

**SPECIFICATION AND CONDITIONS OF LICENCE FOR PRIVATE HIRE VEHICLES****1. SPECIFICATION OF VEHICLES****1.1 General**

All vehicles shall have an appropriate "Type Approval" which is either a European Whole Vehicle Type Approval (EWVTA) or UK Low Volume Type Approval (UKLVTA). Vehicles shall not have been altered since that approval was granted. A Single Vehicle Type Approval (SVTA) or a Independent Vehicle Approval (IVA) may be accepted for wheelchair accessible vehicles. Vehicles presented for approval, and while in use, shall comply with the Road Vehicles (Construction and Use) Regulations 1986 and any subsequent amendments or re-enactments thereof.

- 1.2 No fittings, other than those approved, may be attached to, or carried on, the inside or outside of the vehicle.
- 1.2 A Private Hire vehicle shall be capable of carrying at least 4 and no more than 8 passengers.
- 1.3 All vehicles must be right hand drive unless specifically exempt by the Council
- 1.4 All vehicles shall be less than 5 years old for new licences and less than 12 years old from the date of manufacture for existing licences.
- 1.5 All vehicles must be maintained to no less than the standards set out in the VOSA publication 'MOT Inspection Manual" – Car and Light Commercial', ISBN 0-9549239-0-1 as amended and the Council's Hackney Carriage and Private Hire Vehicle Inspection Guidance
- 1.6 The following sections provide the outline requirements of the Council's specification for Private Hire vehicles prior to examination and testing by a designated testing station authorised by the Council. A list of authorised testing stations can be found attached. The exact mechanical requirements for inspection and testing are contained in the Council's Hackney Carriage and Private Hire Vehicle Inspection Guidance.

**2. BODY**

- 2.1 The vehicle shall have no exterior visible signs of previous significant accident damage
- 2.2 The paint work shall be of a professional finish and be one consistent colour over the whole of the vehicle's bodywork
- 2.3 The bodywork shall have no significant signs of corrosion. Corrosion includes visible rust and signs of rust by virtue of the paintwork being blistered.

- 2.4 Running boards shall only be permitted where they are fitted by manufacturers. The board shall be a minimum 125mm in width, all of which shall be available as a step.

### **3. WHEELS AND TYRES**

- 3.1 The vehicle shall have four road wheels of uniform standard, size and style, which conform to construction and use regulations.
- 3.2 An appropriate tyre repair system (as fitted by the manufacturer) must be provided.
- 3.3 The appropriate repair system must only be used as an emergency measure ie to allow the vehicle to be driven to a place of repair.
- 3.4 All tyres, including the spare tyre, shall comply with the vehicle manufacturer's specification
- 3.5 All tyres fitted to the vehicle shall meet current legal requirements at all times.

### **4. INTERIOR**

- 4.1 The minimum leg room available to any passenger shall be 200mm. The measurement will be taken from the base of the seat to the centre of the rear of the seat in front when the front seat is at its full, rearwards extension. Where there is no seat in front the measurement will be taken from the base of the seat to the nearest obstruction in front.
- 4.2 The internal headroom from the seat cushion to the lowest part of the roof in a vertical line shall be a minimum of 920 mm
- 4.3 Vehicles must have adequate space for luggage to be kept in a clean, safe, secure and water tight manner
- 4.4 Vehicles must have a water tight roof covering and properly carpeted or covered flooring (with no rips or tears)

### **5. DOORS**

- 5.1 The vehicle shall have a minimum of 4 side opening doors which are easily accessible to passengers. Access to and from vehicles such as minibuses will be determined on a case by case basis eg the rear door should not be a means of access.
- 5.2 All vehicles shall have doors that open sufficiently wide to allow easy access in and egress from the vehicle.
- 5.3 All doors shall be capable of being readily opened from the inside and outside of the vehicle by one operation of the latch mechanism

5.4 The interior door handle shall be clearly visible and easily accessible to passengers when the door is in a fully open position and the means of operation of the door handle is easily identified.

## **6. SEATS**

6.1 Vehicles shall have a passenger seating capacity of not less than 4 persons and not more than 8 persons

6.2 Each seat shall be fitted with fully operational seat belts, compliant with the appropriate Standards.

6.3 Each seat shall be properly cushioned and be in a clean condition.

6.4 Each seat shall not be less than 406 mm in width.

6.5 Where bench seats are provided, then the seat shall provide a minimum of 406mm seating space for each passenger i.e. a rear bench seat shall not be less than 1218 mm in order to accommodate 3 passengers.

6.6 Removed seating mounts must be rendered irreplaceable and the floor surface to be smooth and unencumbered.

6.7 All passenger seats must face forward or rearward to the direction of travel, (no passenger may sit sideways to direction of travel unless specifically exempt by an authorised officer of the Council eg limousines)

6.8 Any modification to seating configuration, including removal of seats, in any vehicle must be accompanied by an Individual Vehicle Approval Certificate (this includes removal of seats).

