



**WATFORD
BOROUGH
COUNCIL**

LICENSING COMMITTEE

17 July 2019

7.00 pm

Contact

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For information about attending meetings please visit the [council's website](#).

Publication date: Tuesday, 9 July 2019

Committee Membership

Councillor J Fahmy (Chair)

Councillor A Dychton (Vice-Chair)

Councillors S Bolton, A Grimston, I Hamid, K Hastrick, P Jeffree, A Khan, B Mauthoor, M Mills, J Pattinson, G Saffery, R Smith, D Walford and R Wenham

Agenda

Part A - Open to the Public

1. **Apologies for absence**

2. **Disclosure of interests**

3. **Minutes**

The minutes of the meeting held on 11 March 2019 to be submitted and signed.

4. **Vehicle Licensing Policy 2019-2024** (Pages 3 - 87)

Report of Business Compliance Officer.

The report asks the committee to consider the interim report and options contained within prior to formal consultation.

*PART A

Report to: Licensing Committee
Date of meeting: 17 July 2019
Report of: Group Head of Community and Environmental Services
Title: Interim Update Report, Vehicle Licensing Policy 2019-2024

1.0 Summary

- 1.1 At the Licensing Committee on 20 November 2017, Members agreed on the need for the creation of a new vehicle licensing policy for hackney carriage and private hire vehicles. A review would look at the entirety of the current policy in light of emerging trends and technology and would support the Accessible Transport Project.
- 1.2 The new policy should address a range of issues brought about by technology and its rapid development; such as electric vehicles, autonomous vehicles, CCTV and app booking systems. As part of continuous work to improve accessibility to transport, this policy should seek to address a number of ongoing issues, such as the use of door signs, livery and numbers of wheelchair accessible vehicles.
- 1.3 The policy will be presented to the committee on 21 October 2019.
- 1.4 Members are asked to consider this interim report and options contained within which will be put forward for formal consultation as a result of work to date. Members are asked to make suggested amendments to these proposals as required.

2.0 Risks

2.1

Nature of Risk	Consequence	Suggested Control Measures	Response (Treat, tolerate, terminate, transfer)	Risk Rating (the combination of severity and likelihood)

Not continuing with review	Vehicle licence conditions are in need of updating. There is a danger that current pace of change in the industry will present the licensing authority with questions regarding suitability that the current policy cannot answer	Ensure continuation of review and decision on new policy at Committee in October 2019	Treat	High
Not continuing with review	Failure to address issues raised in disability accessible report and ongoing commitments to improving accessibility	Ensure continuation of review and decision on new policy at Committee in October 2019	Treat	High
Legal challenge from failure to properly consult	Negative perception of council and its licensing functions, and challenge through the Courts	Carry out consultation in accordance with the Government's published principles of consultation	Treat	2

3.0 RECOMMENDATIONS

- 3.1 That the Committee is asked, subject to any changes suggested by the Committee, to approve the draft policy proposals as set out in appendix 7 for final consultation between 25 July and 21 September 2019.

Contact Officer:

For further information on this report please contact:

Jamie Mackenzie, Business Compliance Officer

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email: jamie.mackenzie@watford.gov.uk

Report approved by: Justine Hoy, Head of Community Protection

4.0 DETAILED PROPOSAL

- 4.1 The council has powers under section 47 and 48, Local Government (Miscellaneous Provisions) Act 1976 to apply conditions to licences granted for hackney carriage or private hire vehicles.
- 4.2 There have been a number of updates and changes to policies for both hackney carriage and private hire vehicles since 1976. Many conditions are now standardised between the two types of vehicle licence but some distinctions remain such as the use of roof signs, door signs and taxi meters.
- 4.3 The last comprehensive review of the policies for vehicle licences both hackney carriage and private hire took place in 2015.
- 4.4 Current vehicle licence conditions and policy can be found at appendices 1, 2, and 3.
- 4.5 There are a number of principles guiding the review of the vehicle licensing policy. These are:
- The policy must provide confirmation for passengers, residents, visitors and other road users of the standards of safety and professionalism that are expected and can be found by those offering taxi and minicab services in Watford.
 - Any new policy must provide clear guidance to businesses operating or looking to operate hackney carriage (taxi) or private hire (minicab) services in Watford.
 - The policy must allow for consistency in decision making by officers of the council.
 - In creating this policy the council will take advice, conduct detailed research and consult with a number of bodies, and the public. All views will be considered and a proportionate outcome reached.
 - All policies are the starting point for decisions.

- The policy will carry significant weight when applied to any decision. However, all decisions are taken on the merit of the individual case and where an applicant wishes to challenge a policy there is a lawful mechanism to do so by application to the Magistrates Court.
- When an applicant wishes to apply for a licence outside of the conditions within a policy, consideration must be given to that application. Certain unique situations may be referred to within any policy but any application will be by way of full consideration.

5.0 Consultations to date

- 5.1 Between 21 November 2018 and 31 March 2019, a transport questionnaire asked members of the public and trade representatives for responses on a wide range of transport, taxi and private hire specific questions. These questions were designed to assist in narrowing the issues at hand and to begin the formation of a number of proposed conditions. The questionnaire was promoted on the council's social media channels and stakeholders were contacted directly by text message. It is general practice to remind attendees at the professional driver update course of all upcoming consultations, surveys and questionnaires.
- 5.2 There were 76 responses in total, 32 from members of public and 44 from those within the trade. A summary of responses can be found at appendix 4. Responses came from across the Borough.
- 5.3 In order to inform policy significant research was carried out in to the latest trends and developments within the licensed trade, vehicle construction, environmental impact and technology more broadly. Whilst there are too many individual facts and trends to report here, key findings are:
- When choosing a service the majority of questionnaire respondents said they are most concerned about safety.
 - Accessibility and the creation of an accessible service are likely to remain decisions for local licensing authorities for the foreseeable future despite expected statutory guidance from the Department for Transport.
 - Autonomous vehicles are unlikely to be available soon and may never be available due to technical difficulties.
 - There is a growing school of thought that technology should assist rather than replace drivers.

- Harmful emissions from internal combustion engines, particularly diesel engines, are decreasing though any positive impact this may have relies on owners upgrading to the newest models.
- Towns and cities have now implemented, or are considering implementing, clean air zones with daily charges for access to vehicles that do not reach the latest euro emission standards. London is the most obvious example of this.
- The age of a vehicle may not necessarily impact directly on its overall safety as a well maintained vehicle can remain safe for many years.
- New electric vehicles are likely to have significantly longer lifespans than traditional vehicles as they have far fewer moving parts. They also do not carry oil which is also a pollutant if the vehicle is poorly maintained.
- Some minimum legal standards may be insufficient for licensing purposes (tyre tread, for example).
- The current electric vehicle charging infrastructure is inadequate to support large scale use of EV's as taxis and private hire vehicles. This is now at the beginning of being addressed coherently at a local and regional level.

5.4 On 3 and 4 July 2019, two drop in consultation sessions were held at the Watford Town Hall. Over the two days, attendees were presented with information on the proposed changes, information on current licence conditions for comparison purposes (see appendix 5), background information on the development of the trade and transport in general, and a further survey of suggested changes to policy informed by the earlier questionnaire (see appendix 6).

5.5 The number of people attending these sessions will be confirmed to the committee when this report is presented. The sessions were advertised in the local press, by text message to stakeholders and via the council's social media channels. Details of the survey responses received at these drop ins will also be discussed at the committee.

5.6 A series of proposals must be agreed for publication by 25 July 2019. The resulting consultation on these will close on 21 September 2019 - prior to final consideration of the revised policy by the Licensing Committee on 21 October 2019. A draft of the proposals can be found at appendix 7.

5.7 The vehicle licensing policy does not form part of the council's Sustainable Transport Project. However, Members should be aware of the significant cross-over between these projects and the aims of the Sustainable Transport Project in general. It is clear that any

policy concerning taxi and private hire vehicles will have significant impact on access to transport, clean air, and congestion within Watford.

6.0 Implications

6.1 Financial

6.1.1 The Shared Director of Finance comments that there are no financial implications in this report.

6.2 Legal Issues (Monitoring Officer)

6.2.1 The Group Head of Democracy and Governance comments that members will have to have regard to the outcome of the consultation when making their final decision. An equalities impact analysis of the proposed new conditions will also need to be undertaken and considered by members.

Appendices

- *Appendix 1 Current Hackney Carriage vehicle licence conditions*
- *Appendix 2 Current Private Hire Vehicle licence conditions*
- *Appendix 3 Current Private Hire Vehicle licence policy (additional)*
- *Appendix 4 Questionnaire Summary*
- *Appendix 5 Current licence conditions for comparison*
- *Appendix 6 Survey on proposed new or amended conditions*
- *Appendix 7 Proposed conditions for public consultation (25 July 2019)*

Background Papers

Vehicle Licensing for the Future
WBC Hackney Carriage Byelaws

File Reference



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

Appendix 1

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 meets 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 (e.g. 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.



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

Appendix 2

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".
 - i. 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.
 - ii. 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 (e.g. 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.



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

Appendix 3

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 operator's 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.

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. to the vehicle, including its seating capacity.

Results of questionnaire (open 21 November 2018 – 31 March 2019)

Summary - public

The majority of responses (53.14%) came from those who use taxis or minicabs at least once a week.

50.01% came from those who use taxis (specifically hackney carriages) most days or a few times a week (with the remaining 3.13% of the above figure saying they use them once a week).

Of these, the clear majority (38.71%) hardly ever or never use a taxi rank.

The next largest percentage (22.58%) say they use a rank most days.

Of those who do use a rank, 19.35% use a rank less than once a month.

40.74% say they hardly ever or never use a mobile telephone to order a minicab.

56% say they never use an app to book a minicab. The next largest group (24%) say they use an app most days.

The majority of respondents (46.43%) indicated no preference in vehicle body type. 25% said they preferred a saloon.

The majority of respondents (58.06%) indicated that safety was most important to them when choosing a service. However, 45.16% chose price.

A slender majority of customers (51.72%) say they would not pay more to travel in an electric or zero emission vehicle. 20.69% said yes and the remainder were not sure.

A large majority (65.52%) think taxis should have a livery.

The number of people who think taxis should have door signs or not is broadly similar (48.28% for, 41.38% against).

The majority of people think minicabs should have door signs (65.52%).

An even number of people think vehicles should display the licence plate front and rear (46.43% for and against).

A large number of people think it is very important (25.93%) or quite important (40.74%) to be able to pay by card.

For those who do not want to pay by card, the biggest reason given (37.04%) was that they preferred using cash for such transactions.

