

Proposed Conditions December 2017**Private Hire Vehicle Licence Conditions**

Please read carefully and contact the Licensing Unit if you have any queries.

St Helens Council needs to be satisfied that private hire vehicles operating in St Helens are safe to do so. The Council may require you to present your vehicle for inspection or test during the period which the vehicle is licensed. The proprietor(s) of the vehicle shall at reasonable times permit an Authorised Officer or Police Constable to inspect the vehicle or any taximeter affixed to it for the purpose of ascertaining its fitness and shall comply with any direction. Should a private hire vehicle fail to be presented for inspection on request by an Authorised Officer, the vehicle licence may be suspended.

Vehicles must meet the Council's s Private Hire Vehicle Licence Criteria

Cars must be fitted with at least four doors and four wheels

Right Hand drive vehicles only

Once a vehicle licence has been issue it remains in force at all times until the licence expires or it is surrendered, suspended, or revoked.

Should any of the conditions below not be complied with the private hire vehicle license may be suspended or revoked and legal action may be taken in accordance with the relevant legislation.

Notwithstanding the conditions below, if there is anything in the construction, form, working or general appearance which in the opinion of the Council, renders a vehicle unfit for use as a private hire vehicle, it may be suspended, revoked, or an application to renew a licence may be refused.

Please note where the conditions refer to 'in writing', this includes email. The email address for the Licensing Section is taxilicensing@sthelens.gov.uk

If you are aggrieved by any of the requirements contained in the conditions below you have the right of appeal to the Magistrates Court within 21 days of the issue of the licence to which these conditions are attached.

1. MATTERS TO BE REPORTED TO THE COUNCIL**Change of Details**

The proprietor(s) of a private hire vehicle must notify the Council in writing of any change of name and/or address within 7 days of such change taking place.

The proprietor(s) of a private hire vehicle must notify the Council of any intention to change the vehicle registration number, prior to any such change taking place.

2. ACCIDENTS AND DAMAGE TO THE VEHICLE

In every case where a private hire vehicle sustains damage the details of the accident and the damage sustained must be reported by the proprietor(s) or driver of

the vehicle to the Council within 72 hours of the accident/damage sustained. The proprietor(s) or driver must complete an incident report form, present the vehicle for inspection.

3. CONVICTIONS, CAUTIONS AND MOTORING OFFENCES

The proprietor(s) of a private hire vehicle must notify the Council with 72 hours detail of any investigation into any criminal or motoring offence, criminal convictions received, cautions received and any motoring offences or penalty points received.

4. TRANSFER OF OWNERSHIP OF THE VEHICLE

If the proprietor(s) of a private hire vehicle wishes to transfer ownership of the vehicle to another person, the proprietor(s) must notify the Council of the name and address of the new proprietor(s) within 14 days of the transfer of ownership. The current proprietor(s) and new proprietor(s) must complete a transfer application form and pay the relevant fee and produce current valid insurance for the vehicle.

5. SURRENDER OF LICENCE

If at any time during the period of the licence the proprietor(s) for any reason, does not wish to retain the private hire licence, or transfer the vehicle licence to another person the proprietor(s) must immediately surrender and return the private hire vehicle licence, window disc and plate to the Council.

6. GENERAL

Exterior of the vehicle

Vehicles, including all fittings, lights and other mechanical and electrical components must be maintained in a good working order in accordance with the Council's Vehicle Inspection Policy.

The vehicle must be maintained with the paintwork, bodywork, fittings, locks and latches in good working order.

Paintwork must be maintained to a high standard and the colour of all panels must match.

The vehicle must be maintained in a mechanical and structural condition which is roadworthy and capable of satisfying the Council's inspection at any time during the period of the vehicle licence.

The interior and exterior of the vehicle must be maintained in clean and safe condition.

There must be no visible leaks of fuel, oil, or other fluids from the vehicle.

The vehicle must not emit excessive smoke from the exhaust.

Interior of the vehicle

Private Hire vehicles must be wind and water tight when all doors and windows are closed.

There must only be the number of passenger seats fitted in the vehicle for which the vehicle is licensed.

All fittings and furniture inside the vehicle must be in a clean and well maintained condition.

Seats must be secure and covered with an appropriate material which must be properly upholstered and in good and clean condition, free from rips, tears and holes.

If seat covers are used they must be fitted correctly, in a good clean condition and free from rips, tears and holes.

Seat belts and seatbelt mechanisms must be in good working order and free from frays, cuts and other damage. If a seatbelt sustains any frays, cuts or other damage the seatbelt must be replaced not repaired.

The floor of the vehicle must be covered in an appropriate non-slip material which must be free from rips, tears and holes.

There must be provision of the safe carrying of luggage.

The driver of the vehicle must ensure that his hackney carriage/private hire driver's licence is displayed in a prominent position so that all details can be read by passengers.

Nothing must be placed in front of or any windows that would obscure the clear vision of the driver or passengers other than those issued by St Helens Council.

7. VEHICLE LICENCE PLATES

The rear vehicle plate identifying the vehicle must at all times be securely fixed externally to the rear of the vehicle in a prominent position ensuring that the whole plate is clearly visible and must be affixed by screws, rivets or bolts in such a position that does not obscure or alter the information printed thereon. The plate must be fixed using the bracket provided by the Council.

The licence disc must be placed in the nearside of the front windscreen but placed so that it does not obscure the driver's vision.

8. VEHICLE EXCISE LICENCE

The Council will suspend the private hire proprietors licence or refuse to renew the licence if the vehicle does not hold a valid excise licence.

9. INSURANCE

The Proprietor(s) shall maintain a current public hire insurance policy for the vehicle at all times during the currency of the licence and shall immediately return the

plates/licence disc/licence to the Council if the policy lapses or is cancelled/withdrawn by the insurance company.

