

Proposed Supplementary Testing Manual: Part 3

HACKNEY CARRIAGE VEHICLE LICENCE CONDITIONS**REVISED SEPTEMBER 2013**

Hackney carriage vehicle licences are issued subject to the following conditions. You are advised to study these carefully as you are warned that for non-compliance with any one condition the licence may be suspended or revoked.

1. Definitions

"The Council"	means the DERBY CITY COUNCIL.
"The District"	means the area of the Council.
"Hackney Carriage"	has the same meaning as in the Town Police Clauses Act 1847.
"Vehicle"	means the hackney carriage in respect of which the licence is issued.
"Authorised Officer"	means any officer of the Council authorised in writing by the Council for the purpose of regulating hackney carriages.
"Proprietor"	means the person or persons or body named in the licence as the proprietor of the hackney carriage.
"Taxi-meter"	means any device for calculating the fare to be charged in respect of any journey in a hackney carriage by reference to the distance travelled or time elapsed since the start of the journey or a combination of both.
"Plate" and "Card"	means the plate and card issued by the Council for the purpose of identifying the vehicle as a hackney carriage.
"Byelaws"	means the byelaws made by the Council in respect of hackney carriage vehicles.

2. Licence

This Licence shall remain the property of the Council and shall be renewed annually or as otherwise directed by the Council.

3. Maintenance of Vehicle

The proprietor shall ensure:

- (a) that the vehicle is maintained in a sound, mechanical and structural condition at all times;
- (b) that the body-work of the vehicle is in good condition and the paint work is clean and well maintained;
- (c) that the roof covering is water tight;
- (d) that the condition, fixing and routeing or positioning of electric cables and fittings are such that there is no risk of electrical fire or other incident;
- (e) that at least two doors are provided for use of passengers other than the driver's door;
- (f) that the vehicle is provided with adequate windows and that at least one window on each side is capable of being opened and closed and all opening windows are weatherproof when closed;
- (g) that door hinges, locks and hand rails and any grab handles fitted in the vehicle are secure and sound and not liable to injure any passengers or damage or soil their clothing;
- (h) that a spare wheel is provided readily available for use together with the tools and equipment required to carry out a wheel replacement;
- (i) that the fittings and furniture of the vehicle are kept clean and well maintained in every way fit and safe for public use;
- (j) that the internal linings of the vehicle are sound, clean and not liable to damage or soil passengers clothing and the floor is provided with a proper carpet, mat or other suitable floor covering which is sound and clean;
- (k) that the seats are properly cushioned and covered and the covers are in a sound and clean condition;

- (l) that there is sufficient means by which any person in the vehicle may communicate with the driver;
- (m) that proper and efficient internal lighting is fixed to the vehicle and is functioning properly;
- (n) that the four road wheels are fitted with wheel trims of a similar pattern;

4. Alteration of Vehicle

No alteration or change in the specification, design, condition or appearance of the vehicle shall be made without the written approval of the Council.

5. Damage to Vehicle

- (a) Any damage to vehicle materially affecting the safety, appearance or performance of the vehicle or the comfort or convenience of passengers shall be reported to the Council as soon as reasonably practical and in any event within 72 hours of the occurrence of the damage.
- (b) Immediately upon sustaining any damage which materially affects the safety or performance of the vehicle or comfort or convenience of passengers, the vehicle must be withdrawn from service until the damage has been inspected by an authorised officer.

6. Inspection and Testing

The proprietor shall:

- (a) upon request from the Council, present the vehicle and any taxi-meter affixed to it for inspection and testing on behalf of the Council at one of the Council's approved vehicle testing stations.
- (b) take all reasonable steps to ensure that the vehicle is presented for testing to the Council's approved testing station on the date and time requested by the Council. Should it fail to be so presented a charge may be levied against the proprietor by the testing station unless 24 hours clear notice of cancellation has been received by that testing station from the proprietor.

7. Inspection by Authorised Officer etc

- (a) The proprietor of the vehicle shall at reasonable times permit an authorised officer or police constable in uniform to inspect the vehicle or any taxi-meter affixed to it for the purpose of ascertaining its fitness.
- (b) Should the authorised officer or police constable not be satisfied as to the fitness of the vehicle or its taxi-meter the proprietor shall make the vehicle available for further inspection and testing at such reasonable time and

place as is specified by notice in writing given by the authorised officer or police constable.

- (c) The proprietor shall comply with any notice given by an authorised officer or police constable suspending the vehicle licence until such time as they are satisfied as to its fitness or the fitness of any taxi-meter affixed to it.

8. Safety Equipment

There shall be provided and maintained in the vehicle at all times when it is in use or available for hire:

- (a) an efficient AFFF foam fire extinguisher with a nominal capacity of no less than 1 litre minimum, which complies with the British Standards Institution BS EN3 specification for portable fire extinguishers, and
- (b) A Small Work Place First Aid Kit that complies with BS 8599-1:2011.

