

APPENDIX II

CURRENT CHAUFFEUR LICENCE CONDITIONS

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976
STANDARD CONDITIONS FOR PRIVATE HIRE VEHICLE
OPERATORS CONDUCTING CHAUFFEUR WORK

- (1) The Licensee is allowed to only conduct a private hire vehicle business under this licence to supply private hire vehicles to passengers who require a higher level of security and discretion than would otherwise be the case.
- (2) The Licensee shall keep a record before the commencement of each journey the following particulars of every booking of a private hire vehicle invited or accepted by him, whether by accepting the same from the hirer or by undertaking it at the request of another operator, and such record must be maintained for at least the period of one year: -

 - (a) Date;
 - (b) Time;
 - (c) Whether direct from hirer or at request of another operator (in the latter instance give name of operator);
 - (d) The number of passengers;
 - (e) The location of where the passengers are to be collected from;
 - (f) The location of where the passengers are taken to;
 - (g) Plate and registration numbers of vehicle;
 - (h) Name of driver of vehicle.
- (3) The Licensee must submit a copy to the Council, (or with the Council's approval, a summary) of the records required to be kept under condition 2, by the tenth working day of each month, showing those journeys undertaken by or on behalf of the Licensee in the preceding month.
- (4) The Licensee shall keep a record of the following particulars of any private hire vehicle operated by him: -

 - (a) Registration number;
 - (b) Private Hire plate number;
 - (c) Permitted number of passengers to be carried as shown on Private Hire plate;
 - (d) Make and model of vehicle;
 - (e) Name and address of proprietor of vehicle;
 - (f) Date vehicle was first licensed for motor taxation purposes;
 - (g) Date when vehicle was first licensed by the Council for private hire work;
 - (h) Date when vehicle was added to operator's fleet;
 - (i) Date on which vehicle was withdrawn from fleet.
- (5) The Licensee shall keep a record of the following particulars of all licensed private hire vehicle drivers engaged to drive any private hire vehicle operated by him: -

 - (a) Full names of the driver;
 - (b) Full permanent address of the driver;
 - (c) Date of birth;
 - (d) Private hire badge number;

- (e) Date that engagement/employment commenced;
 - (f) Date that engagement/employment terminated.
- (6) The Licensee shall produce all or any of the records specified in conditions (2), (4) and (5) above on request to any authorised officer of the Council or to any constable for inspection.
 - (7) The Licensee shall not employ or otherwise engage whether directly or indirectly any driver to drive any private vehicle operated by the Licensee unless the driver has been granted a private hire vehicle driver's licence.
 - (8) The Licensee shall ensure that any private hire vehicle operated by him is in a suitable mechanical condition, safe, comfortable, clean and presentable and that the private hire plates provided by the Council are affixed to the vehicle in such manner and position as shall be prescribed by the Council's inspection officer.
 - (9) The Licensee must give the Council written 28 days' notice of a change in operating address, home or business address.
 - (10)
 - (a) The Licensee to publish within 28 days of the grant of the licence a complaints procedure and send a copy to the Council, maintain a written record of complaints received by him, and make those records available to authorised officers of the Council;
 - (b) details of how to make complaints to be made available free of charge by drivers operated by the Licensees to hirers who request them.
 - (11) The Licensee to maintain a record of the expiry dates of the licences, insurance policies and Certificates of Compliance of drivers and vehicles operated by them.
 - (12) The Licensee to maintain a record of the National Insurance numbers of drivers who operate their vehicles.
 - (13) The Licensee to keep in force a public liability insurance certificate in the sum of not less than £5 million in respect of any one event, or some other sum as may be from time to time agreed by the Council and to produce it on request to the Council's authorised officers.
 - (14) All records required to be kept by the Licensee shall be maintained for a minimum period of one year.
 - (15) The Licensee must ensure that all advertising in connection with their private hire business makes it clear that all bookings must be pre-booked in advance through the Licensee.
 - (16) The Licensee must publish and send a copy to the Council within 28 days of the grant of the licence a policy on assisting disabled customers.
 - (17) The Licensee to inform the Council in writing within 14 days of being convicted or receiving a caution for any criminal offence, or on becoming aware of a driver operated by him being convicted or receiving a caution for any criminal offence.

- (18)** The Licensee to advise the Council in writing within three working days of the name and badge number of any licensed driver who starts to work for him or ceases his employment with him.
- (19)** No booking to be accepted unless the hirer is either given an estimate of the charge for that journey or the basis on which the charge will be made.
- (20)** The Licensee to ensure any rooms provided for the public, for waiting or making bookings, to be clean, adequately heated, ventilated and lit.

- LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 -

STANDARD CONDITIONS

PRIVATE HIRE VEHICLE (CHAUFFEURS) DRIVER'S LICENCE

- (1) The Licensee shall only drive vehicles licensed by Watford Borough Council ("the Council") as suitable for chauffeur work.
- (2) The driver of a private hire vehicle shall behave in a civil and orderly manner and shall take all reasonable precautions to ensure the safety of persons conveyed in or entering or alighting from the vehicle.
- (3) The Licensee shall at all times when acting in accordance with this licence visibly display an identity style badge, as provided by, and which shall remain the property of, the Council, which shall be incorporated in it a passport sized photograph of the driver's face and the driver's badge number.
- (4) The Licensee shall take all reasonable precautions to ensure the safety of persons conveyed in or entering or alighting from any private hire vehicle driven by him.
- (5) The Licensee shall not convey or permit to be conveyed in any private hire vehicle driven by him any greater number of persons (excluding the Licensee) that the number of persons specified on the plates provided by the Council and affixed to the vehicle.

Provided that for the purpose of this condition children under the age of three years shall not be reckoned.

- (6) If the Licensee when required by the hirer of any private hire vehicle driven by him shall not refuse to carry in the vehicle the number of persons specified on the plates provided by the Council and affixed to the vehicle, or any less number as required by the hirer.
- (7) The Licensee has agreed or has been hired to be in attendance with a private hire vehicle at an appointed time and place he shall, unless delayed or prevented by some sufficient cause, punctually attend with the vehicle at such appointed time and place.
- (8) If the Licensee has agreed or has been hired to be in attendance with a private hire vehicle so constructed as to carry luggage he shall, when required by the hirer or any person being conveyed in the vehicle:
- (a) convey a reasonable quantity of luggage;
 - (b) afford reasonable assistance in loading and unloading;
 - (c) afford reasonable assistance in removing it to or from the entrance of any house, station or place at which he may take up or set down such person or persons.
- (9) The Licensee shall immediately after the termination of any hiring of a private hire vehicle by him or as soon as practicable thereafter carefully search the vehicle for an property which may have been accidentally left therein.

(10) The Licensee shall, if any property accidentally left in any private hire vehicle by any person who may have been conveyed in the vehicle by the Licensee be found or handed to him:

(a) carry it as soon as possible and in any event within 48 hours if not sooner claimed by or on behalf of its owner to the Town Hall and leave it in the custody of the Licensing Officer on his giving a receipt for it;

(b) be entitled to received from any person to whom the property shall be re-delivered an amount equal 5p in the £ of its estimated value or the fare for the distance from the place of finding to the Town Hall, whichever be the greater (but not more than £5).

(11) The Licensee shall not permit or suffer any person to be carried in, on or about any private hire vehicle driven by him during the hiring without the express consent of the hirer of the vehicle.

(12) The Licensee, if authorised by the proprietor of any private hire vehicle to act as the driver of such vehicle, shall not suffer any other person to act as driver of such vehicle without the consent of the proprietor thereof.

(13) The Licensee shall not act as the driver of any private hire vehicle without the consent of the proprietor thereof.

(14) If a Private Hire Vehicle driver is convicted of any offence, including any traffic offence, the driver is responsible for notifying the details of the offence and any penalty or sentence awarded in connection with such offence to the Council in writing, within 28 days of the conviction.

(15) The driver of a private hire vehicle shall, when requested by any person hiring the vehicle, carry a guide or other assistance dog accompanying a visually impaired or disabled passenger.

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976
STANDARD CONDITIONS FOR PRIVATE HIRE (CHAUFFEUR) VEHICLES

1. *Plates*

The windscreen disc (provided by the Council and which remain the property of the Council) identifying the vehicle as a private hire vehicle in respect of which this licence has been granted must be affixed to the vehicle in such manner and position on the windscreen as shall be prescribed by the Council's inspecting officer.

2. *Colours of Vehicle*

The vehicle must **NOT** be painted white with a black bonnet and black boot.

3. *Advertisement Signs*

No advertisement sign of any nature may be displayed on the vehicle

4. *External Mirrors*

Either two wing mirrors or two door mirrors must be fitted one on each side of the vehicle to afford the driver adequate vision to the rear. Extra mirrors may be fitted if desired, but these must not interfere with the clear vision of the driver in the wing of door mirrors.

Tyres And Wheels

The vehicle must be fitted with all radical or all cross-ply tyres. All wheels in contact with the road must be of the same type, except where a spare wheel is used in an emergency only.

A spare wheel must always be carried, and the spare wheel and tyre must be the same as originally supplied with the vehicle and used only in accordance with the car manufacturer's instructions.

5. *Two-way Radio Equipment*

Before two-way radio equipment is installed in the vehicle, the Environmental Manager must be notified so that the equipment and proposed position may be tested in relation to passenger and driver safety and comfort. The vehicle must not be used as a private hire vehicle before the equipment and position has been approved by the Council's inspection officer.

6. *Fire Extinguisher*

An efficient fire extinguisher must be fitted and maintained in the vehicle.

7. *Lead-Free Petrol*

The vehicle if driven by a petrol engine shall be capable of operating on lead-free petrol.

8. *Identity Badge*

The driver of the vehicle must be licenced by the Council as a Private Hire Vehicle (Chauffeur) Driver and carry the identity badge issued to him by the Council for that purpose.