

## **PRIVATE HIRE VEHICLES LICENCE CONDITIONS AND PRIVATE HIRE OPERATOR'S CONDITIONS**

A Private Hire vehicle proprietor is an Owner or part-Owner of a vehicle, or where a vehicle is subject to a hiring agreement or hire purchase, the person in possession of the vehicle under the agreement. A Private Hire vehicle proprietor requires a Private Hire vehicle licence from Newport City Council for each vehicle used for Private Hire. The vehicle can only operate under a Newport City Council Operator's Licence.

Licences can be obtained by making a full application to the Council. Applicants must submit an application for every vehicle for which a licence is required.

### **SPECIFICATION**

1. The Proprietor shall ensure that the vehicle and all its fittings and equipment and at all times when the vehicle is in use or available for hire kept in an efficient, safe, tidy and clean condition and 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 etc.
  - c) Bodywork damage can not 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) An adequate heating and ventilation system shall be provided for the driver and the passengers alike.
  - g) A window on either side of the passenger compartment shall be capable of being opened easily by passengers when seated.
2. No material alteration or change to the specification, design, condition or appearance of the vehicle shall be made without prior approval of the Head of Service.
3. 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, it received type-approval.
4. Private Hire vehicle can be any colour unless the vehicle is a "Purposed Built" vehicle; these types of vehicles are not permitted to be black / dark blue / dark grey or any other colour that could be confused with 'black'.

### **PLATES, SIGNS, ADVERTISING AND LIVERY**

5. The Private Hire Vehicle Licence plate must be displayed externally, adjacent to the rear bumper and securely attached to the vehicle with the use of a plate bracket provided by the Council. The only exception for not displaying the plate is when the bracket breaches the Road Traffic Act. In this case proprietors must contact the Licensing Team to seek exemption from having to display a bracket.

6. The licence disc must be displayed at the top left hand corner of the inside front windscreen in such a way as not to obscure the driver's visibility ensuring that the licence details thereon are visible from both inside and outside the vehicle.
7. The vehicle must display authorised Council door stickers on the driver's and the front passenger doors. (The only exception is: Private Hire Vehicles that are used in connection with a weddings and a funeral are permitted to cover up the Council Door stickers with a magnetic cover and no other advertising is permitted on the vehicle including company logos)
8. No signs, notices, symbols or emblems shall be displayed in or on the vehicle without the approval of the Head of Public Protection and Environmental Services. However, a sign can be attached to the rear passengers' doors: this sign must be no larger than 80cm x 50cm and should only be used to highlight the operator for whom the vehicle is working.

#### **CHANGE OF CIRCUMSTANCES**

9. The Proprietor shall, within fourteen days, notify the Council, in writing, of any conviction or caution imposed on him/her during the period of this licence.
10. The Proprietor shall, within fourteen days, notify the Council, in writing, of all changes in circumstances affecting this licence, such as change of address or change of Private Hire Operator etc.
11. 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**

12. The Private Hire Licence plate and disc supplied with the licence is the property of Newport City Council. The plate should be returned within 7 days after expiry. Failure to do so will result in loss of the plate deposit and could result in other action being taken.

#### **INSURANCE**

13. 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 Private Hire vehicle when there is not in force for the vehicle a Policy of Insurance, or such security as complies with the requirements of Part VI of the Road Traffic Act 1988, covering the use of the vehicle to carry passengers for hire or reward. 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 AND LUGGAGE COMPARTMENT**

14. 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 an adjacent 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.
15. The vehicle must be capable of carrying not fewer than four passengers and no more than eight.
16. The vehicle must have a boot or luggage compartment which provides sufficient space to carry a reasonable amount of luggage.
17. 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 and in accordance with vehicle manufacturer's guidelines.
18. 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/childincar?page=Advice&whoareyou\\_id=](http://www.dft.gov.uk/think/focusareas/children/childincar?page=Advice&whoareyou_id=) )

## **ALTERATION OF VEHICLE**

19. 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**

20. The front windscreen and front windows must have a visible light transmission (VLT) of not less than 75% and all other windows must not be tinted to the extent that the passengers cannot be seen from the outside of the vehicle. Only vehicle manufacture tints are permitted on the vehicle.

## **VEHICLE TESTS**

21. If the vehicle is over three years old from date of manufacture or first licensing, whichever the earlier at the time of the licence being granted or renewed it will be required to undertake two plating tests per year falling at the granting of the licence and six months into the vehicles licence.
22. If a vehicle fails a Council Vehicle Plating Test or a MOT the vehicle should not be used as a Private Hire Vehicle until such time the vehicle passes the Council test or MOT.

## **VEHICLE EQUIPMENT**

23. 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. Vehicles that have certain technology may be exempt from this condition at the discretion of the Council.
  - b. a jack and tools for changing the wheels.
  - c. a torch.
  - d. a fire extinguisher (All extinguishers must 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 either recharge 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 1lb. or 0.454 kgs.)
  - e. 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.
  - f. re: purpose built wheel chain accessible to Private Hire Vehicles

## **AUDIO, VIDEO OR SURVEILLANCE 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. CCTV if installed in the vehicle must be on at all times when a passengers are in the vehicle.

## **NO SMOKING IN VEHICLES**

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.

## **METERS AND FARES**

26. The vehicle is not required to have a meter but if a meter is installed it must comply with the The Measuring Instruments (Taximeters) Regulations 2006. The 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 Operators' Tariff Card.
27. The fare card must be fixed in such a position in order that the fare to be charged is clearly visible to all passengers within the vehicle at all times, and the figures shall be illuminated for this purpose.
28. The Proprietor of the Private Hire Vehicle must ensure that he/she has 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 Private Hire Vehicle shall hand in any 'lost property' found with the vehicle to the nearest Police Station within 48 hours.

## **LEGISLATION**

30. The holder of every Private Hire licence shall comply with the provisions relating to Private Hire Vehicle 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;
  - Smoking.

**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.**