Such equipment to be carried in such a position in the vehicle as to be readily visible and available for immediate use in an emergency provided that if the design of the vehicle is such that a first aid kit cannot be carried in a position where it is easily visible a sign shall be displayed on the vehicle dashboard indicating the position of the kit.

9. Interior Markings

- (a) The proprietor shall ensure that a notice provided by the Council displaying:
 - (i) the licence number;
 - (ii) the number of passengers which the vehicle is licensed to carry;
 - (iii) the address and telephone number to which passengers should complain, and
 - (iv) the Council's fare table

is displayed at all times in the glass partition which separates the driver and passenger compartments and that the said notice is well maintained and visible at all times to passengers inside the vehicle.

- (b) Any tampering with this notice, or failing to display it in the prescribed manner without good reason may result in the hackney carriage licence being suspended.

10. Plate, Card and Quarterlight/Rear Door Signs

- (a) The plate shall be securely affixed to the exterior rear side of the vehicle immediately above the bumper in such a position that the particulars are clearly visible;
- (b) The plate shall be kept in such a position that the information carried on it is clearly visible to public view;
- (c) No vehicle shall display a licence plate other than one issued to it by the Council;
- (d) The plate shall remain the property of the Council at all times and shall be returned to the Council on the sale of the vehicle or in the event of surrender, suspension or revocation of the licence;
- (e) The card shall be securely affixed to the nearside upper interior of the front windscreen so that the particulars are clearly visible to the exterior of the vehicle for inspection by a police constable or an authorised officer;
- (f) The card shall remain the property of the Council at all times and shall be returned to the Council on the sale of the vehicle or in the event of surrender, suspension or revocation of the licence;
- (g) The proprietor shall report in writing to the Council the loss of or damage to the plate as soon as the loss or damage becomes known.

A replacement will be available upon payment of a fee;

- (h) The proprietor shall display externally on the rear quarterlight or rear doors a sign provided by the Council which identifies the licence number of the vehicle;
- (i) Any tampering with a quarterlight or door sign or failure to display it without good reason, may result in the hackney carriage licence being suspended;
- (j) The quarterlight or door signs shall remain the property of the Council at all times and only an authorised officer may remove them on behalf of the Council in the event of surrender, suspension or revocation of the licence.

11. Other Signs/Notices/Advertisements etc

No other externally visible sign, notice, advertisement, plate, mark, number, letter, figure, symbol or emblem shall be displayed on, in or from the vehicle except as may be required by any statutory provision (including the byelaws) or as may be required or permitted by these conditions or as may otherwise be approved from time to time by the Council in writing.

12. Taxi-meter

The vehicle shall be fitted with a taximeter of the type approved by the Council, so constructed and maintained as to comply with the byelaws.

13. Radio

Any radio equipment fitted to the vehicle shall:

- (a) be kept in a safe condition and proper working order;
- (b) comply with the requirements issued by OFCOM or other Government Department, and
- (c) not interfere with any radio or telecommunication equipment.

14. Mobile Telephones

A vehicle shall not be fitted with any mobile telephone kit (including 'Bluetooth' equipment) and no calls shall be made from any portable mobile telephone carried in a hackney carriage vehicle whilst the vehicle is in motion or passengers are being carried.

15. Passengers

- (a) No greater number of passengers than that specified in the licence shall be carried in the vehicle;
- (b) The safety of passengers shall be ensured at all times when entering or leaving the vehicle.

16. Animals

- (a) No animal belonging to the proprietor or driver of the vehicle shall be conveyed in the vehicle;
- (b) Any animal belonging to a passenger must be conveyed in the rear seating area of the vehicle and shall when necessary be contained so as not to present a nuisance or hazard to the occupants of the vehicle;
- (c) Notwithstanding anything in (b) a visually impaired or otherwise disabled passenger shall be entitled as of right to be accompanied by an assistance dog in the vehicle.

17. Carrying Luggage

The area for storing luggage must be kept clean and unobstructed, with adequate provision for securing such luggage and protecting it from damage.

18. Documents

The proprietor of the vehicle shall at the request of an authorised officer produce for his inspection:

- (a) the vehicle registration document;
- (b) the current vehicle insurance certificate;
- (c) their driving licence

19. Change of Address

The proprietor shall:

- (a) notify the Council in writing of any change of their address within 7 days of such change;
- (b) notify the Council in writing of any change of the address from which they carry on the business in connection with the vehicle if different from their home address;
- (c) within 7 days of a change of either of the addresses referred to in (a) or (b) above return the vehicle licence to the Council for endorsement.

20. Convictions

The proprietor shall within 14 days disclose to the Council in writing details of any convictions imposed on them (or, if the proprietor is a company, on the company or directors of the company or if a partnership, on any of the partners) during the period of the licence.

21. Loss of Licence

The proprietor shall report the loss of the vehicle licence to the Council in writing as soon as the loss becomes known. A duplicate may be issued upon payment of a fee.

22. Return of Licence

The Proprietor shall immediately return the licence to the Council in the event of the surrender, suspension or revocation of the licence.

