

Appendix C - Private Hire Vehicle Conditions

1.0 Introduction

1.1 All licensed private hire vehicles shall comply, in all respects, with the conditions of licensing set out below. The conditions of licence are supplementary to, and should be read in conjunction with, applicable statutory legislation

The conditions are considered to be reasonably necessary by North Northamptonshire Council in relation to private hire vehicles and all private hire vehicle licences will be granted subject to these conditions.

1.2 The conditions will be attached to every private hire vehicle licence unless specifically altered by the council. Additional conditions that are reasonably necessary will be attached to vehicle licences on a case-by-case basis.

1.3 In determining these conditions the council has had regard to the Department of Transport Statutory Taxi & Private Hire Vehicle Standards July 2020.

1.4 These conditions are ancillary to and should be read in conjunction with applicable statutory legislation and policies.

1.5 Failure to comply with any of the conditions attached to a private hire vehicle licence may result in NNC Licensing Penalty Points being issued to the licence holder, or other action such as referral to the Licensing Sub Committee, with a view to potential suspension or revocation of the licence, or other action.

2.0 General Conditions

2.1 The licensee must notify the Council of the location where the vehicle is kept regularly when not in use and any authorised officer must be afforded such facilities as may be reasonably necessary to inspect and test the vehicle there.

2.2 After the vehicle has passed the Council test and has been licensed, no material alteration or change in the specification, design, condition or appearance of the vehicle can be made without written approval from the Council. At all times the vehicle must comply with the specifications for a licensed private hire vehicle detailed in the Hackney Carriage and Private Hire Licensing Policy.

2.3 The application of aftermarket tinted film to any window is not permitted.

3.0 Doors

3.1 All doors designed by the manufacturer to allow the access or egress of passengers must function correctly and be capable of being opened from the inside and the outside.

3.2 Tailgates and rear doors must only to be used for loading/unloading luggage or as an emergency exit, unless the vehicle has been designed, modified or adapted to carry wheelchair bound passengers, and has the relevant M1 or M2 Type Approval Certificate, in which case the rear doors may be used for loading those passengers only.

4.0 Ventilation

- 4.1 The vehicle must have windows at the rear and on each side adjacent to any passenger seating.
- 4.2 The driver's window and all passenger windows must function correctly and be capable of being opened and closed by the driver and passengers.

5.0 Wheelchair Accessible Vehicles (WAV's)

- 5.1 All equipment and devices used for or involved in the loading, unloading and secure transportation of wheelchair bound passengers must at all times function correctly and must be used in accordance with the manufacturer's instructions.
- 5.2 Access to and egress from the wheelchair carrying position must not be obstructed in any manner, at any time, except by wheelchair loading apparatus.
- 5.3 Wheelchair internal anchorage points and equipment must be of the manufacturers design and construction and comply with the M1 or M2 standards as specified in European Directive 76/115 EEC (as amended by 90/629 EEC) and not altered or modified in any way.
- 5.4 A suitable, separate, restraint (seat belt) must be available for the occupant of the wheelchair.
- 5.5 All access ramps or lifts must be able to support the weight of any wheelchair, occupant and helper and all such devices must have a minimum load rating of 300kg. Relevant information and manufacturers markings must be displayed on all lifting equipment and ramps.
- 5.6 Ramps, steps and lifts must be securely stored in the vehicle before driving off.
- 5.7 The vehicle must be fitted with a locking mechanism, or other device, that holds the wheelchair access door in the open position whilst a wheelchair is being loaded or unloaded.
- 5.8 Any equipment fitted to the vehicle for the purpose of lifting a wheelchair into the vehicle must have been tested in accordance with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 (S/I 1998/2307). Any such equipment must be maintained in efficient working order so as to be available for use at all times.
- 5.9 The licence holder must ensure that all drivers of wheelchair accessible vehicles have received sufficient training to be able to load/unload and convey wheelchair bound passengers in safety and comfort, with refresher training taking place as necessary. Records of this training must be kept and made available upon request from an authorised officer.

