



CONDITIONS ATTACHED TO FIRE ENGINE PRIVATE HIRE VEHICLE

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

The vehicle is licensed subject to the following conditions. The licence relates to this vehicle only and cannot be transferred to any other vehicle.

Operators Name & Address

Private Hire Plate No

Registration Number of Vehicle

1.0 GENERAL CONDITIONS

- 1.1 A vehicle may only be licensed providing that the vehicle has past an enhanced VOSA Single Vehicle Approval (SVA) test and the applicant has provided a written self-declaration that no changes have take place to that vehicle since the SVA test was past.
- 1.2 All operators will be required to sign a declaration that the vehicle will not carry more than 8 passengers and that at the time of booking the vehicle, the restriction of carrying no more than 8 passengers shall be explained to the hirer.
- 1.3 Whenever passengers are entering or leaving the vehicle physical assistance must be provided by the operator/crew to ensure their safety.
- 1.4 Additional steps must be carried and used on the vehicle to facilitate access to and egress from the passenger compartment of the vehicle.
- 1.5 Suitable signage must be displayed in the passenger compartment, advising passengers to wear seatbelts.
- 1.6 All external lockers on the vehicle must be secured to prevent access by passengers or the public.
- 1.7 The floor area in the passenger compartment of the vehicle must be kept clear and unobstructed at all times.
- 1.8 No person involved in the operation of the vehicle may wear any clothing or helmets that might lead a member of the public to believe that that person is an officer of the Fire & Rescue Service.

- 1.9 The blue light and siren on the vehicle must be permanently disabled.
- 1.10 The restrictions on access to disabled persons must be advised to passengers at the time of the booking and in any promotional literature and advertisements.
- 1.11 Passengers must be advised at the time of booking that they must not embark or disembark the vehicle without assistance from the operators/crew and signs shall be displayed on the vehicle to this effect which shall be clearly visible to all passengers.
- 1.12 An audible and visual alarm system must be fitted to the rear passenger compartment doors and must be active at all times.
- 1.13 A risk assessment must be approved by the Taxi Licensing Section before the vehicle can be licensed.
- 1.14 Any driver of the vehicle must be hold a HGV licence and a dual drivers licence.

2.0 LPG SAFETY CHECK

- 2.1 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.
- 2.2 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.

3.0 SEAT BELTS

- 3.1 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 a useable state of repair at all times.

4.0 ALTERATIONS

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

5.0 SIGNS

- 5.1 The Licensed Vehicle shall be of such design or appearance or bare such distinguishing marks, as the Council shall require so as to clearly identifying it as a Licensed Vehicle. The under-mentioned signs shall be applicable in respect of this condition
 - a) In addition to the Councils official plate, private hire vehicles may fix on the outside of the offside and nearside rear doors of the vehicle a non-illuminated, sign having a maximum total area of 2' x 9', the lettering to be 2.5' in height, and may be reflective. The sign may contain the following information:-

Name of operator
Telephone number of operator
The words "Advance booking only"

- d) Private Hire vehicles may have white illuminated roof signs. The sign must contain the words pre-booked only and may have the Operator name and telephone number. The sign must not contain the words 'Taxi, Cab or Hackney Carriage' or any other term which may cause the vehicle to be confused with a Hackney Carriage.
- 5.2 One 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. (Even though the no smoking sign is displayed the driver or owner of the vehicle still retains the discretion to allow the passenger to smoke).

6.0 LICENCE PLATES AND BADGES

- 6.1 For all licensed vehicles the licence plate must be securely fixed to the rear of the vehicle either by directly fixing it to the bumper or on a secure bracket. Such plate must not obscure the number plate.
- 6.2 The licence plate shall remain the property of the Council and shall be returned forthwith to the Licensing Section, 14/15 Blackfriars Street, Hereford, if the proprietor no longer holds a licence issued by the Council which is in force in respect of the vehicle (whether by reason of expiry or revocation). After the expiry date on any hackney carriage or private hire licence, that licence is no longer valid and any badge or vehicle plate must be returned to the Council immediately.
- 6.3 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.
- 6.4 The holder of this licence is strictly prohibited from transferring or purporting to transfer any interest in the licensed 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 of the business to a new owner.

7.0 ADVERTISING

- 7.1 Position and content of advertising must be inspected and written authorisation received from the Licensing Unit before any advertising is placed on the vehicle.

8.0 VEHICLE DAMAGE

- 8.1 Without prejudice to the provisions of Section 25 of the Road Traffic Act 1972, the proprietor of the vehicle shall report to the Licensing Section as soon as reasonably practicable, and in any case within seventy-two hours of the occurrence thereof, 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, the vehicle must not be used for hire, unless written consent is given by the Licensing Authority.
- 8.2 Vehicles that have sustained major accident damage will not be accepted for plating until a satisfactory steering geometry and alignment report is provided. This will be in the form of a written or printed document from an approved VBRA vehicle repairer.