23. Licence Renewal

The proprietor of the vehicle may apply to the Council in writing with the specified renewal form and associated documentation up to 28 days before the expiry date of the current licence if they require the licence to be renewed for a further period. A licence cannot be renewed after it has expired; a new application will be required in this instance.

24. Payment by Credit/Debit Card

A licence in respect of which the fee has been paid either in part or in full by credit/debit card shall be of no effect in the event of that payment being subsequently dishonoured.

25. Wheelchair Facilities

The proprietor shall ensure that:-

- (a) the equipment for securing a wheelchair bound person complies with the hackney carriage specification at all times and is in safe working order;
- (b) the ramps for use in loading a wheelchair bound person are in safe working order and are properly stored and secured in the boot of the vehicle at all times;
- (c) any drivers engaged in driving the proprietor's hackney carriage shall be instructed in the correct use of the wheelchair equipment, its maintenance and storage.

26. Drivers Details

The proprietor shall record the following details of any driver who is engaged in driving their hackney carriage:-

- (a) the driver's name, address and telephone number;
- (b) the driver's licence number;
- (c) the driver's licence expiry date, and
- (d) the dates and times that the driver has use of the hackney carriage.

27. Transfer of Licence

The proprietor shall in the event that they transfer their interest in the hackney carriage:-

- (a) notify the Council in writing within 14 days of the name and address of the person to whom the interest has been transferred, and
- (b) complete any documentation required by the Council.

28. Insurance

The proprietor shall ensure that at all times there is in force a Certificate of Insurance for the hackney carriage which covers public hire use and on which:-

- (a) the proprietor is the policy holder;
- (b) any other persons who drive the hackney carriage are clearly covered;
- (c) the proprietor shall produce the said insurance document to the Council within 5 days of any request by an authorised officer. If the proprietor fails to comply with such a request the hackney carriage licence will be suspended.

SPECIFICATIONS FOR HACKNEY CARRIAGE VEHICLES

REVISED SEPTEMBER 2013

1. General Construction

- (a) Every cab must comply in all respects with the requirements of any Acts and Regulations relating to motor vehicles in force at the time of licensing and comply with the Council's Supplementary Testing Manual.
- (b) The following vehicle types will be approved for licensing as hackney carriages:
 - (i) Purpose-built hackney carriages, namely the LTI FX4, LTI TX1, TX2, TX4 and Metrocab.
 - (ii) The Mercedes Eurocab, produced by Jubilee Automotive Group, provided that the taxi conversion of the vehicle was completed by the producer after 31 October 2000.
 - (iii) The Peugeot Eurotaxi, produced by Cab Direct, provided that the taxi conversion of the vehicle was completed by the producer after 31 January 2001.
 - (iv) The Volkswagen 'Unique Cab' produced by Bernard Mansell Ltd, provided that the taxi conversion of the vehicle was completed by the producer after 30 June 2003.

- (v) The Peugeot E7, produced by Cab Direct, provided that the taxi conversion of the vehicle was completed by the producer after 26 July 2006.
- (vi) The Fiat TW200, produced by Patons Taxis/TW Automotive, provided that the taxi conversion of the vehicle was completed by the producer after 13 February 2008.
- (vii) Jubilee Eurocab SX (with the exception of the turning circle requirement and the blanking off of the bulkhead aperture for the sliding door hinge behind the drivers head), produced by Jubilee Automotive Group, provided that the taxi conversion of the vehicle was completed by the producer after 18 October 2006.
- (viii) Fiat Scudo, produced by GainmanorScotcab, provided that the taxi conversion of the vehicle was completed by the producer after 19 December 2007.
- (ix) The Mercedes M8 produced by Cab Direct, provided that the taxi conversion of the vehicle was completed by the producer after 1 July 2008.
- (x) The Mercedes Benz T1 Vito V6 120 CDI renamed as V6 122 CDI (this vehicle is exempt from the current specification for the length of approved vehicles).

2. Steering

- (a) The steering wheel must be on the offside of the vehicle.
- (b) The steering mechanism must be so constructed or arranged that NO overlock is possible and the road wheels do not in any circumstances foul any part of the vehicle.
- (c) The steering arms and connections must be of adequate strength and as far as possible protected from damage by collision.

3. Brake and Steering Connections

Where brake and steering connections are secured with bolts or pins, the bolts or pins must be fitted with approved locking devices and they must so be placed that, when in any position other than horizontal, the head of the bolt or pin is uppermost.

4. Tyres

All tyres at normal pressure under load must be approved as having a suitable minimum circumference for correct operation of the taximeter.

5. Brakes

- (a) All brakes must act directly on the wheels of the vehicle.
- (b) The brakes of one of the braking systems must be applied by pedal.
- (c) The pedal operated braking system must be so designed that notwithstanding the failure of the brakes on any pair of wheels, either on one axle or diagonally

opposite, there must still be available for application brakes on the other pair sufficient to bring the vehicle to rest within a reasonable distance.

- (d) Cable connections are not permitted in the pedal operated system.

