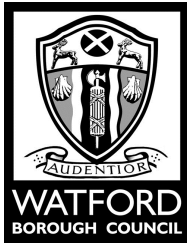


The following policy requirements and hackney carriage vehicle licence conditions are proposed. Where existing policies or conditions have been amended, or where new policy requirements or conditions have been proposed, such changes are highlighted by **bold text**



LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 POLICY REQUIREMENTS FOR HACKNEY CARRIAGE VEHICLE LICENCES

1. No vehicle shall be licensed for the first time if it is more than seven years old at the date of applying for the licence.

For the purposes of this policy, the age of the vehicle refers to the year in which it was registered with the DVLA - for example, a vehicle first licensed in 2015 may not be registered earlier than 2008.

2. Vehicles must be either:
 - (1) a purpose-built London-style hackney carriage (**meaning such vehicle has been approved for use by Transport for London for use as a hackney carriage**), or a converted vehicle, which is capable of carrying a passenger whilst sitting in a wheelchair, providing such vehicle has the appropriate approval-type certificate; or
 - (2) a saloon, **hatchback**, estate or multi-purpose people carrier capable of carrying a folded wheelchair, with at least 4 doors.
3. The Council is unable to licence vehicles that carry more than eight passengers and a driver. **Applications for any converted vehicles must be accompanied by an appropriate Type Approval Certificate.**
4. **No 'stretch' limousine will be licensed as a hackney carriage.** All other vehicle types will be subject to inspection on a case-by-case basis.
5. **The maximum number of passengers which the vehicle will be licensed to carry will be the number of seats recorded on the V5C registration document (logbook) as being suitable for carrying passengers**
6. **Left-hand drive vehicles will not be considered as suitable for licensing on safety grounds as they will generally require front-seat passengers to step into the roadway to enter or exit the vehicle.** Any vehicle which does not allow for safe near-side access and egress for passengers will also not be considered.
7. On 19 March 2012 the Council set a maximum limit of 304 hackney carriage vehicle licence because it was satisfied that there was no significant unmet demand. This limit was set with the proviso that any licences that are

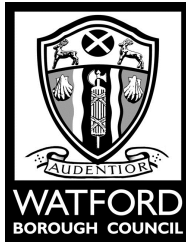
surrendered or revoked shall not be re-issued and that the limit shall decrease by the exact number of licences which were surrendered or revoked.

Any exception to this strict policy will be considered on a case-by-case basis by the Head of Community and Customer Services in consultation with the Chair of the Licensing Committee.

8. Vehicles will not be licensed unless
 - (1) there is in force a current insurance policy compliant with the Road Traffic Act 1988;
 - (2) a valid MOT certificate is in force (issued within the previous 30 days), **regardless of the age of the vehicle**;
 - (3) that officers are satisfied the vehicle is **or will be** registered with the Driver and Vehicle Licensing Agency;
 - (4) the vehicle is taxed at the time of licensing (unless the vehicle is exempt from taxation); and
 - (5) **that an appropriate type-approval certificate has been issued where necessary.**
9. When vehicles are presented for inspection, the exterior of the vehicle (including the underside of the vehicle) and interior must be in a suitable clean condition to allow for proper inspection of these areas. If the vehicle is presented in such a condition to prevent a full inspection, the inspection will not be carried out.
10. Vehicle plates must be securely mounted on a bracket which is permanently affixed to the rear of the vehicle. The bracket must be clearly seen and must not obscure any rear lights or the vehicle index plate.

The detachable plate slip which is issued once a vehicle is licensed must be permanently affixed in a position where it can be clearly seen by rear and front seat passengers.
11. A taximeter must be securely fitted within any vehicle which is to be licensed as a hackney carriage. The meter must be visible from the rear passenger seats, and must not interfere with the safe operation of the vehicle.
12. The taximeter must be calibrated to the tariff set by the licensing authority, and must not show any other tariffs. The meter must be sealed, without showing signs of tampering or misuse.

A calibration certificate must be provided for all vehicles which are to be licensed for the first time.



LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 STANDARD CONDITIONS FOR HACKNEY CARRIAGE VEHICLE LICENCES

Within these conditions:

“Council” means Watford Borough Council and its officers

“You” means the person to whom the licence is granted

1. Cleanliness

- (1) **You must keep the exterior of the vehicle bodywork in a suitable and clean condition at all times such that road dirt, mud or other detritus does not excessively obscure any paintwork, lights, windows, licence plates or number plates.**
- (2) You must maintain the vehicle in a manner satisfactory for public service at all times, **without evidence of corrosion, damage, unsatisfactory repairs and/or unsatisfactory modifications.**
- (3) You must keep the interior of the vehicle in a suitable and clean condition at all times without accumulations of dust, dirt, litter, general debris, staining, excessive unpleasant odours or excessive wear.
- (4) You must ensure that seat cushions and back rests are adequately maintained in good condition and offer proper support to passengers.

2. Driver Identification

You must make sure that there shall be displayed so that it is visible from the rear seat on the dashboard of the vehicle, whilst it is available and used for hire, an identity style badge as provided by, and which shall remain the property of, the Council, which shall have incorporated within it a photograph of your face and your badge number.

3. Vehicle Identification

- (1) Hackney carriages must be fitted with a roof sign which meet the approval of the Council's officers. A vehicle other than one with an integral “Taxi” sign must be fitted with a roof sign which is white in colour with the words “Taxi” in black writing on a white background on the front and “For Hire” in black writing on a red background on the reverse. The roof sign must be maintained in good working order.
- (2) The roof-sign must be capable of being lit, and must cease to be lit when the

taximeter is brought into operation.

