

## **Appendix B**

### **HACKNEY CARRIAGE DRIVER LICENCE. THIS LICENCE IS ISSUED SUBJECT OF THE FOLLOWING CONDITIONS**

#### **DEFINITIONS**

- 1 "The Council" means the Telford & Wrekin Council.  
"Identification plate" means the plate issued by the council for the purpose of identifying the vehicle as a hackney carriage vehicle.  
A "material fact" is one that is likely to influence a prudent insurance underwriter in his or her assessment or acceptance of a proposal.

#### **CONVICTIONS**

- 2 a The licensee shall notify the Council in writing of any conviction recorded against him/her by any Court within 7 days of such conviction being imposed  
b The licensee shall within 42 days of the offence notify the Council in writing of any fixed penalty imposed upon him/her which results in an endorsement on his/her UK drivers licence

#### **DRIVERS**

- 3 The licensee shall not cause, procure or permit any other person to drive a licensed hackney carriage vehicle of which he/she is in charge except with the consent of the proprietor of the vehicle.

#### **PERSONAL CONDUCT**

- 4 The licensee shall at all times when the vehicle is available or being driven for hire be clean and respectable in his/her dress and person, shall behave in an orderly manner and conduct him/herself with civility and propriety towards every person seeking to hire, or being conveyed in the vehicle
- 5 The licensee shall at all times behave in an orderly manner and conduct him/herself with civility and propriety towards every other taxi and private hire driver.  
The licensee shall not, except with the express consent of the hirer, smoke, drink or eat in the vehicle.
- 6 The licensee shall not, except with the express consent of the hirer, play any radio or sound reproducing instrument in the hackney carriage vehicle other than  
for communicating with the operator.
- 7 The licensee shall not cause or permit the noise emitted by any radio equipment or sound reproducing equipment installed in the hackney carriage vehicle to be a source of nuisance or annoyance to any persons whether inside or outside the vehicle.
- 8 The licensee, when hired to drive to any particular destination shall, subject to any directions given by the hirer, proceed to that destination by the shortest practicable route.
- 9 The licensee shall not, except with the express permission of the hirer, convey any other person other than the hirer in the hackney carriage vehicle.
- 10 The licensee of a hackney carriage vehicle who has agreed or has been hired to be in attendance with a vehicle at an appointed time and place shall, unless delayed or prevented by some sufficient cause, punctually attend with the hackney carriage vehicle at such appointed time and place.
- 11 The licensee shall afford all reasonable assistance with passenger's luggage.

#### **INSURANCE**

- 12 The licensee shall ensure that a certificate or cover note of insurance covering PUBLIC HIRE is in force and must be carried on the vehicle at all times throughout the duration of the licence.

#### **IDENTIFICATION PLATES**

- 13 The licensee shall not conceal the exterior identification plate of the hackney carriage or the details thereon from public view, and will keep the identification plate and the display in a clean condition.

#### **LICENCE**

- 14 The licensee shall deposit his / her hackney carriage driving licence issued by the Council with the proprietor or employer for which the vehicle is being used during the time it is so used.

#### **HIRERS PROPERTY**

- 15 The licensee shall immediately after termination of any hiring , or as soon as practicable thereafter search the hackney carriage vehicle for any property which may have been left therein.
- 16 The licensee of a hackney carriage vehicle shall if any property is accidentally left therein by any person who may have been conveyed in the vehicle and be found by or handed to him/her carry it, as soon as possible and in any event within 24 hours if not sooner claimed by or on the behalf of its owner, to a Police Station in the district in order to receive instructions from the Police regarding its custody.

### **PASSENGERS**

- 17 The licensee shall at all times when a vehicle is hired take all reasonable steps to ensure the safety of -passengers conveyed therein and persons entering and alighting from the vehicle.
- 18 The licensee shall not permit a hackney carriage vehicle to carry a greater number of passengers than the number prescribed in the licence.

### **ANIMALS**

- 19 The licensee shall not permit any animal to ride in the vehicle except an animal in the custody or control of the hirer which animal may be conveyed in the rear of the vehicle.

### **CHANGE OF ADDRESS**

- 20 The licensee shall notify the Council in writing of any change of his/her address within 7 days of such change taking place.

