

VEHICLE SPECIFICATION, SCHEDULE OF CONDITIONS AND CODE OF CONDUCT FOR LICENSED DRIVERS AND OPERATORS

Local Government (Miscellaneous Provisions) Act 1976-Part II

Hackney Carriage Vehicle Licence Conditions

A Hackney Carriage proprietor is an owner or part owner of a vehicle, or where a vehicle is subject to leasing contract, hiring agreement or hire purchase, a proprietor is the person in possession of the vehicle under the agreement. In all such cases the proprietor requires a Hackney Carriage Proprietor's Licence from Newport City Council, before they are legally entitled to use the vehicle to ply for hire.

Licences can be obtained by making a full application to the Council. Each applicant must submit an application in respect of every vehicle for which a licence is required.

SPECIFICATION

1. The Proprietor shall ensure that the vehicle and all its fittings and equipment shall at all times when the vehicle is in use or available for hire be kept in an efficient, safe, tidy and clean condition and that all relevant statutory requirements (including in particular those contained in Motor Vehicles Construction and Use Regulations) shall be fully complied with.
 - a) The vehicle shall have no evident signs of previous significant accident damage. The paint work shall be of a professional finish over the whole of the vehicle's bodywork.
 - b) The bodywork shall have no significant signs of corrosion. Corrosion includes visible rust and signs of rust by virtue of the paintwork being blistered.
 - c) Bodywork damage cannot be patched up or fixed with 'Gaffer Tape' etc. (Though the quarter light windows can be affixed by Gaffer Tape in the interest of prevention of crime and Wing Mirrors can be taped if the mirror has been vandalised, though the mirror should be fixed before any future council tests.)
 - d) All parts of the passenger compartment shall be kept clean and free of any damage, which may otherwise affect its suitability for the carriage of passengers.
 - e) Where seat covers are used they shall be properly affixed to the seat so as not to become loose during use. They shall be kept clean and devoid of damage of any kind.
 - f) A working heating and ventilation system shall be provided within the Hackney Carriage.
 - g) A window on either side of the passenger compartment shall be capable of being opened easily by passengers and/or by the driver.
2. No material alteration or change to the specification, design, condition or appearance of the vehicle shall be made without the prior approval of the Head of Public Protection and Environmental Services.

TYPE OF VEHICLE

3. The vehicle must be a purpose built fully wheelchair accessible vehicle. The vehicle must be safely accessible to a disabled person in their wheelchair and must be able to carry the person in safety and in reasonable comfort while remaining in their wheelchair. The vehicle must comply with British and European Vehicle Regulations, be type approved to the standard of M1 whole-vehicle or M1 (Low Volume) category and be unaltered since the type-approval was obtained. Wheelchairs can either access the vehicle from the side or from the rear of the vehicle. The wheelchair must be secured within the vehicle at all times and in accordance with the Vehicles Manufacture Guidelines.

PLATE, SIGNS, ADVERTISING, AND LIVERY

- 4 (a) Vehicles shall at all times display the external plate and internal disc WHICH IS supplied with this licence by the Council. The plate must be securely attached to the vehicle with the use of a plate bracket provided by the Council or screwed to the rear of the vehicle (magnetic or self adhesive securing of the plate is not permitted). The only exception for not displaying the plate on the bracket is when the bracket breaches the Road Traffic Act or if the vehicle precludes the use of the bracket; in this case proprietors must contact the Licensing Team in order to obtain an exemption from having to display a plate bracket.

And

- (b) Display the Council licence disc at the top left hand corner of the inside front windscreen ensuring that the licence details thereon are visible from both inside and outside the vehicle and in such a way as not to obscure visibility in anyway. . The inside disc should display the plate number and expiry date.
5. The vehicle must display authorised Council Door Stickers on the front driver's and passenger's door. No signs, notices, symbols or emblems should be displayed in or on the vehicle without the prior approval of the Head of Service. However a sign can be attached to the rear passenger doors: this sign must be no longer than 80cm x 50 cm and should only be used by highlight the Company/Operator for whom the vehicle working for.
6. The Vehicle must be in BLACK in colour or a colour approved by the Council.