6.0 Seatbelts

- 6.1 All private hire vehicles must be fitted with fully operational seat belts, one for each passenger to be carried. Each seat belt to be fully compliant with any relevant legislation and British Standard, except where the law specifically provides for an exemption. Seat belts must be used in accordance with the requirements of the legislation that is applicable
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at the relevant time.

7.0 Fire Extinguishers

~~7.1 — The National Fire Chief Council (NFCC) recommend that licensing authorities requiring fire extinguishers to be provided in vehicles, should ensure that suitable and sufficient training is received by the drivers.~~

~~7.2 — The NFCC's advice is that if a licensing authority elects not to require drivers to undertake training on the safe way to tackle a vehicle fire, vehicles should not be required to carry fire extinguishers and drivers advised to get out and stay out of the vehicle and call 999, rather than attempting to firefight.~~

~~7.3 — Operators wishing to install fire extinguishers must ensure that their drivers are trained in accordance with 7.1 above. Operators not installing fire extinguishers must advise their drivers as in 7.2 and be able to provide evidence that they have done so.~~

7.1 The vehicle must be equipped with a fire extinguisher marked with the registration number or licence number of the vehicle. This must be securely mounted in a bracket, affixed to the vehicle, in the boot/luggage area of the vehicle where it is readily accessible to the driver and carried at all times. A notice indicating its location must be displayed within the vehicle where it can be clearly seen by passengers carried in the vehicle.

7.2 The fire extinguisher must be a 1.0kg dry powder or 1.0 litre AFFF (Aqueous Film Forming Foam) fitted with a gauge and conforming to BS EN3 1996.

7.3 The extinguisher must be checked every 12 months by a competent person, to ensure that it is in good working order. The certificate of inspection must be retained by the vehicle proprietor for at least 12 months and made available upon request by an authorised officer.

8.0 First Aid Kit

8.1 A first aid kit must be readily available at all times.

8.2 The first aid kit must be of a suitable and comprehensive type that meets the requirements of British Standard BS8599-2 (medium sized kit) and be permanently and legibly marked with the registration number or licence number of the vehicle.

8.3 The contents of the first aid kit must be reviewed regularly to ensure that contents are within date and complete.

9.0 Tyres

9.1 All tyres on the licensed vehicle must be in good condition and conform with the minimum legal requirements subject to an additional requirement that there must be at least 2mm tread depth at all times.

9.2 Tyres must be correctly inflated to the vehicle / tyre manufacturer's recommended pressure.

9.3 The vehicle must be equipped at all times with, a spare wheel or other manufacturers

standard equipment for the vehicle to deal with a punctured or damaged wheel or tyre (such as a gel or foam repair kit).

- 9.4 All replacement tyres fitted to licensed vehicles must be new (i.e. not have been used previously on any other vehicle), meet the vehicle manufacturers minimum specification for tyres and must have been fitted by a reputable vehicle maintenance company / contractor. Vehicle proprietors are required to retain invoices / receipts to show that any tyre that is purchased meets this requirement.
- 9.5 'Space saving' spare wheels must only be used in an emergency, and then only in accordance with the manufacturer's instructions. Should the use of a 'space saving' spare wheel become necessary during a period of hire then the journey may continue, but the wheel must be replaced before another journey carrying passengers commences. NOTE Space saver wheels have a maximum speed and distance restriction on them which must be adhered to.

10.0 Luggage

- 10.1 Luggage and storage areas must be kept as free space for passenger's luggage.
- 10.2 Luggage must be suitably secured in place and must not obstruct any exit, or emergency exit.
- 10.3 Vehicles with open luggage space such as estate cars must be fitted with a suitable guard or cover between the luggage space and the passenger compartment, which must be in use whenever passengers are carried.
- 10.4 Vehicles with no clear demarcation between the passenger and luggage areas must be fitted with suitable restraining straps or other approved devices to secure the luggage and prevent it coming into contact with any passenger at any time (including in the case of an accident). These restraining straps or devices must be used whenever passengers luggage is being carried.