- (3) Vehicles capable of carrying passengers in a wheelchair and/or of having accommodation for wheelchairs must incorporate a sign into the roof sign indicating their purpose
- (4) You must display door signs of a type and style approved by the Council's officers, such sign to contain the Watford Borough Council logo, and the words "Licensed Taxi", on the front doors of the vehicle. You may not display any other signage on the front doors of the vehicle unless explicitly authorised by the Council's officers.
- (5) You must not, without reasonable excuse, fail to display such signs at all times that the vehicle is hired, plying for hire (including waiting on a rank), on the way to collect a passenger or otherwise used as a hackney carriage.
- (6) Door signs must be maintained in a clean, readable and undamaged state.
- (7) You must keep the exterior licence plate and interior licence plate issued by the Council clearly visible and the details legible at all times. The exterior licence plates must be securely fixed to a bracket in a manner approved by the Council's officers.

4. Advertising

You may not display any advertisement or sign of any nature on the vehicle other than an advertisement or a sign of a type authorised by the Council.

5. Other Vehicle Signs

- (1) **You must display at least one "No Smoking" sign on at least one near-side and one off-side window to be clearly visible to passengers before entering the vehicle.**
- (2) You may only display the following window stickers or signs providing those do not encroach more than 40 mm into the area swept by the windscreen wipers or obscure vision through the windows:
 - (a) those containing the name and telephone number of a hackney carriage firm located in Watford **and recognised by the Council**
 - (b) **an authorised parking permit**
 - (c) **membership of a recognised motoring organization or hackney carriage association**
 - (d) **disability awareness signs.**

6. Tyres

You must ensure that the vehicle has, at all times, appropriate equipment and/or tools to repair or replace a punctured or damaged tyre.

7. Taxi Meters

You may not use a taximeter unless it is of a type, and secured in a position, approved by the Council's officers.

8. Non-Factory Fitted Equipment

- (1) **You may not use non-factory fitted equipment (for example, radios, PDAs, sat-nav systems) unless they are installed in positions approved by the Council's officers.**
- (2) **You must notify the Council before installing any non-factory fitted equipment 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 hackney carriage before the equipment and position have been approved by the Council.**

9. Wheelchair Access

- (1) A three-point seatbelt assembly together with suitable wheelchair restraints must be provided for the use of wheelchair occupants in vehicles capable of carrying passengers in their wheelchairs. Anchorages must be provided for the wheelchair and chair bound disabled person to the latest industry standard. Restraints for wheelchair and occupant must be independent of each other.
- (2) Anchorages must 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 at any time.
- (3) A ramp(s) for the (un)loading of wheelchair passengers must be available at all times for the safe access and egress of passengers. Adequate locating device(s) must be fitted to ensure that the ramp(s) do not slip or tilt when in use. The ramp(s) must be of sufficient strength and stability such that they will not bend and will remain stable during use and must be of a safe working limit of at least 300 kg over its entire length. The ramp(s) must be capable of being stowed away securely and safely when not in use.
- (4) Ramps must be permanently legibly marked with the registration mark of the vehicle for which they are provided.

10. Drivers of Wheelchair Accessible Vehicles

Where a hackney carriage is capable of carrying a passenger sitting in a wheelchair in the vehicle, the driver of the hackney carriage must have passed the wheelchair exercise element of the Driving and Vehicle Standards Agency test **or have attended a disability awareness course approved by the Council.**

11. Receipts

You shall ensure that the driver of the vehicle offers to each passenger (or, if there are more than one passengers, at least one of those passengers) at the termination of their journey a receipt which shall contain at the least the following information:

- (a) the date
- (b) the fare for that journey
- (c) the number of the badge issued by the Council to that driver
- (d) other information that may be specified in writing to you by Council officers.

12. Luggage Compartment

- (1) For the purposes of bylaw 23(iii) of the Council's Byelaws relating to hackney carriages, 'luggage compartment' means the space behind the rear seats, or when the furthestmost rear seats are folded down, the space to the rear of the next complete row of seats. In purpose-built hackney carriages or mini-buses, the luggage compartment may be the front footwell on the passenger side provided that any seat in this location is not occupied by a passenger.
- (2) You must ensure the luggage compartment is kept free from corrosion, dirt, dust, grease, litter or water penetration etc that may stain or damage any luggage which may come into contact.
- (3) You may not carry any tools or other equipment in the luggage compartment unless related to maintenance of the vehicle and securely stowed.

13. Large Packages

You must not allow any packages or other luggage etc to protrude from the luggage compartment over any of the seats which may be occupied, or outside the vehicle.

14. Tail Gate or Rear Doors

All doors which allow access to the luggage compartment (eg a tailgate, boot, or rear doors) must be locked shut when the vehicle is in motion.

15. First Aid Kit

- (1) **You must ensure that a First Aid Kit, meeting the requirements of the Health and Safety (First-Aid) Regulations 1981 (or any regulations which amend or supersede the regulations) is carried in a secure position at all times.**

(2) **The registration mark of the vehicle shall be permanently and legibly written on the First Aid Kit.**

16. Fire Extinguisher

You must ensure a suitable, efficient and accessible fire extinguisher is fitted and kept maintained in the vehicle.

17. Vehicle Modifications

You must request in writing the Council's consent, and obtain such consent, before making any modification to the vehicle, including its seating capacity.