6. Suspension

- (a) Every vehicle must be fitted with an efficient suspension system so designed and constructed that there is no excessive roll or pitch.
- (b) Every vehicle must be so constructed or adapted that a failure of a spring, torsion bar or other similar component of the suspension system is not likely to cause the driver to lose directional control of the vehicle.

7. Transmission

Cabs using automatic or semi-automatic transmission must be fitted with a device to prevent the engine starting with the transmission selector in a DRIVE or REVERSE position.

8. Bolts and Nuts

All moving parts and parts subject to severe vibration connected by bolts or studs and nuts must be fitted with an approved locking device.

9. Fuel Tanks

- (a) Fuel tanks must not be placed under the bonnet and must be adequately protected from damage by collision.
- (b) All fuel tanks and all apparatus supplying fuel to the engine must be so placed or shielded that no fuel overflowing or leaking from it can fall or accumulate upon any part or fitting where it is capable of being readily ignited or can fall into any receptacle where it might accumulate.
- (c) The filling points for all fuel tanks must be accessible only from the outside of the vehicle and filler caps must be so designed and constructed that they cannot be dislodged by accident.
- (d) On purpose built hackney carriages only, a device must be provided by means of which the supply of fuel to the engine may be immediately cut off. Its situation, together with the means of operation and "off" position must be clearly marked on the outside of the vehicle. In the case of an engine powered by LPG or petrol, the device must be visible and readily accessible at all times from outside the vehicle.

10. Interior Lighting

Adequate lighting must be provided for the driver and passengers. Separate lighting controls for both passenger and driver must be provided. In the case of the passengers compartment an illuminated control switch must be fitted in an approved position. Lighting must also be provided at floor level to every passenger door and be actuated by the opening of those doors.

11. Electrical Equipment

- (a) All electrical leads and cables must be adequately insulated and where liable to be affected by exposure to water, petrol or oil, must be adequately protected.
- (b) All electrical circuits must be protected by suitable fuses.
- (c) Batteries must be so placed and protected that they cannot be a source of danger.

12. Emergency Appliances

- (a) An efficient AFFF foam fire extinguisher with a nominal capacity of no less than 1 litre minimum, which complies with the British Standards Institution BS EN3 specification for portable fire extinguishers.
- (b) A Small Work Place First Aid Kit that complies with BS 8599-1:2011.

13. Exhaust Pipe

The exhaust pipe must be so fitted or shielded that no inflammable material can fall or be thrown upon it from any other part of the vehicle and that it is not likely to cause a fire by its proximity to any inflammable material of the vehicle. The outlet must be placed at the rear of the vehicle in such a position as to prevent fumes from entering the vehicle.

14. Body

- (a) The body must be of the fixed head type with a partially glazed partition separating the passenger from the driver.
- (b) (i) Outside dimensions
 - The overall width of the vehicle exclusive of driving mirrors must not exceed 1.885 metres.
 - The overall length must not exceed 4.665 metres.
- (ii) Inside dimensions of passengers compartment
 - The vertical distance between the point of maximum deflection of the seat cushion when a passenger is seated to the roof immediately above that point must not be less than 96.5 centimetres.
 - The width across the rear seat cushion must not be less than 1.07 metres.
 - Any curvature of the floor of the passengers' compartment must be continuous and must not exceed 2 centimetres at the partition and 5 centimetres at the base of the rear seat when measured between the centre line and sills.
 - The door and doorway must be so constructed as to permit an unrestricted opening across the doorway of at least 75 centimetres. The minimum angle of the door when opened must be 90 degrees.

- The clear height of the doorway must not be less than 1.195 metres.
- Grab handles must be placed at door entrances to assist the elderly and disabled.
- Where a boot lid is hinged at the bottom a restriction must be fitted to prevent the boot lid serving as a luggage platform.

15. Steps

- (a) The top of the tread for any entrance must be at the level of the floor of the passenger compartment and must not exceed 38 centimetres above ground level when the vehicle is unladen.
- (b) The outer edge of the floor at each entrance must be fitted with non-slip treads. If a colour contrast is used to aid a partially sighted person it must be of an approved type.

16. Wheelchair Facilities

- (a) Approved anchorages must be provided for the wheelchair and chairbound disabled person. These anchorages must be either chassis or floor linked. If floor linked, they must be affixed in such a manner that the forces are distributed evenly throughout the floor area by means of a suitable galvanised plate of minimum dimensions 200 x 200 mm which must be used beneath the floor. Restraints for a wheelchair and a person seated in it must be independent of each other. Anchorages must also be provided for the safe stowage of a wheelchair when not in use, whether folded or otherwise carried within the passenger compartment. All anchorages and restraints must be so designed that they do not cause a foreseeable danger to other passengers.
- (b) A ramp (or ramps) for the loading of a wheelchair and occupant must be available at all times for use at the nearside passengers' door. An adequate locating device must be fitted to ensure that the ramp/ramps must be capable of being stowed safely when not in use.

17. Paintwork and Body Finishes

- (a) From 1 April 2006, all hackney carriages must have all their exterior bodywork finished in the approved colour, which is AA Yellow (Paint Code SV035).