### **RECEIPTS**

- 21 The licensee shall, if requested by the hirer, provide him/her with a written receipt for the fare paid.

### **CHEQUES**

- 22 A licence in respect of which the licence fee has been paid by cheque shall not be effective until the cheque has been cleared, and if not cleared will become void and will result in the revocation of such licence.

### **TOUTING ETC.**

- 23 The licensee shall not while driving or in charge of a hackney carriage vehicle:-
- a Tout or solicit on a road or other public place any person to hire or be carried for hire in any hackney carriage vehicle, or
  - b cause or procure any other person to tout or solicit on a road or other public place any person to hire or be carried in any hackney carriage vehicle. In this condition:“ road means any highway or other road to which has access including bridges over which a road passes.”

### **FARES**

- 24 The licensee shall not demand a fare in excess of that prescribed by the fare table issued by the council unless previously agreed between the hirer and the operator at the time of booking.

### **MEDICALS**

- 25 The licensee shall submit to a medical examination at the age of 45 years and thereafter every 5 years until the age of 60 years when a medical is required annually.

### **TAXIMETERS**

- 26 If the vehicle being fitted with a taximeter:-
- a The licensee shall not cause the fare recorded thereon to be cancelled until the hirer has had a reasonable opportunity of examining it and has paid the fare
  - b The licensee shall ensure that when the vehicle is not hired the key is to be locked and machinery kept inactive and the meter must show no fare at that time.
- 27 The licensee shall ensure that the taximeter is sufficiently illuminated that when in use it is visible to all passengers.
- 28 The licensee shall ensure that the fare or charge shall be calculated from the point in the district at which the hirer commences his journey and shall not exceed that displayed on the taximeter on the completion of his/ her journey.
- 29 The licensee shall ensure that the taximeter is only brought into action at the commencement of the hirer's journey and the correct tariff for that journey is displayed.

### **DRIVERS RESPONSIBILITIES**

- 30 a It is the licensees responsibility to ensure that an approved Fire Extinguisher is carried in the vehicle whenever it is used as a taxi
- b It is the licensees responsibility to ensure that an approved First Aid Kit is carried in the vehicle whenever it is used as a taxi.
- c It is the owner / drivers responsibility to ensure that a certificate or cover note of insurance covering **public hire** is displayed in the interior of the vehicle whenever it is being used as a taxi.
- c Insurance policies or cover notes carried that are issued to cover “any driver” or “any vehicle” must be accompanied by a driver and vehicle schedule(s) and will not be acceptable without such schedule(s).
- d The licensee will ensure that if there are any points recorded on their DVLA licence that these convictions are disclosed to the Insurer. A copy of the proposal form relating to such a disclosure must be produced to the Council on request.
- e The licensee must ensure that any other material facts are disclosed to the insurer.
- f The licensee shall report to the Council details of any accident that they are involved in whilst driving a licenced hackney carriage vehicle within 72 hours.
- g The licensee shall not use a taximeter that has not been calibrated at the current fare scale or has not been sealed to prevent unauthorised adjustment.

### **DRIVERS BADGES**

- 31 a A driver shall at all times when acting in accordance with the drivers licence granted to him wear such badge in such position and manner as to be plainly and distinctly visible
- b If any person without reasonable excuse contravenes these provisions, he/she shall be guilty of an offence.

### **ADDITIONAL CONDITIONS**

- 3 This list of conditions is not exhaustive. Telford & Wrekin Council reserves the right to amend conditions from time to time as required and without prior notice. It is therefore advisable for all drivers, vehicle owners and operators to check with the Authority from time to time. Operators must also refer to the LGMP Act, Town Police Clauses Act 1847, and the construction and Use Regulations 1978. Any requirements of legislation which effect the operations being carried out under the terms of this licence shall be regarded as if they are conditions of this licence. Wherever there appears in the Licence Conditions / Guides / Handbook and summary of any statutory provision you are advised that such summary is not exhaustive. Any vehicle licensed that does not meet the conditions at the time they come into force will be permitted to be re-licensed annually provided it passes the mechanical requirements, but any replacement vehicle will be required to meet all conditions as set out. If in any doubt about any information contained in this document please contact the Licensing Office for advice on 01952 202536.