

Hackney Carriage & Private Hire Driver Knowledge Test Revision Guide*

*This is intended as guide only. Applicants may also wish to do their own research.

Revision Guide – Knowledge Test

- Points of interest – Suggested revision
- Map detailing the 'A' roads for the Central Bedfordshire area
- Map detailing the wards and parishes for the Central Bedfordshire area
- Hackney Carriage Fares Sheet
- Hackney Carriage & Private Hire Policy (this includes individual conditions for drivers, operators and vehicles)
- Road signs & Highway Code rules of the road – Refer to the Highway Code book (available from all good book stores) or the copy the link below into your browser for a direct link to the gov website.

<https://www.gov.uk/guidance/the-highway-code/traffic-signs>

<https://www.gov.uk/guidance/the-highway-code>

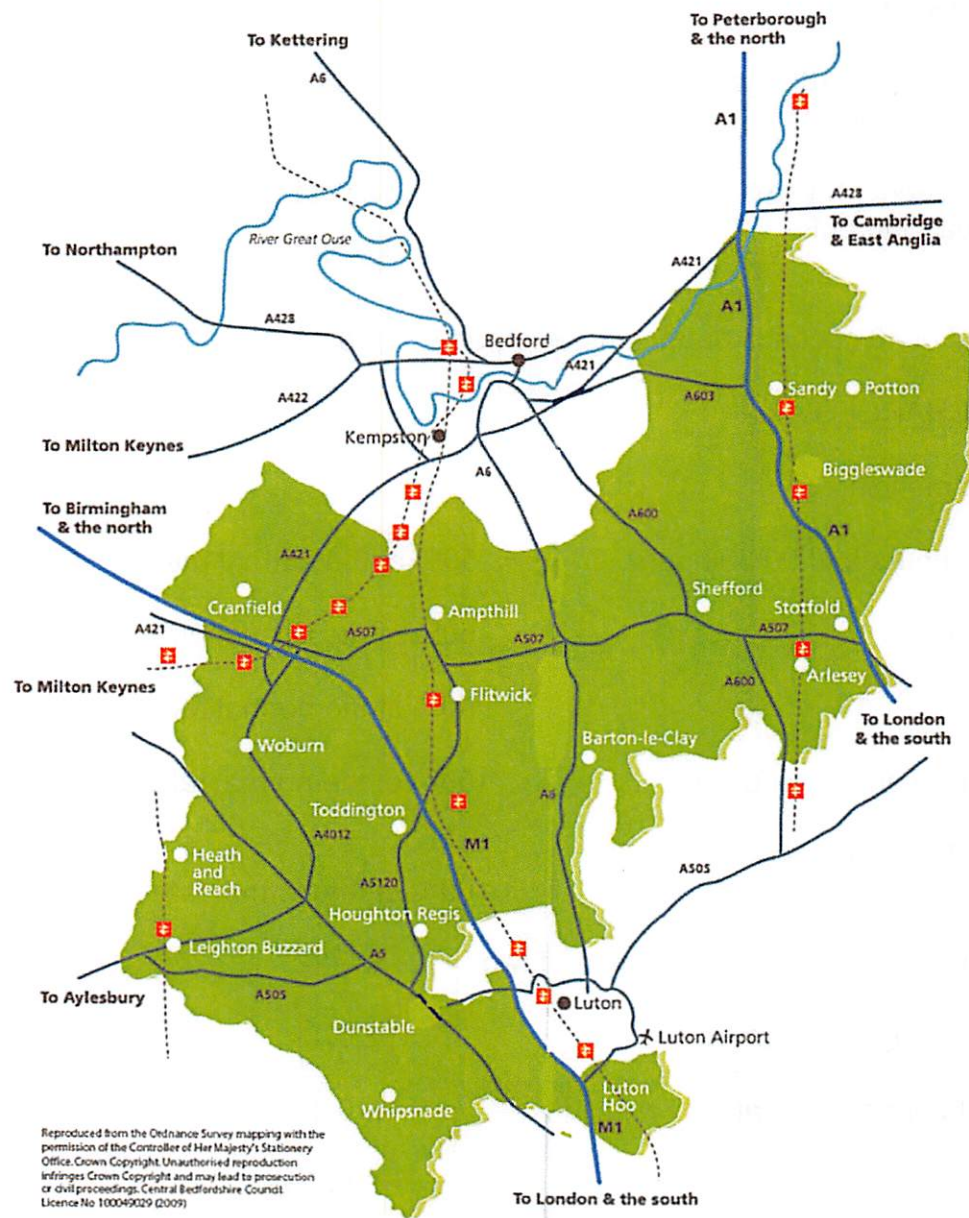
Points of Interest

You will need to research various points of interest around Central Bedfordshire.

We recommend that you revise areas such as:

- **Local Libraries**
- **Town councils**
- **Train stations**
- **Fire Stations**
- **Football & Rugby Clubs**
- **Supermarkets (large Superstores)**
- **Leisure Centres**
- **Village Halls**
- **The main A road routes between the following destinations – Hockliffe, Woburn, Ampthill, Toddington, Flitwick, Husbourn Crawley, Shefford, Stotfold, Chicksands, towards Bedford, Barton Le Clay, Leighton Buzzard**
- **Public Houses – such as**
 - The Market Cross
 - The Royal Oak
 - The Halfway Public House
 - Gary Coopers
 - The Prince of Wales
 - The Blackbirds
 - The Anchor Inn
 - The Engineers Arms

- **Tourist attractions** – such as
Champneys Health Spa
Go Ape
Wrest Park
Mead Open Farm
Woburn Safari Park
Shuttleworth collection
Motor Museum
Rushmere Country Park
Shortmead House
The Swiss Garden
The Lodge - RSPB
Racing Tracks
Whipsnade Zoo
Luton Hoo
Beadlow Manor
Dunstable Downs
RAF Museum
Jordan's Mill
Henlow Racing
Steam Railway Leighton Buzzard
Stockgrove Country Park
Grove Theatre
Woburn Safari Park
Forest of Marston Vale
RSPB Lodge
Rushmere Country Park
Intelligence Corps Museum
Woodside Animal Farm
Parsons Close Recreation Ground



**CENTRAL BEDFORDSHIRE COUNCIL
HACKNEY CARRIAGE FARES
WITH EFFECT FROM 01 AUGUST 2016**

FARES FOR DISTANCE

If the distance does not exceed 1300 yards £ 3.60
For the whole distance.

If the distance exceeds 1300 yards £ 3.60
For the first 1300 yards

For each subsequent 98 yards or £ 0.11
Uncompleted part thereof:

WAITING TIME

For each period of 40 seconds or uncompleted part £ 0.11

ADDITIONAL CHARGES

For hirings commencing:

Between 23.30 hours and 06.30 hours 50% of the normal rate

On Bank Holidays 50% of the normal rate

On Sundays 50% of the normal rate

On Christmas Day and Boxing Day 100% of the normal rate

On New Years Day between
0001 hours and 06.30 hours 100% of the normal rate

For each additional adult person in excess of two. £ 0.22

For each piece of luggage carried. £ 0.11

For each bicycle or perambulator £ 0.11

Vehicle Soiling Charge £35.00

London Congestion Charge 100% of charge, if applicable

Sample Questions

Your vehicle has been damaged. When should you report this to the Local Authority?

- a) As soon as possible
- b) Within 7 days
- c) Within 72 hours
- d) Within 4 days

When driving do you have to:

- a) Wear your driver's badge
- b) Carry your badge in the vehicle
- c) Wear your driver's badge in such a position and manner, so as the number and photograph contained on the badge are plainly visible.
- d) It is not necessary to carry the badge, except when visiting the council offices.

Your vehicle is a hatchback or estate type car, which of the following must be fitted?

- a) Guard rail between the rear loading and passenger areas
- b) Car alarm
- c) Wing/door mirrors on both its near and off-side
- d) Means for securing luggage

If the rank is full, do you:

- a) Wait close by, until a slot becomes available
- b) Process to another stand
- c) Double park in the rank
- d) Join the end of the rank regardless

When it has been agreed to be in attendance with the vehicle at an appointed time and place, should you:

- a) Punctually attend unless delayed or prevented by some sufficient cause.
- b) Attend within 5 minutes of the agreed time
- c) Attend within 10 minutes of the agreed time
- d) Attend within 15 minutes of the agreed time

When issued with an identifying disc in respect of the vehicle, should it:

- a) Be fitted to the off-side of the front windscreen
- b) Be anywhere on the vehicle provided the information thereon is plainly visible from the exterior of the vehicle
- c) Be fitted on the dashboard
- d) Be fitted to the near-side of the front

You charge £1.50 per mile. You do a journey of 9 miles, what fare do you charge?

- a) £14.50
- b) £13.50
- c) £12.50
- d) £15.50

You charge 20 pence per minutes waiting time. You wait 25 minutes for your passenger, how much does it cost?

- a) £4.50
- b) £6.00
- c) £5.50
- d) £5.00

The fare is £6.70. You are given a £20 note, how much change would you give?

- a) £13.50
- b) £14.30
- c) £13.30
- d) £12.70

On which road in Flitwick is Flitwick Health Centre?

- a) The Highlands
- b) Kings Road
- c) The Avenue
- d) Steppingley Road

In which town would you find Whipsnade Zoo?

- a) Leighton Buzzard
- b) Dunstable
- c) Ampthill
- d) Biggleswade

You see a sign in your office that states the following; If your vehicle breaks down on a weekday, please call AS Recovery. On a weekday evening please call AO Breakdown. If your vehicle breaks down at the weekend, please call Blue Castle. Your vehicle has broken down on a Sunday evening, who do you call?

- a) AS Recovery
- b) AO Breakdown
- c) Blue Castle

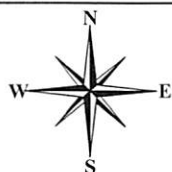
Key to Wards

- | | |
|----------------------------------|-------------------------------------|
| 1. Ampthill | 17. Houghton Conquest & Haynes |
| 2. Arlesey | 18. Houghton Hall |
| 3. Aspley & Woburn | 19. Leighton Buzzard North |
| 4. Barton-Le-Clay | 20. Leighton Buzzard South |
| 5. Biggleswade North | 21. Linslade |
| 6. Biggleswade South | 22. Northhill |
| 7. Caddington | 23. Parkside |
| 8. Cranfield & Marston Moretaine | 24. Potton |
| 9. Dunstable - Central | 25. Sandy |
| 10. Dunstable - Icknield | 26. Shefford |
| 11. Dunstable - Manshead | 27. Silsoe & Shillington |
| 12. Dunstable - Northfields | 28. Stotfold & Langford |
| 13. Dunstable - Watling | 29. Tithe Farm |
| 14. Eaton Bray | 30. Toddington |
| 15. Flitwick | 31. Westoning, Flitton & Greenfield |
| 16. Heath & Reach | |



Produced by CBC GIS

Central Bedfordshire Wards & Parishes (Wards effective from 5th May 2011)



Date: 28 March 2011

Scale 1:225000

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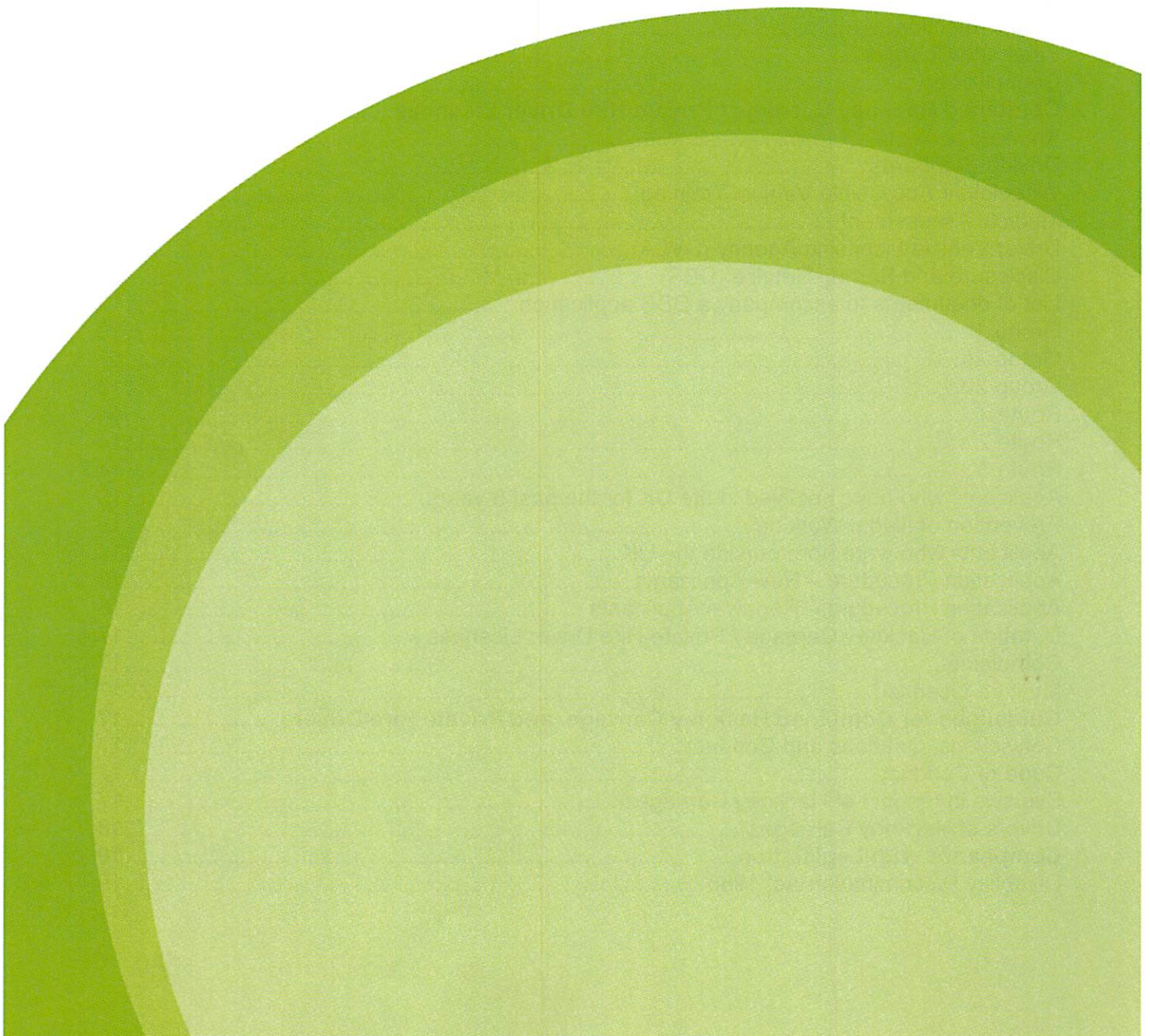