## **7. WINDOWS**

7.1 Opening windows shall be provided in the rear of the vehicle capable of being opened by the rear seat passengers

7.2 Vehicle windows shall have visual transmission to ensure that the interior of the vehicle is clearly visible from the outside of the vehicle at all times. All vehicles shall be fitted with windscreen glass that has a light transmittance of 75%, and all other window glass shall have a light transmittance of not less than 70% EXCEPT those parts of the rear window or any side window adjacent to the luggage space in any estate-type vehicle which can be of any tint fitted at manufacture providing it is not opaque

7.3 No vehicle shall be fitted with any form of additional means to darken or tint the glass on any part of the vehicle.

## **8. FACILITIES FOR WHEELCHAIR USERS**

- 8.1 Any vehicle that has the facility for the carriage of wheelchair or wheelchair passengers shall be fitted with:
- a. Approved manufacturer installed anchorages that shall be either chassis or floor linked and capable of withstanding approved dynamic or static tests. Restraints for wheelchair and passengers shall be independent of each other. Anchorages shall also be provided for the safe storage of a wheelchair, whether folded or otherwise, if carried within the passenger compartment. All anchorages and restraints shall be so designed that they do not cause any danger to other passengers and maintained in accordance with manufacturer's specifications.
  - b. A ramp or ramps for the loading of a wheelchair and passenger shall be available at all times for use at the nearside rear passenger door. An adequate locking device shall be fitted to ensure that the ramp(s) do not slip or tilt when in use. Provision shall be made for the ramps to be stored safely in the vehicle when not in use.
- 8.2 The vehicle shall be equipped with a manufacturer's user manual /guide on the safe loading and unloading and security of wheelchair passengers.
- 8.3 Any equipment fitted to the vehicle for the purpose of lifting a wheelchair into the vehicle shall have been tested in accordance with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 immediately prior to being first licensed and every 6 months thereafter. A LOLER Certificate of must be produced at the time of MOT and Compliance Testing to the Designated Testing Station and to the Licensing Office at grant and renewal of licence.

## **9. FUEL SYSTEMS**

- 9.1 Fuel systems should be installed to current manufacturer and legal standards. Before commencing any gas fuel conversions it is essential that written approval is sought for the Council.

## **10. CCTV**

- 10.1 CCTV monitoring devices, for the purpose of assisting driver safety are permitted in vehicles. If such devices are fitted, adequate signage shall be displayed in the passenger compartment advising passengers that they are being monitored/recorded. Any such equipment shall be maintained in working order, be fitted overtly and in such a way as not to present any danger or hazard to any passenger. It will be the driver/proprietor's responsibility to comply with all aspects of the law regarding such surveillance equipment. CCTV requirements and conditions can be found attached (to be confirmed)

## **CONDITIONS ATTACHED TO LICENCE**

## **11. MAINTENANCE OF VEHICLE**

- 11.1 The vehicle and all its fittings and equipment shall at all times when the vehicle is in use or available for hire, be kept in an efficient, safe, tidy and clean condition\* and all relevant statutory requirements (including in particular those contained in Motor Vehicles (Construction and Use) Regulations shall be fully complied with.  
\*Clean condition is defined as follows:  
“All body panels to be of uniform colour and finish throughout, unless otherwise authorised by the Council in writing, and to be washed and polished to a high standard. Windows to be clear and smear free inside and out. Carpets and seating to be vacuumed and to be without cuts, tears or staining”
- 11.2 Every licensed vehicle must be maintained in a safe and clean condition at all times and is subject to such examinations as are required by the Council.
- 11.3 Seats must be fully sprung, free of stains, tears, cigarette burns or repair and not threadbare. Floor coverings must not be unduly worn and present no trip hazards. Household carpeting or similar is unacceptable and must not be used. Upholstery (headlining and side panel coverings) must be free of ingrained grime, fractures and maintained in the manufacturers original style.
- 11.4 Without prejudice to the obligations imposed by 12.1 to 12.3 above and without prejudice to any other inspections as stipulated by the vehicle manufacturer, the proprietor of the licensed vehicle shall ensure that **as a minimum** the compliance of routine maintenance inspections must be adhered to, and such inspections shall be recorded and retained (for a minimum of 18 months) and kept available for immediate production to an Authorised Officer of the Council or Police Officer on request.
- 11.5 Please note that the requirement to inspect the licensed vehicle as imposed by the above condition does not release the proprietor of the vehicle for his obligations to carry out further daily inspections to ensure compliance with the above conditions.

## 12. ALTERATION OF VEHICLE

- 12.1 No material alteration or change in the specification, design, condition, or appearance of the vehicle shall be made without the approval of the Council at any time while the licence is in force.

## 13. IDENTIFICATION OF VEHICLE

- 13.1 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 on the outside of the vehicle in a conspicuous position and in such manner as to be easily removable by an Authorised Officer of the Council or a Police Constable.