11.0 Maintenance and Condition of a Private Hire Vehicle

- 11.1 No material alteration or change to the specification of the vehicle can be made without the prior written approval of the Council at any time.
- 11.2 The interior and exterior of the vehicle must be maintained in a clean, safe and proper manner, to the reasonable satisfaction of the Council.
- 11.3 Bodywork must be maintained to a good condition, paintwork must be sound, uniform across the vehicle, well maintained and free of corrosion, dents, scratches, chips and other signs of wear or deterioration, inferior re-spray work and 'cover up' temporary repairs.
- 11.4 The roof (including any sunroof or removable covering) must be watertight.
- 11.5 Fittings, furniture and additional equipment fitted in the vehicle must be kept in an acceptably clean condition, well maintained and in every way fit for public service. Items such as taxi-meters, radios, Sat-Nav's, PDA's, mobile phone holders and other ancillary items must be securely mounted in the vehicle in such a position as to not hinder or obstruct the driver's operation of, or view out of, the vehicle, or impede the seating of any passenger.
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- 11.6 The seats must be properly cushioned, covered and free from cigarette burns, rips, splits, tears, stains or any other signs of deterioration or wear.
- 11.7 The floor must be covered with carpet, mat or other suitable material, properly secured and be free from cigarette burns, rips, splits, tears, stains, deterioration and wear.
- 11.8 The vehicle must be equipped with a suitable bulb-kit indelibly marked with the registration number or licence number of the vehicle to provide for the replacement of defective bulbs
- 11.9 The doors, windows and seats must function in accordance with the original manufacturer's specification.

12.0 Vehicle Safety Checks

- 12.1 The proprietor/driver must undertake a daily safety check of the vehicle. As a minimum this must be a visual check on all lights, oil, water, tyres, mirrors, seat belts and cleanliness. A written record must be made of each safety check, details of faults recorded, and remedial action taken. The record must be signed by the person undertaking the safety checks and kept in the vehicle for a minimum of thirty days and then for a further six months by the proprietor. Template Daily Check Sheets are available on the councils website at: xxxxxx
- 12.2 If required by a Police Officer or authorised officer the driver must produce, to that officer, the recorded daily checks kept in the vehicle and the proprietor, on request by that officer, must produce those recorded checks in his possession and/or those kept in the vehicle.

13.0 Seats and Passengers

- 13.1 The proprietor must not allow a greater number of passengers to be carried in the vehicle than the number specified in the licence.
 - 13.2 In all licensed vehicles provided with a passenger side air bag, no child will be carried in a rear-facing carrier in the front passenger seat.
 - 13.3 A notice must be displayed in the vehicle reminding passengers that it is a statutory requirement to wear the seat belts provided.
 - 13.4 Assistance dogs must be conveyed in a licensed vehicle when requested by the dog's owner. Any dog so conveyed shall count as one person and no charge shall be levied for any such dog.
 - 13.5 Any excess seating fixings which were removed or permanently capped before the vehicle was licensed, must not be replaced or exposed during the currency of the licence.
 - 13.6 Any minibus or other vehicle in which the seating is intended to be fixed in one place, and which has potential for capacity for over nine seats, which has had excess seating removed to allow not more than eight passenger seats, must have any excess seating fixings permanently removed and holes or other fixings permanently capped (i.e. welded over or similar) before a licence can be issued. This requirement will not apply to vehicles purposely designed to allow for regular flexible changes in seating configurations, including accommodating wheelchairs, and seating that is fitted onto manufacturers purpose designed and installed runners or tracks.
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14.0 Taxi-Meter