64.29% of respondents think taxis and minicabs should have CCTV fitted. 17.86% say no.

Many people think the council or police or both should be in charge of CCTV in taxis (60.72%) and other responses (28.57%) included a few commenting the same.

The majority of people said no (42.86%), or were not sure about (28.57%), taxis and minicabs having Wi-Fi and charge points.

Most (64.29%) appeared to support the idea of permanently attached plates (survey question was unclear).

A clear majority (53.57%) would not pay more for vehicles providing WiFi and charge points.

Many thought vehicles should have an upper age limit (57.14%).

The average age selected was 6 years (but this takes in to account one suggestion of 1 year as the maximum age). The modal suggestion was 5 years.

Opinion was evenly split (44.44% for and 40.74% against) a maximum age for private hire vehicles.

Where an age was specified the modal suggestion was 10 years. The average was 7.5 years.

71.43% of respondents say vehicles should have fire extinguishers.

67.86% say vehicles should carry a first aid kit.

57.14% think vehicles should carry enough yellow vests for all passengers in the event of a breakdown.

There was a mixed response concerning wheelchair accessible vehicles. Many (46.43%) think there should be a fixed number of WAV's.

When asked how many there should be the largest suggestions by far (each with 30.77%) were for over 10% but less than 50%. WBC currently stands at 19%.

In answering the same question for minicabs, the same percentages (30.77%) were split between 0% and 25%. There are currently very few WAV's on the PHV circuit.

The majority said that vehicles should not have a minimum engine size (67.88%). Those who did state an engine size chose low values (1200cc/1500cc).

Most (60.71%) said that vehicles should have a minimum number of doors and that this should be 4/5. Where given the reason was safety/ease of access.

Given a choice and weather dependent most (42.86%) said they would prefer to travel in a taxi over minicabs and other forms of transport.

A large number (78.57%) said they would not consider travelling by electric bike.

A slight majority (46.43%) said they would not travel by on-demand bus. A significant number said they would (32.14%).

Nearly all (82.14%) said they would not use an electric scooter.

A large number (67.86%) said they would not travel by car-sharing scheme.

Of those who would consider using a sharing scheme nearly all would travel only with a work colleague or friend. Only 3.7% would travel with a stranger.

Summary – Trade (Taxi and Private Hire, drivers, proprietors and operators)

The majority of respondents are licensed by Watford Borough Council (93.18%). The remainder are licensed in the Three Rivers District Council area.

7 respondents (15.91%) hold a Private Hire Operators licence. 37 do not.

There was a broad spread of experience in terms of number of years a licence has been held – ranging from 3 years to 50 years.

28 responses came from owners of taxis, 14 from owners of Private Hire Vehicles (PHV).

Approximately half (54.29%) of respondents who are hackney carriage drivers also work for private hire operators.

The majority (70%) do not do school contract work.

The modal age of vehicle age was 7-8 years. The next highest grouping was 5-6 years.

Distance travelled was reasonably split with high numbers saying they travelled between 100-200 miles or 250 – 500 miles. 17.95% said they travelled over 500 miles but less than 1000.

The average fuel spend was £100 per week.

Vehicle maintenance varied widely but averaged approximately £1200.

The biggest barrier for nearly all to buying a newer vehicle/upgrading was lack of work/can't afford to.

The majority would not (48.48%), or are not sure (33.33%), about driving electric vehicles.

The main reasons are range, cost and lack of charging infrastructure.

The majority worked from taxi ranks with most giving the station rank as the key place they work from.

56.25% said they felt taxis and minicabs should have CCTV fitted. 28.13% were not sure. Only 15.63% said no.

A slim majority (51.61%) said they accept work from an app. 19.35% of those who didn't said they would consider doing so in the future.

There was a mix of national and local app providers drivers used.

The vast majority (81.48%) of hackney carriage drivers arrange and accept their own bookings.

The majority of respondents said that hackney carriages should not have a livery (46.43%). 32.14% said they should and the remainder were unsure.

The reasons for not having a livery were varied, including expense, lack of work, risk of being a victim of crime and that other signs are sufficient.

The majority (58.62%) felt that vehicles should not have door signs.

Reasons given include – vehicles already have a roof sign and plate, damage to body work, takes up too much space.

If taxi vehicles did have signs, 67.86% think they should be magnetic.

A majority felt Private Hire Vehicle's (PHV's) should have door signs (48.28% for, 37.93% against). A few stated technology (text messaging and automatic ID) as a reason not to need door signs.

If PHVs do have door signs the majority (50%) think they should be magnetic.

A large majority (73.33%) think plates should be magnetically attached.

A large majority (83.33%) think plates should be displayed on the rear only. Only 10% support the idea of plates front and rear.

There was a broadly even split over whether or not hackney carriages should have a maximum age (42.86% for, 39.29% against).

If there is an age limit the age range varied greatly between 8 years and 20 years. The average was approximately 12 years. The modal was 10 years.

Most thought there should not be a maximum age for PHV's (42.86%).

If there were an age, the average was 12 years. The modal suggestion was 10 years.

The majority thought there should not be a minimum engine size (48.28%). Those who did think there should be a minimum was quite close to this at 41.38%.

For those who suggest a minimum engine size, the smallest was 1 litre (1 suggestion) but most opted for 1.6, 1.8 or 2 litre.

Most who disagree with a minimum engine size give a wide variety of reasons, including, cost, choice of vehicle being limited, technology and the power of smaller engines nowadays.

A large majority (71.43%) felt that vehicles should have a minimum of 4 or 5 doors.

A large majority (78.57%) said they felt the council should not licence autonomous vehicles (AV's) as and when they are available.

20% said they currently have CCTV in their vehicle, mostly citing safety, peace of mind and as a deterrent.

Those without CCTV cited cost, privacy, and lack of support even where CCTV captures an incident.

Some said their opinion could be changed if the cost was covered by the council.

The majority (62.96%) said they accepted credit and debit card payments.

Of those who do not, most said they did not have a machine and a few cited cost or the need for cash payments. Most would not change their minds about this.

65.38% said they thought vehicles should have fire extinguishers.

57.69% said they thought they should not carry first aid kits.

A large number (73.08%) said vehicles should not carry yellow vests for customers.

Most (53.85%) thought there should not be a fixed number of wheelchair accessible vehicles (WAV).

If there had to be a fixed number, the majority of those who answered (46.67%) said there should be between 10 and 25% of the hackney carriage fleet.

The majority (38.46%) thought that 10% or less of PHV's should be WAVs

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POLICY REQUIREMENTS FOR HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE LICENCES

Policy	Notes
<p>No hackney carriage shall be licensed for the first time if it is more than 7 years old at the date of applying for the licence.</p> <p>No age limit applies to private hire vehicles except for 'stretch' limousines, where no licence will be issued for a vehicle that is more than 10 years old. A plate for a 'stretch' limousine will only be issued for 6 months at a time.</p>	<p>For 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.</p> <p>Applications to licence any limousine which has been converted must be accompanied by an appropriate approval certificate.</p>
<p>Hackney carriages must be either:</p> <p>(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 certificate; or</p> <p>(2) a saloon, hatchback, estate or multi-purpose people carrier capable of carrying a folded wheelchair, with at least 4 doors.</p> <p>Private hire vehicles must have at least 4 doors.</p>	<p>An 'appropriate approval certificate' will likely be in the form of a voluntary Individual Vehicle Approval (IVA). Obtaining an approval is based upon an inspection of the vehicle by the DVSA.</p> <p>Where the vehicle is imported as it was manufactured, it should only be necessary to have a 'basic' inspection. In all other cases, the vehicle will require a 'normal' IVA inspection. Further information is available from https://www.gov.uk/vehicle-approval/overview.</p> <p>All doors must be suitable to be used by passengers and a driver. Rear-seat passengers must be able to use a door other than the driver's or front passenger door.</p> <p>A purpose-built London-style vehicle will not be licensed as a private hire vehicle to avoid confusing the vehicle for a hackney carriage.</p>
<p>All other vehicle types will be subject to inspection on a case-by-case basis.</p> <p>No 'stretch' limousine will be licensed as a hackney carriage.</p>	<p>A licensing officer will need to approve any vehicles of unusual appearance or with unusual features. This can only be done <u>after</u> physically inspecting the vehicle. Our key concerns are passenger safety and comfort. If a vehicle fails, drivers will be told of the reasons why. Wheelchair ramps and lifts will not normally be considered as unusual features.</p>
<p>The Council is unable to licence any vehicle that can carry more than 8 passengers. Applications for any converted vehicles must be accompanied by an appropriate approval certificate.</p>	
<p>The maximum number of passengers which the vehicle will be</p>	<p>The logbook states the total number of people suitable to be carried in the vehicle. The</p>

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<p>licensed to carry will be the number of seats recorded on the V5C registration document (logbook) as being suitable for carrying passengers.</p>	<p>number of passengers that can be carried will equal the sum of the total number of persons minus the driver.</p> <p>Where a logbook shows more seats than the physical number of seats in the vehicle, the driver will be required to address this issue. The logbook must accurately reflect the vehicle. in terms of size, any modifications, seating capacity, colour, and all other details which are recorded within the logbook.</p>
<p>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.</p>	
<p>On 19 March 2012 the Council set a maximum limit of 304 hackney carriage vehicle licences. This limit is a descending limit. When a licence is surrendered or revoked, the limit shall decrease by the number of licences which were surrendered or revoked.</p>	<p>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.</p> <p>There is no limit on the number of private hire vehicle licences.</p>
<p>Vehicles will not be licensed unless:</p> <ol style="list-style-type: none"> (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), for vehicles registered with the DVLA for 12 months or more at the time the vehicle is presented for licensing; (3) it is, or will be, registered with the DVLA; (4) the vehicle is taxed (where applicable); and 	<p>A licence may also not be issued if no driver who is named on an insurance policy is present to drive the vehicle. The Council must ensure that both vehicles and drivers are legally allowed to be on the road. The insurance must also be for the proper purpose.</p> <p>Any vehicle which is less than 1 year old when presented for licensing is not required to have passed an MOT. Any vehicle that is more than 1 year old when presented for licensing (including renewals) must have passed an MOT before inspection, and this MOT must have been issued within the previous 30 days.</p> <p>Where vehicles have recently been purchased, the new keeper's supplement of the logbook will suffice to show that the vehicle is registered with the DVLA providing that the full logbook is presented once obtained from DVLA.</p>

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(5) that an appropriate approval certificate has been issued where necessary.	Officers can check online via https://www.vehicleenquiry.service.gov.uk/ if a vehicle is taxed.
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	Licensing officers must be able to carry out an inspection of the vehicle to ensure compliance with the Council's policies and conditions. If the vehicle is presented in such a condition to prevent a full inspection, the inspection will not be carried out.
<p>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.</p> <p>The detachable plate slip which is issued once a vehicle is licensed must be displayed on the inside of the front windscreen where it can be seen by all passengers</p>	<p>Vehicle plates can only be displayed on a bracket attached to the rear of the vehicle. It is never acceptable to have a plate on display in the rear windscreen. A bracket which is not permanently attached is also not acceptable.</p> <p>If a plate or bracket is lost, stolen or damaged, drivers are expected to contact the licensing team immediately. Stolen plates will be required to be reported to the Police. A new plate number will be issued upon receipt of a crime reference number.</p>
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.	<p>The taximeter must be secured and visible to all passengers. Meters which hang loose, or which are damaged so that they either can not be used or are ineligible will fail.</p> <p>It is not necessary for private hire vehicles to have taximeters, but where they are used, the meter must still be visible, secure, and safe.</p>
Taximeters in hackney carriages 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.	<p>A calibration certificate must be provided for all vehicles which are to be licensed for the first time.</p> <p>A taximeter which is not calibrated to the Council's tariff is not acceptable. Legally, the taximeter must be calibrated according to the Council's tariff. The meter can not be calibrated to any other tariff.</p> <p>The fare tariff must be clearly displayed inside the vehicle so that it is visible to all</p>

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	passengers. Missing or damaged sheets are not acceptable. Replacement tariff sheets are available from the licensing team for no charge.

