

Appendix A - Telford & Wrekin Council Private Hire Vehicle Conditions of Licence – 1st October 2011

1..	Identification Plates
1.1	The external identification plate issued by the Council shall at all times be fixed to the outside front and rear of the Private Hire Vehicle by the proprietor to the place provided by the manufacturer or in accordance with reasonable instructions of an Authorised Officer of the Council. The plate should be fitted in such a manner as to be easily removable by such officer or Police Constable.
1.2	On the suspension of a vehicle licence and where a "Licence Expired" plate has been fitted to the vehicle that plate may only be removed by an Authorised officer of the Council.
1.3	The internal identification plates (two in number) for Executive Vehicle licences issued by the Council shall be affixed by the proprietor of the vehicle one on the nearside/left hand side of the front windscreen and one on the nearside/left hand side of the rear windscreen in a distinctly visible position that does not interfere with the drivers view of the road. Said plates will be displayed at all times in accordance with Council instructions.
1.4	The fare card where issued by the Council shall at all times be kept and maintained inside the vehicle in accordance with the reasonable instructions of an Authorised Officer of the Council.
1.5	The proprietor of the vehicle shall ensure the identification plates are maintained and kept in such a condition that the information contained on the plate is clearly visible to public view at all times. The identification plate remains the property of the Council and must be returned to the Council within 7 days of expiry of the vehicles licence if not renewed. Plates are not transferable except on application.
1.6	No vehicle which is licensed by another Local Authority or bears a licence plate issued by another Local Authority will be licensed by the Council
2..	Roof Signs
2.1	External roof signs shall be the responsibility of the Operator of the company and must be kept to an approved standard. The roof signs shall be of a type and size approved by the Council and shall at all times be affixed to the roof of the Private Hire vehicle by the proprietor to the place recommended by the manufacturer or in accordance with reasonable instructions of an Authorised Officer of the Council. The roof sign should be fitted in such a manner as to be easily removable by such Officer or Police Constable.
2.2	All roof signs on Private Hire vehicles shall be connected to the vehicle electrical wiring system and will be illuminated when the vehicle is in service during lighting up times and/or adverse weather conditions.
2.3	The proprietor of the vehicle shall ensure the roof signs are maintained and kept in such a condition that the information contained is clearly visible to public view at all times.
2.4	For whatever reason, when a Private Hire vehicle licence is suspended the licence plate and the roof sign shall be removed by an Authorised Officer of the Council. The roof sign shall be kept in the custody of the Operator until such time as the vehicle is made fit again for service and the suspension lifted by the Council. Only at that point will the roof sign be returned to the vehicle proprietor/driver by the Operator.
3.	Types of Vehicle
3.1	The proprietor shall ensure that the Private Hire vehicle shall only be of the type approved for Private Hire by the Council, namely a motor car or a multi- purpose vehicle built to carry up to eight passengers with factory fitted seatbelts and an engine capacity not less than 1600cc. subject to the following:
3.1.1	By way of a list that will specify as many different types of vehicle as possible or a range of general criteria which allow the trade to put forward vehicles of choice that meet the criteria. Will provide greater flexibility for new vehicle types.
3.1.2	A list of designated vehicles shall be maintained that will specify as many different types of vehicle as possible which allow the trade to put forward vehicles of choice that meet the criteria for wheelchair accessibility.
3.1.3	That all vehicles will be considered on their own merits so long as they comply with all current and statutory requirements, inc Road Vehicles (Construction and Use) Regulations 1986, the Motor Vehicle (Wearing of Seatbelts) Regulations 1993 & Motor Vehicle (Wearing of Seatbelts by Children in Front Seats) Regulations 1993.
3.2	The Council shall refuse any vehicle submitted for licence which is fitted with tinted windows to the rear of the driver which are not factory fitted options at the time of the manufacture of the vehicle.
3.3	<u>Limousines</u> In the absence of any national standards set to help Local Authorities deal with the licensing of stretched limousines the Council will regard such vehicles as in the Special Types Category and upon application will licence them until further notice as standard Private Hire vehicles. The need for legislation to cover the operation of this type of vehicle is being considered by D. o .T. In the interim any vehicle that is licensed shall comply to the Councils five year age limit and shall be subjected to Compliance Standard testing under the Road Vehicles (Construction & Use) Regulations 1986 and all existing conditions relating to licensed Private Hire vehicles. The Council reserves the right to amend conditions relating to these vehicles as and when required.
3.3.1	For reasons of safety Proprietors of such vehicles shall simultaneously engage, the services of two licensed Private Hire drivers at any time that the vehicle is used for hire and reward and it shall only be licensed by the Council for seven fare paying passengers. As and when new legislation, directives and/or new conditions are introduced the Council reserves the right to adopt any such measures without further notice.
3.4	All vehicle proprietors must obtain written consent from the Council prior to licensing Mini-Bus derivatives,