- 14.1 The licence holder must ensure that where a private hire vehicle is fitted with a taxi meter: that the following conditions are complied with.
- 14.2 The tariffs with which the meter has been calibrated must be displayed in the vehicle in such a position as to be visible to passengers. Such a table must show full particulars of all tariffs calibrated on the meter including a statement that the Council has no control over the table of fares.
- 14.3 The vehicle licence holder must obtain and retain written certification of such calibration and sealing. This certification must be provided to an authorised officer of the Council upon request.
- 14.4 The taxi-meter must be located so that all letters and figures on the face are at all times plainly visible to any passenger;
- 14.5 A notice must be displayed within the vehicle in such a position as to be visible to passengers stating that if the meter is not used, the fare should have been agreed between the passenger(s) and operator before commencement of the journey. Any fare agreed in this way must be the fare that is charged at the end of the journey, unless the customer agrees to it being varied.
- 14.6 If a fare has not been agreed between the operator and the customer, then the fare charged must be that which is shown on the meter (if fitted).

15.0 Identification (Licence) Plate

- 15.1 The identification plates issued by the Council, bearing the number of the licence granted in respect of the vehicle, must be:
- securely fixed on the outside rear and outside front of the vehicle.
 - kept in such a condition that the information shown is clearly visible to public view.
 - must be fixed in such a manner that they can be removed by an authorised officer of the Council or Police without causing damage to the vehicle.
- 15.2 The interior sign provided by the council must be displayed inside the windscreen of the vehicle, in such a position as to be clearly visible at all times to passengers.
- 15.3 Vehicle licence plates remain the property of the Council at all times and must be returned on surrender, suspension, revocation or expiry of the licence or if the vehicle is sold, or disposed of, out of the licensed trade. If a plate is lost or stolen it must be reported to the Police and evidence of this must be provided upon request by an authorised officer. Written notification of the lost or missing plates must also be submitted to Licensing Office within 24 hours of the lost or stolen plates being noted.

16.0 Signs, Notices and Advertising

- 16.1 Members of the public can often confuse private hire vehicles with taxis, failing to realise that they are not available for immediate hire and that a private hire vehicle
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driver can only fulfil pre-booked requests. This Authority considers that greater differentiation in signage will help the public to distinguish between the two elements of the trade.

- 16.2 Unless an exemption has been granted in writing, all private hire vehicles must display two permanently affixed standard design North Northamptonshire Council door signs in the upper-central area of both front doors. This signage will be supplied by the Council and must not be adapted, modified or obscured in any way.
- 16.3 No other signs, notices, advertisements, plates, marks, numbers, letters, figures, symbols, emblems or devices whatsoever can be displayed in, on or from a private hire vehicle apart from the registration number, Council licence plates and signage permitted by this policy and Appendices. A private hire vehicle must not display any sign or notice which consists of or includes the word 'taxi' or 'cab' whether in the singular or plural or 'hire' or any word of similar meaning or appearance to any of those words whether alone or as part of another word. This includes any business names.
- 16.4 The standard door signs must be displayed in the correct orientation and must be maintained in good condition. If damage, defacing or wear etc is incurred the Licence holder must purchase replacement signage from the Council and replace the damaged / defaced / worn signs immediately.
- 16.5 In addition to the two standard door signs, vehicles will be permitted to display one small sign on the rear of the vehicle, stating the company name and telephone number only. The dimensions of this sign must not exceed 10cm by 10cm
- 16.6 Magnetic or other temporary type signage is not permitted.
- 16.7 No roof sign may be attached to or displayed on the licensed vehicle.
- 16.8 The foregoing provisions, of this condition, shall not apply to a sign in, on or from a private hire vehicle which:
- indicates membership of the AA, RAC or other similar motoring organisation; or
 - indicates that passengers should not eat or smoke in the vehicle. Signage in accordance with the Smoke free Workplace Regulations, vehicle requirements, must be affixed to the outside, or inside, of the vehicle indicating that smoking is prohibited in the vehicle; or
 - indicates that in-car CCTV surveillance is in use in the vehicle; or
 - indicates that the vehicle is suitable, and equipped, for the carriage of wheelchair bound passengers;
 - indicates that the driver of the vehicle is exempted through medical grounds from the requirement to carry assistance dogs.
 - Is required to be displayed by North Northamptonshire Council
- 16.9 In addition to the prescribed North Northamptonshire Council signage on both front doors, one commercial advertising panel is permitted on each rear passenger door of a licensed vehicle. Each panel must not exceed 45cm in height and 60 cm in width.
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- 16.10 No advertisements suggesting that a private hire vehicle is available for immediate hire (or any similar wording) are permitted.
- 16.11 Advertising and additional signage must not be prejudicial or discriminatory against any group or individual – including, but not limited to; age, race, religion, disability, gender, sexual orientation or nationality, is likely to mislead, is inflammatory, offends or creates barriers between the driver of the vehicle and passengers, the public or other road users. The interpretation of the content of any advert shall be at the sole discretion of the Council.
- 16.12 All advertisements must meet current advertising standards requirements.
- 16.13 No other recognition symbols may be affixed to the licensed vehicle.