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<u>Cleanliness</u>		
The exterior of the vehicle must be kept 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.	Drivers are expected to keep their cars to a generally good standard. Dirt or other marks on the vehicle will be required to be removed as soon as reasonably practicable.	Both
The vehicle must be maintained in a manner satisfactory for public service at all times, without evidence of corrosion, damage, unsatisfactory repairs and/or unsatisfactory modifications.	<p>Dull paintwork constitutes a fail. A mismatch of paint also constitutes a fail. However, officers should use discretion on paintwork provided the correct colour code has been used and the overall standard is good.</p> <p>A single rust scab or blemish larger than 10mm x 10mm constitutes a fail. Allowance should be made for small stonechips which are not showing signs of rust</p> <p>Dents over 40mm in diameter at its widest point and over 2mm deep constitutes a fail. A single dent within this tolerance, or even several that are not on the same panel, may not always be a fail.</p> <p>A scratch over 300mm long constitutes a fail.</p> <p>Visibly poor or unsatisfactory repairs or modifications constitute a fail. Unsatisfactory items will include (but are not limited to) affixing side mirrors with duct tape, or damaged or peeling window tints. Window tints are only permitted as long as they are allowed within normal MOT tolerances. If the vehicle already has a licence and is to be modified to include a window tint, permission must be obtained from the licensing authority first.</p>	Both
The interior of the vehicle must be kept in a suitable and clean condition at all times without accumulations of dust, dirt, litter, general debris, staining, excessive unpleasant odours or excessive	A vehicle which is in a dirty condition with an excessive accumulation of dust, litter, debris or other similar items will fail.	Both

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wear.	<p>Excessive staining to the carpets or upholstery will also fail, as will any mark or stain which could mark a passenger or luggage.</p> <p>Upholstery which is excessively worn, holed or torn will also fail, as will any trip hazards. Discretion should be used where the fabric has been repaired to a satisfactory standard. Unsatisfactory repairs will constitute a fail.</p> <p>Unpleasant odours will include (but will not be limited to) vomit, waste food, cigarette smoke, or other similar contaminants.</p>	
Seat cushions and back rests must be adequately maintained in good condition and offer proper support to passengers.	A seat cushion or back rest which is in a poor condition and/or offers poor support to a passenger constitutes a fail.	Both
<u>Driver Identification</u>		
The large driver's badge must be displayed inside the vehicle where it can be seen by passengers.	Replacement badges can be requested from the licensing team, subject to a fee.	Both
<u>Vehicle Identification</u>		
Hackney carriages must be fitted with a roof sign which meets 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.	<p>No roof sign at all, a damaged, cracked, or broken sign, constitutes a fail.</p> <p>A sign which can not be securely fixed to the vehicle will also fail.</p> <p>A roof sign that does not bear the wording approved by the Council, or if the words are not legible, constitutes a fail.</p> <p>Private hire vehicles should have no roof signs to avoid confusion with hackney carriage vehicles.</p>	Hackney Carriage only
The roof-sign must be capable of being lit, and must cease to be lit when the taximeter is brought into operation.	A roof sign which does not light up, or can not be turned off when the meter is being used, constitutes a fail.	Hackney Carriage only
Vehicles capable of carrying passengers in a wheelchair and/or of		Hackney

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<p>having accommodation for wheelchairs must incorporate a sign into the roof sign indicating their purpose</p>		<p>Carriage only</p>
<p>Door signs, of a type and style approved by the Council's officers, must be displayed on the front doors of the vehicle, unless explicitly authorised by the Council's officers.</p> <p>Only private hire vehicles are able to gain an exemption from displaying door signs, and only for certain contract work under an exemption certificate.</p>	<p>If door signs are not displayed, or are not available for inspection, then this constitutes a fail.</p> <p>Signs must be positioned in the centre of the front door. There must be two signs available – one for each front door of the vehicle.</p> <p>Hackney carriage door signs will contain the Watford Borough Council logo, and the words "Licensed Taxi". Signs which advertise hackney carriage firms which are based in Watford and recognised by the Council are permitted, but not on the front doors.</p> <p>Private hire door signs must contain the words "Private Hire - Advance Bookings Only"; the operator's name and/or telephone number, but may not contain the words "Taxi" or "Cab", or in any way lead the public to confuse the vehicle with a hackney carriage that can be hailed or picked up off of the street.</p> <p>Any other sign must be approved by the Council first prior to use. Signs without approval will be required to be removed until such time as approval for their use has been given. Advertising signs can only be displayed on the vehicle with the Council's permission and only in the manner permitted when approval is given.</p>	<p>Both</p>
<p>Drivers 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 or private hire vehicle.</p>	<p>For hackney carriages, if the roof light is on the vehicle, then it will also be expected that the door signs will be on the vehicle too.</p> <p>Only when the vehicle is not working as a hackney carriage is it ever acceptable to remove the magnetic door signs. It would also be expected that the roof sign, and any approved company signage, be removed too.</p>	<p>Both</p>

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	<p>so that it is obvious that the vehicle is not working as a hackney carriage.</p> <p>For private hire vehicles, door signs do not need to be on the vehicle where an exemption certificate has been issued for certain contract work. However, whenever the vehicle is not being used for that contract work, then the vehicle must display door signs. Any magnetic door signs allowed under contract work must be marked with the licence plate number of the vehicle which uses them.</p> <p>Where no exemption certificate has been issued, the door signs must remain on a private hire vehicle at all times.</p>	
<p>Door signs must be maintained in a clean, readable and undamaged state.</p>	<p>Damaged, peeling, torn, or ineligible signs will constitute a fail.</p> <p>Replacement hackney carriage door signs are available from the licensing team subject to a fee.</p>	<p>Both</p>
<p>The exterior licence plate and interior licence plate (also referred to as the detachable slip) issued by the Council must be 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.</p>	<p>Vehicle plates can only be displayed on a bracket attached to the rear of the vehicle. It is not acceptable to display a plate in the rear windscreen.</p> <p>A bracket which is not permanently attached is also not acceptable. The bracket must remain on the vehicle at all times.</p> <p>The detachable plate slip must be displayed on the inside of the windscreen and be visible to all passengers.</p> <p>Replacement plates and brackets are available from the licensing team for a fee.</p>	<p>Both</p>
Advertising		
<p>No advertisement or sign of any nature can be displayed on the vehicle other than an advertisement or a sign of a type authorised</p>	<p>Door signs that advertise the name of a taxi or private hire firm may not be used unless the Council has first given its approval.</p>	<p>Both</p>

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by the Council.	Any other sign must be approved by the Council first prior to use. Signs without approval will be required to be removed until such time as approval for their use has been given. Advertising signs can only be displayed on the vehicle with the Council's permission and only in the manner permitted by the Council.	
Other Vehicle Signs		
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.	Missing, defaced or damaged signs will constitute a fail. Signs which are peeling or ineligible will also fail. A limited supply of replacement stickers are available from the licensing team, subject to demand.	Both
<p>You may only display the following window stickers or signs providing that they do not obscure vision:</p> <ul style="list-style-type: none"> (a) the Council's official plate (the detachable slip) (b) the name and telephone number of a Watford hackney carriage or private hire firm, recognised by the Council (c) an authorised parking permit (d) membership of a recognised motoring organization or a hackney carriage or private hire association (e) disability awareness signs. 	<p>Windscreen stickers advertising a taxi or private hire firm are allowed provided that they only contain the name of the firm and a contact telephone number, and do not encroach more than 40mm into the windscreen (or 10mm into the area of the windscreen immediately in front of the driver). 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.</p> <p>Window stickers on private hire vehicles must not contain the words 'taxi' or 'cab', or imply that the vehicle can be hired without pre-booking.</p> <p>Authorised parking permits include residents' parking permits and other permits such as a Watford Junction permit.</p>	Both
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.	Equipment or tools will be either a spare wheel, a space saver wheel, or a canister which fills the damaged tyre with foam or another substance to allow the vehicle to be driven to a garage for repairs.	Both

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	<p>If a canister is provided, there must be sufficient pressure within the canister to allow the canister to be used (found by checking the gauge on the canister), and the canister should not be damaged, leaking, or rusted.</p> <p>If a wheel is provided, driver must also have access to a jack and a wheel wrench. The wheel should also not be flat or unroadworthy.</p> <p>All items must be able to be securely stowed within the vehicle.</p>	
Taxi Meters		
<p>You may not use a taximeter unless it is of a type, and secured in a position, approved by the Council's officers.</p>	<p>A meter must be fitted to all hackney carriages and must be secured. If a meter is not present, then this constitutes a fail. Meters which hang loose, or which are damaged so that they either can not be used or are ineligible will fail.</p> <p>Meters must be sealed to prevent tampering or misuse. A missing or broken seal will fail.</p> <p>The meter must show the correct minimum fare and be calibrated to the Council's tariff.</p> <p>The meter must be fitted in a location which is visible from the rear passenger seats.</p> <p>Where meters are fitted in private hire vehicles, officers do not need to check the correct minimum fare and the meter does not need to be calibrated to the Council's tariff. However, the meter must still be visible, secured, and safe</p>	<p>Both</p>
Non-Factory Fitted Equipment		
<p>You may not use non-factory fitted equipment (for example, radios, PDAs, sat-nav systems) unless they are installed in positions</p>	<p>No equipment can obstruct driver or passenger movement in or out of the vehicle, affect passenger comfort, obstruct the driver's vision, or impede</p>	<p>Both</p>