Central Bedfordshire Council

Hackney carriage and private hire licensing policy

2016



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Code of Conduct

Hackney Carriage Byelaws

Hackney Carriage Conditions

Private Hire Vehicle Conditions

Private Hire (Special Event) Conditions

Private Hire Operator Conditions

National Inspection Standards

Appendix A

Appendix B

Appendix C

Appendix D

Appendix E

Appendix F

Appendix G

Appendix H

Appendix I

Interpretation

1. 'the Council' means Central Bedfordshire Council.
2. 'Authorised Officer' means the Licensing Officer or other Authorised Officers for the time being of the Council.
3. 'Nominated Officer' means the Licensing Manager for the time being of the council.
4. 'the proprietor' means the person for the time being shown on the Hackney Carriage licence as the proprietor of the vehicle.
5. 'the driver' means the driver for the time being of the vehicle.
6. 'the vehicle' means the vehicle subject of the Hackney Carriage or Private Hire licence to which these conditions refer.
7. 'the Operator' means the person to whom the Council has granted the Private Hire Operator licence to which the conditions apply. In the case of a partnership to each of the partners. In the case of a company to each of the company directors.
8. 'mechanical inspection' means the certificate issued by the Council's nominated garage certifying that the vehicle is mechanically sound.
9. 'nominated garage' means for the time being the garage approved by the Council for the purpose of undertaking mechanical inspections.
10. any obligation in these conditions not to do any act or thing shall be deemed to include any obligation not to cause or permit that act or thing to be done.
11. Any reference to any statute or subordinate legislation shall be deemed to include a reference to any amendment or re-enactment.

Introduction

Hackney carriages (more generally known as taxis) and Private Hire vehicles play an important part in public transport. They are used by all social groups.

The first purpose of the Local Authority when licensing Hackney Carriage and Private Hire vehicles, Operators and Drivers is to protect the public. The Council is aware that the public should have reasonable access to safe and comfortable Hackney Carriage and Private Hire vehicles because of the role they play in public transport provision.

A Hackney Carriage is a public transport vehicle with no more than 8 passenger seats, which is licensed to 'ply for hire'. This means that it may stand at designated taxi ranks or be hailed in the street by members of the public. Private Hire vehicles must have no more than 8 passenger seats either but they must be booked in advance, through an operator, and may not ply for hire in the street.

Local authorities are responsible for the licensing, administration and enforcement of Hackney Carriage and Private Hire vehicles in their area.

Powers and Duties

The Council has adopted part 2 of The Local Government (Miscellaneous Provisions) Act 1976. This legislation, together with the provisions of The Town and Police Clauses Act 1847, gives the Council the powers and duties to carry out licensing functions in respect of

Hackney Carriage and Private Hire matters. The Council is, therefore, responsible for the licensing of Hackney Carriages and their drivers together with Private Hire Operators, vehicles and their drivers. This document sets out the policy that the Council will apply when making decisions about Hackney Carriage and Private Hire matters. **It is expected that licence applicants will have read the conditions and policies prior to making an application for a licence. It is expected that licence holders will comply with the conditions and policies at all times.**

Objectives

The objective of this Policy is to

- Ensure that safe, clean reliable and accessible Hackney Carriage and Private Hire vehicles are available for all those who require them.
- Ensure that the drivers of such vehicles and Private Hire Operators are 'fit and proper' persons.
- Provide clarity for licensees with regard to the Council's expectations and the decision making process.
- Encourage environmental sustainability.
- Encourage high standards of professionalism in the Hackney Carriage and Private Hire trade.
- This Policy shall apply in respect of applications, renewals, transfers and any other related matters connected to Hackney Carriage and Private Hire vehicles, drivers and operators.

Methods

The Council will employ the following methods in order to reach the objectives:

- Setting the standards for the licensing of operators, vehicles and drivers.
- Annual licensing and routine inspection of vehicles, with appropriate follow up action.
- Routine inspection of documents, with appropriate follow up action.
- Routine checks on driver's medical health, criminal record, and driving ability.
- Routine checks on applicants' understanding of the legislation attached to hackney carriage and private hire licences together with knowledge of the CBC area.
- Investigation of complaints with appropriate follow up action.
- Liaison with the Police and other agencies regarding issues of mutual concern in relation to offences or the conduct of licensees.
- Liaison with the Hackney Carriage and Private Hire trade by way of regular forum meetings and updates.
- Taking enforcement action and / or disciplinary action including the issue of prosecution proceedings, verbal and written warnings, simple cautions, suspension or revocation of licences for breaches of legislation or conditions.
- Conditions added to licences.
- The issue of guidance notes.

Best Practice Guidance

In formulating this Policy, the Council has considered the Best Practice Guidance issued by the Department for Transport.

Authorisations

Officers of the Public Protection Service are authorised to carry out functions relating to Hackney Carriage and Private Hire licensing. Officers are appointed such powers as appropriate after assessment of their knowledge, service duration and capability.

Delegations

The Head of Service, Public Protection, has delegated authority to appoint authorised officers for the purposes of the enforcement of Hackney Carriage and Private Hire operators, vehicles and drivers

Implementation and Review

This Policy will take effect from 01 May 2016.

The Council will keep this Policy under review and will consult where appropriate on proposed

revisions. When this Policy is implemented, the Council will require licence holders to comply with its terms immediately or, where appropriate, from the renewal of a current licence. Where it is not possible to comply with part of the Policy due to an outstanding action required by the Council, information will be provided as to the implementation date for that part. From the effective date, this Policy will override and supersede all existing Policies in relation to the licensing of Hackney Carriage and Private Hire vehicles, drivers and operators.

Area and Impact

The Council is a Unitary Authority with a population of 254,400. It covers an area of 716 square kilometres and has a population density of 355 people per square kilometre. It is classified as predominantly rural with just over half of the population living in rural areas.

(Source: Office for National Statistics, 2011 Census)

The late night economy of the Central Bedfordshire area is principally centred around the town centres of Dunstable, Leighton Buzzard and Biggleswade, where a number of entertainment premises, pubs and takeaway establishments are situated.

The Council recognises and welcomes the contribution that the Hackney Carriage and Private Hire trade make to the transport industry in the area.

Partnership Working

The Council will work in partnership with the following agencies and individuals to promote the policy objectives:

- Local Hackney Carriage and Private Hire Trade
- Local Police
- Local Residents
- Disability Groups
- Service Users
- Driver and Vehicle Standards Agency (DVSA) (formerly known as VOSA)
- Department of Works and Pensions
- The Border Agency
- HM Revenue and Customs
- Driver and Vehicle Licensing Agency (DVLA)
- Disclosure and Barring Service (DBS) (formerly Criminal Records Bureau)
- Other Council Departments

Duties and Obligations under the Disability Discrimination Act 1995 / 2005 (DDA)

Those who provide transport services by way of Hackney Carriage and Private Hire vehicles are deemed to be providers of services to the public for the purposes of the DDA 1995. In addition, the Equality Act 2010 places a duty on a driver of designated wheelchair accessible hackney carriages and private hire vehicles to:-

- Carry the passenger while in the wheelchair;
- Not to make any additional charge for doing so if the passenger chooses to sit in a passenger seat to carry the wheelchair;
- To take such steps as are necessary to ensure that the passenger is carried in safety and reasonable comfort; and
- To give the passenger such mobility assistance as is reasonably required to enable the passenger to get in or out of the vehicle and to secure / carry the wheelchair as appropriate.

Drivers who have a physical condition that makes it impossible or unreasonably difficult for him or her to comply with these duties may apply for an exemption from the duties on medical grounds.

In addition, licensed drivers are under a duty to carry guide, hearing and other prescribed assistance dogs in their vehicles without any additional charge. Drivers who have a medical condition that is aggravated by exposure to dogs may also apply for an exemption from the duties on medical grounds.

Medical certificates must be provided, at the drivers expense, from the drivers own GP stating the details of their medical condition. A register will be kept of those drivers exempted. The notice must be displayed on the windscreen or dashboard of the vehicle.

Persons who breach Disability Discrimination duties may be guilty of a criminal offence.

Monitoring

It is the responsibility of the applicant to provide any necessary documentation. All such documentation will be assessed as to its authenticity. Routine random checks will also occur during the year. In addition, visits will be made to the ranks and regular trade pick up points to check compliance. Checks of proprietor and operator documents and records will also be made by officers as necessary.

The Council will work in partnership with outside agencies and neighbouring authorities to undertake and monitor enforcement activities.

Records

An up to date record will be kept and maintained on computer of all application details together with the public registers as required by law. Disclosure Barring Service (DBS) records shall only be seen by the licensing officers and will be processed using the latest DBS guidelines.

Data Protection

All information held on files and databases about an applicant is confidential, under the Data Protection Act 1998. However, this Council is under a duty to protect the public funds it administers and, to this end, may use any information provided by an applicant with this authority for the prevention and detection of fraud. We may also share this information with other bodies administering public funds, again with the purpose of preventing and detecting fraud, or where this is a legal obligation to do so. For the most recent Council policy, please visit www.centralbedfordshire.gov.uk

Fees and Charges

Acceptable forms of payment are credit or debit card, cheques or postal orders. The Council is unable to accept cash payments.

Council Logo

The Central Bedfordshire Council logo and brand should not be used on any promotional materials for your company including materials and websites without permission from the Council. Use of the logo would imply that the Council approves, condones, supports or recommends your product, goods or service which the Council will not do.

Combined Hackney Carriage / Private Hire Driver Licences

Central Bedfordshire Council issues combined Hackney Carriage and Private Hire Driver licences. Once issued, the holder is allowed to drive both Hackney Carriages and Private Hire vehicles licensed by this Council (provided they are properly insured to do so).

Before a licence can be issued, the Council must be satisfied that the applicant:

- Has held a full driver's licence (not a provisional licence) for at least 12 months prior to the date of application.
- Is a 'fit and proper' person to hold a licence
- In order to establish whether or not an applicant is a 'fit and proper' person, applicants will be required to:-
- Pass a knowledge test.
- Obtain a Hackney Carriage or Private Hire pass certificate from a CBC approved driving examiner.
- Undergo a medical assessment.
- Undergo a check with the Driver and Vehicle Licensing Agency (DVLA)
- Undergo a criminal records check with the Disclosure and Barring Service (DBS)
- Provide evidence of their right to work in the UK

The knowledge test, driving assessment, DVLA check and medical examination must all be completed no more than 6 months before an application is submitted to the Council.

Knowledge Tests

Knowledge tests are normally held twice each month and spaces are limited. The Council reserves the right to change the frequency of knowledge tests due to demand. Applicants who wish to apply for a knowledge test must first complete a knowledge test application form and return it to the Licensing Section with:-

- 1 current colour passport type photograph – please sign the back of the photograph.
- Driving Licence photo card, or DVLA old style paper licence and passport.
- The booking fee – in accordance with the Council's scale of charges.

The fee is non refundable and non transferrable.

Upon receipt of a knowledge test application, an appointment can be made for applicants to sit the test. Applicants who fail a knowledge test will need to wait at least one calendar month before taking another test in order to give them time to prepare for the retake.

Applicants who fail three knowledge tests will need to wait at least six months before taking another test in order to give them time to prepare for the retake.

Applicants caught cheating in the knowledge test will be instantly disqualified and will have to wait 12 calendar months before retaking the test. Cheating is defined as using street maps or road plans, notes, mobile phones or asking information from another person.

The knowledge test is designed to test the applicant's knowledge of the rules and regulations regarding Hackney Carriage and Private Hire matters, their comprehension of the English language, customer care, numeracy and working knowledge of the Central Bedfordshire area. The test is computerised and oral tests are not permitted.