17.0 Vehicles Converted to run on Liquefied Petroleum Gas (LPG)

- 17.1 A vehicle converted to run on LPG must display a warning sticker on the front and rear screens stating that the vehicle is fitted with an LPG tank

18.0 Copy of Licence Conditions

- 18.1 A copy of these conditions must be carried in the vehicle at all times and must be available for inspection on request by any authorised officer, Police officer, hirer or passenger.

19.0 Change of Address

- 19.1 The licence holder must notify the Council in writing, of any change of their home or business address during the period of the licence, within seven days of such change taking place.

20.0 Transfer of Private Hire Vehicle Licence

- 20.1 Where a proprietor transfers their interest in respect of a private hire vehicle, written notice of such transfer, giving the name and address of the new proprietor, together with the original licence document, for endorsement with respect to the transfer must be submitted to the Licensing Office on the Councils prescribed form within seven days of the date of the transfer with the appropriate fee.

21.0 Insurance

- 21.1 All licensed vehicle owners / operators are required to maintain adequate motor vehicle insurance cover at all times whilst a vehicle is licensed. This insurance must either name all individual licensed drivers of that vehicle, or provide full insurance cover for unnamed licensed drivers (such as a fleet policy) for that vehicle.
- 21.2 Private hire insurance must comply with Part VI of the Road Traffic Act 1988 and must be in force at all times for the duration of the licence. Public Liability Insurance (minimum cover £2m) is also required in respect of those vehicles licensed to carry passengers in wheelchairs.
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- 21.3 The licence holder must produce, on request, a current, valid, Certificate of Motor Vehicle Insurance (or insurance cover note) which satisfies paragraph 22.1 and 22.2 above.

22.0 Vehicle Damage

- 22.1 The proprietor must, as soon as reasonably practicable, but in any case within 72 hours, notify the Council of any accident involving the vehicle or, of any damage to the vehicle however caused, which affects the safety, performance or appearance of the vehicle or the comfort or convenience of persons carried therein. This notification must be in writing, on the Council's prescribed form and provide full details. The vehicle must not be used until the Council have inspected the vehicle.
- 22.2 A Council test may be necessary to demonstrate that the vehicle is roadworthy. The cost of such a test is to be paid by the proprietor. If the Council determined that the vehicle is unfit for use as a private hire vehicle, a suspension notice under section 68 will be issued.

23.0 Trailers

- 23.1 The Council does not permit the use of trailers on licensed vehicles.

24.0 Items Left in Private Hire Vehicles

- 24.1 The driver must search the vehicle after the completion of every journey carrying passengers, to establish whether any goods or property have been left behind.
- 24.2 If any property is found following such a search, drivers must wherever possible, make reasonable attempts to reunite lost property with its owner. In the event that this is not possible, the property should, as soon as possible be given to the Operator for safe keeping and written notification of the details and circumstances of the lost property submitted to the Licensing Authority.
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