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approved by the Council's officers.	the driver's ability to control the vehicle.	
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 safety and comfort. The vehicle must not be used before approval has been given.	If the vehicle already has a licence and is to be modified to allow the use of a PDA, radio, or other such equipment, permission must be obtained from the licensing authority first.	Both
Wheelchair Access		
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.	Missing or damaged equipment constitutes a fail and will need to be addressed before the vehicle can be licensed. It is expected that a vehicle which can carry wheelchair-bound passengers always has suitable equipment to take such passengers, and therefore broken or missing equipment should never be given as an excuse for refusing a fare.	Hackney Carriage only (where wheelchair accessible)
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.		Hackney Carriage only (where wheelchair accessible)
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.		Hackney Carriage only (where wheelchair accessible)
Ramps must be permanently legibly marked with the registration		Hackney

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mark of the vehicle for which they are provided.		Carriage only (where wheelchair accessible)
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.	<p>Courses that are currently accepted are:</p> <ul style="list-style-type: none"> • the disability awareness course run by the City & District of St Albans Council • the disability awareness course run for licensed drivers by Herts Fire Training • other nationally-recognised training such as MIDAS or PAT passenger assistant transport training. <p>The course must include a practical element with regards to loading and unloading wheelchairs. Courses which are done only online are therefore not satisfactory.</p>	Hackney Carriage only (where wheelchair accessible)
Receipts		
<p>The driver of the vehicle must offer to each passenger (or, if there is more than one passenger, at least one of those passengers) at the end of their journey a receipt containing the following information:</p> <ul style="list-style-type: none"> (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 	<p>No facility to provide any receipts constitutes a fail.</p> <p>It may be acceptable for drivers to have to manually write down their badge number on the receipt, and it is not necessary for all information to be pre-printed. However, where drivers have to manually write their badge number, they must remember to do this every time that a receipt is issued.</p>	Both

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by Council officers.		
Luggage Compartment		
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.	Corrosion to the floor of the boot, inner wing panels or lid constitutes a fail. Inadequate floor covering, or accumulations of dirt, grease, rubbish etc. in the boot which could soil or damage luggage stored in the boot also constitutes a fail.	Both
You may not carry any tools or other equipment in the luggage compartment unless related to maintenance of the vehicle and securely stowed.	Containers for the storage of oil, petrol or any flammable or corrosive material shall not be carried in the vehicle. Such materials could contaminate passengers luggage, taint food, or generally be hazardous. Any tools or other items not adequately secured, or which would hinder the storage of luggage, constitutes a fail. Loose tools are not acceptable, particularly within a front footwell.	Both
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.		Both
Tail Gate or Rear Doors		
All doors which allow access to the luggage compartment (e.g. a tailgate, boot, or rear doors) must be locked shut when the vehicle is in motion.	A tail gate, rear door, or any other door which allows access to the luggage compartment must be capable of being opened and closed. When closed, the door must be capable of being locked.	Both
First Aid Kit		
You must ensure that a First Aid Kit, meeting the requirements of the Health and Safety (First-Aid) Regulations 1981 (as amended or superseded) is carried in a secure position at all times.	No First Aid Kit constitutes a fail. A kit which is not suitable for use (for example, one which is empty, which only contains expired or open items, or whose contents are contaminated) will also fail.	Both

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Conditions	Notes	Licence type
	<p>There does not need to be a sign indicating where the First Aid Kit is stored, but it should be able to be inspected by a licensing officer.</p> <p>A First Aid Kit which is marketed as being suitable for use in vehicles will generally be acceptable.</p>	
<p>The registration mark of the vehicle shall be permanently and legibly written on the First Aid Kit.</p>		Both
Fire Extinguisher		
<p>You must ensure a suitable, efficient and accessible fire extinguisher is fitted and kept maintained in the vehicle.</p>	<p>A 1kg (2.2lb) dry powder type extinguisher must be provided within the vehicle.</p> <p>The extinguisher should be pressurised and ready and able to be used. A damaged, empty, or leaking extinguisher will fail.</p> <p>The extinguisher must be secured within the vehicle. Secured can include being kept in the load compartment. The extinguisher should not be loose anywhere within the passenger compartment. Loose extinguishers in the driver's footwell are never acceptable.</p> <p>The extinguisher must be permanently and legibly marked with the registration number of the vehicle.</p>	Both
Any other reasonable matter		
<p>Discretionary to the officer inspecting the vehicle for items that are neither covered by an MOT Test nor vehicle inspection scheduled above – e.g. oil leaks, warning lights, leaking/blowing exhaust or any other item that the officer considers not necessarily dangerous but nevertheless actually or potentially detrimental to the vehicle's overall condition and which could lead to a failure</p>	<p>Generally speaking, licensed vehicles are expected to be of a high standard, and so items normally considered to be insignificant, even by an MOT, should be rectified in order to pass inspection and to be licensed.</p>	Both

APPENDIX 5

WATFORD BOROUGH COUNCIL
HACKNEY CARRIAGE & PRIVATE HIRE EXPLANATORY NOTES
CURRENT AS AT APRIL 2015

CONDITIONS FOR VEHICLES

Conditions	Notes	Licence type

Note:

These explanatory notes may be modified from time to time in the light of experience, and will be regularly reviewed to ensure that the policy and conditions are interpreted accurately.

Date issued: 06/04/2015

3 and 4 July 2019

Author: Jamie Mackenzie

This document contains suggestions to be included in the new licensing policy **where they differ from the current policy.**

Page 43

Changes to the current policy are highlighted in yellow (as shown in Appendix 5).

Additions to the current policy are highlighted in blue (below)

It is not the final policy consultation document and any answers you provide will be given full consideration.

Please give reasons for your answers where possible as this will help to guide the final consultation document which will be published on 25 July 2019.

New or amended conditions relating to Hackney Carriages

Regulation	Current Licence Condition (if Applicable)	Suggested Licence Condition	Do you agree? Please answer Yes or No	Reasons for your answers
Engine Size	None	Where a vehicle is powered only by a conventional internal combustion engine the minimum engine size should be 1200cc or capable of producing at least 100bhp		
Vehicle Maximum Age at first licence	No hackney carriage shall be licensed for the first time if it is more than 7 years old at the date of applying for the licence.	At time of first licensing as a hackney carriage a vehicle must be no more than 5 years old at the date of application Vehicles must achieve a euro NCAP rating of 4 or 5 stars minimum		
Emissions	None	All new vehicles licensed must be rated euro 6 emission compliant from April 2020. All vehicles, new or renewing, must be rated euro 6 compliant from April 2022.		

Fuel Type	None	<p>All fuel types are permitted providing compliance with the relevant euro rating or equivalent is reached as a minimum.</p> <p>Vehicles operating on LPG must be converted by a registered converter and certificate must be produced.</p>		
Vehicle Maximum Age before replacement	None	Any vehicle not rated as Euro 6 compliant will not be licensed after the vehicle reaches 12 years old from April 2020.		
Door Signs	Door signs, of a type and style approved by the Council's officers, must be displayed on the front doors of the vehicle, unless explicitly authorised by the Council's officers.	<p>Hackney carriages that do not display a livery must display door signs of a type and style approved by the Council's officers on the vehicle when the vehicle is being used for work.</p> <p>An exemption from displaying door signs when using the vehicle for work is not available</p>		
Livery	None	Hackney carriages may voluntarily display a livery of black vehicle with yellow bonnet stripes and yellow boot stripes and yellow side stripes to a standard design approved by the council		
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	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 attended a		

	element of the Driving and Vehicle Standards Agency test or have attended a disability awareness course approved by the Council.	disability awareness course approved by the Council.		
Wheelchair Accessible Vehicle Design	None	Wheelchair Accessible Vehicles must be professional converted and tested.		
Wheelchair Accessible Vehicle Design	None	Wheelchair accessible Vehicles can be side or rear loading.		
Other Signage	<p>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.</p> <p>You may only display the following window stickers or signs providing that they do not obscure vision:</p> <ul style="list-style-type: none"> (a) the Council’s official plate (the detachable slip) (b) the name and telephone number of a Watford hackney carriage or private hire firm, recognised by the Council 	<p>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.</p> <p>You may only display the following window stickers or signs providing that they do not obscure vision:</p> <ul style="list-style-type: none"> (a) the Council’s official plate (the detachable slip) (b) the name and telephone number of a Watford hackney carriage or private hire firm, recognised by the Council 		

	<p>(c) an authorised parking permit</p> <p>(d) membership of a recognised motoring organization or a hackney carriage or private hire association</p> <p>(e) disability awareness signs.</p>	<p>(c) an authorised parking permit</p> <p>(d) membership of a recognised motoring organization or a hackney carriage or private hire association</p> <p>(e) disability awareness signs.</p> <p>(f) If CCTV is in use, signs notifying customers of the use, storage and access must be displayed.</p> <p>(g) A sign advertising the availability of debit or credit card facilities</p> <p>No other signage is permitted unless permission is expressly granted by the licensing authority on application</p>		
First Aid Kits	You must ensure that a First Aid Kit, meeting the requirements of the Health and Safety (First-Aid) Regulations 1981 (as amended or superseded) is carried in a secure position at all times.	<p>You may carry a first aid kit for your use if you choose to do so.</p> <p>If you do carry a first aid kit it must meet the requirements of the Health and Safety (First-Aid) Regulations 1981</p>		
Defibrillator	None	Vehicle Owners may wish to carry a defibrillator.		

