

**CROSS PARTY WORKING GROUP RECOMMENDATIONS
PRIVATE HIRE OPERATOR'S LICENCE CONDITIONS**

Condition 8 - Details of Driver/s

The operator shall keep at their premises the following details of all drivers employed or used by them:-

- (a) name and address;
- (b) badge number;
- (c) driving licence number;
- (d) expiry date of the private hire vehicle driver's licence;

and these details shall be produced on request to an authorised officer or police constable.

Trade Comments:

Query as to the reason why operators have to keep a copy of driving licence.

Officer Comment & Recommendation:

Appears to be an onerous requirement. Recommendation to remove c) driving licence number

Working Party Recommendation:

Agreed to remove c) as suggested.

Condition 11 - Record of Bookings

- (a) The operator shall, before the commencement of each journey, record in a manner prescribed by the Council, the following details of each booking:-
 - (i) the time and date of booking;
 - (ii) the method by which it was received (e.g telephone, personal call etc);
 - (iii) by computer, or in a suitable book, with numbered pages set out;
 - (iv) the picking up and setting down points, by reference to street names;
 - (v) the date and time when the journey is to commence;
 - (vi) the name (and address) of the hirer;
 - (vii) the plate number of the vehicle allocated to the booking;

- (viii) the name and badge number of the driver allocated to the booking;
 - (ix) the call sign of the vehicle allocated to the booking, if applicable;
 - (x) the registration number of the vehicle allocated to the booking;
 - (xi) in the case of bookings taken by text or e-mail, points (iv) and (vi) shall not apply. There must be a unique reference number or name recorded, allowing an audit trail for each booking and the ability to determine the destination of the journey.
- (b) These records shall be kept at the premises for at least 12 months from the date of the last entry or such longer period as may, by written notice, be required by an authorised officer.
- (c) These records shall be produced on request to an authorised officer or police constable at all reasonable times.

Working Party Recommendation:

In relation to Specification Item 15 regarding darkened glass, agreed to rename the existing (a)(xi) to (a)(xii) and insert a new (a)(xi) to read –

‘confirmation that the hirer has been informed of the supply of a vehicle with darkened glass and whether this has been accepted;’

Condition 30 - Vehicles Kept at Domestic Premises

Where an operator has their operation base located at domestic premises, they shall ensure that the number of licensed private hire vehicles parked at or kept in the vicinity of those premises (including parking on the highway) at any one time, does not exceed one vehicle in total.

Trade Comments:

Query numbers of vehicles.

Officer to re-word to make the statement clearer. To include having written permission from the planning authority, or similar.

Officer Comment & Recommendation:

Would be useful to clarify this condition. Recommendation is add to the last sentence – ‘ unless in receipt of written consent from the planning authority.’

Working Party Recommendation:

Agreed to amend wording as suggested, but sentence to be inserting at the beginning of the sentence to read-

‘Unless in receipt of written consent from the planning authority, where an operator has their operation base located at domestic premises, they shall ensure that the number of licensed private hire vehicles parked at, or kept in the vicinity of those premises (including parking on the highway) at any one time, does not exceed one vehicle in total.’

Condition 32 - Company Signs

The operator shall ensure that all vehicles registered with their company shall display the company name and telephone number, as specified in the private hire vehicle licence conditions.

Trade Comments:

Similar comments as vehicles.

Don't take telephone bookings, so don't need telephone numbers on the side of the cars. Email bookings are usual means of booking their services.

Officer Comment & Recommendation:

Same recommendation as for vehicles.

Officers are mindful that a licensed vehicle, once licensed, is licensed for all purposes i.e. there is no concept in law of a restricted licence. Government guidance suggests that in the interests of public safety and as an effective enforcement tool, Private Hire Vehicles are easily identifiable. Hirers need certainty/confidence that a vehicle that turns up for them is genuine. Business email addresses can readily be incorporated into signage if the sole or primary source of contact. Recommendation is the condition remains unaltered.

Working Party Recommendation:

Agreed – condition to be unaltered, however, signs to include email addresses or text numbers, if applicable, as well as telephone numbers.