NOTE:

- (a) The approved colour, AA Yellow (SV035) is available from:
PPG Industries UK Ltd, Division MaxMeyer, Customer Service and Sales Group, Needham Road, Stowmarket, Suffolk, IP14 2AD. Telephone 01449 771779 – general enquiries, Telephone 01449 778585 - for paint colour enquiries, Fax 01449 773495.
- (b) The approved colour paint will need to be applied over a suitable primer/base coat, usually grey or beige, in order to achieve the required shade.

- (c) Any disputes or queries about whether a vehicle's bodywork is finished in the correct shade will be referred to the Group Leader (Taxi Licensing) for adjudication.

18. Passengers' Seats

- (a) The number of passenger seats in the vehicle must not exceed 6. No passenger seat may be fitted in the front of the vehicle (next to the driver).
- (b) The measurements from the upholstery at the back to the front edge of the rear seat must be at least 40 centimetres and for each adult person carried a minimum of 40 centimetres must be available when measured along the front parallel edge of the seat cushion.
- (c) The width of each rear-facing seat must not be less than 40 centimetres and such seats must be at least 35.5 centimetres when measured from the back to the front of the upholstery.
- (d) The vertical distance between the highest point of the undeflected seat cushion and the top of the floor covering must not be less than 35.5 centimetres.
- (e) Where seats are placed facing each other there must be a clear space of 48 centimetres between any part of the front of a seat and any part of any other seat which faces it. This measurement may be reduced to 43.5 centimetres provided adequate foot room is maintained to floor level. Where all seats are placed facing to the front of the vehicle there must be a clear space of at least 66 centimetres in from of every part of each seat squab.
- (f) Rear-facing seats must be so arranged as to rise automatically when not in use. When not in use, rear-facing seats must not obstruct doorways.
- (g) Suitable means must be provided to assist persons to rise from the rear seat, with particular attention to the needs of the elderly and disabled.

19. Driver's Compartment

- (a) The driver's compartment must be designed so that the driver has adequate room, can easily reach and quickly operate the controls and give hand signals on the offside of the vehicle.
- (b) The controls must be placed to allow reasonable access to the driver's seat and, when centrally placed, must be properly protected from contact with luggage.
- (c) The driver's seat must be designed to accommodate the driver only and be adjustable for height and reach.
- (d) The vehicle must be fitted with adequate devices for demisting, defrosting and washing the windscreen and with a sun visor adjustable by the driver.
- (e) Direction indicators of an approved type must be fitted.
- (f) Every cab must be provided with an approved means of communication between the passenger and the driver. When a sliding window is fitted at the rear of the driver's compartment, the maximum width of the opening must not exceed 11.5 centimetres.

20. Windows

- (a) Windows must be provided at the sides and at the rear.
- (b) Passenger door windows must be capable of being opened easily by passengers when seated. The control for opening a door window must be easily identified, so as not to be mistaken for any other control.

21. Heating and Ventilation

An adequate heating and ventilation system must be fitted for the driver and passengers and means provided for independent control by the driver and passengers.

22. Glass

The windscreen must be of a laminated construction and not be tinted, unless it is a standard fitting by the manufacturer. All other windows and glass must be of an approved safety type.

23. Door Fittings

- (a) An approved type of automotive door locking device must be fitted to passenger doors. When the vehicle is stationary, the passenger doors must be capable of being readily opened from the inside and outside of the vehicle by one operation of the latch mechanism. The interior door handle must be easily identified so as not to be mistaken from any other control.
- (b) Double catches of approved type must be fitted to all doors.

24. Floor Covering

The flooring of the passenger compartment must be covered with non-slip material which can easily be cleaned.

25. Luggage

Provision must be made for carrying luggage and an efficient method of securing it must be provided.

26. Horn

A horn of approved pattern must be fitted.

27. Taximeter

A taximeter of an approved type must be fitted in an approved position.

28. 'Taxi' Sign

- (a) A 'Taxi' sign of an approved pattern, clearly visible both by day and by night when the cab is not hired, must be fitted.

- (b) Any vehicle type approved for licensing (i.e. other than a purpose built hackney carriage) must display a 'Taxi' sign of an approved design on the rear of the vehicle, in a position designated by the Assistant Director (Environmental Health and Trading Standards).

29. Radio Apparatus

- (a) Where apparatus for the operation of a two-way radio system is fitted to a cab, no part of the apparatus may be fixed in the passenger compartment or in the rear boot compartment, if LPG tanks or equipment are situated in these locations.
- (b) Any other radio equipment either in the passenger or driver compartment must be approved.

30. Fittings

No fittings other than those approved may be attached to or carried upon the inside or outside of the cab.

31. Maintenance

Cabs, including all fittings, advertisements, etc., must be well maintained and kept clean and in good working order. The vehicles will at all times be liable to be subject to test and inspection and, should it be found that a cab is not being properly maintained, or that any part or fitting is not in good working order, a notice will be served on the owner prohibiting them from using the vehicle until the defect has been remedied.