The Council reserves the right to request current licensed drivers to undertake a knowledge test if their knowledge of the area or understanding of the conditions attached to their licence is brought into question.

Driving Standards

The Council requires new driver applicants to take a taxi/private hire driving course to help raise the standard of driving. The driving assessment will be conducted a CBC appointed driving examiner. The applicant must provide a signed copy of the assessment Pass Certificate before an application for a driver licence can be considered. The CBC driving examiner can also carry out an enhanced test for wheelchair accessible vehicle drivers and a separate wheelchair exercise test for drivers who have already passed the normal taxi test for saloon drivers. Drivers who have a pass certificate for the enhanced test will not need to undergo further wheelchair accessible vehicle training.

The Council reserves the right to request a Pass Certificate from the CBC driving examiner from current licence holders if their driving ability is brought into question.

Wheelchair Accessible Vehicle Training

Once licensed, arrangements shall be made by the Council for drivers of wheelchair accessible vehicles to receive training in the loading and unloading of wheelchairs and their passengers and also in relation to their wheelchair use. (Unless they already hold a pass certificate for an enhanced test for drivers of wheelchair accessible vehicles)

Medical Assessment

The Council requires all driver applicants to produce a certificate signed by a registered practitioner to the effect that he/she is physically fit to drive a hackney carriage or private hire vehicle.

In line with DVLA recommendations, the Council applies the DVLA Group II driver standard for medical fitness for Hackney Carriage and Private Hire drivers. This is a higher medical standard than that required of drivers of other motor vehicles and is required due to the length of time the driver may spend at the wheel and the responsibility they have for the safety of their passengers and the public.

Diver applicants must produce the completed Medical Certificate provided by the Council. The certificate must be completed by the applicant's own GP or a medical practitioner with access to the applicant's medical history. The applicant is responsible for paying the fee for the examination.

The medical certificate will be valid for 6 months, after which either a new medical certificate will be required or a letter from the GP who carried out the original examination

confirming that there has been no change in the medical fitness of the applicant. Once the medical certificate is 12 months old, a letter will no longer be accepted and a new medical will be required.

Medical certificates are required:-

- Up to the attainment of age of 45 – on first application for a licence;
- Between the ages of 45 and 64 – every 5 years;
- On attaining the age of 65 – annually.

In addition, the Council reserves the right to request a driver to undertake a medical at anytime where there is reasonable doubt over a driver's fitness.

Driver Vehicle Licensing Agency (DVLA)

All DVLA driver information is stored electronically by the DVLA. Driver applicants and licence holders will need to provide a DVLA photo card together with a print out of the electronically stored information when asked to do so. The DVLA report should be printed no more than 7 days before submission.

Disclosure and Barring Service (DBS)

Criminal record checks on driver applicants are an important safety measure. The Council requires enhanced disclosures to be carried out through the DBS. These disclosures include details of spent convictions, police cautions and intelligence by virtue of the Rehabilitation of Offenders Act 1974 (Exception) Order 1977.

The Rehabilitation of Offenders Act 1974 does not apply to applicants for Hackney Carriage and Private Hire driver licences. Applicants are required, therefore, to disclose all convictions, including those that would normally be regarded as spent.

Only DBS checks applied for through Central Bedfordshire Council Hackney Carriage and Private Hire Licensing Section will be accepted. Any application for a new licence, or the renewal of an existing licence, is required to provide details of all criminal, motoring and licensing convictions including fixed penalties, spent convictions and cautions. In addition, applicants are required to disclose details of any matters of which they are currently being investigated. It is an offence to knowingly or recklessly make a false statement or to omit information required by the Council and failure to reveal all such matters will be taken into consideration when applications are considered.

The Council will normally require renewal applicants to undertake a DBS check every three years. However, the Council reserves the right to request a DBS check at any time during this three year period and any costs must be paid by the licence holder.

List of documents to accompany a DBS application

A DBS check cannot be carried out unless an identity is confirmed. Applicants will need to provide original documentation (no photocopies) with their application form in order to verify:-

- Full name
- Date of Birth
- Driving Licence Number
- Passport Number
- National Insurance Number
- Current address

The following documents are acceptable:

Group 1

- Current valid passport (any nationality)
- Current UK Driving Licence photo card
- Original UK Birth Certificate (issued at the time of birth) full or short version.
- Biometric residence permit (UK)

Group 2a

- Current driving licence (old style paper version) – UK/Isle of Man/Channel Islands.
- Birth Certificate (UK and Channel Islands) issued after the time of birth by the General Registrar Office/relevant authority.
- Marriage / Civil Partnership Certificate (UK and Channel Islands)
- Adoption Certificate (UK and Channel Islands)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK and Channel Islands)

Group 2b

- Mortgage Statement (UK or EEA) **
- Bank or building Society Statement UK or EEA) **
- Bank or Building Society account opening confirmation letter (UK)
- Credit Card Statement (UK or EEA) *
- Financial Statement** e.g. Pensions, endowment, ISA (UK)
- P45/P60 statement (UK or Channel Islands) **
- Council Tax Statement (UK or Channel Islands) **
- Work Permit / Visa (UK) **
- Utility Bill (UK) ** (Not mobile telephone bill)
- Benefit Statement e.g. Child Allowance, pension. *
- A document from Central or Local Government, Government Agency or Local Authority giving entitlement (UK and Channel Islands) * e.g. Department for Work and Pensions, the employment service, Customs and Revenue, Job Centre, Job centre Plus or Social Security.
- EU National ID Card

- Cards carrying the PASS accreditation logo (UK and Channel Islands)

* Less than 3 months old

** issued within the past 12 months

These documents must be from different sources e.g. one bank statement and one Council Tax Bill, not one bank statement and one credit card from the same bank.

There are three routes for establishing an applicant's identity either:-

Route 1

Applicants will need to produce one document from Group 1 and two further documents from Group 1, 2a or 2b. (One of which must verify an applicant's address).

Route 2

Applicants will need to produce three documents from Group 2 comprising of:

1 document from Group 2a

2 further documents from Group 2a or 2b, one of which must verify an applicant's current address

Route 3

Applicants will need to produce the following documents:

Birth Certificate (UK and Channel Islands) issued by the Registrars (Photocopies are not acceptable)

4 other documents from Group 2 comprising of:

1 document from Group 2a

3 further documents from Group 2a or 2b, one of each must verify an applicant's address.

If applicants are unable to produce the documentation required in Route 3, they will be asked to attend a Police Station for fingerprint identification.

Applicants who have not lived in the UK for the past 5 years.

Applicants are required to provide a full five year UK address history on the DBS application form. Any applicant who cannot provide a complete five year UK address history will need to submit a Certificate of Good Conduct, or its equivalent, from the appropriate Embassy or Consulate. The certificate must be an original copy and, if not in English, must be accompanied by an original certified translation from a sworn translator.

Prevention of Illegal Working

The Council has a duty to ensure that all those individuals it grants a licence to are entitled to work in the UK.

Applicants do not need a permit to work in the UK if they are:-

- A British Citizen
- An EEA Citizen
- A Swiss National

EEA countries are: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK.

Applicants from another country will need a work permit before they can work in the UK.

Applicants are responsible for ensuring that they comply with the conditions attached to their work permits.

International students may be allowed to work here when they are studying. Applicants with a student visa can normally work:-

- Outside term time
- Up to 20 hours a week during term time

However, if international students do work, they cannot:-

- Take a permanent, full time position.
- Run a business
- Work for themselves (self-employed)

Applicants who were born outside the UK

Applicants who do not hold a current European Economic Area or European Union passport must be able to provide documentary evidence that they are eligible to live and work in the UK. Applications will not be accepted if an applicant cannot supply the relevant documents. Licences will only be granted to drivers whose leave to remain in the UK is valid for at least eighteen months from date of application for a licence.

Application Procedure – New Applicants

The following documents must be submitted by applicants for a new combined Hackney Carriage / Private Hire driver licence:

1. Completed application form.
2. Knowledge test pass certificate.
3. Group II medical certificate.
4. Completed DBS application together with appropriate identity documents.
5. CBC taxi or private hire pass certificate.
6. Valid Driving Licence
7. Completed DVLA Mandate
8. Evidence of entitlement to work in the UK
9. Appropriate fee

If the application is withdrawn or refused, the fee will be refunded minus the current administration fee. Where an application is refused and is subject to an appeal, further charges will be incurred by the Council and no refund will be given.

Where a payment is not honoured, the processing of the application will cease immediately until the fees have been cleared. Any additional bank charges incurred by the Council must be paid by the applicant

Application Procedure – Renewal Applicants

The following documents must be submitted by applicants wishing to renew their licences:

1. Completed renewal application form
2. Group II medical certificate (if required)
3. Completed DBS application together with appropriate identity documents (if required)
4. Valid Driving Licence
5. Completed DVLA Mandate (if required)
6. Evidence of ongoing entitlement to work in the UK, if necessary
7. Appropriate fee

Existing licence holders must apply to renew their licence in good time. Please allow at least 10 days to enable licensing staff to issue a renewal licence. Any application received by the Council after the expiry date of the present licence will be deemed to be a new application and not a renewal of an existing licence.

Any applicant who presents a cheque which is not honoured will have the licence immediately suspended and this will be subsequently be revoked unless the payment is honoured within seven days of the driver being advised by the Council. Any additional bank charges incurred by the Council must be paid by the driver.

Duration of Hackney Carriage / Private Hire Driver Licences

The standard duration of a driver licence is 3 years although a licence can be issued for a lesser period in specific circumstances. However, DBS disclosures are only valid for a period of 3 years. A fresh disclosure must, therefore, be carried out to cover the duration of the licence period applied for.

Complaints

Any driver against whom a complaint is laid must attend the office of the Authorised Officer within five working days after having been informed of the complaint if requested to do so.

Failure to attend for interview when requested to do so may lead to suspension or revocation of a licence.

Must be Licensed

Your attention is drawn to Section 46 of each of the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976 which require all drivers of Hackney Carriage and Private Hire vehicles to hold a licence issued by the Council. In addition, it is an offence which may affect the insurance to allow any unlicensed person to drive any licensed vehicle.

Guidelines for Combined Hackney Carriage and Private Hire Drivers

Standard conditions for combined hackney carriage / private hire drivers can be found at **Appendix A**

Convictions, Cautions and Conduct

In assessing whether the applicant is a fit and proper person to hold a licence, the Council will consider each case on its own merits and in line with the Council's Criminal Conviction Policy, a copy of which is attached at **Appendix B**

Code of Conduct

The council requires all drivers to adhere to a Code of Conduct and, failure to do so, will be taken into consideration in disciplinary matters.

The Council's code of good conduct can be found at **Appendix C**

Byelaws in respect of Hackney Carriages

Drivers of Hackney Carriages must have regard to the Hackney Carriage Byelaws, a copy of which can be found at **Appendix D**

Drivers of Hackney Carriages

Drivers of Hackney Carriages are reminded that:

- The meter must be used for every journey in Central Bedfordshire (even if it is booked in advance through a Private Hire Operator) However, a driver may accept a fare less than that shown on the meter.
- If a fare is agreed in advance of a hiring, the meter must still be used and the cost of the agreed fare must not be more than that shown on the meter.
- If a journey ends outside the district (of Central Bedfordshire), the meter must still be used but the driver can tell the prospective hirer that he/she intends to charge a greater rate than that shown on the meter.
- A driver of a hackney carriage may not ply for hire outside of Central Bedfordshire.

Compliance with Legislation

Drivers will comply with the provisions of the Town Police Clauses Act 1847, the Local Government (Miscellaneous Provisions) Act 1976, the Public Health Act 1875, the Local Government Act 1972 and the Transport Act 1985 in respect of hackney carriage and private hire matters. In addition, drivers will comply with the following legislation:-

Disability Discrimination Act 1985

No driver may refuse to assist a passenger in a wheelchair unless the driver can produce a medical certificate signed by a registered medical practitioner to the effect that the driver's physical condition makes it impossible or unreasonably difficult for him or her to comply with these duties and a certificate of exemption has been issued by the Council. No additional charge shall be made for assisting a passenger in a wheelchair. The notice of exemption must be displayed on the on the windscreen or dashboard of the vehicle.

No driver may refuse to carry a guide or hearing dog and other prescribed assistance dogs provided it is accompanied by a fare paying passenger, unless the driver can produce a medical certificate signed by a registered medical practitioner to the effect that the driver has an allergy to dogs and a certificate of exemption has been issued by the Council. No charge shall be made for the carriage of guide, hearing or other prescribed assistance dogs. The notice of exemption must be displayed on the windscreen or dashboard of the vehicle.

Health Act 2006

The legislation requires that:-

- All vehicles used to transport members of the public are smoke free
- All such vehicles are required to display 'No smoking' signage in a prominent position in all vehicles. The sign should carry the international red 'no smoking' symbol.
- All reasonable steps are taken to ensure that employees and customers are aware that the vehicles are legally required to be smoke-free.

It should be noted that the driver of a taxi or private hire vehicle is unable to smoke in the vehicle even if they do not have any passengers or are off duty.