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	Limousines or any other vehicle (converted or adapted) which may or may not fall into the Special Types Category. Such vehicles must not be purchased until it is clear, in writing that the council is prepared to licence them for hire and reward.
3.5	Vehicle Tyres - restrictions as per Manufacturers' standards.
3.6	The Council will only licence suitable vehicles which do not exceed that age limit for motor cars and Multi Purpose Vehicles (or for purpose built or adapted minibuses) of seven years. Vehicles to be tested every six months from five years of age in line with best practice guidance. However no vehicle to be over 5 years of age when first licensed.
3.7	The vehicle must not be of a type approved by the Council for Public Hire. (Hackney Carriage).
3.8	<p>The current Telford & Wrekin guidance on executive vehicles provides a list of vehicles and trim levels as a guide to what vehicles are considered appropriate to be licensed as executive vehicles. The list is not exhaustive and each vehicle will be judged on its merits. If an operator is thinking of asking the Licensing Team to licence another type of vehicle they are advised to speak to a member of the Licensing Team in advance of purchasing the vehicle.</p> <p>The current guidance also states that:</p> <ul style="list-style-type: none"> • a) The vehicle must be immaculate condition. • b) The vehicle needs to be large enough to carry at least three passengers and their luggage. • c) The vehicle will have air conditioning or climate control and alloy wheels. • d) The vehicle may have tinted windows but not so strong that you cannot see into the vehicle. • e) The vehicle must be maintained to a very high standard. • f) The passenger capacity will be restricted to the number of seats for adults.
3.9	It shall be a condition that vehicles which are licensed as Executive vehicles will only be permitted to undertake executive work and not for general Private Hire usage. It will also be a condition that Executive vehicle owners should produce to the Council written confirmation from their Private Hire Operator that the vehicle will only undertake Executive work.
4.	Condition of Vehicle
	The proprietor shall ensure that:-
4.1	The Private Hire vehicle shall be maintained in a sound mechanical electrical and structural condition at all times and be capable of satisfying the council's mechanical electrical and structural inspection at any time during the continuance of the vehicles licence.
4.2	The interior and exterior of the vehicle shall be maintained in a clean safe condition by the proprietor.
4.3	Provide sufficient means by which any person in a Private Hire vehicle may communicate with the driver during the course of the hiring.
4.4	Cause the interior of the vehicle to be kept wind and water tight.
4.5	Provide any necessary window and means of opening and closing the same with not less than one window on each side of the passenger compartment.
4.6	Cause the seats in the passenger compartment to be cushioned and covered.
4.7	Cause the floor in the passenger compartment to be covered with a proper carpet, mat or other suitable covering.
5.	Fire Extinguisher & First Aid Kit
5.1	<p>Fire Extinguisher –Construction & Use Regulations – Schedule 7</p> <p>Must be suitable to the risk and is to be carried in the vehicle at all times. It must be a fire extinguisher no smaller than 1.0kg incorporating a built in pressure gauge and to contain dry powder or water or other chemical reagent recommended for use in vehicle fires. The extinguisher should be securely fitted to the vehicle in such position as to be, easily accessible, readily available and must comply with BS 5423 and/or EN3 Standard. The extinguisher shall be a testable item on the Compliance Standards Testing of licensed Private Hire vehicles.</p>
5.2	<p>First Aid Kit – Road Vehicles Construction & Use Regulations 1986 Schedule 7</p> <p>A standard size and type of first aid equipment which complies with the requirements laid down by the Department of Transport for mini-buses, in accordance with regulation 43. This is a testable item for the purposes of Compliance Standard Testing of licensed Private Hire vehicles.</p>
6.	Light Trailers
6.1	All Trailers must be of a design such that when close coupled to the prime mover (the vehicle towing it) it does not interfere in any way whatsoever with the operation of any rear door, emergency exits or wheelchair access ramps etc.
6.2	If the unladen weight of any Trailer submitted for testing exceeds 1,200 kgs, a prescribed Ministry Plate must be fitted to the nearside of the Trailer except where said Trailer is fitted with parking brakes and brakes that act automatically on the overrun of the Trailer.
6.2.1	In any case all Trailers shall meet the braking requirements in accordance with the type and size of said Trailer.
6.3	All such Trailers shall not exceed the gross weight limit of 3,500 kgs but in all cases the proprietor should consult the vehicle handbook regarding manufacturer's recommendations particularly where unbraked trailers may be in use.
6.4	All Trailers will be subjected to a Compliance Standards check and if found to be satisfactory, issued with a