32. Advertisements

- (a) Suitable advertisements may be allowed on the inside and outside of the cab subject to the approval of the Council.
- (b) Inside advertisements may be displayed only on the base of the occasional seats or along the bulkhead on top of the passenger/driver partition. All such advertisements must be encapsulated in clear non-flammable plastic.
- (c) Except as provided for in paragraph 33 below, external advertisements may be displayed only on:
 - (i) the lower panels of the front doors (for vehicles with Identification Stickers affixed to the rear doors)
 - (ii) the lower panels of the front and rear doors (for vehicles with Identification Stickers affixed to the rear quarter lights).
 - (iii) the rear windscreen of vehicles in a form which does not obscure the driver's rear view vision.

All advertisements must be of an approved size, and must be correctly affixed to a continuous flat surface.

- (d) Advertisement must be of such a form as not to become easily soiled or detached.

- (e) All materials and adhesives used in the manufacture of and for the purpose of affixing advertised displays to cabs must be approved.
- (f) Applications for approval of advertisements must be made in writing to the Director of Environmental and Regulatory Services, Derby City Council, Licensing Team, The Council House, Corporation Street, Derby, DE1 2FS.

33. Badges/Emblems

- (a) In addition to advertisements displayed in accordance with paragraph 32, the official badge or emblem of a motoring organisation, which provides genuine round the clock emergency vehicle and recovery, services on a countrywide basis may be affixed to the radiator grille. Only one such badge or emblem may be so displayed.
- (b) No advertisements, badges or emblems, including the stick-on types are to be exhibited other than as provided for in the directions contained in this paragraph or paragraph 32.

34. Damage to Hackney Carriages

Any damage to a hackney carriage materially affecting the safety, performance or appearance of the vehicle shall be reported to the Council by the proprietor in accordance with section 50(3) of the Local Government (Miscellaneous Provisions) Act 1976 and until such damage is repaired to the satisfaction of the authorised officer to the Council, the vehicle shall not be used for hire.

35. Liquefied Petroleum Gas

- (a) Any vehicle modified to use liquefied petroleum gas (LPG) as a fuel shall have all associated modifications carried out by an approved and certified installer to the standards specified by the LPG installation manufacturer. The installation shall comply with Liquefied Petroleum Gas Association Code of Practice No. 11 - Autogas Installations or to an equivalent standard accepted by the Council. The proprietor shall provide a Certificate of Safety that the vehicle complies with the relevant Code of Practice on completion of the LPG installation.
- (b) Any LPG tank shall be located within the vehicle boot and shall not reduce the luggage capacity below 0.28 cubic metres (0.07 cu metres hand luggage per passenger). The location of the LPG tank within the spare tyre well shall not be accepted.

PRIVATE HIRE VEHICLE LICENCE CONDITIONS

REVISED SEPTEMBER 2013

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1. Definitions

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"Vehicle"	means the private hire vehicle in respect of which the licence is issued
"Authorised Officer"	means any officer of the Council authorised in writing by the Council for the purpose of regulating private hire vehicles
"Proprietor"	means the person or persons or body named in the licence as the proprietor of the vehicle
"Taximeter"	means any device for calculating the fare to be charged in respect of any journey in a vehicle by reference to the distance travelled or time elapsed since the start of the journey or a combination of both
"Plate"	means the plate issued by the Council for the purpose of identifying the vehicle as a private hire vehicle
"Licence Card"	means any licence disc or card issued by the Council for the purpose of identifying and licensing the vehicle as a private hire vehicle

2. Maintenance of Vehicle

The proprietor shall ensure:

- (a) that the vehicle is maintained in a sound, mechanical and structural condition at all times, within the Council's test specifications for private hire vehicles;

- (b) that the body-work of the vehicle is in good condition and the paintwork is clean and well maintained;
- (c) that the roof covering is watertight;
- (d) that the condition, fixing and routing or positioning of electric cables, wire looms and fittings are such that there is no risk of electrical fire or other accident;
- (e) that at least two doors are provided for the use of passengers other than the driver's door;
- (f) that door hinges, locks and hand rails and any grab handles fitted in the vehicle are secure and sound and not liable to injure any passengers or damage or soil their clothing;
- (g) that a spare wheel is provided readily available for use together with the tools and equipment required to carry out a wheel replacement;
- (h) that the fittings and furniture of the vehicle are kept clean and well maintained in every way fit and safe for public use;
- (i) that the internal linings of the vehicle are sound, clean and not liable to damage or soil passengers clothing and the floor is provided with a proper carpet, mat, or other suitable floor covering which is sound and clean;
- (j) that the seats are properly cushioned and the covers are in a sound and clean condition;
- (k) that the vehicle is provided with sufficient means by which any person in the vehicle can communicate with the driver;
- (l) that proper and efficient internal lighting is fixed to the vehicle and it is functioning properly.

3. Alteration of Vehicle

No alteration or change in the specification, design, condition or appearance of the vehicle shall be made without the written approval of the Council.