Touting – Criminal, Justice and Public Order Act 1994

It is a criminal offence to tout on any road or public place. Hackney carriage and Private Hire drivers (or any other person) must not approach the public and invite them to be carried for hire in a vehicle.

Wearing of Seatbelt Regulations 1993

Drivers must conform to the Motor Vehicle (Wearing of Seat Belt) Regulations 1993 and any other legislation regarding the carriage of children.

Refusal to Issue or Renew or the Suspension or Revocation of a Driver Licence

The Council may refuse to issue, suspend, revoke or refuse to renew a licence on any of the following grounds:

- Any conviction for an offence involving dishonesty, indecency or violence
- Any offence, or non-compliance with the provisions of the Town Police Clauses Act 1847 or Local Government (Miscellaneous Provisions) Act 1976
- Any other reasonable cause

Where the Council consider that, in the interests of public safety, a suspension or revocation should take place with immediate effect, the driver will be informed and he or she will not be able to continue working pending any appeal.

Appeals Procedure

Any person aggrieved by the refusal, suspension or revocation of a driver licence may appeal to the Magistrates Court within 21 days of a decision being made.

Hackney Carriages (Vehicles)

A Hackney Carriage is a wheeled vehicle that carries passengers in return for payment. It may be hailed in the street or from a taxi rank in the area of the Council with which it is licensed. It is distinguished from a Private Hire Vehicle which also carries passengers for reward, but must be pre-booked with a Private Hire Operator. A Private Hire vehicle cannot be hailed in the street or from a taxi rank.

A Hackney Carriage may also be pre-booked to pick up and carry passengers for reward either within or outside the area in which it is licensed. There has been an increasing practice of Hackney Carriages being used for Private Hire purposes outside of the Central Bedfordshire Council area. The High Court has provided guidance as to the proper approach to be taken when considering an application made for a Hackney Carriage licence by someone who does not intend to ply for hire in the area of the authority, but only applies for a Hackney Carriage licence in order to carry out pre-booked fares in other areas.

The guidance states that the Council has discretion to refuse to licence a Hackney Carriage that is not intended to be used to ply for hire within its own area. Therefore, if an applicant has no intention to ply for hire (to a material extent) in the Council's area, there will be a presumption that a licence should not be granted.

Hackney Carriage Byelaws are used to control the conduct of both the drivers and proprietors of Hackney Carriages. The Council's Byelaws can be found at **Appendix D**.

In addition, the Council has imposed conditions relating to Hackney Carriages. These conditions can be found at **Appendix E**

Private Hire Vehicles

A Private Hire vehicle is a motor vehicle constructed or adapted to seat fewer than 9 passengers which is provided for the hire with the services of a driver for the purpose of carrying passengers. Every hiring for a Private Hire vehicle must be pre-booked through a licensed Private Hire Operator.

The conditions attached to Private Hire vehicles can be found at **Appendix F**

Private Hire (Special Events) Vehicles (Stretched Limousines)

Stretched limousines have a legitimate role to play in the private hire trade by meeting a public demand. However, the Council is concerned that the converted vehicle is built to certain safety and environmental standards. Such vehicles are, therefore, subjected to conditions in addition to the standard Private Hire Vehicle conditions. The conditions attached to Private Hire (Special Events) vehicles can be found at **Appendix G**.

Exemption from displaying Plates and Door Signs

The display of external identification on a licensed Private Hire vehicle is important in terms of public safety and reassurance. It indicates to the travelling public that, prior to being licensed, both the vehicle and the driver have been subjected to checks. However, the legislation allows a Council to exempt certain vehicles from the need to display plates and door signs when the vehicle is used for chauffeur services and executive work.

The Council is keen to support its licensed Operators and proprietors in their attempt to secure corporate business. It recognises that there may be occasions when the requirements to display external identification may deter some corporate customers from using the service. However, requests for exemption should not be used when the vehicle is used for regular private hire bookings or because the proprietor objects to displaying door signs.

The type of work that would be considered for an exemption from displaying external signs would include:

- Contracts with senior personnel of large companies to carry managing directors or their clients.
- Contracts with national or local government or similar agencies to carry senior personnel and guests on official business;
- The carriage of well known personalities such as sports stars.
- Other situations would be considered on their own merits.

It is expected that any bookings for executive work will be made by way of a written contract and that such contract would be in place at least 24 hours prior to the commencement of the journey. Written contracts must be made available for inspection by the Authorised officer at any reasonable time and be retained for a period of not less than 12 months.

Exempt vehicles must not display any external markings e.g. private hire plates, operator details or advertisements but must carry a letter of authority to be produced upon request. The driver must also carry his combined Hackney Carriage / Private Hire driver badge and produce it if requested. When not engaged on work covered by the exemption, the vehicle must display the licence plate and (magnetic) door signs.

Any breach of the exempt vehicle conditions could result in the vehicle having its exempt vehicle status withdrawn.

Any request for exemption must be made by the Private Hire Operator, in writing on the form provided. Such request will be assessed on its own merit and may include an inspection of the outward appearance of the vehicle together with the inspection of corporate contracts.

Applications for exemptions relating to a fleet of vehicles will not be allowed.

General Requirements For All Vehicles

The Council has an age policy for both hackney carriage and private hire vehicles.

All vehicles must be under 5 years of age from date of registration when new. Vehicles currently licensed will be permitted to be relicensed annually provided they pass the necessary mechanical inspection, but any replacement vehicle will be required to meet all requirements.

Mechanical Test

All vehicles, including new, are required to undertake an annual mechanical compliance inspection at the Council's nominated test centre at Luton Borough Council's Transport Depot or Bedford Borough Council's Transport Depot. The Transport Depots will test each vehicle in line with the Hackney Carriage and Private hire National Inspection Standards together with the Department of Transport MOT standards and the hackney carriage or private hire conditions.

The mechanical inspection must take place no more than four weeks before the start of the vehicle licence being granted.

Once granted, the vehicle must pass an annual mechanical inspection prior to the expiry of its current licence.

A second (six monthly) inspection will be required on any vehicle over 5 years of age. It can be carried out by any DVLA appointed garage registered to test that class of vehicle. Proprietors will be advised when a six monthly inspection is due and will need to produce a valid MOT certificate within one month. Failure to do so may result in the revocation of the licence.

The applicant is responsible for any fees that may be due for the mechanical test, including any retests. Fees are paid direct to the appropriate testing station.

If a vehicle fails the annual test and, in the opinion of the examiner would fail to meet the standards required by the Motor Vehicles (Construction and Use) Regulations 1978, then the plate may be removed by the Testing Centre, or any authorized Officer. Until such time as the vehicle passes the test, and until such time as the plate is returned, the vehicle may not be used as a hackney carriage or a private hire vehicle.

Suspension of Vehicle – Section 68 Notice

Any Authorised Officer, or Police Officer, has the power at all reasonable times to inspect and test any Hackney Carriage or Private Hire vehicle (or taximeter) licensed by the Council to ascertain its fitness. If he or she is not satisfied as to the fitness of the vehicle or the accuracy of the taximeter, he or she may, by written notice, require the proprietor to make the vehicle or taximeter available for further inspection and testing at a reasonable time and place specified in the notice. The officer may suspend the vehicle licence until such time as they are satisfied as to the fitness/accuracy. Suspension under Section 68 takes immediate effect. There is no right of appeal against such a suspension.

If the officer is not satisfied of the fitness/accuracy of the vehicle within 2 months from the issue of the suspension notice, the vehicle licence is deemed to be revoked. The proprietor will be given written notice of the revocation. There is a right of appeal against the revocation of the licence. Any appeal must be made to the Magistrates Court within 21 days of notification of the decision.

Suspension of Vehicle Licences – Section 60 Notices

The Council may suspend or revoke or refuse to renew a vehicle licence on any of the following grounds:-

1. that the vehicle is unfit for use;
2. the operator or driver has committed any offence under or has not complied with the Town Police Clauses Act 1847 or Part II of the Local Government (Miscellaneous Provisions) Act 1976; or
3. any other reasonable cause

Where the Council suspends, revokes or refuses to renew a vehicle licence, it shall give the proprietor written notice of the grounds for the decision within fourteen days. Any appeal against the suspension, revocation or refusal must be made to the Magistrates Court within 21 days of notification of the decision.

Insurance

All vehicles must have a current valid policy of insurance at all times clearly indicating the type of insurance cover in place.

Certificates for private hire vehicles are not acceptable if they include cover for public hire purposes.

Fleet insurance certificates will only be accepted when accompanied by a schedule detailing the vehicles covered.

Requests to produce original insurance documents may be made during the licence period. Photocopies will not be accepted although a direct fax from the insurance company or broker would be acceptable. Failure to provide proof of insurance cover could result in the suspension of a licence.

If continued insurance cover for a vehicle is not purchased (e.g. if a vehicle is off the road) the proprietor must advise the Licensing Team within 72 hours and produce proof of Statutory Off Road Notification (SORN).

Vehicle Transfer

A licence may not be transferred, except with the prior approval of the council, to another vehicle. A completed vehicle transfer application form must be submitted, together with the required documentation and fee. The vehicle must comply with the council's vehicle licensing requirements.

Ownership Transfer

If a proprietor transfers his interest in a vehicle to somebody else, he must immediately give notice of the transfer in writing to the Authorised Officer, giving the name and address of the new owner. Under no circumstances may the vehicle be used as a licensed vehicle by the new owner until the licence has been transferred to that person, all documentation completed and any necessary fees paid.

Change of Address

The licence holder must inform the council of any change of address, in writing, within seven days of the change of address.

Convictions

The licence holder should immediately, and in any case within 7 days, disclose to the council in writing the details of any conviction imposed upon him or her (or in the case of a company or partnership, on any of the directors or partners) during the period of the vehicle licence.

Dual Plating

No vehicle will be granted a licence if it is licensed in another district due to the problems of meeting the variance in conditions applied in different districts and the enforcement of those conditions. No vehicle can be licensed as both a hackney carriage and a private hire vehicle.

Vehicle Damage

The proprietor of any licensed vehicle should report to the Authorised Officer as soon as reasonably practicable, and in any case within 72 hours, the occurrence of any accident involving the vehicle. An accident report form must be submitted to the Authorised Officer who may either inspect the vehicle or accept photographic evidence of the damage.

Mechanical Breakdown

If any vehicle becomes unfit to complete a hiring during a hiring:-

1. The driver shall be entitled to demand the fare for the distance already travelled.
2. The driver shall secure alternative transport without delay to complete the journey if the hirer wishes. If the original vehicle is repaired and completed the hiring, the driver shall be entitled to the full fare with the exception of any time that the hirer waited for the repair to be executed.
3. Any such accident must be reported to the Authorised Officer within one working day.

Inspection

The vehicle, including documents, may be called in for inspection at anytime by the Authorised Officer to ensure compliance. Failure to attend and or show any documentation as requested may lead to suspension or revocation of licence.

Vehicle Checks

In the interest of public safety, any vehicle which is suspected of any infringement of legislation or conditions may be stopped by an Authorised Officer at anytime to ensure its fitness to be used as a licensed vehicle.

Complaints

Any vehicle against which a complaint is laid must be presented to the Authorised Officer within one working day of being so requested for inspection, possible testing and for the driver to answer such complaint.

Compliance

The responsibility for complying with the vehicle policy and conditions shall be the proprietors and drivers jointly and severally.

Recording Equipment

No recording CCTV equipment shall be fitted without the written consent of the council. Consent shall only be considered for a system that complies with the Information Commissioner's Office (ICO) Code of Practice. Any organisation (including taxi and private hire companies) using cameras to process personal data should follow the recommendations of the code. Companies may also wish to take into account the ICO's 'Privacy notices code of practice', 'Data sharing code of practice' and 'employment practices code'. This is particularly important if surveillance systems will be used to monitor employees.

Documentation

All documentation produced must be original.

The Chassis/Vin number plate and engine numbers must match the numbers recorded with the DVLA. Vehicle applications cannot be accepted without a copy of the vehicle registration document or, in the case of a new vehicle, purchase sales documentation indicating the engine and chassis numbers. In the event of a vehicle being presented with chassis numbers that do not correspond to the paperwork, the Council may inform the Police Vehicle Identification Section who will undertake checks to ensure the vehicle is not stolen.

Vehicle Application Procedure

The following documents must be submitted, either by post or in person, for new and renewal vehicle licences:-

1. Completed application form, signed by the applicant.
2. The vehicle registration document (V5).
3. Valid certificate of insurance
4. The appropriate fee.
5. Any documentation specifically referred to with regard to hackney carriage or private hire vehicles.

Although applications may be made by post, plates must be picked up in person at one of the Council's offices.

Applications should be made no later than 10 working days prior to the licence expiry date. Upon receipt of a correctly completed application form, the necessary authorisation will be given to enable applicants to book a mechanical test at either Luton Borough Council's Transport Depot or Bedford Borough Council's Transport Depot.

Vehicle licences cannot be issued until the Certificate of Compliance and proof of current insurance cover has been produced. Although every effort will be made to issue a licence and plate straight away, there may be occasions when this is not possible. Proprietors should allow minimum period of two days, therefore, from receipt of the Certificate of Compliance to the issue of the vehicle licence and plate.