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	one year certificate.
6.5	The Trailer shall be fitted with a rigid hard top and shall be sealed against rain and water to protect luggage and goods.
6.6	The owner/operator of the Trailer shall ensure that the material facts are disclosed to the Insurer and that adequate insurance cover is arranged for the carriage of luggage and/or goods and proof of such cover is to be provided to the Council.
7.	Signage
7.1	The following signs and notices will be displayed on licensed Private Hire vehicles during the currency of the Licence:-
7.1.1	Notices issued from time to time by Telford & Wrekin Council for the information of the travelling public.
7.1.2	A copy of the approved table of fares displayed in a clearly visible position (if required).
7.1.3	A sign stating 'Seat Belt Regulations – Seat Belts must be worn'.
7.1.4	A sign bearing the words 'First Aid Kit Carried' fixed to the rear body work of the vehicle.
7.1.5	A sign on both rear doors of the vehicle as issued by the Council regarding No Smoking.
7.1.6	Private Hire Vehicles should display a replica Private Hire Vehicles Licence plate issued by the Council, affixed to the inside of the vehicle, in the prescribed manner, so as to be plainly visible to fare paying passengers.
8.	Advertisements
8.1	No form of advertising is permissible on any licensed Private Hire vehicle.
8.2	The proprietor shall not display or suffer or permit to be displayed on or from his/her premises or from any other place or from any licensed Private Hire vehicle, any sign or notice which consists of or includes the word Taxi or Cab whether in the singular or plural or any word of similar meaning or appearance to any of those words, whether alone or as part of another word, except where the Operator also makes Hackney Carriages available for hire and on such sign or notice must indicate that he/she also operates Private Hire vehicles (with letters of a size not less than those used for the word or words aforementioned.)
8.3	The Proprietor shall ensure that any roof sign attached to any licensed Private Hire vehicle owned or operated by them displays the company name and telephone contact number and nothing else save for "Advance Bookings Only" which shall be clearly visible and legible at all times on the front of the roof sign.
8.4	The Proprietor shall ensure that no Executive vehicle owned or operated by them bears any form of advertising whatsoever.
9.	Passengers
9.1	The Licence holder 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.
10.	Meters
10.1	If a proprietor wishes to fit a meter to a Private Hire vehicle the proprietor shall follow the procedures approved by the Council relating to the type of meter and the calibration and testing of such a meter.
10.1.2	The proprietor shall, if the vehicle is fitted with a meter, cause it to be installed and calibrated in the approved manner prior to testing by the Council and for it to be located within the vehicle in accordance with the reasonable instructions of an Authorised Officer of the Council.
10.1.3	The licence holder shall ensure that the meter is sufficiently illuminated and that when in use it is visible to all passengers.
10.1.4	The proprietor shall cause the meter to be maintained in a sound electrical and mechanical condition at all times.
10.1.5	The proprietor shall not use or permit to be used a meter that the Council has not sealed to prevent unauthorised adjustment of the meter.
10.1.6	The proprietor undertakes to ensure that the meter will not be replaced without written prior permission of an Authorised Officer of the Council and that any replacement meter conforms to all other conditions and be tested and sealed at the earliest opportunity.
10.1.7	The proprietor shall notify the Council prior to any proposed fare scale changes and shall cause the meter to be altered accordingly and retested before recommencing service for hire and reward.
10.1.8	Any Private Hire vehicle so fitted with a meter must be equipped with the standard size tyres as approved by the manufacturer of the vehicle. Retrofitted low profile tyres which will affect the performance and accuracy of a meter are not acceptable if fitted <u>after the meter has been tested and sealed</u> . Any such tyres of a low profile type must be fitted <u>before</u> the meter is tested. Any contravention of this condition will result in the immediate suspension of a Private Hire Vehicle licence.
11.	Inspection of Vehicle and Meter
11.1	A licensed Private Hire vehicle and any meter affixed to the vehicle may be inspected and tested by an Authorised Officer of the Council or by a Police Officer at all reasonable times.
11.2	If the Authorised Officer of the Council or Police Constable inspecting the vehicle is not satisfied as to the fitness of the vehicle or the accuracy of the meter, he may give written notice to the Proprietor to make the Private Hire vehicle and/or meter available for further inspection and testing at such reasonable time and place as may be specified, and the vehicle licence may be suspended until the Authorised Officer of the Council or Police Constable is satisfied as to the vehicle's fitness or as to the accuracy of the meter.
12.	Insurance
12.1	During the currency of the vehicle licence, the Proprietor shall keep in force, in relation to the use of the