4. Damage to Vehicle

- (a) Any damage to vehicle materially affecting the safety, appearance or performance of the vehicle or the comfort or convenience of passengers shall be reported to the Council as soon as reasonably practical and in any event within 72 hours of the occurrence of the damage.
- (b) Immediately upon sustaining any damage which materially affects the safety or performance of the vehicle or comfort or convenience of passengers the vehicle must be withdrawn from service until an authorised officer has inspected the damage.

5. Inspection and Testing

The proprietor shall:

- (a) present the vehicle and any meter affixed to it for inspection and testing by or on behalf of the Council within such period and at such place within the district of the Council require on up to three separate occasions during any 12 months.
- (b) take all reasonable steps to ensure that the vehicle is presented for testing on the date and at the time allocated in writing by the Council. Should it fail to be so represented then a charge shall be levied against the proprietor unless written notice of cancellation has been received by the Council giving 24 hours clear notice of cancellation.

6. Inspection by Authorised Officer etc

- (a) The proprietor of the vehicle shall at all reasonable times permit an authorised officer or police constable in uniform to inspect the vehicle or any taximeter to it for the purposes of ascertaining its fitness.
- (b) Should the authorised officer or police constable not be satisfied as to the fitness of the vehicle or its meter the proprietor shall make the vehicle available for further inspection and testing at such reasonable time and place as is specified by notice in writing given by the authorised officer or police constable.
- (c) The proprietor shall comply with any notice given by an authorised officer or police constable suspending the vehicle licence until such time as he is satisfied as to its fitness or the fitness of any meter affixed to it.

7. Safety Equipment

There shall be provided and maintained in the vehicle at all times when it is in use or available for hire;

- (a) an efficient AFFF foam fire extinguisher with a nominal capacity of no less than 1 litre minimum, which complies with the British Standards Institution BS EN3 specification for portable fire extinguishers, and
- (b) a Small Work Place First Aid Kit that complies with BS 8599-1:2011.

Such equipment to be carried in such a position in the vehicle as to be readily visible and available for immediate use in an emergency provided that if the design of the vehicle is such that a first aid kit cannot be carried in a position where it is easily visible a sign shall be displayed on the vehicle dashboard indicating the position of the kit.

8. Interior Markings

There shall be clearly marked and maintained inside the vehicle in such a position as to be visible at all times to passengers in the vehicle a notice issued by the Council indicating:

- (a) the number of the licence;

(b) the number of passengers which the vehicle is licensed to carry.

9. Fare Table

The vehicle proprietor shall ensure that a notice displaying the table of fares shall be available at all times.

10. Plate and Licence Card

- (a) The plate shall be securely affixed to the exterior rear side of the vehicle immediately on or above the bumper in such a position that the particulars are clearly visible OR
- (b) The plate shall be securely affixed to the exterior rear side of the vehicle above, below, or to the side of the number plate on a Council approved bracket.
- (c) No vehicle shall display a licence plate other than one issued to it by the Council.
- (d) The plate shall be kept in such a condition that the information carried on it is clearly visible to public view at all times when the vehicle is being used as a private hire vehicle.
- (e) The plate shall remain the property of the Council at all times and shall be returned to the Council on the sale of the vehicle or in the event of surrender, suspension or revocation of the licence.
- (f) The licence card shall be securely affixed to the near side upper interior of the front windscreen so that the particulars are clearly visible to public view of persons outside the vehicle.
- (g) The licence card shall remain the property of the Council at all times and shall be returned to the Council on the side of the vehicle or in the event of surrender, suspension or revocation of the licence.
- (h) The proprietor shall report to the Police and to the Council the loss or damage to the plate or licence card as soon as the loss or damage becomes known.

11. Signs/Notices/Advertisements etc.

Standard Conditions

- a) The Operator's company signs shall be displayed at all times when a vehicle is undertaking licensed private hire work.
- b) The Operator's company signs displayed on the vehicle shall indicate the Operator's company name for which the licensed private hire work is being undertaken.
- c) Operator's company signs shall be displayed on both sides of the vehicle on the front doors and must be a minimum size of at least 40 cm in width and 20 cm in height.
- d) The words "ADVANCED BOOKINGS ONLY" in capital letters and a minimum size of 2 cm in height shall be present centrally along the top edge of each door sign.

- e) The operator's company name shall be in capital letters and a minimum size of 4 cm in height and located centrally directly under the words "ADVANCED BOOKINGS ONLY".
- f) Any typeface used on Operator's company signs shall be clear and legible. No italicised letters or numbers will be permitted.
- g) The combination of typeface colour and background colours used on the Operator's company signs shall be in contrast to each other (i.e. dark letters on a light background). Reflective backgrounds will be acceptable.
- h) Each Operator's company signs shall be of one design with the exception of any approved advert.
- i) No Operator's company sign shall include the words "TAXI(S)" or "CAB(S)" or the words "FOR HIRE" or any other word(s) of similar meaning or appearance likely to cause a person to believe the vehicle is a hackney carriage or is presently available for hire.
- j) No other externally visible sign, notice, advertisement, plate, mark, number, letter, figure, symbol or emblem shall be displayed on, in or from the vehicle except as may be required by any statutory provision or as may be required or permitted by these conditions or as may be otherwise approved from time to time by the Council in writing.