- 13.2 One Private Hire door sticker shall be adhered to each front door of the vehicle.
- 13.3 On the boot and each rear side of the vehicle (below window height) the company name, words "private hire" and one telephone number (which must be used by the Operator of the vehicle), may be placed, at the licensee's expense, PROVIDED that the details that is to be used by the Operator is first approved by the Council
- 13.4 No pictures, icons, graphics, emblems or such like is allowed which may infer that the vehicle is a hackney carriage (taxi)
- 13.5 Vehicles must not display anywhere on or in the vehicle the word "Taxi", "Taksi", "cab" or any other word(s) which may, in the Council's opinion lead the public to believe the vehicle is a hackney carriage.
- 13.6 The licence plate and door signs must not be affixed to any other vehicle other than that stipulated on the current licence. This equipment remains the property of the Council and must be surrendered immediately upon expiry, suspension or revocation of the licence.

**14. INTERIOR MARKINGS**

- 14.1 The proprietor shall cause to be clearly marked inside the vehicle in such a position as to be visible at all times to passengers therein, the number of this licence and the number of passengers prescribed in this licence.

**15. SAFETY EQUIPMENT**

- 15.1 There shall be provided and maintained in the vehicle at all times when it is in use or available for hire, a suitable and efficient fire extinguisher and a suitable first aid kit containing appropriate first aid dressings and appliance, 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. It should be noted that the first aid kit is intended for use by a person who has the appropriate knowledge of first aid.

**16. SIGNS AND NOTICES**

- 16.1 No signs, notices, 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, including byelaws or conditions

The above condition will not apply to:

- a. Any indication on a taximeter visible only from the interior of the vehicle, or
- b. The display by the driver of a hand-held card which is displayed in, on or from the vehicle whilst it is stationary, provided that such card;

- i. contains no words or numbers other than the names of the licensed operator of the vehicle or the name under which he carried on his business and, in either case, the name of a passenger or passengers to be carried in the vehicle, and
- ii. if the licensed operator charges for journeys in accordance with a scale of fares, a copy of such scale shall be displayed in the vehicle for the information of passengers in a form previously submitted and approved by the Council.
- iii. Any safety notices eg instructions on door latch operation

## **17. RADIO EQUIPMENT**

- 17.1 Neither the Operator, proprietor nor the driver of a Private Hire vehicle shall use or cause or suffer to be used in any vehicle any radio equipment for operational communication between Operator and Driver, or between drivers of other Private Hire vehicles. Only fully licensed closed channel equipment shall be used for operational communication.
- 17.2 Each Private Hire Operator should have written policy on the use of mobile phones whilst driving. Operators should not encourage drivers to use any form of mobile communication whilst driving.

## **18. CHANGE OF ADDRESS**

- 18.1 The proprietor shall notify the Council, in writing, of any change of address during the period of the licence, within seven days of such change taking place.

## **19. CONVICTIONS**

- 19.1 The proprietor shall, within seven days, disclose to the Council, in writing, details of any convictions, formal cautions, absolute discharges, or fixed penalties, imposed on him/her (or if the proprietor is a company or partnership, or any of the directors or partners) during the period of the licence.

## **20. DEPOSIT OF DRIVING LICENCE**

- 20.1 If the proprietor permits or employs any other person to drive the vehicle as a Private Hire vehicle, he shall, before that person commences to drive the vehicle, cause the driver to deliver to him his Private Hire Vehicle Driver's licence for retention until such time as the driver ceases to be permitted or employed to drive the vehicle or any other vehicle of his.

## **21. PERMITTED DRIVERS OF THE VEHICLE**

- 21.1 The proprietor or any other person permitted or employed to drive the vehicle as a Private Hire vehicle, must be the holder of a current Private Hire driver's licence or a dual Hackney Carriage and Private Hire driver licence granted by Denbighshire County Council according with Section 51 of the Local Government (Miscellaneous Provisions) Act 1976

## **22. DEPOSIT OF VEHICLE LICENCE**

- 22.1 The proprietor shall, upon the vehicle commencing work with an operator, deposit with the operator this licence for retention by him until such time as that vehicle ceases to work for that operator.

## **23. INSPECTION AND TESTING**

- 23.1 The proprietor shall, if requested by an Authorised Officer of the Council or a Police Officer, make the vehicle available for inspection and testing at such time and date as may be specified. Such inspections and testing shall be in addition to any other statutory provisions.

## **24. ACCIDENT**

- 24.1 The proprietor shall report to the Licensing Officer, in writing, as soon as reasonably practicable and in any such event within 72 hours of the occurrence thereof, any accident to the vehicle causing damage materially affecting the safety, performance or appearance of the vehicle or the comfort or convenience of passengers therein.
- 24.2 In the event of a licence being suspended due to the nature of the damage, the proprietor shall have the vehicle tested at a nominated testing station and submit the compliance certificate for examination prior to the licence being re-instated.

## **25. CARRIAGE OF CHILDREN**

- 25.1 The vehicle should not carry children in pushchairs; the pushchair should be folded up and stored. If the vehicle does not have the correct child restraint then the child should be placed on the rear seat only. Children under 3 years old may travel unrestrained. Children aged 3 years old or over must use an adult seat belt as in accordance with Road Traffic Act (further details can be found at [www.dft.gov.uk/think/focusarea/children/childincar](http://www.dft.gov.uk/think/focusarea/children/childincar))

## **26. LICENSING POLICY**

- 26.1 The Council's Hackney Carriage and Private Hire Licensing Policy (this document) shall be adhered to at all times.