The proprietor is responsible for ensuring that the Certificate of Compliance is produced to the Licensing Section. The Transport Depots do not issue Certificate of Compliance direct to the Authority.

Renewal vehicles must pass their annual inspection prior to the expiry of their current licence.

Any vehicle not tested before its current licence expires will be considered as a new application.

Exceptional Condition

Any Council which imposes an age limit on its vehicles must be prepared to consider applications where the condition of the vehicle is deemed as being so exceptional as to merit waiving normal policy.

The following exceptional criteria and guidelines will be applied to such applications:-

A vehicle of exceptional condition where the components i.e. mechanical, body panels, paint, interior and trim are maintained to a high standard of repair as supported by the relevant certification and exceed those normally associated with the age of the vehicle;

- a) The vehicle must pass the Council's vehicle inspection.
- b) The bodywork should be in near perfect condition with no sign of age deterioration, dents, scratches, stone chips or rust or any other abrasions that may detract from the overall appearance of the vehicle.
- c) The interior trim, panels, seating and carpets should be in excellent condition, clean, free of damage and discolouration.
- d) The vehicle service record can be used as supporting evidence of exceptional condition in that the vehicle would normally be expected to demonstrate regular servicing and maintenance in accordance with the manufacturer's service specification.
- e) An independent vehicle data check can be used as supporting evidence of the vehicle's history.

Private hire operators

A Private Hire vehicle may only be despatched to a customer by someone who holds a Private Hire Operator licence. In addition, the Private Hire vehicle can only be driven by a licensed Hackney Carriage / Private Hire driver and all three licences must be issued by the same authority. In other words, all three licences must 'match'. It is a criminal offence to operate a Private Hire vehicle and / or driver without an Operator's licence.

The standard conditions attached to a Private Hire Operators are attached at **Appendix H**. Please note these conditions are likely to be attached to all licences but should not be treated as an exhaustive or definitive list of conditions and the Council has the power to impose additional or different conditions as it sees fit.

Operator Legislation Tests

All new applicants for a Private Hire Operator Licence shall be required to successfully undertake a knowledge test relating to relevant legislation, licence conditions and policies.

Criminal Records Checks

All new Private Hire Operator applicants, including part owners or other persons with an interest in the Operators Licence, are required to submit a signed Statutory Declaration, listing all convictions, with their application form (unless they already in possession of a Hackney Carriage / Private Hire driver licence in which case an Enhanced DBS check will already have been carried out).

Applicants for renewal of a Private Hire Operator licence who are not licensed as drivers will be required to provide a signed Statutory Declaration every third year.

Applicants who have not been resident in the UK for 5 years

All new Private Hire Operator applicants, including part owners or other persons with an interest in the Operators licence, are required to submit a Certificate of Good Conduct, or its equivalent, if they have not been resident in the UK for the previous 5 years.

Insurance

The Operator is required to produce a current and original insurance document for Employees/Public Liability cover. This cover must be in place when Operators are employing any full or part-time staff (e.g. radio operator, drivers etc)

Application Procedure

The following documents are to be submitted in person, or by post for a renewal application:

1. Application Form
2. Licence fee
3. Details of all vehicles and drivers to be operated.
4. Public liability/employer liability insurance certificates
5. Two current full face colour passport type photographs (new applicants)
6. Signed Statutory Declaration (if necessary)
7. Current Driving Licence (new applicants)
8. Valid Passport (new applicants)

9. Entitlement to work in the UK (new applicants)
10. Knowledge test pass certificate (new applicants)

Licence Duration

Licences are normally issued for a period of five years (a licence can be issued for a lesser period in specific circumstances)

The grant of an Operator's licence does not allow the use of the premises as a Private Hire Operator's base in the absence of planning permission.

The Private Hire Operator's office / base must be located within the Central Bedfordshire Council area to enable access to the premises and records as required. Consideration may be given for premises located within 5 miles of the border of Central Bedfordshire but in these circumstances the Council is likely to impose additional conditions to ensure operators compliance with legislation and the licensing regime as well as to assist with enforcement.

An example of the additional conditions would be for all new Private Hire Operators to hold a licence with the Local Licensing Authority for the area the premises is located as well as with Central Bedfordshire Council. The Operator will need to demonstrate an intention to 'operate' within Central Bedfordshire Council's area. 'Operate' means in the course of business to make provision for the invitation or acceptance of bookings for a private hire vehicle. Operators will be required to install a separate dedicated telephone number for customers in Central Bedfordshire to use, and maintain an independent operation for their Central Bedfordshire Council Operator licence, separate from operations it carries out under an Operator licence held with another authority. These example conditions can demonstrate an intention to operate within Central Bedfordshire but should not be taken as an exhaustive or definitive list. Applications from Operators with premises outside the border will be considered on an individual basis and if granted conditions applied as considered appropriate by Central Bedfordshire Council. The Council reserves the right to refuse an application it is not satisfied the Operator will operate lawfully and within its borders.

Record Keeping

The Operator is required to keep records of each booking, including the name of the passengers, the destination, the name of the driver, the number of the vehicle and any fare quoted at the time of booking. Full details of the record keeping requirements can be found in **Appendix H**.

Records should be preserved for a period of not less than 12 months and be available for inspection at the request of an Officer of the Council or Police.

Change of Home Address

Any changes in the home address of the Operator must be notified within seven days to the Council's Licensing Section.

Convictions / Cautions

The Operator must notify the Council in writing within seven days of any caution or conviction being imposed.



A great place to live and work

Contact us...

by telephone: 0300 300 8647

by email: taxilicensing@centralbedfordshire.gov.uk

on the web: www.centralbedfordshire.gov.uk

Write to Central Bedfordshire Council, Watling House,
High Street North, Dunstable, Bedfordshire LU6 1LF

**Standard Conditions Relating To
Combined Hackney Carriage / Private Hire driver Licences.**

1. The licence is not transferable.
2. The driver must inform the Council within seven days of any motoring or other criminal conviction or caution which has occurred since the granting of this licence.
3. The driver shall, at the request of any authorised Officer of the Council or of any constable, produce for inspection this licence:-
 - (a) in the case of a request by an Authorised Officer of the Council, at the Council's offices, Priory House, Monks Walk, Chicksands, Shefford SG17 5TQ or Watling House, High Street North, Dunstable, Bedfordshire. LU6 1LF within five days beginning with the day following that on which the request is made;
 - (b) in the case of a request by a constable within five days beginning with the day following that on which the request is made at any Police Station which is within the area of the Council and is nominated by the driver when the request is made.
4. The driver shall conduct himself towards any person who has hired the vehicle and any other passengers in an orderly, seemly and courteous manner and shall take all reasonable precautions for the safety of persons and luggage conveyed in the vehicle.
5. The driver shall, unless specifically exempted in writing by the Council, wear in such a position and manner as to be plainly and distinctly visible, a driver's badge as issued by the Council whilst licensed to act as a driver of the vehicle.
A second form of driver identification may also be issued to be displayed in the licensed vehicle.
6. The driver's badge shall at all times remain the property of the Council and upon the council suspending, revoking or refusing to renew the licence the driver shall return the badge to the council upon demand.
7. The driver shall notify the Council in writing of any change of address during the period of licence prior to such change taking place and in any case within 7 days of such change.
8. The driver shall not permit to be conveyed in the vehicle a greater number of persons than that specified in the licence issued.

9. The driver shall not, without reasonable cause, unnecessarily prolong, in distance or in time, a journey for which the vehicle has been hired.
10. If the driver is involved in an accident and is not the proprietor of the vehicle, he shall report, or cause to be reported, to the proprietor details of the accident within 5 days.
11. The driver shall, at his or her discretion; carry household pets within the vehicle provided that the pet is suitably contained so as not to cause a nuisance.
12. No driver may refuse to carry a guide or hearing dog and other prescribed assistance dogs provided it is accompanied by a fare paying passenger, unless the driver can produce a medical certificate signed by a registered medical practitioner to the effect that the driver has an allergy to dogs and a certificate of exemption has been issued by the Council. No charge shall be made for the carriage of guide, hearing or other prescribed assistance dogs.
13. No driver may refuse to assist a passenger in a wheelchair unless the driver can produce a medical certificate signed by a registered practitioner to the effect that the driver's physical condition makes it impossible or unreasonably difficult for him or her to comply with these duties and a certificate of exemption has been issued by the Council. No additional charge shall be made for assisting a passenger in a wheelchair.
14. The driver, when driving a vehicle so constructed as to carry luggage, shall:
 - (a) convey a reasonable quantity of luggage;
 - (b) afford reasonable assistance in loading and unloading;
 - (c) afford reasonable assistance in removing it to or from the entrance of any house, station or place to which he or she may pick up or set down such person.
15. The Licensee shall, at the termination of each hiring, carefully search the vehicle for any property which may have been accidentally left therein.
16. If the driver should find, or be handed, any property accidentally left by a passenger in the vehicle it should, if not claimed by or on behalf of its owner, be taken within 24 hours to a Police Station and left in the custody of the Officer in Charge. The driver should obtain a receipt from the Officer in Charge.
17. Any person requesting a receipt for any payment made will be provided with a written receipt showing the date and fare paid and be signed by the driver. The receipt should clearly identify the company or individual providing the receipt.
18. If the driver has knowingly conveyed in the vehicle the dead body of any person, he shall immediately notify the Council's Head of Service.

19. A medical certificate shall be produced within seven days of the request by the Council for such certificate.
20. The driver of a private hire vehicle shall not tout or solicit on a road or other public place any person to hire or be carried for hire in any private hire vehicle or accept the offer for the immediate hire of the vehicle while the driver or the vehicle is on a road or other public place except where such offer is properly communicated to the driver by his Operator.
21. The driver of a private hire vehicle must not demand from any hirer a fare in excess of any previously agreed for the hiring between the hirer and the operator or, if the vehicle is fitted with a fare meter, the fare shown on the face of the meter.
22. Drivers of hackney carriages must comply with the requirements of the Council's Hackney Carriage Byelaws.
23. When driving a hackney carriage licensed to ply for hire in Central Bedfordshire, the driver shall not charge any fare for the hiring of the carriage in excess of or in addition to the table of fares fixed by the Council pursuant to Section 65 of the Local Government (Miscellaneous Provisions) Act 1976.
24. The Council reserves the right to vary, delete or waive any of the foregoing conditions.
25. 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.
26. All drivers shall operate strictly within the terms of any licence issued, incorporating all of the terms and conditions of the Local Government (Miscellaneous Provisions) Act 1976 and the Hackney Carriage Byelaws. The conditions may not necessarily be exhaustive.

Appeals

27. You may appeal against all or any of these conditions.
28. Any appeal must be made within 21 days of grant of licence.
29. Appeals must be made to the Magistrates Court.

**CENTRAL BEDFORDSHIRE COUNCIL
CRIMINAL CONVICTION POLICY**

STATEMENT OF POLICY ABOUT RELEVANT CONVICTIONS

POLICY AIM

To promote and maintain the highest professional standard of hackney carriage and private hire drivers, proprietors and operators by the continuous monitoring of services and to ensure that each driver, proprietor and operator is a fit and proper person to hold a hackney carriage or a private hire driver licence, vehicle or operator licence

The overriding aim of the Council as licensing authority is to protect the safety of the public. The Council is concerned to ensure:

- That a person is a fit and proper person.
 - That the person does not pose a threat to the public.
 - That the public are safeguarded from dishonest persons.
 - The safeguarding of vulnerable persons, children and young persons.
1. Licences for drivers of hackney carriages and private hire vehicles and operators of private hire companies may only be granted or renewed where the Council is satisfied that the applicant is a fit and proper person to hold such a licence.
 2. The policy is intended to give guidance to applicants where he or she has previous convictions and or cautions.
 3. The Council will endeavour to ensure:-
 - (a) That a person is a fit and proper person
 - (b) That a person does not pose a threat to the public
 - (c) That the public are safeguarded from dishonest persons
 4. Applicants for driver and private hire operator licences are required to declare all previous convictions they may have. Applicants are also required to declare all formal cautions and all endorsable fixed penalties together with details of all criminal matters of which they are currently subject of criminal investigation or prosecution.
 5. Existing holders of driver and private hire operator licences are required to notify the Council, in writing, within seven days of receiving a driving licence endorsement, fixed penalty notice or criminal conviction (including cautions)

Appendix B

6. The information given will be treated in confidence and will only be taken into account in relation to the relevant application to assist the Council in determining whether the applicant is a fit and proper person to hold a driver's licence for the purposes of Sections 51 and 59 of the Local Government (Miscellaneous Provisions) Act 1976.
7. Applicants should be aware that the Council is empowered by Law to check with the Disclosure & Barring Service (DBS) for the existence and content of any criminal record held in their name. This Council abides by the DBS's Policy on the secure storage, handling, use, retention and disposal of disclosure information, which is available on request.
8. The disclosure of a criminal record or other information relating to criminal matters will not necessarily debar an applicant from obtaining a driver's licence. Whether or not an applicant will be granted a licence will depend upon whether or not the Council can be satisfied that the applicant is a fit and proper person to hold such a licence.
9. In accordance with current case law, the Council will not seek to go behind the convictions by reinvestigating the circumstances of the case or questioning the decision of the relevant judicial authority. It will be for applicants to persuade the Council that the conviction is no longer serious, relevant, or is so old that it should not affect their ability to hold a licence.
10. The Council may fail to be satisfied that an applicant is a fit and proper person to hold a driver or private hire operator licence for any good reason. If adequate evidence that a person is a fit and proper person is not received, or if there is good reason to question or doubt the evidence provided, it could amount to good reason to refuse a licence.
11. In considering evidence of an applicant's good character and fitness to hold a driver or private hire operator licence, where previous convictions or other information relating to criminal matters are disclosed, the Council will consider the nature of the offence, when it was committed, the date of conviction, the applicant's age when the offence was committed and any other factors which might be relevant.
12. The Council is also entitled to use other records and information that may be available to it in determining applications or an entitlement to continue holding a licence. This may include information held by the Council or other Councils, and information disclosed by the Police under the Home Office scheme for reporting notifiable offences.
13. Any applicant refused a driver's licence or private hire operator licence on the grounds that the Council is not satisfied that he or she is a fit and proper person to hold such a licence has a right of appeal to the Magistrates' Court within 21 days of the notice of refusal.