Additional Conditions for Door Signs with an Approved Advert

- k) Operator's company signs that include an approved advert shall be displayed on both sides of the vehicle on the front doors and must be 50 cm in width and 30 cm in height.
- l) Operator's company signs may display an approved advert that measures 50 cm in width and 6 cm in height along the bottom edge of the sign.
- m) Every advert must comply with the 'Licensed Vehicle Advertising Policy' and must be approved in writing by the relevant Service Director before being displayed

Licensed Vehicle Advertising Policy

Any licensed vehicle advertisements must:

be designed to be affixed only to those parts of the vehicle permitted by the relevant licence conditions/specifications for the time-being in force

advertise a product, place, service or event

not promote alcoholic drinks, smoking or tobacco products, or gambling

not contain material that may be considered offensive as determined by the relevant Service Director

not make disparaging or critical comments or statements about any individual, group, company or organisation

not promote or support discrimination against any individual or group

conform with the requirements of the Advertising Standards Agency, as applicable

To obtain written approval, adverts should be sent to:-

www.taxi.licensing@derby.gov.uk

13. Radio

Any radio equipment fitted to the vehicle shall:

- (a) be kept in safe condition and proper working order.
- (b) comply with the requirements issued by Ofcom or other Government Department, and
- (c) not interfere with any radio, television or telecommunication equipment.

14. Mobile Telephones

- (a) A vehicle shall not be fitted with any mobile telephone kit (including 'Bluetooth' equipment) and no calls shall be made from any portable mobile telephone carried in a private hire vehicle whilst the vehicle is in motion or passengers are being carried.

15. Passengers

- (a) No greater number of passengers than that specified in the licence shall be carried in the vehicle.
- (b) Allow any child under the age of 12 or under the height of 135 cms (4 feet 5 inches) to be conveyed in the front of the vehicle. For the avoidance of doubt, a child under the age of 12 who has attained the height of 135 cms may be conveyed in the front of the vehicle.
- (c) One passenger shall be conveyed in each front passenger seat of the vehicle unless this licence specifically states otherwise.

16. Animals

- (a) No animal belonging to the proprietor or driver of the vehicle shall be conveyed in the vehicle.
- (b) The driver may carry any animal belonging to a passenger at their own discretion anywhere in the vehicle and they shall ensure, where necessary, that such animals are suitably restrained / contained so as not to present a nuisance or hazard to the occupants of the vehicle'

- (c) Notwithstanding anything in (b) a partially sighted or otherwise disabled passenger shall be entitled as of right to be accompanied by an assistance dog in the vehicle.

17. Carrying Luggage

There shall be a proper means of carrying and securing of passengers' luggage together with adequate protection for such luggage from inclement weather if the vehicle is so adapted as to carry luggage externally.

18. Documents

- (a) The proprietor of the vehicle shall at the request of an authorised officer produce for their inspection:
- (b) the current registration document,
- (c) the current vehicle insurance certificate,
- (d) the current vehicle Ministry of Transport (MOT) Certificate (if applicable), and
- (e) their driving licence if applicable.

19. Change of address

The proprietor shall:

- (a) notify the Council in writing of any change of their address within 7 days of such change,
- (b) notify the Council in writing of any change of the address from which they carry on the business in connection with the vehicle, if different from their home address.
- (c) within 7 days of a change of either of the addresses referred to in (a) or
- (d) (b) above, return the vehicle licence to the Council for endorsement.

20. Convictions

The proprietor shall within 14 days disclose to the Council in writing details of any convictions imposed on them (or if the proprietor is a company on the company or directors of the company or if a partnership on any of the partners) during the period of the licence.

21. Loss of Licence

The proprietor shall report the loss of the vehicle licence to the Council in writing and the police as soon as the loss becomes known. A crime reference number should be obtained from the police. A replacement licence may then be issued upon payment of a fee.

22. Return of Licence

The proprietor shall immediately return the licence to the Council in the event of the surrender, suspension or revocation of the licence.

23. Licence Renewal

The proprietor of the vehicle may apply to the Council in writing with the specified renewal form and associated documentation up to 3 months before the expiry date of the current licence if they require the licence to be renewed for a further period. A licence cannot be renewed after it has expired; a new application will be required in this instance.

24. Payment by Credit/Debit Card

A licence in respect of which the fee has been paid either in part or in full by credit/debit card shall be of no effect in the event of that payment being subsequently dishonoured.

25. Licence

The licence shall remain the property of the Council.

The licence shall be renewed annually.

26. Transfer of Licence

The proprietor shall in the event that they transfer their interest in the private hire vehicle:

- (a) notify the Council in writing within 14 days of the name and address of the person to whom the interest has been transferred, and
- (b) complete any documentation required by the Council.