10. INTERIOR LIGHTING

Lighting must be provided for the driver and passengers

11. ADVERTISEMENTS

The proprietor(s) shall not cause or permit any sign, symbol, notice or advertisement to be displayed in, on or from the vehicle without the prior approval of the Licensing Authority. Where advertisements are displayed without prior approval an Authorised Officer can request the advertisement to be removed.

Any advertisement promoting alcohol, tobacco, the sex industry, or any matters considered inappropriate or controversial are not permitted.

12. DOOR SIGNS

The private hire vehicle must display on the front and nearside doors permanent signs displaying the words "PRIVATE HIRE ONLY, the name of the Operator and the telephone or App details. Lettering must be a minimum of 2 inches and a maximum of 4 inches in size and be clearly legible.

Private Hire vehicles must not display on the door sign any reference to the words 'hackney', 'taxi', or 'cab'.

13. CLOSED CIRCUIT TELEVISION (CCTV)

CCTV may be installed and the proprietor(s) must ensure that the system is properly maintained and serviced to ensure clear images are recorded. Warning signs must be clearly and prominently displayed inside the vehicle advising passengers that a CCTV system is in operation in the vehicle. The unit must be sealed and tamper proof and any footage should be made available upon request to the Licensing Authority with 48 hours of a request being made.

The CCTV system must be compliant with the specifications applicable at that time.

14. CONVEYANCE OF ANIMALS

The Proprietor(s) and drivers of the vehicle must ensure that they are aware of their duty under Section 168 of the Equality Act 2010 to convey as assistance dog, if requested unless the driver is already the holder of and is displaying an exemption certificate.

15. ROOF RACKS, ROOF BOXES AND TRAILERS

Private hire vehicles are not permitted to use roof racks, roof boxes or trailers whilst being used for hire and reward purposes.

16. WHEELS AND TYRES

Where a private hire vehicle is supplied with alloy wheels, all four road wheels must be of the same type and pattern.

Where a private hire vehicle is supplied with wheels intended to be fitted with wheel trims, all four road wheels must be fitted with wheel trims of the same pattern.

Alloy wheels, wheel rims and fitted wheel trims must be free from damage and defects which affect the safety, appearance, or integrity of the wheel.

Part worn and remould tyres must comply with the Motor Vehicle Tyres (Safety) Regulations 1994.

All tyres (including the spare) must be the correct size, and load rating for the vehicle.

All tyres, including the spare must be properly inflated.

All tyres must have a continuous tread depth of at least 1.6mm across the central three quarters of the breadth of the tyre, and visible tread across the remaining breadth of the tyre.

All tyres including the spare must be free from cuts and other defects.

The private hire vehicle must carry a method for dealing with a wheel or tyre should it become defective. This method should be in accordance with the vehicle manufacturer's specification which must be one of the following:-

- Full size wheel – which must be the same size and type as the four road wheels, and be fitted with a tyre of the same size, and load rating as the four road wheels. Proper tools and equipment for changing the wheel must also be carried.
- Space saver spare wheel – which must be the correct size and type for the vehicle.
- Run flat tyres
- Emergency tyre sealant and compressor/inflator pack

If a wheel or tyre becomes defective and one of the above methods is used to rectify the fault this is a temporary measure only. The vehicle must not be used for public hire and reward purposes other than completing the current journey.

18. DOORS

Where hinged doors are fitted:

- An automatic locking device must be fitted to passenger doors
- When the vehicle is stationary, the passenger doors must be capable of being opened from the inside and outside of the vehicle by one operation of the latch mechanism.
- The interior door handle must be clearly visible, of a contrasting colour to the interior of the vehicle, and easily accessible to passengers when the door is in the fully open position.

- A hinged door must be capable of being opened to a minimum angle of 90 degrees.

Where sliding doors are fitted:

- An automatic locking device must be fitted to passenger doors.
- When the vehicle is stationary, the passenger doors must be capable of being opened from the inside and outside of the vehicle by one operation of the latch mechanism.
- The interior door handle must be clearly visible, of a contrasting colour to the interior of the vehicle and easily accessible to passengers when the door is in the fully open or closed position.
- There must be reflective strips on both the front and rear edges of the door.
- There must be an illuminated sign bearing the words "Door Open" clearly visible from the rear of the vehicle. This sign must be automatically linked to the passenger doors in order that when either door handle is activated to open the door, the sign is illuminated.
- There must be a sign within the passenger compartment, clearly visible to all passengers, giving instructions on the correct operation of the passenger door.

19. WINDOWS

All windows must be secure and free from cracks, damage or other defects.

All windows must let at least 75% light through.

Passenger door windows must be capable of being opened by passengers when seated. The control for opening a door window must be clearly identified so as not to be mistaken for any other control.

20. MIRRORS

All mirrors and mirror housing units must be secure and free from cracks, damage or other defects.

21. PASSENGERS

The proprietor(s) must not cause or permit the vehicle to be used to carry a greater number of passengers than prescribed on the private hire licence/plate.

22. LIQUID PETROLEUM GAS

Liquid petroleum gas is allowed in private hire vehicles, however prior to any work being carried out they must be inspected by an Authorised Officer to assess the suitability of the vehicle for conversion and to ensure the adequate luggage space will still be available.

Bi-fuel and LPG only conversions will be allowed

Only conversions carried out by an LPGA approved installer to the current code of practice will be permitted. The proprietor of the vehicle must produce a certificate of installation from the approved installer. For details of approved installers go to www.lpga.co.uk

23. TRAILERS

The use of trailers is not permitted for a Hackney Carriage.

24. SMOKING IN A LICENCED VEHICLE

Revisions as per the Health Act 2006 which does not permit anyone to smoke in the licenced vehicle.