		<p>If a defibrillator is carried the driver of the vehicle must receive adequate training in the use of the machine and provide certificated evidence to prove training.</p> <p>Defibrillators must be purchased from a recognised supplier of genuine quality machines and proof of purchase will be required.</p> <p>The defibrillator must be mounted securely in a location where it cannot be accessed easily by passengers.</p>		
Fire Extinguishers	You must ensure a suitable, efficient and accessible fire extinguisher is fitted and kept maintained in the vehicle.	<p>The requirement to carry a fire extinguisher is contained in the byelaws and therefore not open for alteration.</p> <p>The proposed condition is:</p> <p>Vehicles must carry a well maintained fire extinguisher of a size deemed appropriate by the proprietor. This must be securely stored in the vehicle in a fixed and easily accessible location</p>		
CCTV	None.	<p>Vehicle owners may fit CCTV system of their choice.</p> <p>Use of the system is governed by GDPR, DPA 2018, and guidance</p>		

		<p>issued by the Information Commissioners Office</p> <p>Where CCTV is installed adequate signage must notify customers of the use of cameras, how long data is stored for and how customers can access the data.</p> <p>Drivers must provide example documentation of a CCTV usage policy, Privacy Impact Assessment and Subject Access Request application.</p> <p>Drivers must provide an in date copy of ICO registration certificate.</p>		
Trackers	None	<p>A vehicle tracker may be installed. Where a tracker is fitted it must be installed by a competent professional and proof of installation will be required.</p>		
Autonomous Vehicles	None	<p>Application for licenses for vehicles capable of and intended to be, for any period of time, operated autonomously at levels 3, 4 or 5 (as defined by the Society of Automobile Engineers) will be considered on a case by case basis.</p> <p>In general no vehicle not capable of being driven by a human being (i.e. without a steering wheel)</p>		

		<p>shall be considered for use as a licensed vehicle on public roads.</p> <p>In general any vehicle capable of operating autonomously will only be licensed where it can be shown that the driver will remain in control of the vehicle and that there are systems in the vehicle that monitor the drivers performance</p>		
Number of seats	The Council is unable to licence any vehicle that can carry more than 8 passengers. Applications for any converted vehicles must be accompanied by an appropriate approval certificate.	<p>Vehicles must have a minimum of 4 passenger seats and a maximum of 8 passenger seats.</p> <p>Applications for any converted vehicles must be accompanied by an appropriate approval certificate.</p>		
Vehicle Plates and Identifiers	<p>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.</p> <p>The detachable plate slip which is issued once a vehicle is licensed must be displayed on the inside of the front windscreen where it be can be seen by all passengers</p>	<p>Vehicle plates must be securely mounted on a bracket which is permanently affixed to the rear of the vehicle or by use of council approved magnetic bracket. The bracket must be clearly seen and must not obscure any rear lights or the vehicle index plate. No other form of fixing will be permitted.</p> <p>The detachable plate slip which is issued once a vehicle is licensed must be displayed on the inside of the front windscreen where it be can be seen by all passengers</p>		

<p>Accident Damage Repair</p> <p>Insurance category write off</p>	<p>None</p>	<p>Only vehicles categorised as N or S insurance write offs may be presented for licensing.</p> <p>Applicants must produce an engineer's report detailing the repairs made to the vehicle.</p> <p>Where a V5C has comments in the special information section concerning previous accidents it shall be the duty of the applicant to provide additional information to satisfy the authority that the vehicle is safe to be licensed.</p>		
<p>Yellow Vests</p>	<p>None</p>	<p>A number of fluorescent yellow vests equal to the carrying capacity of the vehicle should be carried for use by passengers and driver in an emergency situation.</p>		
<p>Debit/Credit Card Machines</p>	<p>None</p>	<p>A debit or credit card machine may be installed.</p> <p>If a card machine is advertised as in use it shall be available for every passenger unless a fault prevents its use.</p>		
<p>Individual Vehicle Approval and Imported Vehicles</p>	<p>An 'appropriate approval certificate' will likely be in the form of a voluntary Individual Vehicle Approval (IVA). Obtaining an approval is based upon an inspection of the vehicle by the DVSA.</p>	<p>Vehicles tested under the IVA 'basic' scheme will not be licensed.</p> <p>Applicants submitting an imported vehicle for licensing</p>		

	<p>Where the vehicle is imported as it was manufactured, it should only be necessary to have a 'basic' inspection. In all other cases, the vehicle will require a 'normal' IVA inspection. Further information is available from https://www.gov.uk/vehicle-approval/overview.</p>	<p>must have the vehicle tested as 'Normal' under the IVA scheme.</p> <p>A vehicle tested under the IVA 'Normal' inspection criteria will be required to provide any additional information concerning the testing of the vehicle as reasonably required by the licensing officer.</p> <p>Applicants seeking to licence a vehicle approved under IVA are advised to contact the licensing authority before purchasing the vehicle.</p>		
Tyre Tread Depth	None	At time of licensing the vehicle tyres must show a minimum tread depth of 3mm in a continuous band around the central three quarters of the tyre.		
Specialist, Classic or Novelty vehicles	None	<p>Vehicles not fitting a type described in standard conditions of licensing will be considered on a case by case basis by the Group Head of Environmental Services and the Chair of Licensing.</p> <p>Any person wishing to licence a vehicle that falls outside of this policy should apply in writing giving reasons for the application.</p>		

<p>Licensing of new hackney carriages</p>	<p>On 19 March 2012 the Council set a maximum limit of 304 hackney carriage vehicle licences. This limit is a descending limit. When a licence is surrendered or revoked, the limit shall decrease by the number of licences which were surrendered or revoked.</p>	<p>Applications for new hackney carriage licences will be considered where the vehicle is:</p> <ul style="list-style-type: none"> A wheelchair accessible vehicle, and; Zero emission capable, and; Displays the Watford Borough Council livery (appendix A) <p>Any exception to this strict policy will be considered on a case-by-case basis by the Group Head of Environmental Services in consultation with the Chair of the Licensing Committee.</p>		
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New or amended conditions relating to Private Hire Vehicles

Regulation	Current Licence Condition (if Applicable)	Suggested Licence Condition	Do you agree? Please answer Yes or No	Reasons for your answers
Engine Size	None	Where a vehicle is powered only by a conventional internal combustion engine the minimum engine size should be 1200cc or capable of producing at least 100bhp		
Vehicle Maximum Age at first licence	None	At time of first licensing as a private hire vehicle the vehicle must be no more than 5 years old at the date of application Vehicles must achieve a euro NCAP rating of 4 or 5 stars minimum		
Emissions	None	All new vehicles licensed must be rated euro 6 emission compliant from April 2020. All vehicles, new or renewing, must be rated euro 6 compliant from April 2022.		

Fuel Type	None	<p>All fuel types are permitted providing compliance with the relevant euro rating or equivalent is reached as a minimum.</p> <p>Vehicles operating on LPG must be converted by a registered converter and certificate must be produced.</p>		
Vehicle Maximum Age before replacement	None	Any vehicle not rated as Euro 6 compliant will not be licensed after the vehicle reaches 12 years old from April 2020.		
Door Signs	<p>Door signs, of a type and style approved by the Council's officers, must be displayed on the front doors of the vehicle, unless explicitly authorised by the Council's officers.</p> <p>Only private hire vehicles are able to gain an exemption from displaying door signs, and only for certain contract work under an exemption certificate.</p> <p>Door signs MUST be permanently applied to the driver's and front passenger door of such dimensions and colours as may from time to time be approved by the Council; must bear the words "Private Hire - Advance Bookings Only"; the operator's name</p>	<p>Door signs must be pre-approved by the Council's officers.</p> <p>When the vehicle is in use for work door signs MUST be applied to the driver's and front passenger door of such dimensions and colours as may from time to time be approved by the Council; 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".</p> <p>An exemption from displaying door signs when undertaking certain contract work is available on application.</p>		

	and/or telephone number, but may not contain the words "Taxi" or "Cab".			
Drivers of Wheelchair Accessible Vehicles	None (in relation to private hire vehicles)	Where a private hire vehicle is capable of carrying a passenger sitting in a wheelchair in the vehicle, the driver of the private hire vehicle must have attended a disability awareness course approved by the Council.		
Wheelchair Accessible Vehicle Design	None (in relation to private hire vehicles)	Wheelchair Accessible Vehicles must be professional converted and tested.		
Wheelchair Accessible Vehicle Design	None (in relation to private hire vehicles)	Wheelchair accessible Vehicles can be side or rear loading.		
Vehicle Plates and Identifiers	<p>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.</p> <p>The detachable plate slip which is issued once a vehicle is licensed must be displayed on the inside of the front windscreen where it can be seen by all passengers</p>	<p>Vehicle plates must be securely mounted on a bracket which is permanently affixed to the rear of the vehicle or by use of council approved magnetic bracket. The bracket must be clearly seen and must not obscure any rear lights or the vehicle index plate. No other form of fixing will be permitted.</p> <p>The detachable plate slip which is issued once a vehicle is licensed must be displayed on the inside of the front windscreen where it can be seen by all passengers</p>		

Other Signage	<p>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.</p> <p>You may only display the following window stickers or signs providing that they do not obscure vision:</p> <ul style="list-style-type: none"> (a) the Council’s official plate (the detachable slip) (b) the name and telephone number of a Watford hackney carriage or private hire firm, recognised by the Council (c) an authorised parking permit (d) membership of a recognised motoring organization or a hackney carriage or private hire association (e) disability awareness signs. 	<p>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.</p> <p>You may only display the following window stickers or signs providing that they do not obscure vision:</p> <ul style="list-style-type: none"> (a) the Council’s official plate (the detachable slip) (b) the name and telephone number of a Watford hackney carriage or private hire firm, recognised by the Council (c) an authorised parking permit (d) membership of a recognised motoring organization or a hackney carriage or private hire association (e) disability awareness signs. (f) If CCTV is in use, signs notifying customers of the 		
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		<p>use, storage and access must be displayed.</p> <p>(g) A sign advertising the availability of debit or credit card facilities</p> <p>No other signage is permitted unless permission is expressly granted by the licensing authority on application</p>		
First Aid Kits	You must ensure that a First Aid Kit, meeting the requirements of the Health and Safety (First-Aid) Regulations 1981 (as amended or superseded) is carried in a secure position at all times.	<p>You may carry a first aid kit for your use if you choose to do so.</p> <p>If you do carry a first aid kit it must meet the requirements of the Health and Safety (First-Aid) Regulations 1981</p>		
Defibrillator	None	<p>Vehicle Owners may wish to carry a defibrillator.</p> <p>If a defibrillator is carried the driver of the vehicle must receive adequate training in the use of the machine and provide certificated evidence to prove training.</p> <p>Defibrillators must be purchased from a recognised supplier of genuine quality machines and proof of purchase will be required.</p>		

		The defibrillator must be mounted securely in a location where it cannot be accessed easily by passengers.		
Fire Extinguishers	You must ensure a suitable, efficient and accessible fire extinguisher is fitted and kept maintained in the vehicle.	Vehicles may carry a well maintained fire extinguisher of a size deemed appropriate by the proprietor. If an extinguisher is carried this must be securely stored in the vehicle in a fixed and easily accessible location		
CCTV	None.	<p>Vehicle owners may fit CCTV system of their choice.</p> <p>Use of the system is governed by GDPR, DPA 2018, and guidance issued by the Information Commissioners Office</p> <p>Where CCTV is installed adequate signage must notify customers of the use of cameras, how long data is stored for and how customers can access the data.</p> <p>Drivers must provide example documentation of a CCTV usage policy, Privacy Impact Assessment and Subject Access Request application.</p> <p>Drivers must provide an in date copy of ICO registration certificate.</p>		