9.0 INSURANCE

- 9.1 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 and the certificate in respect of the policy of insurance shall be produced to the Licensing Section for inspection.
- 9.2 On the expiry of the Insurance a cover not 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 Licensing Section staff and faxed copies will only be accepted if received from the Insurance Company/Broker direct.
- 9.3 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.
- 9.4 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.

10.0 NOTIFICATIONS

- 10.1 The proprietor of a licence shall produce details of the drivers permitted to drive by him to the Licensing Authority.
- 10.2 The proprietor shall notify the Council of any change in the list of Drivers within seven days of the change.
- 10.3 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.

11.0 SAFETY EQUIPMENT

- 11.1 The vehicle will be equipped with and carry at all times a British Safety Approved fire extinguisher, which is serviceable, suitable for use on vehicle fires and is located in a position for use by the driver.
- 11.2 The vehicle shall be fitted with first aid equipment. The first aid kit must be carried in the passenger compartment of the Vehicle in such a position as to be readily available for use and bear the plate number of the vehicle indelibly marked. It must contain as a minimum the following items as prescribed in the Public Service Vehicles (Condition of Fitness, Equipment, Use and Certification) (Amendment No.2) Regulations 1986.

	Item	Quantity
11.2.1	Suitable container in which to carry first aid items. Permanently marked with the vehicle plate number	1
11.2.2	Basic instruction card covering expired air respiration, external cardiac compression, treatment of shock, recovery position and treatment for bleeding control	1
11.2.3	Triangular bandages	2
11.2.4	Large sterile unmediated dressing (not less than 15.0 cm x 20.0 cm)	3
11.2.5	Individually wrapped sterile adhesive dressings	24
11.2.6	Safety pins	12
11.2.7	Disposable gloves	1 pair

11.2.8	Antiseptic wipes	10
11.2.9	Disposable bandage (not less than 7.5 cm wide)	1
11.2.10	Sterile eye pads with attachments	2
11.2.11	Tuff-Kut scissors	1 pair

12.0 TRAILERS

- 12.1 Written permission shall be obtained from the Licensing Authority to use Trailers
- 12.2 Trailers must not be left unattended anywhere on the highway.

13.0 VEHICLE INSPECTION see appendix A & B

- 13.1 Prior to issue or renewal of a licence, fire engines must be mechanically inspected at the VOSA Testing Depot. This will be carried out twice a year at 6 monthly intervals.
- 13.1 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 is required to be resubmitted within seven calendar days and a re-test fee is applicable. This seven-day limit shall also apply to any instruction issued for a vehicle to be presented for inspection.
- 13.2 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.

14 GENERAL CONDITIONS

- 14.1 The proprietor of a licensed vehicle shall not convey or permit to be conveyed in such vehicle any greater number of persons than the number specified in the licence issued to that particular vehicle.
- 14.2 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.
- 14.3 Any proprietor of a licensed vehicle licensed by the Council shall furnish the Authorised Officers, any Officer nominated by them or any constable, such information relating to either the drivers or vehicles as is necessary to enable them to undertake their duties.

15 TEMPORARY LICENCE TRANSFER CONDITIONS

- 15.1 The alternative vehicle must comply with the standard conditions for Licensed vehicles and hold a current compliance and test certificate.
- 15.2 The alternative vehicle will be of similar type or construction to the main (original) Licensed Vehicle.
- 15.3 The alternative vehicle will have valid Insurance cover when in use.
- 15.4 The temporary transfer Licence will be valid for a maximum of ten days. An extension to this may be granted at the discretion of the Licensing Officer. Notification must be made to the Taxi Licensing office when the spare vehicle is being used, this may be done by telephone out of normal working hours.
- 15.5 A valid temporary transfer Licence must be held during the operation of any alternative vehicle.

- 15.6 The spare plate will be printed on the reverse of the main plate, to allow it to be turned over and displayed when in use.
- 15.7 Written notification must be received at the Taxi Licensing Office within 72 hours when the spare vehicle plate is/has been used. The notification must contain details of reason for its use. This is in addition to any telephone notification.

16.0 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 as soon as reasonably practicable, and in any case within seventy-two hours of the occurrence thereof, 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 an Authorised Officer, the vehicle must not be used for hire unless written consent is received from the Licensing Authority.
- 16.2 Accidents involving personal injury to passengers must be notified to the Police and Licensing unit as soon as possible but in any case within forty-eight hours.

17.0 CCTV

- 17.1 No recording CCTV equipment shall be fitted without the written consent of the council. Consent shall only be considered for a system that encrypts the data to avoid tampering. Where CCTV equipment is fitted a council 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, or with the written permission of the council or police.

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 chaffed 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 excessive 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 so badly damaged or corroded as to make them unfit for their purpose.
62	Road Test	The vehicle must be capable of manoeuvring safely and 'handles' 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.

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. If furnished with rubber mats they must be in a clean and undamaged condition. 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 Fire Extinguishers

A fire extinguisher (of the specified type) must be located 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.

7.0 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.

8.0 Internal Plate Sticker

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

9.0 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.

10.0 Where in the opinion of the Inspecting Officer the vehicle fails to reach the standard required by the Council for the issue of a private hire 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: -

- (a) 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.
- (b) 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.

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

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