CHANGE OF CIRCUMSTANCES

7. The Proprietor shall, within fourteen days, notify the Council, in writing, of any conviction or pending convictions imposed on him / her during the period of this licence.
8. The Proprietor shall, within fourteen days, notify the Council in writing of all changes in circumstances affecting this licence, such as: change of address, phone number, taxi operator for whom he/she is working, owner of the vehicle, change of insurance company etc.
9. The Proprietor should inform the Licensing Authority within 4 working days and in writing of any accident or damage to the vehicle.

RETURN OF PLATE

10. The Hackney Carriage Licence plate and disc, supplied with this licence, is the property of Newport City Council. The plate should be returned within 14 days after expiry; failure to do so will result in loss of the plate deposit and may result in other action being taken.

INSURANCE

11. The Proprietor shall ensure that a copy of the Insurance Policy or Cover Note is carried in the vehicle at all times. The proprietor shall not use the vehicle, nor permit it to be used, as a Hackney Carriage vehicle when there is not in force for the vehicle an appropriate Policy of Insurance, or such security as complies with the requirements of Part VI of the Road Traffic Act 1988. The Proprietor shall produce when requested the vehicle registration document, a valid MOT Certificate and shall ensure that the vehicle displays a valid vehicle excise licence.

SEATING PLAN & LUGGAGE COMPARTMENT

12. Each passenger shall have direct access to a door without the need to remove or completely fold flat other seating.. Where passengers do not have direct access to a door vehicles that have seats that “tilt” forward by a single operation will be permitted by the Council. A clear sign within the vehicle should clearly indicate the location of the handle that operates the tilt forward seat.
13. Hackney Carriages that wish to use the passenger seat for a paying passenger or for gain must have CCTV present in the vehicle and be approved by the Council; separate guidance will be available for proprietors.
14. The vehicle must be capable of carrying not less than four passengers and no more than eight.
15. The vehicle must have a boot or luggage compartment which provides sufficient space to carry a reasonable amount of luggage.
16. Each passenger seat shall be fitted with a seat belt. No seats may be side facing, other than a wheelchair that has been correctly secured in the vehicle, in accordance with vehicle manufacturer’s guidelines.
17. The vehicle should not carry children in pushchairs; the pushchair should be folded up and stored. If the vehicle does not have the correct child restraint then the child should be placed on the rear seat only. Children under 3 years old may travel unrestrained. Children aged 3 years old or over must use an adult seat belt as in accordance with Road Traffic Act. (Further details can be found on http://www.dft.gov.uk/think/focusareas/children/childincarcar?page=Advice&whoareyou_id=)

ALTERATION OF VEHICLE

18. No alteration to the manufacturer’s specification for the vehicle including a change of or additional fuel type shall be carried out except with the prior written approval of the Council.

TINTED WINDOWS

19. The front windscreen and front windows must have a visible light transmission (VLT) of not less than 75 per cent and all other windows must not be tinted to the extent that passengers cannot be seen from outside the vehicle.

VEHICLE TESTS

20. If the vehicle is over three years old at the time of the licence being granted or renewed it will be required to undertake two tests per year falling at the granting of the licence and six months into the vehicles licence.
21. If a vehicle fails the Council’s vehicle test or a MOT the vehicle should not be used as a Hackney Carriage until such time the vehicle passes the Council test or MOT.

VEHICLE EQUIPMENT

22. The vehicle must carry the following equipment:
- a. A spare wheel suitable for immediate use and which is properly maintained. If the spare wheel is of the temporary space saver type, it may only be used to complete the particular journey or hiring the vehicle is engaged on when the wheel change is necessary and vehicles that have certain technology may be exempt from this condition at the discretion of the Council (for example run on flat tyres).
 - b. A jack and tools for changing the wheels.
 - c. A fire extinguisher (All extinguishers should be to British Standard or European Standard - the BSI (British Standard Institute) Kite mark displayed or the European mark BSEN3 (British and European Standard) and should be marked with a date of manufacture. All extinguishers must be either recharged or replaced after five years (most of the extinguishers carried are not rechargeable). All extinguishers should have a seal fitted proving that the extinguisher has not been used. If a pressure gauge is fitted it must indicate that the extinguisher is fully charged and the needle must indicate this on the gauge. All extinguishers should be of a minimum weight of 11lb or 0.454 kgs.).
 - d. A ramp, or ramps, for the loading of a wheelchair and passenger must be available at all times for use at the nearside rear passenger door. An adequate locking device shall be fitted to ensure that the ramp(s) do not slip, splay apart or tilt when in use. Provision shall be made for the ramps to be stored safely in the vehicle when not in use.