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	vehicle as a Private Hire vehicle, a policy for Private Hire insurance and security complying with the provisions of Section 145 of Part VI Road Traffic Act 1988 which covers third party liability both in respect of physical injury or death AND in respect of damage to personal belongings. The certificate of insurance shall be produced to an Authorised Officer of the Council for inspection whenever required.
12.2	If the Proprietor fails to produce a certificate of insurance cover on request he shall produce it forthwith, or within 7 clear days of the request to any Authorised Officer of the Council. Failure to comply with these provisions shall result in automatic suspension of the vehicle licence (and may lead to the ultimate revocation of the Licence, if a certificate is unable to be produced which confirmed that insurance cover was in place at the date of the original request).
12.3	Insurance certificates or cover notes issued to cover "any vehicle" or "any driver" must be accompanied by "any vehicle and/or any driver" schedule(s) together with a signed statement of undertaking by the insurance policy holder that the said schedule(s) does not contain information or details relating to vehicles and drivers which would fall into exemptions stipulated by the Insurance Company when the policy was issued.
12.4	The proprietor shall provide proof of Public Liability Insurance to the Council to the value of £5,000,000.
13. Convictions	
13.1	The proprietor of the vehicle shall notify the Council of any conviction recorded against him or her by any court within 7 days of such a conviction being imposed.
14. Transfer of a Licence	
14.1	The Proprietor of a Licensed Private Hire vehicle wishing to replace a licensed vehicle with another vehicle must apply for a new Private Hire vehicle licence. The Proprietor will be required to supply to the Council all relevant information relating to the new vehicle.
14.2	An appointment to test the new vehicle will not be made by the Council unless the vehicle is available for immediate inspection and in any case no more than 48hours in advance. The proprietor must also undertake to licence the vehicle immediately after testing.
14.3	A fee will be paid at the Council approved Testing Station for the mechanical and electrical inspection of the replacement vehicle before the licence is transferred.
14.4	It must be noted by all vehicle proprietors that under no circumstances will vehicle licences be transferred unless the transfer relates to a permanently replaced vehicle such as one to replace another vehicle taken out of service due to age limits or written off or for similar reasons. Licences of vehicles that are temporarily of the road (with mechanical defects or awaiting spares etc) and can be brought back into service at a later date will not qualify for such licence transfers.
15. Customer Feedback Cards	
15.1	The proprietor shall ensure that customer feedback cards should be installed in all Private Hire Vehicles asking for feedback on customer service with the results of the customer feedback being shared with operators, the Council and the Chairman of the Council's Licensing Committee.
16. Equipment	
16.1	The proprietor shall ensure that all Private Hire Vehicles must carry at all times a warning triangle and an appropriate set of vehicle spares (e.g. spare bulbs etc).