14. The Council has adopted the following guidelines relating to the relevance of convictions to which it refers in determining applications for drivers' and private hire operator licences.
15. The guidelines will also be taken into account by the Council when dealing with applications for the renewal of existing driver's and private hire operators licences and when considering whether to suspend or revoke an existing driver or private hire operator licence.

GENERAL POLICY GUIDELINES

1. Each case will be decided on its own merits.
2. The Council has a duty to ensure, so far as possible, that drivers and private hire operators are fit and proper persons to hold licences.
3. A person with a conviction for a serious crime need not be automatically barred from obtaining a licence but would normally be expected to (a) remain free of conviction for an appropriate period and (b) show adequate evidence that he or she is a fit and proper person to hold a licence. Simply remaining free of conviction will not generally be regarded as sufficient evidence that a person is a fit and proper person to hold a licence.
4. In some circumstances it may be appropriate to depart from the general policy, for example, where the offence is isolated and there are mitigating circumstances. Similarly, multiple offences or a series of offences over a period of time are likely to give greater cause for concern and may demonstrate a pattern of inappropriate behaviour which will be taken into account. Applicants may be invited to make representation to the Head of Public Protection, before a final decision on whether an applicant is considered a fit and proper person to hold a licence.
5. The Council may also consider evidence of an applicant's conduct even though the applicant has not been convicted of any offences, received a caution or a warning or been dealt with under restorative justice procedures, etc. in relation to that conduct. Any decision regarding the conduct concerned will be based on the civil standard i.e. on the balance of probabilities.
6. The following examples afford a general guide on the actions which might be taken where convictions are disclosed. The period of past convictions before applications will be considered are based on the Home Office Guidelines.

Offence of Dishonesty

- a. Drivers of hackney carriage and private hire vehicles together with private hire operators are expected to be persons of trust. It is comparatively easy for a dishonest driver to defraud the public by demanding more than the legal

fare. A serious view is taken of any conviction for dishonesty. In general, an application less than 3 – 5 years after conviction is unlikely to be considered favourably.

- b. After 3 years the circumstances of the offence, together with any evidence demonstrating that the person is now a fit and proper person to hold a licence, will be taken into account.

Violence

- a. As hackney carriage and private hire vehicle drivers maintain close contact with the public, a period of 3 to 10 years free of conviction for offences involving violence (depending on the nature and seriousness of the offence) will generally be required before an application is likely to be considered.
- b. A licence will not normally be granted where an individual has been convicted of an offence of:-

- 1) Murder
- 2) Manslaughter
- 3) Manslaughter or Culpable Homicide while driving, or
- 4) Terrorism offences

Drugs

- a. An application will normally be refused where the applicant has a conviction for an offence related to the supply of drugs and the conviction is less than 5 – 10 years prior to the date of application.
- b. After 5 years the circumstances of the offence, together with any evidence demonstrating that the person is now a fit and proper person to hold a licence, will be taken into account.
- c. An application from an applicant who has an isolated conviction for an offence related to the possession of drugs within the last 3 to 5 years will require careful consideration of the facts.

Sexual and Indecency Offences

- a. As hackney carriage/private hire vehicle drivers often carry unaccompanied passengers, applicants with a conviction for rape, indecent assault, or other similar offences will normally be refused a licence.
- b. Applicants with a conviction relating to other sexual offences will normally be refused a licence until they can show a substantial period (usually between 3 and 10 years) free from any such conviction.

Public Order Offences

- a. Applicants with a conviction involving public order offences such as affray, fear or provocation of violence, criminal damage etc. within the last 3 years will normally be refused a licence.
- b. Any conviction which results from an offence committed by any person while working as a hackney carriage / private hire driver or operator is regarded as extremely serious and may lead to a licence being revoked or an application to renew the licence being refused.

Motoring Convictions

Disqualification.

- a. Where an applicant has been disqualified from driving because of a major traffic offence, the applicant will generally be refused unless a period of 3 years free from conviction has elapsed from the restoration of the DVLA licence, and 5 years where the disqualification relates to drink driving or a major traffic offence.
- b. Where several motor traffic offences have resulted in the applicant being disqualified from driving for a period of time, this will normally be taken as reflecting seriously on the applicant's driving standard. Generally a period of 3 years free from conviction must have elapsed from the restoration of the DVLA licence.
- c. In 'totting-up' cases where disqualification is considered by the Court, even if the court does not disqualify a driver (e.g. because of exceptional circumstances), the Council is likely to refuse a hackney carriage./private hire driver's licence because different criteria apply and an applicant will normally be expected to show a period of 12 months free from conviction from the date the Court made its finding of exceptional circumstances justifying the non-disqualification.

Major Traffic Offences.

- a. An application will normally be refused where the applicant has a conviction for an offence within 2 years of the date of the application.
- b. More than one conviction for this type of offence within the last 5 years is likely to merit refusal.

Minor Traffic Offences.

- a. Isolated convictions for minor traffic offences should not prevent a person from obtaining a licence. However, the number, type and frequency of this type of offence will be taken into account and if there are several offences of this nature, the applicant will normally be expected to show a period free of conviction of at least 6 months.

DVLA Points

- a. Existing holders of driver licences are required to notify the Council, in writing, within seven days of receiving a driving licence endorsement or fixed penalty notice.
- b. Drivers who accumulate 6 or more points endorsed on their DVLA licence will be given 3 months in which to take the Driving Standards Agency (DSA) test or CBC driving assessment. Drivers who fail to take the test during this time will have their licence revoked until such time as they submit an application for a completely fresh licence

Drunkenness

With a motor vehicle

- a. A serious view will be taken of convictions of driving or being in charge of a vehicle while under the influence of drink. An application will normally be refused where the applicant has a conviction for an offence within 2 years of the date of the application. More than one conviction for this type of offence or one such offence within the last five years is likely to merit refusal. Where a disqualification has occurred as a result of a drink offence, at least 5 years free from conviction should elapse after the restoration of the DVLA licence before an applicant is considered for a licence.
- b. In addition, applications will normally be required to show a period of at least 5 years following successful completion of any rehabilitation course imposed as part of a community penalty.

Not in a motor vehicle.

- c. An isolated conviction for drunkenness need not debar an applicant from gaining a licence. In some cases, a warning may be appropriate. However, a number of convictions for drunkenness could indicate a medical problem necessitating critical examination and refusal of a licence. In addition, applicants will normally be required to show a period of at least 5 years has

elapsed after completion of detoxification treatment if he or she was an alcoholic.

Offences under the Town Police Clauses Acts and Part II of the Local Government (Miscellaneous Provisions) Act 1976 and Hackney Carriage Byelaws.

One of the main purposes of the licensing regime set out in the Town Police Clauses Acts and Part II of the Local Government (Miscellaneous Provisions) Act 1976 ('the Acts') and Hackney Carriage Byelaws is to ensure the protection of the public. For this reason a serious view is taken of convictions for offences under the Acts (including illegally plying for hire) when deciding whether an applicant is to be treated as a fit and proper person to hold a licence.

In particular an applicant will normally be refused a licence if he or she has been convicted of an offence under the Acts at any time during the 2 years preceding the application or has more than one conviction within the last 5 years preceding the date of the application.

Spent convictions

- a. The Council will only consider spent convictions if it appears to be relevant for deciding whether the applicant is a fit and proper person to hold a licence.
- b. Cautions and Endorsable Fixed Penalties
- c. For the purpose of these guidelines, formal cautions and endorsable fixed penalties shall be treated as though they were convictions.

Appendix C

Code of Conduct for Licensed Drivers

In order to promote its licensing objectives as regards hackney carriage and private hire matters, the Council has adopted the following Code of Good Conduct which should be read in conjunction with the other statutory and policy requirements set out in this document.

Responsibility of the Trade

Licence holders shall endeavour to promote the image of the hackney carriage and private hire trade by:-

1. Complying with this Code of Conduct.
2. Complying with all the conditions of their licence and the council's hackney carriage / private hire policy.
3. Behaving in a professional manner at all times.

Responsibility to Customers

Licence holders shall:-

1. Maintain their vehicles in a safe and satisfactory condition at all times;
2. Keep their vehicles clean and suitable for hire to the public at all times;
3. Attend punctually when undertaking a pre-booked hiring;
4. Assist, where necessary, passengers into and out of vehicles;
5. Offer passengers reasonable assistance with luggage.

Responsibility to Residents

To avoid nuisance to residents when picking up or waiting for a fare, a driver shall:

1. Not sound the vehicle's horn.
2. Keep the volume of radio/music to a minimum;
3. Switch off the engine if required to wait.
4. Not deposit any litter.
5. Not urinate in the street.
6. Take what additional action is necessary to avoid disturbance to residents in the neighbourhood.

At hackney carriage ranks and other places where hackney carriages play for hire by forming queues, drivers shall, in addition to the requirements above;

1. Rank in an orderly manner and proceed along the rank in order and promptly.
2. Remain in or close to their vehicle

General Information

Drivers shall:

1. Pay attention to personal hygiene and dress so as to present a professional image to the public;
2. Be polite, helpful and respectful to passengers;

3. Drive with care and consideration to other road users and pedestrians.
4. Obey all Traffic Regulation Orders and directions at all times.
5. Not use a hand held mobile phone whilst driving.
6. Not smoke in the vehicle.
7. Ensure they do not smell of alcohol or consume alcohol immediately before or at any time whilst driving or being in charge of a hackney carriage or private hire vehicle.
8. Not drive while having misused legal or illegal drugs.
9. Comply with legislation regarding the length of working hours if applicable.

CENTRAL BEDFORDSHIRE COUNCIL BYELAWS FOR HACKNEY CARRIAGES

Made under Section 68 of the Town Police Clauses Act 1847, and Section 171 of the Public Health Act 1875, by Central Bedfordshire Council with respect to hackney carriages.

Interpretation

1. Throughout these byelaws "the Council" means Central Bedfordshire Council.

Provisions regulating the manner in which the number of each hackney carriage, corresponding with the number of its licence, shall be displayed

2. (a) The Proprietor of a hackney carriage shall cause the number of the licence granted to him in respect of the carriage to be legibly painted or marked on the outside and inside of the carriage, or on plates affixed thereto.

(b) A proprietor or driver of a hackney carriage shall:-
 - (i) not wilfully or negligently cause or suffer any such number to be concealed from public view while the carriage is standing or plying for hire; and
 - (ii) not cause or permit the carriage to stand or ply for hire with any such painting, marking or plate so defaced that any figure or material particular is illegible.

Provisions regulating how hackney carriages are to be furnished or provided

3. The proprietor of a hackney carriage shall:-
 - (a) provide sufficient means by which any person in the carriage may communicate with the driver;
 - (b) cause the roof or covering to be kept water-tight;
 - (c) provide any necessary windows and a means of opening and closing not less than one window on each side;
 - (d) cause the seats to be properly cushioned or covered;
 - (e) cause the floor to be covered with a proper carpet, mat or other suitable covering;
 - (f) cause the fittings and furniture generally to be kept in a clean condition, well maintained and in every way fit for public service;
 - (g) provide means for securing luggage if the carriage is so constructed as to carry luggage;

- (h) provide an efficient fire extinguisher which shall be carried in such a position as to be readily available for use; and
 - (i) provide at least two doors for the use of persons conveyed in such carriage and a separate means of ingress and egress for the driver.
- 4. The proprietor of a hackney carriage shall cause the carriage to be provided with a taximeter so constructed, attached and maintained as to comply with the following requirements, that is to say:-
 - (a) the taximeter shall be fitted with a key or other device the turning of which will bring the machinery of the taximeter into action and cause the word "HIRED" to appear on the face of the taximeter;
 - (b) such key or device shall be capable of being locked in such a position that the machinery of the taximeter is not in action and that no fare is recorded on the face of the taximeter;
 - (c) when the machinery of the taximeter is in action there shall be recorded on the face of the taximeter in clearly legible figures a fare not exceeding the rate or fare which the proprietor or driver is entitled to demand and take for the hire of the carriage by time as well as for distance in pursuance of the tariff fixed by the Council;
 - (d) the word "FARE" shall be printed on the face of the taximeter in plain letters so as clearly to apply to the fare recorded thereon;
 - (e) the taximeter shall be so placed that all letters and figures on the face thereof are at all times plainly visible to any person being conveyed in the carriage, and for that purpose the letters and figures shall be capable of being suitably illuminated during any period of hiring; and
 - (f) the taximeter and all the fittings thereof shall be so affixed to the carriage with seals or other appliances that it shall not be practicable for any person to tamper with them except by breaking, damaging or permanently displacing the seals or other appliances.

