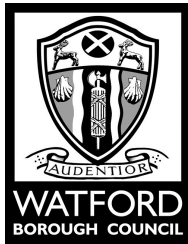


The following policy requirements and private hire vehicle licence conditions are proposed. Where existing policies or conditions have been amended, or where new policy requirements or conditions have been proposed, such changes are highlighted by **bold text**



LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976
POLICY REQUIREMENTS FOR PRIVATE HIRE VEHICLE LICENCES

1. No age limits are applied by the Council to private hire vehicles with the exception of 'stretch' limousines.
2. No 'stretch' limousine will be licensed for more than six months at a time, and no licence will be issued for such a vehicle that is more than ten years of age.

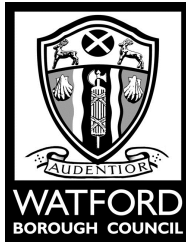
Applications to licence any limousine which has been converted must be accompanied by an appropriate Type Approval Certificate.
3. No livery requirements are applied by the Council to private hire vehicles, other than the conditions relating to door signs and licence plates.
4. The Council is unable to licence vehicles that carry more than eight passengers and a driver. The general expectation is that vehicles will be a saloon, hatchback, estate, multi-purpose vehicle, mini-bus, or 'stretch' limousine with at least four doors. **Applications for any converted vehicles must be accompanied by an appropriate Type Approval Certificate. Any other vehicle will be subject to inspection on a case-by-case basis.**
5. **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.**
6. **The maximum number of passengers which the vehicle will be licensed to carry will be the number of seats recorded on the V5C registration certificate (logbook) as being suitable for carrying passengers**
7. 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.**
8. 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.
 9. 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.

Vehicles to be used under a chauffeur operators licence will have a licence disc fitted to the inside of the front windscreen, and do not have to display a plate on the rear of the vehicle.

10. Where a taximeter is fitted, it must be fitted securely. The meter must be visible from the rear passenger seats, and must not interfere with the safe operation of the vehicle.



LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 STANDARD CONDITIONS FOR PRIVATE HIRE VEHICLE LICENCES

Within these conditions:

“Council” means Watford Borough Council and its officers

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

1. Plates

The plates (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 as shall be prescribed by the Council’s inspecting Officer.

2. Vehicle Condition

(1) **You must keep the exterior of the 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, cigarette ash, 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.**

3. Advertisement Signs

(1) 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) the Council’s official plate

(b) **an authorised parking permit**

- (c) **membership of a recognised motoring organization or private hire association**
 - (d) **disability awareness signs**
- (2) You may display a tinted windscreen strip on the upper part of the windscreen and may include the operator name (but may not contain the words “Taxi” or “Cab”) and telephone number, providing such signage does not encroach more than 40 mm into the area swept by the windscreen wipers. An identical sign bearing the same words and of the same dimensions may also be displayed in the same position in the rear windscreen providing that adequate rear view vision is maintained;
- (3) You must permanently apply door signs (of such dimensions and colours as may from time to time be approved by the Council) to the driver and front passenger door of such dimensions and colours which must bear the words “Private Hire - Advance Bookings Only”; the operator’s name and/or telephone number, but may not contain the words “Taxi” or “Cab”.
- (a) Where an Exemption Certificate has been issued for the vehicle by the Council, a magnetic sign may be applied instead to the driver’s and front passenger door providing that it meets the requirements stated in paragraph 1(c) and in addition contains in prominent figures the number of the vehicle plate issued to that vehicle. The magnetic signs must be displayed on the vehicle whilst it is being used for Non-Contract Work and may be removed whilst being used for Contract Work.
 - (b) Within this condition:

Contract Work means journeys undertaken for hire or reward as part of a regular course of business with a particular client or customer as determined to the satisfaction of the Council’s officers;

Non-Contract Work means all other journeys for hire or reward including those conducted for the purposes of conveying children to or from any school or educational establishment.
- (4) **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.**

4. 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.

5. Meters

No taximeter or other device for measuring fares and/or distance may be used unless of a type and secured in a position approved by the Council’s officers .

6. 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 private hire vehicle before the equipment and position have been approved by the Council.**

7. Fire Extinguisher

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

8. 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.

9. 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:

- (1) the date
- (2) the fare for that journey
- (3) the number of the badge issued by the Council to that driver
- (4) other information that may be specified in writing to you by Council officers.

10. Luggage

You shall provide means for securing luggage if the vehicle is so constructed as to carry luggage

11. 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.

For the purposes of this licence, '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 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.

12. Tail Gate or Rear Doors

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

13. 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 1981 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.**

14. 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.