Any auxiliary equipment that is fitted to a vehicle shall not impede the driver in any way, or hinder his/her view, or impede, or cause hazard to passengers or other road users

ADVERTISING

23. Advertisements are only permitted on the interior of purpose built Hackney Carriages on the underside of the tip-up seats and across the bulkhead above the dividing glass partition. The permitted sizes are as follows:
- bulkhead 60cm x 8 cm
 - tip up seat 33cm x 30.5cm.

No advertisement may be placed on the dividing glass partition other than notices approved by the Council, for example the tariff card.

AUDIO, VIDEO & RECORDING SYSTEMS

24. No audio, video or recording systems which were not installed when the vehicle was manufactured shall be installed or operated in the vehicle without the prior written permission of the Council.

NO SMOKING IN VEHICLE

25. No smoking is permitted in the vehicle by either the driver or passengers. The vehicle should comply with the "smoke free" regulations as stated in the Health Act 2006. The vehicle must display 'no-smoking' signs in a prominent position. The sign should include the international red 'no smoking' symbol. (Guidance and signage available from www.smokefreeengland.co.uk)

METERS AND FARES

26. The vehicle must be fitted with a taxi meter which must comply with the Measuring Instruments (Taximeters) Regulations 2006. The taxi meter shall:
 - a. show the fare recorded on the taxi meter in clearly legible figures, and the word 'FARE' shall be clearly displayed so as to apply to such figures;
 - b. the meter should be set in accordance with the Council's Table contrary of Hackney Carriage fares, unless the Proprietor wishes to have a lower tariff. In this case the Proprietor must display the Council Tariff alongside a Proprietors Tariff Card. In such circumstances the Proprietors Tariff Card must clearly state that the Proprietor does not charge the maximum Council taxi rates. A copy of the Proprietor's Card should be given to the Council for its own records.
27. The fare tariff must be fixed in such a position so that the fare to be charged is visible to all passengers within the vehicle at all times and the figures shall be illuminated for this purpose. In the case of Hackney Carriage vehicles that have safety shields, the fare tariff should be displayed in the rear compartment of the vehicle.
28. The Proprietor of the hackney carriage shall ensure that there is a receipt book available in the vehicle at all times and a receipt should be provided at the passenger's request.

LOST PROPERTY

29. The proprietor or driver of a Hackney Carriage shall hand in any found lost property to the nearest Police station within 48 hours.
30. The holder of every Hackney Carriage licence shall comply with the provisions relating to Hackney Carriages contained in the following legislation:
 - Town Police Clauses Act 1847
 - Part II Local Government (Miscellaneous Provisions) Act 1976
 - Road Traffic Act 1988 Part 11 (a) Construction and Use of Vehicles and Equipment
 - The Disability Discrimination Act 1995 (Taxis) (Carrying of Guide Dogs etc.) (England and Wales) Regulations 2000.

NB: THE LICENCE IS SUBJECT TO THE ABOVE ACTS AND PROVISIONS YOU ARE STRONGLY ADVISED TO MAKE YOURSELF AWARE OF THOSE PROVISIONS WHICH APPLY TO YOU.

IT SHOULD BE NOTED NOT ALL CONDITIONS WILL BE CHECKED AT THE TIME OF A VEHICLE INSPECTION / TEST, THE PROPRIETOR OF THE VEHICLE MUST ENSURE THE VEHICLE MEETS ALL THE CONDITION ABOVE BEFORE THE VEHICLE IS USED AS A HACKNEY CARRIAGE.