALTERATIONS

- 10.1 No alterations to any equipment, dimensions or other specifications shall be undertaken without the prior consent of an Authorised Officer of the Licensing Authority.
- 10.2 For the avoidance of doubt, alterations include both additions to and the removal of any existing equipment in, or on, the Licensed Vehicles.

Section 11 - SIGNS

- 11.1 The Licensed Vehicle shall be of such a design or appearance or bare such distinguishing marks as the Council may require, clearly identifying it as a Licensed Vehicle. The under-mentioned signs shall be applicable in respect of this condition.

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- a) All licensed vehicles (except purpose built Hackney Carriage and Private Hire Vehicles) are to have roof signs with "Herefordshire Council" above and "Licensed Hackney Carriage" below the word "Taxi" on both the front and rear. The sign to be green in colour as specified by the Council and to be a minimum of 60cm in width. The rear of the sign will 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 will be permitted on the roof signs. The licence holder and driver of the taxi shall maintain the sign in efficient working order at all times. 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 for hire.
 - b) The roof sign shall be displayed on the front part of the metallic roof.
 - c) Both front doors of all Licensed Hackney Carriages must display a sign incorporating Herefordshire Council's corporate logo together with the Vehicle Licence number, in the following dimensions: the sign must be a minimum of 60cm x 19cm wide with lettering measuring at least 6cm in height. The sign must be the adhesive type and not magnetic. However Magnetic signs may be permitted on a short term temporary basis and then only with the written authority of the Licensing Unit. 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.
 - e) Private Hire Vehicles will be required to display two adhesive signs one on each front door of the vehicle which states 'Advanced Booking Only'. The lettering measuring at least 6cm in height.
 - 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 7.5 cm in height, and may be reflective. The sign may contain the following information:-
 - i. Name of operator
 - ii. Telephone number of operator
 - g) In addition to the Council's official plate, Hackney Carriages may fix on the outside of the rear doors of the vehicle a non-illuminated sign of a size not exceeding 60 cm x 19cm, the lettering to be not more than 7.5 cm in height, and may be reflective. The sign may contain the following information:-
 - i. Hackney carriage or taxi
 - ii. Telephone number
 - iii. Name of the taxi company
- 11.2 Two or more notices shall be displayed within the vehicle, in a conspicuous location, indicating "NO SMOKING". Such notice(s) must be clearly visible to passengers and the lettering must be white on a red background. Alternatively the international "NO SMOKING" symbolic sign may be used.

Section 12 - LICENCE PLATES AND BADGES

- 12.1 For all licensed vehicles the council licence plate must be securely fixed to the rear of the vehicle by directly fixing it to the bodywork of the vehicle. It must be clearly visible when looking at the rear of the vehicle. The council licence plate must not obscure the number plate nor any obligatory lights on the vehicle. No council licence plate shall be fitted on any other area, including the rear window.
- 12.2 The licence plate shall remain the property of the Council and shall be returned forthwith to the Herefordshire Council's Taxi Licensing Section upon expiry, suspension or revocation. All licence plates must be returned before a new plate is issued.
- 12.3 The loss of, damage to or illegibility of a plate or badge shall be reported to the Council as soon as the loss, damage, or illegibility becomes known and a duplicate will 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.
- 12.4 The holder of the licence is strictly prohibited from transferring or purporting to transfer any interest in the licensed vehicle (hiring or leasing the vehicle). If at any time during the period of the vehicle licence the proprietor for any reason does not wish to retain the vehicle licence they must immediately surrender and return the vehicle licence and the licence plates to the Council. 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.
- 12.5 All applications received after the date of expiry will be treated as grants and not renewals and the appropriate conditions and fees will apply.
- 12.6 However, the Licensing Officer has the authority to renew the plate in the 7 day period following expiry. The plate will only be renewed until the sitting of the next Regulatory Committee who will consider whether to continue to allow the plate renewal. In addition to the Committee Fee of £150, the proprietor will be required to pay the daily rate fee of $1/365^{\text{th}}$ of the current annual licence fee for each day up to and including the day of the committee.
- 12.7 Any application received prior to the expiry date of the existing licence will be treated as a renewal. However no plate or badge will be issued until such time as all the required documents have been received and accepted by the Herefordshire Council Taxi Licensing Section.

Section 13 - ADVERTISING

- 13.1 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 Unit and written authorisation given.
- 13.2 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

Section 14 - TAXIMETER/FARES

- 14.1 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 Herefordshire Council's area and will be subject to further tests as and when required by the Licensing Authority.
- 14.2 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, with the fittings thereof, or with the seals affixed thereto.
- 14.3 The proprietor of a Hackney Carriage shall cause a statement of fares fixed by the Council to be exhibited inside the carriage, in clearly distinguishable letters and figures.
- 14.4 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.
- 14.5 The proprietor of a licensed vehicle shall deposit with the Licensing Section 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 Authority.