Trackers	None	A vehicle tracker may be installed. Where a tracker is fitted it must be installed by a competent professional and proof of installation will be required.		
Autonomous Vehicles	None	<p>Application for licenses for vehicles capable of and intended to be, for any period of time, operated autonomously at levels 3, 4 or 5 (as defined by the Society of Automobile Engineers) will be considered on a case by case basis.</p> <p>In general no vehicle not capable of being driven by a human being (i.e. without a steering wheel) shall be considered for use as a licensed vehicle on public roads.</p> <p>In general any vehicle capable of operating autonomously will only be licensed where it can be shown that the driver will remain in overall control of the vehicle at all times and that there are systems in the vehicle that monitor the drivers performance</p>		
Number of seats	The Council is unable to licence any vehicle that can carry more than 8 passengers. Applications for any converted vehicles must be accompanied by an appropriate approval certificate.	<p>Vehicles must have a minimum of 4 passenger seats and a maximum of 8 passenger seats.</p> <p>Applications for any converted vehicles must be accompanied by</p>		

		an appropriate approval certificate.		
Accident Damage Repair Insurance category write off	None	<p>Only vehicles categorised as N or S insurance write offs may be presented for licensing.</p> <p>Applicants must produce an engineer's report detailing the repairs made to the vehicle.</p> <p>Where a V5C has comments in the special information section concerning previous accidents it shall be the duty of the applicant to provide additional information to satisfy the authority that the vehicle is safe to be licensed.</p>		
Yellow Vests	None	A number of fluorescent yellow vests equal to the carrying capacity of the vehicle should be carried for use by passengers and driver in an emergency situation.		
Individual Vehicle Approval and Imported Vehicles	<p>An 'appropriate approval certificate' will likely be in the form of a voluntary Individual Vehicle Approval (IVA). Obtaining an approval is based upon an inspection of the vehicle by the DVSA.</p> <p>Where the vehicle is imported as it was manufactured, it should only be necessary to have a 'basic' inspection. In all other cases, the vehicle will require a</p>	<p>Vehicles tested under the IVA 'basic' scheme will not be licensed.</p> <p>Applicants submitting an imported vehicle for licensing must have the vehicle tested as 'Normal' under the IVA scheme.</p> <p>A vehicle tested under the IVA 'Normal' inspection criteria will be required to provide any additional information concerning the</p>		

	<p>'normal' IVA inspection. Further information is available from https://www.gov.uk/vehicle-approval/overview.</p>	<p>testing of the vehicle as reasonably required by the licensing officer.</p> <p>Applicants seeking to licence a vehicle approved under IVA are advised to contact the licensing authority before purchasing the vehicle.</p>		
Tyre Tread Depth	None	At time of licensing the vehicle tyres must show a minimum tread depth of 3mm in a continuous band around the central three quarters of the tyre.		
Debit/Credit Card Machines	None	<p>A debit or credit card machine may be installed.</p> <p>If a card machine is advertised as in use it shall be available for every passenger unless a fault prevents its use.</p>		
Specialist, Classic or Novelty vehicles	None	<p>Vehicles not fitting a type described in standard conditions of licensing will be considered on a case by case basis by the Group Head of Environmental Services and the Chair of Licensing.</p> <p>Any person wishing to licence a vehicle that falls outside of this policy should apply in writing giving reasons for the application.</p>		

APPENDIX 7

WATFORD BOROUGH COUNCIL HACKNEY CARRIAGE & PRIVATE HIRE EXPLANATORY NOTES DRAFT for 2019 - 2024

The below are suggested conditions following initial consultation between 21 November 2018 and 31 March 2019

Conditions highlighted in blue are NEW

Conditions highlighted in yellow are AMENDED

All other conditions are continuations of current licence conditions

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POLICY REQUIREMENTS FOR HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE LICENCES	
Policy	Notes
At time of first licensing as a hackney carriage or a private hire vehicle a vehicle must be no more than 5 years old at the date of application	For 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 2020 may not be registered earlier than 2015.
Vehicles must achieve a euro NCAP rating of 4 or 5 stars minimum	Applications to licence any limousine which has been converted must be accompanied by an appropriate approval certificate.
All new vehicles licensed from April 2020 must be rated euro 6 emission compliant or zero emission capable.	Vehicle ratings can be checked online at http://eurostandards.co.uk/
Zero emission capable vehicles must be able to travel at least 30 miles continuously on a single electric charge	
All vehicles, new or renewing, licensed from April 2022 must be rated euro 6 compliant.	

APPENDIX 7

WATFORD BOROUGH COUNCIL HACKNEY CARRIAGE & PRIVATE HIRE EXPLANATORY NOTES DRAFT for 2019 - 2024

POLICY REQUIREMENTS FOR HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE LICENCES

Policy	Notes
Zero emission capable vehicles must be able to travel at least 30 miles continuously on a single electric charge	
Any vehicle not rated as Euro 6 compliant or zero emission capable (at least 30 miles continuous range on single charge) will not be licensed after the vehicle reaches 12 years old from April 2020.	
All fuel types are permitted providing compliance with the relevant euro rating or equivalent is reached as a minimum. Vehicles operating on LPG must be converted by a registered converter and certificate must be produced.	
<p>Hackney carriages must be either:</p> <p>(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 certificate; or</p> <p>(2) a saloon, hatchback, estate or multi-purpose people carrier capable of carrying a folded wheelchair, with at least 4 doors.</p>	<p>An 'appropriate approval certificate' will likely be in the form of a voluntary Individual Vehicle Approval (IVA). Obtaining an approval is based upon an inspection of the vehicle by the DVSA.</p> <p style="background-color: yellow;">For further information see section on IVA (below) and https://www.gov.uk/vehicle-approval/overview.</p> <p>All doors must be suitable to be used by passengers and a driver. Rear-seat passengers must be able to use a door other than the driver's or front passenger door.</p> <p>A purpose-built London-style vehicle will not be licensed as a private hire vehicle</p>

APPENDIX 7

WATFORD BOROUGH COUNCIL HACKNEY CARRIAGE & PRIVATE HIRE EXPLANATORY NOTES DRAFT for 2019 - 2024

POLICY REQUIREMENTS FOR HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE LICENCES

Policy	Notes
Private hire vehicles must have at least 4 doors.	to avoid confusing the vehicle for a hackney carriage.
<p>All other vehicle types will be subject to inspection on a case-by-case basis.</p> <p>No 'stretch' limousine will be licensed as a hackney carriage.</p>	<p>A licensing officer will need to approve any vehicles of unusual appearance or with unusual features. This can only be done <u>after</u> physically inspecting the vehicle. Our key concerns are passenger safety and comfort. If a vehicle fails, drivers will be told of the reasons why. Wheelchair ramps and lifts will not normally be considered as unusual features.</p> <p style="background-color: yellow;">Any vehicle not conforming to the regular standards required may be considered as a novelty or specialist vehicle on application. An application must be accompanied by a full explanation of a business proposal and reasons as to why the grant of a licence should be considered.</p>
<p style="background-color: cyan;">Hackney carriages may voluntarily display a livery of black vehicle with yellow bonnet stripes and yellow boot stripes and yellow side stripes to a standard design approved by the council</p>	
<p>Vehicles must have a minimum of 4 passenger seats and a maximum of 8 passenger seats.</p> <p>Applications for any converted vehicles must be accompanied by an appropriate approval certificate.</p>	
The maximum number of passengers which the vehicle will	The logbook states the total number of people suitable to be carried in the vehicle.

APPENDIX 7

WATFORD BOROUGH COUNCIL HACKNEY CARRIAGE & PRIVATE HIRE EXPLANATORY NOTES DRAFT for 2019 - 2024

POLICY REQUIREMENTS FOR HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE LICENCES

Policy	Notes
<p>be licensed to carry will be the number of seats recorded on the V5C registration document (logbook) as being suitable for carrying passengers.</p>	<p>The number of passengers that can be carried will equal the sum of the total number of persons minus the driver.</p> <p>Where a logbook shows more seats than the physical number of seats in the vehicle, the driver will be required to address this issue. The logbook must accurately reflect the vehicle. In terms of size, any modifications, seating capacity, colour, and all other details which are recorded within the logbook.</p>
<p>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.</p>	
<p>On 19 March 2012 the Council set a maximum limit of 304 hackney carriage vehicle licences. This limit is a descending limit. When a licence is surrendered or revoked, the limit shall decrease by the number of licences which were surrendered or revoked.</p> <p style="background-color: cyan; padding: 2px;">Applications for new hackney carriage licences will be considered where the vehicle is:</p>	<p>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.</p> <p>There is no limit on the number of private hire vehicle licences.</p>

APPENDIX 7

WATFORD BOROUGH COUNCIL HACKNEY CARRIAGE & PRIVATE HIRE EXPLANATORY NOTES DRAFT for 2019 - 2024

POLICY REQUIREMENTS FOR HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE LICENCES

Policy	Notes
<p>A wheelchair accessible vehicle, and;</p> <p>Zero emission capable, and;</p> <p>Displays the Watford Borough Council livery (appendix A)</p> <p>Any exception to this strict policy will be considered on a case-by-case basis by the Group Head of Environmental Services in consultation with the Chair of the Licensing Committee.</p>	
<p>Vehicles will not be licensed unless:</p> <p>(1) there is in force a current insurance policy compliant with the Road Traffic Act 1988;</p> <p>(2) a valid MOT certificate is in force (issued within the previous 30 days), for vehicles registered with the DVLA for 12 months or more at the time the vehicle is presented for licensing;</p> <p>(3) it is, or will be, registered with the DVLA;</p> <p>(4) the vehicle is taxed (where applicable); and</p>	<p>A licence may also not be issued if no driver who is named on an insurance policy is present to drive the vehicle. The Council must ensure that both vehicles and drivers are legally allowed to be on the road. The insurance must also be for the proper purpose.</p> <p>Any vehicle which is less than 1 year old when presented for licensing is not required to have passed an MOT. Any vehicle that is more than 1 year old when presented for licensing (including renewals) must have passed an MOT before inspection, and this MOT must have been issued within the previous 30 days.</p> <p>Where vehicles have recently been purchased, the new keeper's supplement of the logbook will suffice to show that the vehicle is registered with the DVLA providing that the full logbook is presented once obtained from DVLA.</p>

