

Additional Private Hire Operators Licence Conditions

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:-	
	(xiii) name of the individual that responded to the booking request	
	(xiv) name of any individual that dispatched the vehicle	

40	Criminality Checks for Operators	
(a)	On application for a new Operator's Licence or renewal of an existing licence, an applicant will submit a Basic Disclosure Certificate issued by the Disclosure & Barring Service.	
(b)	Where the operator is a corporate entity, each director or partner in that company will be expected to comply with this condition.	
(c)	Where the operator is a licensed driver with the Council, having already submitted and Enhanced DBS and undergoing 6 monthly checks, will not be required to submit a Basic Disclosure. In this situation, if the operator ceases to be a licensed driver with the Council, this condition must be reinstated with immediate effect.	

41	Booking & Dispatch Staff	
(a)	The operator will ensure that booking and dispatch staff undergo a Basic Disclosure check. As such, the operator will maintain an up to date register of all staff that will take bookings or dispatch vehicles and be able to evidence this upon request by the Licensing Authority together with any 'ex-offenders' policy.	
(b)	If a fare is sub-contracted, the original operator must be able to show that the contracted operator complies with the above condition.	

42	Use of Passenger Carrying Vehicles (PCV) licensed drivers	
	The use of Public Service Vehicle (PSV) driven by a 'passenger carrying vehicle' to fulfil a fare, without the informed consent of the booker, is not allowed. The booker must be informed that the driver is subject to different checks and not required to have an enhanced DBS check.	