Section 15 - VEHICLE DAMAGE

- 15.1 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 Section within 24 hours or, when the office is closed, within 24 hours of it re-opening. Where considered necessary, arrangement will be made for the Licensing Section to inspect the vehicle. Until the damage is repaired to the satisfaction of the Licensing Authority or inspected by them, and written consent is received to continue to use the vehicle, the vehicle must not be used other than for the purpose of taking it for repair or inspection.

Section 16 - ACCIDENTS

- 16.1 Without prejudice to the provisions of Section 25 of the Road Traffic Act 1972, the owner of the vehicle shall report to the Licensing Section within 24 hours or, when the office is closed, within 24 hours of it re-opening any accident to the vehicle causing damage affecting the safety, performance or appearance of the vehicle or the comfort or convenience of persons carried therein. Until the damage is repaired to the satisfaction of the Licensing Authority or inspected by them, and written consent is received to continue to use the vehicle, the vehicle must not be used other than for the purpose of taking it for repair or inspection.

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- 16.2 Accidents involving personal injury to passengers must be notified to the Police. The Licensing Unit must 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.
- 16.3 Vehicles that have sustained major accident damage will be required to provide a satisfactory steering geometry and alignment report. This will be in the form of a written or printed document from an approved VBRA vehicle repairer. In addition the vehicle will be required to undergo a further compliance test.

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 in respect of the policy of insurance shall also be produced to the Licensing Section 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 Section prior to or on the day of expiry of the previous certificate. Photocopies of the original can only be made by Council staff and faxed copies will only be accepted if received from the Insurance Company/Broker direct.
- 17.3 The proprietor must ensure that a copy of the Certificate of Insurance is kept in the vehicle at all times including 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 thereof within two working days of such change.

Section 18 - NOTIFICATIONS

- 18.1 The proprietor of a licence shall produce details of the drivers permitted to drive by him to the Licensing Authority.
- 18.2 The proprietor shall notify the Council 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 Council in writing of any change of address and produce the vehicle licence to the Licensing Section so that the new address may be endorsed there.

Section 19 - SAFETY EQUIPMENT

- 19.1 The vehicle shall be equipped with and carry at all times a British Safety Approved fire extinguisher, which is serviceable. It shall be suitable for use on vehicle fires and be located in a position for use by the driver. This must be permanently marked with the vehicle's Hackney Carriage or Private Hire licence number.
- 19.2 The vehicle shall be fitted with first aid equipment. The first aid kit must be carried in the vehicle in such a position as to be readily available for use and bear the

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plate number of the vehicle indelibly marked. It must contain as a minimum the following items in the table 19.3 as prescribed in the Public Service Vehicles (Condition of Fitness, Equipment, Use and Certification) (Amendment No.2) Regulations 1986. This must be permanently marked with the vehicle's Hackney Carriage or Private Hire licence number.

19.3

| | Item | Quantity |
|---------|---|-----------------|
| 19.3.1 | Suitable container in which to carry first aid items. Permanently marked with the vehicle plate number | 1 |
| 19.3.2 | Basic instruction card covering expired air respiration, external cardiac compression, treatment of shock, recovery position and treatment for bleeding control | 1 |
| 19.3.3 | Triangular bandages | 2 |
| 19.3.4 | Large sterile unmedicated dressing (not less than 15.0 cm x 20.0 cm) | 3 |
| 19.3.5 | Individually wrapped sterile adhesive dressings | 24 |
| 19.3.6 | Safety pins | 12 |
| 1.3.7 | Disposable gloves | 1 pair |
| 19.3.8 | Antiseptic wipes | 10 |
| 19.3.9 | Disposable bandage (not less than 7.5 cm) | 1 |
| 19.3.10 | Sterile eye pads with attachments | 2 |
| 19.3.11 | Tuff-Kut scissors | 1 pair |

Section 20 - TRAILERS

20.1 Written permission shall be obtained from the Licensing Authority to use trailers

20.2 Trailers can only be used in connection with Private Hire Bookings and cannot be used for plying for hire on the rank. Trailers must comply with the following standards:

- ❖ Unbraked trailers shall be less than 750 KGs gross weight,
- ❖ Trailers over 750kgs gross weight shall be braked, acting on at least two road wheels,
- ❖ The towing vehicle must have a kerb weight at least twice the gross weight of the trailer,

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- ❖ A suitable lid or other approved means of enclosure shall be fitted to secure the contents within the trailer whenever in use,
- ❖ The maximum permissible length of the trailer shall be 7 metres including the drawbar and coupling,
- ❖ The width of the trailer shall not be greater than the towing vehicle subject to no trailer being wider than 2.3m,
- ❖ The maximum length for braked twin axle trailers is 5.54m,
- ❖ The trailer must 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,
- ❖ The vehicle insurance must reflect cover for towing a trailer,
- ❖ Trailers must not be left unattended anywhere on the highway,
- ❖ The speed restrictions applicable to trailers must be observed at all times,
- ❖ The registration number plate and the Vehicle Plate of the Private Hire Vehicle shall be attached to the rear of the trailer and
- ❖ 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 issue or renewal of a licence, all vehicles and trailers must 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 Licensing Officer, the frequency of these tests can be increased to three per year.