APPENDIX 7

WATFORD BOROUGH COUNCIL
 HACKNEY CARRIAGE & PRIVATE HIRE EXPLANATORY NOTES
 DRAFT for 2019 - 2024

POLICY REQUIREMENTS FOR HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE LICENCES

Policy	Notes
<p>(5) that an appropriate approval certificate has been issued where necessary.</p>	<p>Officers can check online via https://www.vehicleenquiry.service.gov.uk/ if a vehicle is taxed.</p>
<p>Only vehicles categorised as N or S insurance write offs may be presented for licensing.</p> <p>Applicants must produce an engineer’s report detailing the repairs made to the vehicle.</p> <p>Where a V5C has comments in the special information section concerning previous accidents it shall be the duty of the applicant to provide additional information to satisfy the authority that the vehicle is safe to be licensed</p>	
<p>Application for licenses for vehicles capable of and intended to be, for any period of time, operated autonomously at levels 3, 4 or 5 (as defined by the Society of Automobile Engineers) will be considered on a case by case basis.</p> <p>In general a vehicle that cannot be driven by a human being (i.e. without a steering wheel) shall not be considered for use as a licensed vehicle on public roads.</p> <p>In general any vehicle capable of operating autonomously</p>	

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<p>will only be licensed where it can be shown that the driver will remain in control of the vehicle and that there are systems in the vehicle that monitor the drivers performance</p>	
<p>Vehicles tested under the IVA 'basic' scheme will not be licensed.</p> <p>Applicants submitting an imported vehicle for licensing must have the vehicle tested as 'Normal' under the IVA scheme.</p> <p>A vehicle tested under the IVA 'Normal' inspection criteria will be required to provide any additional information concerning the testing of the vehicle as reasonably required by the licensing officer.</p> <p>Applicants seeking to licence a vehicle approved under IVA are advised to contact the licensing authority before purchasing the vehicle.</p>	
<p>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</p>	<p>Licensing officers must be able to carry out an inspection of the vehicle to ensure compliance with the Council's policies and conditions. If the vehicle is presented in such a condition to prevent a full inspection, the inspection will not be carried out.</p>
<p>Vehicle plates must be securely mounted on a bracket which</p>	<p>Vehicle plates can only be displayed on a bracket attached to the rear of the</p>

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Policy	Notes
<p>is permanently affixed to the rear of the vehicle or by use of council approved magnetic bracket. The bracket must be clearly seen and must not obscure any rear lights or the vehicle index plate. No other form of fixing will be permitted. The detachable plate slip which is issued once a vehicle is licensed must be displayed on the inside of the front windscreen where it be can be seen by all passengers</p>	<p>vehicle. It is never acceptable to have a plate on display in the rear windscreen. A bracket which is not permanently attached is also not acceptable.</p> <p>If a plate or bracket is lost, stolen or damaged, drivers are expected to contact the licensing team immediately. Stolen plates will be required to be reported to the Police. A new plate number will be issued upon receipt of a crime reference number.</p>
<p>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.</p>	<p>The taximeter must be secured and visible to all passengers. Meters which hang loose, or which are damaged so that they either can not be used or are ineligible will fail.</p> <p>It is not necessary for private hire vehicles to have taximeters, but where they are used, the meter must still be visible, secure, and safe.</p>
<p>Taximeters in hackney carriages 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.</p>	<p>A calibration certificate must be provided for all vehicles which are to be licensed for the first time.</p> <p>A taximeter which is not calibrated to the Council's tariff is not acceptable. Legally, the taximeter must be calibrated according to the Council's tariff. The meter can not be calibrated to any other tariff.</p> <p>The fare tariff must be clearly displayed inside the vehicle so that it is visible to all passengers. Missing or damaged sheets are not acceptable. Replacement tariff</p>

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Policy	Notes
	sheets are available from the licensing team for no charge.

CONDITIONS FOR VEHICLES		
Conditions	Notes	Licence type
<u>Cleanliness</u>		
The exterior of the vehicle must be kept 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.	Drivers are expected to keep their cars to a generally good standard. Dirt or other marks on the vehicle will be required to be removed as soon as reasonably practicable.	Both
The vehicle must be maintained in a manner satisfactory for public service at all times, without evidence of corrosion, damage, unsatisfactory repairs and/or unsatisfactory modifications.	<p>Dull paintwork constitutes a fail. A mismatch of paint also constitutes a fail. However, officers should use discretion on paintwork provided the correct colour code has been used and the overall standard is good.</p> <p>A single rust scab or blemish larger than 10mm x 10mm constitutes a fail. Allowance should be made for small stonechips which are not showing signs of rust</p> <p>Dents over 40mm in diameter at its widest point and over 2mm deep constitutes a fail. A single dent within this tolerance, or even several that are not on the same panel, may not always be a fail.</p>	Both

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	<p>A scratch over 300mm long constitutes a fail.</p> <p>Visibly poor or unsatisfactory repairs or modifications constitute a fail. Unsatisfactory items will include (but are not limited to) affixing side mirrors with duct tape, or damaged or peeling window tints. Window tints are only permitted as long as they are allowed within normal MOT tolerances. If the vehicle already has a licence and is to be modified to include a window tint, permission must be obtained from the licensing authority first.</p>	
The interior of the vehicle must be kept in a suitable and clean condition at all times without accumulations of dust, dirt, litter, general debris, staining, excessive unpleasant odours or excessive wear.	<p>A vehicle which is in a dirty condition with an excessive accumulation of dust, litter, debris or other similar items will fail.</p> <p>Excessive staining to the carpets or upholstery will also fail, as will any mark or stain which could mark a passenger or luggage.</p> <p>Upholstery which is excessively worn, holed or torn will also fail, as will any trip hazards. Discretion should be used where the fabric has been repaired to a satisfactory standard. Unsatisfactory repairs will constitute a fail.</p> <p>Unpleasant odours will include (but will not be limited to) vomit, waste food, cigarette smoke, or other similar contaminants.</p>	Both
Seat cushions and back rests must be adequately maintained	A seat cushion or back rest which is in a poor condition and/or	Both

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in good condition and offer proper support to passengers.	offers poor support to a passenger constitutes a fail.	
<u>Driver Identification</u>		
The large driver's badge must be displayed inside the vehicle where it can be seen by passengers.	Replacement badges can be requested from the licensing team, subject to a fee.	Both
<u>Vehicle Identification</u>		
<p>All taxis must display a roof light showing the word 'taxi' on the front. In the case of magnetic lights used on vehicles other than purpose built taxis, the words 'taxi' or 'for hire' must appear on the rear of the sign.</p> <p>The roof sign must be maintained in good working order.</p>	<p>No roof sign at all, a damaged, cracked, or broken sign, constitutes a fail.</p> <p>A sign which can not be securely fixed to the vehicle will also fail.</p> <p>A roof sign that does not bear the wording approved by the Council, or if the words are not legible, constitutes a fail.</p> <p>Private hire vehicles must not have roof signs to avoid confusion with hackney carriage vehicles.</p>	Hackney Carriage only
The roof-sign must be capable of being lit, and must cease to be lit when the taximeter is brought into operation.	A roof sign which does not light up, or can not be turned off when the meter is being used, constitutes a fail.	Hackney Carriage only
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		Hackney Carriage only

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<p>Hackney carriages that do not display a livery must display door signs of a type and style approved by the Council's officers on the vehicle when the vehicle is being used for work.</p> <p>An exemption from displaying door signs when using the vehicle for work is not available</p> <p>Private Hire vehicle door signs must be pre-approved by the Council's officers.</p> <p>When the vehicle is in use for work door signs MUST be applied to the driver's and front passenger door of such dimensions and colours as may from time to time be approved by the Council; 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".</p> <p>An exemption from displaying door signs when undertaking certain contract work is available on application.</p>	<p>If door signs are not displayed, or are not available for inspection, then this constitutes a fail.</p> <p>Signs must be positioned in the centre of the front door. There must be two signs available – one for each front door of the vehicle.</p> <p>Hackney carriage door signs will contain the Watford Borough Council logo, and the words "Licensed Taxi". Signs which advertise hackney carriage firms which are based in Watford and recognised by the Council are permitted, but not on the front doors.</p> <p>Private hire door signs must contain the words "Private Hire - Advance Bookings Only"; the operator's name and/or telephone number, but may not contain the words "Taxi" or "Cab", or in any way lead the public to confuse the vehicle with a hackney carriage that can be hailed or picked up off of the street.</p> <p>Any other sign must be approved by the Council first prior to use. Signs without approval will be required to be removed until such time as approval for their use has been given. Advertising signs can only be displayed on the vehicle with the Council's permission and only in the manner permitted when approval is given.</p>	Both

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Drivers 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 or private hire vehicle.	<p>For hackney carriages, if the roof light is on the vehicle, then it will also be expected that the door signs will be on the vehicle too.</p> <p>Only when the vehicle is not working as a hackney carriage is it ever acceptable to remove the magnetic door signs. It would also be expected that the roof sign, and any approved company signage, be removed too, so that it is obvious that the vehicle is not working as a hackney carriage.</p> <p>For private hire vehicles, door signs do not need to be on the vehicle where an exemption certificate has been issued for certain contract work. However, whenever the vehicle is not being used for that contract work, then the vehicle must display door signs.</p> <p>Magnetic door signs must be marked with the licence plate number of the vehicle which uses them.</p>	Both
Door signs must be maintained in a clean, readable and undamaged state.	<p>Damaged, peeling, torn, or ineligible signs will constitute a fail.</p> <p>Replacement hackney carriage door signs are available from the licensing team subject to a fee.</p>	Both
The exterior licence plate and interior licence plate (also	Vehicle plates can only be displayed on a bracket attached to the	Both

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<p>referred to as the detachable slip) issued by the Council must be clearly visible and the details legible at all times.</p>	<p>rear of the vehicle. It is not acceptable to display a plate in the rear windscreen.</p> <p>The detachable plate slip must be displayed on the inside of the windscreen and be visible to all passengers.</p> <p>Replacement plates and brackets are available from the licensing team for a fee.</p>	
<u>Advertising</u>		
<p>No advertisement or sign of any nature can be displayed on the vehicle other than an advertisement or a sign of a type authorised by the Council.</p>	<p>Door signs that advertise the name of a taxi or private hire firm may not be used unless the Council has first given its approval.</p> <p>Any other sign must be approved by the Council first prior to use. Signs without approval will be required to be removed until such time as approval for their use has been given. Advertising signs can only be displayed on the vehicle with the Council's permission and only in the manner permitted by the Council.</p> <p>Whole vehicle wrap type advertising will be considered.</p>	Both
<u>Other Vehicle Signs</u>		
<p>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</p>	<p>Missing, defaced or damaged signs will constitute a fail. Signs which are peeling or ineligible will also fail. A limited supply of</p>	Both