Provisions regulating the conduct of the proprietors and drivers of hackney carriages plying within Central Bedfordshire in their several employments, and determining whether such drivers shall wear any and what badges

5. The driver of a hackney carriage shall:-
 - (a) when standing or plying for hire, keep the taximeter locked in the position in which no fare is recorded on the face of the taximeter;
 - (b) before beginning a journey for which a fare is charged for distance and time, bring the machinery of the taximeter into action by moving the said key, or other device so that the word "HIRED" is legible on the face of the taximeter and keep the machinery of the taximeter in action until the termination of the hiring; and
 - (c) cause the dial of the taximeter to be kept properly illuminated throughout any part of a hiring which is between half-an-hour after sunset and half-an-hour before sunrise, and also at any other time at the request of the hirer.
6. A proprietor or driver of a hackney carriage shall not tamper with or permit any person to tamper with any taximeter with which the carriage is provided, with the fittings thereof, or with the seals affixed thereto.
7. The driver of a hackney carriage shall, when plying for hire in any street and not actually hired:-
 - (a) proceed with reasonable speed to one of the stands appointed by the Council;
 - (b) if a stand, at the time of his arrival, is occupied by the full number of carriages authorised to occupy it, proceed to another stand;
 - (c) on arriving at a stand not already occupied by the full number of carriages authorised to occupy it, station the carriage immediately behind the carriage or carriages on the stand and so as to face in the same direction; and
 - (d) from time to time, when any other carriage immediately in front is driven off or moved forward cause his carriage to be moved forward so as to fill the place previously occupied by the carriage driven off or moved forward.
8. A proprietor or driver of a hackney carriage, when standing or plying for hire shall not make use of the services of any other person for the purpose of importuning any person to hire such carriage.
9. The driver of a hackney carriage shall behave in a civil and orderly manner and shall take all reasonable precautions to ensure the safety of persons conveyed in or entering or alighting from the vehicle.

10. The proprietor or driver of a hackney carriage who has agreed or has been hired to be in attendance with the carriage at an appointed time and place shall, unless delayed or prevented by some sufficient cause, punctually attend with such carriage at such appointed time and place.
11. A proprietor or driver of a hackney carriage shall not convey or permit to be conveyed in such carriage any greater number of persons than the number of persons specified on the plate affixed to the outside of the carriage.
12. The driver of a hackney carriage shall, when standing or plying for hire, and when hired, wear the badge provided by the Council and delivered to him in such a position and manner as to be plainly visible.
13. The driver of a hackney carriage so constructed as to carry luggage shall, when requested by any person hiring or seeking to hire the carriage;
 - (a) convey a reasonable quantity of luggage;
 - (b) afford reasonable assistance in loading and unloading;
 - (c) afford reasonable assistance in removing it to or from the entrance of any building, station, or place at which he may take up or set down such person; and
 - (d) permit small articles to be carried in the passenger compartment unless it is unreasonable to do so.

**Provisions fixing the rates or fares to be paid for hackney carriages
within Central Bedfordshire and securing the due publication of such
fares**

14. The proprietor or driver of a hackney carriage shall be entitled to demand and take for the hire of the carriage the rate or fare prescribed by the table of fares from time to time fixed by the Council in accordance with section 65 of the Local Government (Miscellaneous Provisions) Act 1976 the rate or fare being calculated by distance and time unless the hirer expresses at the commencement of the hiring his desire to engage by time.

Provided always that where a hackney carriage furnished with a taximeter shall be hired by distance the proprietor or driver thereof shall not be entitled to demand and take a fare greater than that recorded on the taximeter, save for any extra charges authorised in the table of fares from time to time fixed by the Council in accordance with Section 65 of the Local Government (Miscellaneous Provisions) Act 1976 which it may not be possible to record on the face of the taximeter.

15. (a) The proprietor of a hackney carriage shall cause the statement of the fares fixed by the Council in accordance with Section 65 of the Local Government (Miscellaneous Provisions) Act 1976 to be exhibited inside the carriage, in clearly distinguishable letters and figures.

- (b) The proprietor or driver of a hackney carriage bearing a statement of fares in accordance with this byelaw shall not wilfully or, negligently cause or suffer the letters or figures in the statement to be concealed or rendered illegible at any time while the carriage is plying or being used for hire.

Provisions securing the safe custody and re- delivery of any property accidentally left in hackney carriages, and fixing the charges to be made in respect thereof

- 16. The proprietor or driver of a hackney carriage shall immediately after the termination of any hiring or as soon as practicable thereafter carefully search the carriage for any property which may have been accidentally left therein.
- 17. The proprietor or driver of a hackney carriage shall, if any property accidentally left therein by any person who may have been conveyed in the carriage be found by or handed to him:-
 - (a) carry it as soon as possible and in any event within 48 hours, if not sooner claimed by or on behalf of its owner, to a police station in the district, and leave it in the custody of the officer in charge of the office on his giving a receipt for it; and
 - (b) be entitled to receive from any person to whom the property shall be re-delivered an amount equal to five pence in the pound of its estimated value (or the fare for the distance from the place of finding to the police office whichever be the greater) but no more than five pounds.

Penalties

- 18. Every person who shall offend against any of these byelaws shall be liable on summary conviction to a fine not exceeding Level 2 on the standard scale and in the case of a continuing offence to a further fine not exceeding two pounds for each day during which the offence continues after conviction therefor.

Repeals

- 19. The Byelaws with respect to hackney carriages made by South Bedfordshire District Council on
 - (a) the 4th day of March 1976 and confirmed by one of the Assistant Under Secretaries of State of The Home Office on the 2nd day of July 1976 and on:

Appendix D

- (b) the 19th day of April 1977 and confirmed by one of the Assistant Under Secretaries of State of The Home Office on the 17th day of June 1977.
- (c) the 8th October 1991 and confirmed by one of the Assistant Under Secretaries of State of the Home Office on 20th day of December 1991.
- (d) the 6th day of July 2004 and confirmed by one of the Assistant Under Secretaries of State of The Home Office on 18th day of October 2004.

are hereby repealed.

The Byelaws with respect to hackney carriages made by Mid Bedfordshire District Council dated 8th January 1988.

are hereby repealed.

COMMON SEAL OF CENTRAL BEDFORDSHIRE) Common Seal
Was hereunto affixed this FIRST DAY OF APRIL 2010) Register No.
In the presence of:

The foregoing byelaw shall come into operation on the
01 APRIL 2010

Authorised Officer

Hackney Carriage Conditions

1. All Hackney Carriages must be wheelchair accessible and conform to the Hackney Carriage licence conditions.

All new Hackney Carriages must be under 5 years of age from date of first registration when new (subject to the Council's exceptional condition criteria)

Vehicles currently licensed as wheelchair accessible Hackney Carriages will be permitted to be re-licensed annually provided they pass the mechanical requirements, but any replacement vehicle will be required to meet all requirements.

Vehicles currently licensed that are not wheelchair accessible, will be permitted to be re-licensed up to a maximum of 10 years from the original date of vehicle registration provided they pass the mechanical inspection. Any replacement vehicle will be required to meet all requirements.

The vehicle must:-

- (a) be a purpose built taxi; or
 - (b) If modified to accommodate disabled passengers, shall have been retested after modification to meet European Whole Vehicle Type Approval standards (or the low volume standard for UK vehicles) in respect of all such modifications. The relevant certificate will be required before such a vehicle can be licensed.
 - (c) Only be driven by a CBC licensed Hackney Carriage / Private Hire driver. Arrangements shall be made by the Council for drivers to receive training in the loading and unloading of wheelchairs and their passengers and also the care of the passenger in relation to their wheelchair use. The licences of drivers who refuse such training may be suspended or revoked.
2. All vehicles, including new, are required to undertake an annual mechanical compliance inspection at the Council's nominated test centre at Luton Borough Council's Transport Depot or Bedford Borough Council's Transport Depot.
3. The vehicle will be tested in accordance with the National Inspection Standards together with the DVSA MOT vehicle standards and these conditions.

4. A second (six monthly) test will be required on any vehicle over the age of 5 years. It can be carried out at any DVSA appointed garage registered to test that class of vehicle.
5. The licensing period runs for 12 months.

Signage

6. The only permitted signage allowed to be displayed is:-
 - a. an illuminated 'For Hire' sign must be fitted inside the licensed vehicle and must be of a type and fitted in a position within the vehicle approved by the Council. Such sign must be extinguished during any period for which the vehicle has been hired. The sign shall not be illuminated at any time whilst the vehicle is outside the district of Central Bedfordshire.
 - b. the plate (provided by the Council and which shall remain the property of the Council) identifying the vehicle as the Hackney Carriage and stating the maximum number of passengers which the Council have licensed the vehicle to carry must be affixed to the vehicle in a conspicuous position on the rear exterior of the vehicle in such a manner as the Council shall prescribe.
 - c. The Council must be informed immediately should the licence plate showing the number of the Hackney Carriage be broken, lost or stolen. On no account must a Hackney Carriage ply for hire without a plate.
 - d. The licensed vehicle shall carry an identifying disc (issued by the Council and which shall remain the property of the Council) which shall be affixed inside the vehicle to the near-side of the front windscreen so that the information on it is plainly and distinctly visible from the exterior of the vehicle.
 - e. Any permitted sign must be positioned so as not to impede visibility.

Seating Capacity

7. All passenger seats shall be provided, where possible, with a lap and diagonal 3 point seat belt and where not possible a 2 point lap seat belt appropriate to the type and position of the seat.

Wheelchair Restraint

8. A system for the effective anchoring of wheelchairs shall be provided within the vehicle in all spaces designated for wheelchair spaces.

Wheelchair Space

9. The vehicle shall have a designated wheelchair space sufficient to accommodate at least one wheelchair bound passenger. The space / spaces

shall be immediately adjacent to the vehicle door fitted with the wheelchair access equipment so as to allow the wheelchair bound passenger to ingress the vehicle and use the anchoring equipment with the minimum of manoeuvring.

Floor Height and Steps

10. At every access door into the passenger area of the vehicle steps shall be provided to aid ingress as follows:-
- Where the internal floor height of the vehicle exceeds 12in (305mm) intermediate steps shall be fitted every 9ins (228mm) from road level up to the internal floor height.
 - The tread area of all steps shall have a minimum depth of 6ins (152mm) and shall have a slip resistant surface.
 - All steps shall be capable of supporting the weight of an adult.
 - Hand rails shall be fitted in appropriate positions in all passenger access doors so as to facilitate the use of the steps provided.

Bulkhead / Drivers Safety Screen

11. A full width full height bulkhead/safety screen shall be fitted in the vehicle directly behind the driver's seat. The upper section of the bulkhead/safety screen shall contain a clear vision panel sufficient for the driver to be able to see a substantial amount of the passenger compartment which must include vision of all access doors. A section of the bulkhead/safety screen shall be openable so as to allow verbal communication between the driving and passenger compartments. Except for the openable section, the surface of the bulkhead shall have no discontinuities such that a passenger could reach into the driver's compartment from the passenger compartment.

Emergency Exits

12. The vehicle shall have a minimum of 2 means of exit from the passenger compartment for use in emergency situations. The means of exit shall be free of any obstructions, reachable from all parts of the passenger compartment and have an aperture through which an adult can pass without undue difficulty.

Both exits shall be clearly marked 'Emergency Exit' together with clear instructions relating to the means of opening. All markings shall be both inside and outside of the vehicle.

Windows and Ventilation

13. The vehicle shall have windows fitted on both sides and the rear of the passenger compartment. A minimum of one window on each side shall be openable for the purpose of ventilation.

Tinted windows are allowed providing they are fitted during the manufacture of the vehicle and meet all current legal requirements. After market kits are not acceptable.

Interior Lighting

14. The vehicle shall have interior lighting fitted in the passenger compartment sufficient to light the whole of that compartment. The lights shall be switched such that they may be turned on or off from either the driving or passenger compartments.

A means of illuminating the entrance steps on all access doors into the passenger compartment shall be fitted and switched such that they automatically operate when the door is opened.

Tyres

15. Tyres must meet the minimum legal tread depth of 1.6 mm.

Radio

16. Radio Equipment must be securely fixed in the vehicle.

Insurance

17. The proprietor of the licensed vehicle shall ensure that the vehicle is insured for use for the carriage of fare paying members of the public at all times and must forward a copy of a certificate of insurance and all subsequent renewals of insurance to the Council's offices. Failure to do so will result in the licence being suspended or revoked.