N.B. Additional Notes	
1.	This list of conditions is not finite and additional information regarding all aspects of Private Hire Vehicle licensing in detail can be found in the official handbook issued by Telford & Wrekin Council.
2.	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 or Handbook, a summary of any statutory provision you are advised that such summary is not exhaustive. If you are in any doubt about any information contained in this document please contact the Licensing Service for advice on 01952 – 383262.

List of Private Hire Vehicles

Vehicle (Numbers of Passengers)

(Vehicles 8 Passengers or More Need to be Wheelchair Accessible)

Skoda - Octavia (4) Roomster (4) Superb (4)

Kia - Magentis (4) Sedona (6) Carens (4)

Renault - Scenic (4) Laguna (4) Espace (6) Master (8)

Vauxhall -Vectra (4) Astra Estate (4) Zafira (6) Meriva (4) Mivano (4)
Insignia (4) Vivaro (8) TS Shuttle (8)

Citroen - Berlingo (4) Picasso C4 (4) Zsara (4) C8 (4,6 & 7) C6 (4)
C5 (4) C4 Grand Picasso 1.6hdi vtr + (6)

Volkswagen - Passat (4) Golf plus (4) Golf Estate (4) Touran (6) Sharan (6)
Transporte (8) Shuttle (8) Jetta Sports TDI 2 litre (4)

Peugeot - 407 (4) 307 Estate (4) 807 (4) Peugeot Boxer (mid-wheelbase,
wheelchair accessible to carry two W/C+FOUR passengers)

Ford - Cmax (4) Mondeo (4) Mondeo 5 Door Hatch (4) Focus Estate (4) Focus
Zetec (4) Galaxy (6) Torneo (7) Ford Transit T280 (8)

Mazda - 6 series (4)

Toyota -Avensis (4) Corolla (4)

Fiat -Doblo (4) Chroma (4) Multipla (5) Ulysses (7) Ducato (8) Scudo (8)

BMW -3 Series Estate (4)

Nissan - Primera (4) Almera Tino SD Hatchback (4) (Rear seats to be removed)

Hyundai - T-Jet (6) i800 (7)

Audi – A4 (4)

Honda – Accord (4)

Chrysler - Grand Voyager (6)

Saab – 93 (4)

Mitsubishi - Grandis Classic (6)

Designated List of Wheelchair Accessible Vehicles

The vehicles listed below meet the criteria for wheelchair accessibility.

Private Hire Vehicles

Vauxhall

Vivaro

Ford

Torneo

Transit

Volkswagon

Shuttle

Transporter

Fiat

Scudo

Ducato

Mercedes

Vito Traveliner

Executive Car Status - Guidance.

Following a meeting with members of Telford Operators and Drivers Associations the following list has been drawn up in relation to the licensing of Executive vehicles.

The list of vehicles and trim levels are to be seen as a guide as to what vehicles are appropriate to be licensed as Executive vehicles by Telford & Wrekin Council. If an operator is thinking of asking the Licensing Team to licence another type of vehicle they are advised to speak to a member of the Licensing Team in advance of purchasing the vehicle.

The following are general guidelines as to what is required in terms of condition and equipment:

- a. the vehicle must be immaculate condition.
- b. the vehicle needs to be large enough to carry at least three passengers and their luggage.
- c. the vehicle will have air conditioning or climate control and alloy wheels.
- d. the vehicle may have tinted windows but not so strong that you cannot see into the vehicle.
- e. the vehicle must be maintained to a very high standard.
- f. the passenger capacity will be restricted to the number of seats for adults.

It is agreed that the following types and makes of vehicle will normally be licensed as executive vehicles if they comply with the above criteria:-

List of Executive Vehicles

Vehicle

Volkswagen - Phaeton

BMW - 5 Series, 7 Series.

Jaguar - XJ, XF and S Type

Mercedes - E and S Class

Audi - A6 and A8

Lexus - 300 and 400

Volvo - S80

Chrysler - 300

Peugeot –807 (Executive Model only)

Ford – Galaxy GHIA TDCI only (6 pax)