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passengers before entering the vehicle.	replacement stickers are available from the licensing team, subject to demand.	
<p>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.</p> <p>You may only display the following window stickers or signs providing that they do not obscure vision:</p> <ul style="list-style-type: none"> (a) the Council’s official plate (the detachable slip) (b) the name and telephone number of a Watford hackney carriage or private hire firm, recognised by the Council (c) an authorised parking permit (d) membership of a recognised motoring organization or a hackney carriage or private hire association 	<p>Windscreen stickers advertising a taxi or private hire firm are allowed provided that they only contain the name of the firm and a contact telephone number, and do not encroach more than 40mm into the windscreen (or 10mm into the area of the windscreen immediately in front of the driver). 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.</p> <p>Window stickers on private hire vehicles must not contain the words ‘taxi’ or ‘cab’, or imply that the vehicle can be hired without pre-booking.</p> <p>Authorised parking permits include residents’ parking permits and other permits such as a Watford Junction permit.</p>	Both

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<p>(e) disability awareness signs.</p> <p>(f) If CCTV is in use, signs notifying customers of the use, storage and access must be displayed.</p> <p>(g) A sign advertising the availability of debit or credit card facilities</p> <p>No other signage is permitted unless permission is expressly granted by the licensing authority on application</p>		
<u>Tyres</u>		
<p>At time of licensing the vehicle tyres must show a minimum tread depth of 3mm in a continuous band around the central three quarters of the tyre</p>		Both
<p>You must ensure that the vehicle has, at all times, appropriate equipment and/or tools to repair or replace a punctured or damaged tyre.</p>	<p>Equipment or tools will be either a spare wheel, a space saver wheel, or a canister which fills the damaged tyre with foam or another substance to allow the vehicle to be driven to a garage for repairs.</p> <p>If a canister is provided, there must be sufficient pressure within the canister to allow the canister to be used (found by checking</p>	Both

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	<p>the gauge on the canister), and the canister should not be damaged, leaking, or rusted.</p> <p>If a wheel is provided, driver must also have access to a jack and a wheel wrench. The wheel should also not be flat or unroadworthy.</p> <p>All items must be able to be securely stowed within the vehicle.</p>	
<u>Taxi Meters</u>		
<p>You may not use a taximeter unless it is of a type, and secured in a position, approved by the Council's officers.</p>	<p>A meter must be fitted to all hackney carriages and must be secured. If a meter is not present, then this constitutes a fail. Meters which hang loose, or which are damaged so that they either can not be used or are ineligible will fail.</p> <p>Meters must be sealed to prevent tampering or misuse. A missing or broken seal will fail.</p> <p>The meter must show the correct minimum fare and be calibrated to the Council's tariff.</p> <p>The meter must be fitted in a location which is visible from the rear passenger seats.</p> <p>Where meters are fitted in private hire vehicles, officers do not</p>	<p>Both</p>

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	need to check the correct minimum fare and the meter does not need to be calibrated to the Council's tariff. However, the meter must still be visible, secured, and safe	
<u>Non-Factory Fitted Equipment</u>		
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.	No equipment can obstruct driver or passenger movement in or out of the vehicle, affect passenger comfort, obstruct the driver's vision, or impede the driver's ability to control the vehicle.	Both
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 safety and comfort. The vehicle must not be used before approval has been given.	If the vehicle already has a licence and is to be modified to allow the use of a PDA, radio, or other such equipment, permission must be obtained from the licensing authority first.	Both
<u>Wheelchair Access</u>		
Wheelchair Accessible Vehicles must be professional converted and tested.		Both (where wheelchair accessible)
Wheelchair Accessible Vehicles can be side or rear loading.		Both (where wheelchair accessible)
A three-point seatbelt assembly together with suitable wheelchair restraints must be provided for the use of wheelchair occupants in vehicles capable of carrying	Missing or damaged equipment constitutes a fail and will need to be addressed before the vehicle can be licensed.	Both (where wheelchair accessible)

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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.	It is expected that a vehicle which can carry wheelchair-bound passengers always has suitable equipment to take such passengers, and therefore broken or missing equipment should never be given as an excuse for refusing a fare.	
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.		Both (where wheelchair accessible)
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.		Both (where wheelchair accessible)
Ramps must be permanently legibly marked with the registration mark of the vehicle for which they are provided.		Both (where wheelchair accessible)

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<u>Drivers of Wheelchair Accessible Vehicles</u>		
<p>Where a vehicle is capable of carrying a passenger sitting in a wheelchair in the vehicle, the driver of the hackney carriage must have attended a disability awareness course approved by the Council.</p>	<p>Courses that are currently accepted are:</p> <ul style="list-style-type: none"> • the disability awareness course run by Watford Borough Council • other nationally-recognised training such as MIDAS or PAT passenger assistant transport training. <p>The course must include a practical element with regards to loading and unloading wheelchairs. Courses which are done only online are therefore not satisfactory.</p>	<p>Both (where wheelchair accessible)</p>
<u>Receipts</u>		
<p>The driver of the vehicle must offer to each passenger (or, if there is more than one passenger, at least one of those passengers) at the end of their journey a receipt containing the following information:</p> <p>(a) the date</p> <p>(b) the fare for that journey</p> <p>(c) the number of the badge issued by the Council to</p>	<p>No facility to provide any receipts constitutes a fail.</p> <p>It may be acceptable for drivers to have to manually write down their badge number on the receipt, and it is not necessary for all information to be pre-printed. However, where drivers have to manually write their badge number, they must remember to do this every time that a receipt is issued.</p>	<p>Both</p>

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<p style="text-align: center;">that driver</p> <p>(d) other information that may be specified in writing to you by Council officers.</p>		
<u>Luggage Compartment</u>		
<p>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.</p>	<p>Corrosion to the floor of the boot, inner wing panels or lid constitutes a fail.</p> <p>Inadequate floor covering, or accumulations of dirt, grease, rubbish etc. in the boot which could soil or damage luggage stored in the boot also constitutes a fail.</p>	Both
<p>You may not carry any tools or other equipment in the luggage compartment unless related to maintenance of the vehicle and securely stowed.</p>	<p>Containers for the storage of oil, petrol or any flammable or corrosive material shall not be carried in the vehicle. Such materials could contaminate passengers luggage, taint food, or generally be hazardous.</p> <p>Any tools or other items not adequately secured, or which would hinder the storage of luggage, constitutes a fail. Loose tools are not acceptable, particularly within a front footwell.</p>	Both
<u>Large Packages</u>		
<p>You must not allow any packages or other luggage etc to</p>		Both

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protrude from the luggage compartment over any of the seats which may be occupied, or outside the vehicle.		
<u>Tail Gate or Rear Doors</u>		
All doors which allow access to the luggage compartment (e.g. a tailgate, boot, or rear doors) must be locked shut when the vehicle is in motion.	A tail gate, rear door, or any other door which allows access to the luggage compartment must be capable of being opened and closed. When closed, the door must be capable of being locked.	Both
<u>First Aid and Passenger Safety</u>		
<p>You may carry a first aid kit for your use if you choose to do so.</p> <p>If you do carry a first aid kit it must meet the requirements of the Health and Safety (First-Aid) Regulations 1981</p>	<p>There does not need to be a sign indicating where the First Aid Kit is stored, but it should be able to be inspected by a licensing officer.</p> <p>A First Aid Kit which is marketed as being suitable for use in vehicles will generally be acceptable.</p>	Both
<p>Vehicle Owners are permitted to carry a defibrillator.</p> <p>If a defibrillator is carried the driver of the vehicle must receive adequate training in the use of the machine and provide certificated evidence to prove training.</p> <p>Defibrillators must be purchased from a recognised supplier</p>		Both

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<p>of genuine quality machines and proof of purchase will be required.</p> <p>The defibrillator must be mounted securely in a location where it cannot be accessed easily by passengers.</p>		
<p>A number of fluorescent yellow vests equal to the carrying capacity of the vehicle should be carried for use by passengers and driver in an emergency situation.</p>		Both
<u>Fire Extinguisher</u>		
<p>Vehicles must carry a well maintained fire extinguisher of a size deemed appropriate by the proprietor. This must be securely stored in the vehicle in a fixed and easily accessible location</p>	<p>A dry powder type extinguisher must be provided within the vehicle of a size deemed suitable by the proprietor.</p> <p>The extinguisher should be pressurised and ready and able to be used. A damaged, empty, or leaking extinguisher will fail.</p> <p>The extinguisher must be secured within the vehicle. Secured can include being kept in the load compartment. The extinguisher should not be loose anywhere within the passenger compartment. Loose extinguishers in the driver’s footwell are never acceptable.</p>	Both
CCTV		
<p>Vehicle owners may fit CCTV system of their choice.</p> <p>Use of the system is governed by GDPR, DPA 2018, and guidance issued by the Information Commissioners Office</p>		Both

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<p>Where CCTV is installed adequate signage must notify customers of the use of cameras, how long data is stored for and how customers can access the data.</p> <p>Drivers must provide example documentation of a CCTV usage policy, Privacy Impact Assessment and Subject Access Request application.</p> <p>Drivers must provide an in date copy of ICO registration certificate.</p>		
<p>A debit or credit card machine may be installed.</p> <p>If a card machine is advertised as in use it shall be available for every passenger unless a fault prevents its use.</p>		Both
<p>A vehicle tracker may be installed.</p> <p>Where a tracker is fitted it must be installed by a competent professional and proof of installation will be required.</p>		
<p>Specialist, Classic or Novelty vehicles will be considered on a case by case basis by the Group Head of Environmental Services and the Chair of Licensing.</p>		

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Any person wishing to licence a vehicle that falls outside of this policy should apply in writing giving reasons for the application		
<u>Any other reasonable matter</u>		
Discretionary to the officer inspecting the vehicle for items that are neither covered by an MOT Test nor vehicle inspection scheduled above – e.g. oil leaks, warning lights, leaking/blowing exhaust or any other item that the officer considers not necessarily dangerous but nevertheless actually or potentially detrimental to the vehicle’s overall condition and which could lead to a failure	Generally speaking, licensed vehicles are expected to be of a high standard, and so items normally considered to be insignificant, even by an MOT, should be rectified in order to pass inspection and to be licensed.	Both

Note:

These explanatory notes may be modified from time to time in the light of experience, and will be regularly reviewed to ensure that the policy and conditions are interpreted accurately.

Date issued: xx/xx/xx