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

| AGE OF VEHICLE | TYPE OF VEHICLE | FREQUENCY OF TEST PER YEAR |
|-----------------------|--|-----------------------------------|
| 1-5 | Car, minibus, people carriers (MPV), disabled access | X1 |
| Over 5 | Car, minibus, people carriers (MPV), disabled access | X2 |

21.3 Should a vehicle fail to pass an inspection, the vehicle inspector or authorised officer of the Council will notify the licensee that the licence has been suspended. The vehicle shall be required to be resubmitted within seven calendar days and a re-test fee shall be applicable. This seven-day limit shall also apply to any instruction issued for a vehicle to be presented for inspection. When the vehicle tester identifies the driver that the vehicle has failed for public or road safety reasons, then it shall not be used for hire or reward until the suspension is lifted.

21.4 An authorised officer, an officer nominated by the Council 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.

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- 21.5 The second test may be an MOT test and these tests must 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 test may be an MOT test.

Section 22 - RADIOS

- 22.1 All telephone facilities and radio equipment provided shall be maintained in a safe condition and any defects must be repaired promptly. The licensed operator will ensure that the licence issued by the Department of Trade and Industry for all radio equipment used is current and valid. All equipment must only be used on the frequencies stipulated in the D.T.I licence and the licensed operator must allow the Council access to inspect all equipment and D.T.I licenses.
- 22.2 All telephone facilities and radio equipment provided shall not interfere with any other radio or telecommunication equipment.
- 22.3 Where apparatus for the operation of a two-way radio system is fitted, no part of the apparatus may be situated to cause accident or injury to the passenger, nor shall it be placed in the rear boot compartment where LPG tanks etc are situated in them.

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 must maintain a reasonable standard of behaviour in their dealings with the general public, other licensed operators, proprietors, and drivers of licensed vehicles and authorised officers of the Council.
- 23.3 The proprietor or driver of a licensed vehicle licensed by the Council 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 Council 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.

Section 24 - CCTV

- 24.1 No recording CCTV equipment shall be fitted without the written consent of the Council. Where CCTV equipment is fitted an approved sign must be displayed in the vehicle warning customers that camera surveillance equipment may be in operation. Any image captured by the camera shall only be viewed by, the dedicated System Operator, Council or Police.

Section 25 - STRETCHED LIMOUSINES

- 25.1 For stretched Limousines, conditions 25.1 to 25.7 inclusive override conditions 2.1, 3.1, 4.2(a), 4.2(c) and 4.2(d).
- 25.2 On being presented for licensing for the first time the vehicle must have 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 Stretched limousines are permitted to be left hand drive.
- 25.4 All operators will be required to sign a declaration that the vehicle will 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.
- 25.5 Alcoholic drinks provided in the vehicle shall be under the terms of an appropriate licence relating to the sale or supply of alcohol.
- 25.6 Stretched limousine vehicles will comply with the existing Conditions of Licence applicable to all licensed private hire vehicles with the exception of those listed at paragraph 25.1 above.
- 25.7 The fee shall be the same as for private hire.

APPENDIX 1 HEREFORDSHIRE COUNCIL

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. |

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|----|---------------------|---|
| 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 |

APPENDIX 2

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 Unit.

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8.0 First Aid Kits

First Aid kits shall be available to PSV standard. The kit shall be marked with the number of the licence when granted, in a manner acceptable to Officers of the Licensing Unit.

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 may be sealed by the Inspecting Officer, as he/she considers necessary.

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 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 Council 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 Top Light

The top light where fitted must be capable of being illuminated. 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.

Where in the opinion of the Inspecting Officer the vehicle fails to reach the standard required by the Council 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(s) or nominee will then be given the choice of: -

Removing the vehicle from the test garage for the defects to be rectified and returning the vehicle within 7 days and/or 200 miles (where the vehicle is normally kept within 10 miles of the testing station), or within 7 days and/or 300 miles (where the vehicle is normally kept more than 10 miles from the testing station). The applicant or nominee shall also pay the appropriate re-test fee if required.

If the vehicle is not returned for re-test within 7 days the applicant or his/her nominee shall inform the Licensing Unit of the reasons why and any proposed further actions to be taken in respect of the vehicle. Re-tests after 7 days may incur full application fees.

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

Insert Date here when agreed by committee

Data Protection Act 1998

This policy covers the treatment of personal data that Herefordshire Council may collect when you e-mail us, complete an application form, or when you complete and submit an online form on our web site.

When completing forms you may be asked for personal information such as name, address, postcode etc. It is only when you supply this type of information that you can be personally identified.

Herefordshire Council is registered with the Data Protection Act 1998 for the purpose of processing personal data in the performance of its legitimate business. Any information held by the Council will be processed in compliance with the principles set out in the Act.

Further information relating to the Data Protection Act 1998 can be sent to you on request.

If you have concerns about the processing of your personal data by the Council you may contact the Council's Data Protection Officer:

Data Protection Officer,
County Secretary and Solicitor
Herefordshire Council
Brockington
35 Hafod Road
Hereford HR1 1SH