

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

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.	

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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>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>

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Private hire vehicles must have at least 4 doors.	to avoid confusing the vehicle for a hackney carriage.
All other vehicle types will be subject to inspection on a case-by-case basis. No 'stretch' limousine will be licensed as a hackney carriage.	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. 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.
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	
Vehicles must have a minimum of 4 passenger seats and a maximum of 8 passenger seats. Applications for any converted vehicles must be accompanied by an appropriate approval certificate.	
The maximum number of passengers which the vehicle will	The logbook states the total number of people suitable to be carried in the vehicle.

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be licensed to carry will be the number of seats recorded on the V5C registration document (logbook) as being suitable for carrying passengers.	<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>
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>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>	<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>

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<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>

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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.
<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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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>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>	
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.
Vehicle plates must be securely mounted on a bracket which	Vehicle plates can only be displayed on a bracket attached to the rear of the

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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>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 passengers. Missing or damaged sheets are not acceptable. Replacement tariff</p>

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	sheets are available from the licensing team for no charge.

CONDITIONS FOR VEHICLES		
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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>	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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referred to as the detachable slip) issued by the Council must be clearly visible and the details legible at all times.	<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>		
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>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>		
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	Missing, defaced or damaged signs will constitute a fail. Signs which are peeling or ineligible will also fail. A limited supply of	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>		
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		Both
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>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>		
You may not use a taximeter unless it is of a type, and secured in a position, approved by the Council's officers.	<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>	Both

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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>		
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>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>	Both (where wheelchair accessible)
<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>	Both

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<p>that driver</p> <p>(d) other information that may be specified in writing to you by Council officers.</p>		
<u>Luggage Compartment</u>		
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>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
You may not carry any tools or other equipment in the luggage compartment unless related to maintenance of the vehicle and securely stowed.	<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>		
You must not allow any packages or other luggage etc to		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>		
You may carry a first aid kit for your use if you choose to do so.	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.	Both
If you do carry a first aid kit it must meet the requirements of the Health and Safety (First-Aid) Regulations 1981	A First Aid Kit which is marketed as being suitable for use in vehicles will generally be acceptable.	
Vehicle Owners are permitted to carry a defibrillator.		Both
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.		
Defibrillators must be purchased from a recognised supplier		

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of genuine quality machines and proof of purchase will be required.		
The defibrillator must be mounted securely in a location where it cannot be accessed easily by passengers.		
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.		Both
<u>Fire Extinguisher</u>		
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>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
<u>CCTV</u>		
Vehicle owners may fit CCTV system of their choice.		Both
Use of the system is governed by GDPR, DPA 2018, and guidance issued by the Information Commissioners Office		

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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