Transfer of Vehicles

18. This licence may not be transferred, except with the prior approval of the Council, to another vehicle. Such vehicle must comply with the statutory requirements, the Council's requirements with regard to the licensing of Hackney Carriages and these conditions.
 - a. Replacement vehicle. A completed transfer form must be submitted with other required documentation and any necessary transfer fee prior to any such vehicle being used as a Hackney Carriage
 - b. Change of vehicle ownership. If a proprietor transfers his interest in a vehicle to somebody else, he must immediately give notice of the transfer, in writing, to the Authorised Officer giving the name and address of the new owner. In no circumstances may the vehicle be used as a licensed vehicle by the new owner until the licence has been transferred to that person and all documentation completed and any necessary fees paid.

Convictions

19. The licence holder should immediately, and in any case within 7 days, disclose to the Council in writing the details of any conviction imposed upon him or her (or in the case of a company or partnership, on any of the directors or partners) during the period of the Hackney Carriage licence.

Change of Address

20. The licence holder must inform the Council of any change of address in writing within seven days of the change of address.

Alterations

21. No alterations in the specification, design or appearance of the vehicle shall be made without the approval, in writing, of the appropriate Head of Service or the Authorised Officer.

Assistance Dogs

22. No driver may refuse to carry a seeing or hearing (guide) dog and other prescribed assistance dogs provided it is accompanied by a fare paying passenger, unless the driver can produce a medical certificate signed by a registered medical practitioner to the effect that the driver has an allergy to dogs and a certificate of exemption has been issued by the Council. No charge shall be made for the carriage of guide, hearing or other prescribed assistance dogs.

All drivers and vehicle owner/operators must comply with the Disability Discrimination Act at all times.

Dual Plating

23. No vehicle will be granted a licence if it is licensed in another district due to the problems of meeting the variance in conditions applied in different districts and the enforcement of those conditions. No vehicle can be licensed as both a hackney carriage and a private hire vehicle.

Vehicle Damage

24. The proprietor of any Hackney Carriage should report to the Authorised Office as soon as reasonably practicable and in any case within 72 hours, the occurrence of any accident involving the vehicle.

Complaints

25. Any vehicle against which a complaint is laid must be presented to the Authorised Officer within one working day of being so requested for inspection, possible testing and for the driver to answer such complaint.

Inspection

26. The vehicle, including documentation, may be called in for inspection at anytime by the Authorised Officer to ensure compliance. Failure to attend and or show any documentation as requested may lead to suspension or revocation of licence.

Vehicle Checks

27. In the interest of public safety, any vehicle which is suspected of any infringement of legislation or conditions may be stopped by an Authorised Officer at anytime to ensure its fitness to be used as a Hackney Carriage.

Compliance

28. The responsibility for complying with these conditions, unless otherwise stated, shall be the proprietors and drivers jointly and severally.

Recording Equipment

29. No recording CCTV equipment shall be fitted without the written consent of the Council. Consent shall only be considered for a system that complies with the Information Commissioner's Office (ICO) Code of Practice. Any organisation (including taxi and private hire companies) using cameras to process personal data should follow the recommendations of the code. Companies may also wish to take into account the ICO's 'Privacy notices code of practice' 'Data sharing code of practice' and 'employment practices code'. This is particularly important if surveillance systems will be used to monitor employees.

Booking Records

30. The proprietor shall ensure that a record is kept of all pre arranged bookings for the vehicle. The record must be kept in the form described in the following condition:-

Records must be kept in a suitable book, the pages of which are consecutively numbered or on a computer with backup records which is capable of producing a hard copy..

The proprietor or his/her agent employed must enter, before the commencement of each journey, the following particulars of every booking of every Hackney Carriage operated by him/her:-

- The name and address of the hirer;
- The date, time and pickup point of the booking;
- The destination;
- The number of passengers to be carried;
- When and how the booking was made i.e. telephone, personal call;
- The plate number of the vehicle allocated;
- The name of the driver allocated to the booking and call sign of the vehicle;
- The amount to be charged;
- Remarks (including details of any sub-contract)

All records are to be kept for a period of not less than 12 months following the date of the last entry and to be produced for inspection on the request of an Authorised Officer of the Council or a Police Officer.

Suspension or Revocation

31. The Council has the power to suspend or revoke a licence. In the case of revocation the plate must be returned.

Appeal

32. You may appeal against all or any of the conditions attached to a licence granted to you.
You may appeal against the refusal of a licence to you.

Any appeal against the refusal to renew or the suspension or revocation of a Hackney Carriage licence must be made to the Magistrates Court within 21 days of such refusal to renew, suspension or revocation.

Any appeal against the refusal to issue a (new) Hackney Carriage Licence must be made to the Crown Court within 21 days of refusal to issue.

Legislation

33. Any requirements of Regulation that effect the operations being carried out under the terms of a licence shall be regarded as if they are conditions of that licence.

The Council reserve the right to vary, delete or waive any of the foregoing conditions.

Private Hire Vehicle Conditions

1. All new Private Hire vehicles must be under 5 years of age from date of first registration when new (subject to the Council's exceptional condition criteria)

Vehicles currently licensed as private hire vehicles will be permitted to be re-licensed provided they pass the mechanical inspection. Any replacement vehicle will be required to meet all requirements.

The vehicle must:-

- (a) Not be a 'London' type taxi;
- (b) be a saloon or hatchback type of vehicle and must have at least four doors capable of being opened outwards; or
- (c) be any other suitable vehicle capable of carrying no more than eight passengers with a minimum of two doors to the passenger compartment.

The vehicle will be tested in accordance with the National Inspection Standards, together with the MOT vehicle standards and these conditions.

- (d) if modified to accommodate disabled passengers, shall have been retested after modification to meet European Whole Vehicle Type Approval standards (or the low volume standard for UK vehicles) in respect of all such modifications. The relevant certificate will be required before such a vehicle can be licensed.
- (e) Only be driven by a CBC licensed Hackney Carriage / Private Hire driver. Arrangements shall be made by the Council for drivers to receive training in the loading and unloading of wheelchairs and their passengers and also the care of the passenger in relation to their wheelchair use. The licences of drivers who refuse such training may be suspended or revoked.

2. The vehicle must have a minimum passenger seating capacity for three adults and a maximum capacity for eight adults.
3. No recording CCTV equipment shall be fitted without the written consent of the Council. Consent shall only be considered for a system that complies with

the Information Commissioner's Office (ICO) Code of Practice. Any organisation (including taxi and private hire companies) using cameras to process personal data should follow the recommendations of the code. Companies may also wish to take into account the ICO's 'Privacy notices code of practice' 'Data sharing code of practice' and 'Employment practices code' This is particularly important if surveillance systems will be used to monitor employees..

4. All vehicles, included new, are required to undertake an annual mechanical compliance inspection at the Council's nominated test centre at Luton Borough Council's Transport Depot or Bedford Borough Council's Transport Depot.
5. A second (six monthly) test will be required on any vehicle over the age of 5 years. It can be carried out at any DVSA appointed garage registered to test that class of vehicle.
6. The vehicle must be covered by an Operator's licence issued by the Council.
7. The licensing period runs for 12 months.
8. The vehicle must be covered by an Operator Licence
9. The only permitted signage allowed to be displayed is:-
 - (a) A Central Bedfordshire designed self-adhesive vinyl door sign permanently displayed on the front door panels of each private hire vehicle stating Advance Bookings Only to Validate Insurance (unless written application has been made for, and an exemption certificate has been granted)
 - (b) An advertisement identifying the proprietor of the licensed vehicle or the association of proprietors to which he or she belongs, together with a telephone number on the exterior of the licensed vehicle.
 - (c) the plate (provided by the Council and which shall remain the property of the Council) identifying the vehicle as the Private Hire Vehicle and stating the maximum number of passengers which the Council have licensed the vehicle to carry must be affixed to the vehicle in a conspicuous position on the rear exterior of the vehicle in such a manner as the Council shall prescribe.
 - (d) The Council must be informed immediately should the licence plate showing the number of the Private Hire vehicle be broken, lost or defaced. On no account must a Private Hire vehicle be used for hire

without a plate unless written application has been made for, and an exemption certificate has been granted.

(e) Any permitted sign must be positioned so as not to impede visibility.

10. There shall not be included in the inscription of any of the advertisements referred to in these conditions the words 'Cab', 'Taxi', 'Taxi Cab' or 'For Hire'

Tyres must meet the minimum legal tread depth of 1.6mm

11. Radios must be secured in the vehicle.
12. Tinted windows are allowed providing they are fitted during the manufacture of the vehicle and meet all current legal requirements. After market kits are not acceptable.
13. The proprietor of the licensed vehicle shall ensure that the vehicle is insured for use for the carriage of fare paying members of the public at all times and must forward a copy of a certificate of insurance and all subsequent renewals of insurance to the Council's offices. Failure to do so will result in the licence being suspended or revoked.
14. This licence may not be transferred, except with the prior approval of the Council, to another vehicle. Such vehicle must comply with the statutory requirements, the Council's requirements with regard to the licensing of Private Hire vehicles and these conditions.
- a. Replacement vehicle. A completed transfer form must be submitted with other required documentation and any necessary transfer fee prior to any such vehicle being used as a Private Hire vehicle.
 - b. Change of vehicle ownership. If a proprietor transfers his interest in a vehicle to somebody else, he must immediately give notice of the transfer, in writing, to the Authorised Officer giving the name and address of the new owner. In no circumstances may the vehicle be used as a licensed vehicle by the new owner until the licence has been transferred to that person and all documentation completed and any necessary fees paid.
15. All wheelchairs and users must be properly secured in the vehicle.
16. The vehicle shall have windows fitted on both side and the rear of the passenger compartment. A minimum of one window on each side shall be operable for the purpose of ventilation but restricted whereby a small child would be unable to fall through accidentally.

17. All drivers and vehicle owner/operators must comply with the Disability Discrimination Act at all times.

Convictions

19. The licence holder should immediately, and in any case within 7 days, disclose to the Council in writing the details of any conviction imposed upon him or her (or in the case of a company or partnership, on any of the directors or partners) during the period of the Private Hire vehicle licence.

Change of Address

20. The licence holder must inform the Council of any change of address in writing within seven days of the change of address.

Dual Plating

21. No vehicle will be granted a licence if it is licensed in another district due to the problems of meeting the variance in conditions applied in different district and the enforcement of those conditions. No vehicle can be licensed as both a hackney carriage and a private hire vehicle.

Vehicle Damage

22. The proprietor of any Private Hire vehicle should report to the Authorised Office as soon as reasonably practicable and in any case within 72 hours, the occurrence of any accident involving the vehicle.

Alterations

23. No alterations in the specification, design or appearance of the vehicle shall be made without the approval, in writing, of the appropriate head of Service or the Authorised Officer.

Complaints

24. Any vehicle against which a complaint is laid must be presented to the Authorised Officer within one working day of being so requested for inspection, possible testing and for the driver to answer such complaint.

Inspection

25. The vehicle, including documentation, may be called in for inspection at anytime by the Authorised Officer to ensure compliance. Failure to attend and or show any documentation as requested may lead to suspension or revocation of licence.

Vehicle Checks

26. In the interest of public safety, any vehicle which is suspected of any infringement of legislation or conditions may be stopped by an Authorised Officer at anytime to ensure its fitness to be used as a Private Hire vehicle.

Compliance

27. The responsibility for complying with these conditions, unless otherwise stated, shall be the proprietors and drivers jointly and severally.

Suspension or Revocation

28. The Council has the power to suspend or revoke a licence. In the case of revocation the plate must be returned.

Appeal

29. You may appeal against all or any of the conditions attached to a licence granted to you.
30. You may appeal against the refusal of a licence to you.
31. Any appeal must be made to the Magistrates Court within 21 days.

Legislation

32. Any requirements of Regulation that effect the operations being carried out under the terms of a licence shall be regarded as if they are conditions of that licence.
33. The Council reserve the right to vary, delete or waive any of the foregoing conditions.

Private Hire (Special Event) Vehicle Conditions
(Stretched Limousines)

The vehicle must be approved by the Council. The vehicle must have either:-

- (a) A UK Individual Vehicle Approval (IVA) Certificate, or a European Whole Vehicle Approval Certificate
- (b) Limousine Declaration of Condition of Use.

Vehicles must comply with the private hire conditions of licence except where overridden by the conditions contained in this document and the licence fee shall be the same.

The proprietor of the vehicle shall:-

- (a) Ensure that the vehicle is at all times only driven by a person who holds a current Hackney Carriage / Private Hire Driver's licence issued by the Council;
- (b) not permit to be conveyed in the vehicle more than the number of persons for which the vehicle is licensed, regardless of the age or size of the passengers;
- (c) not supply any intoxicating liquor in the vehicle unless there is in force an appropriate licence permitting the sale or supply of same.

Operators will be required to sign a declaration stating that the vehicle will not carry more than 8 passengers and at the time of booking the vehicle, the condition to carry no more than 8 passengers shall be explained to the hirer.

Vehicle Identification Badges..

The proprietor of the vehicle will be issued with two Private Hire (Special Events) Vehicle badges on which will be displayed the number of the licence issued for that vehicle and the number of passengers permitted to be carried. The proprietor shall ensure that:-

- (a) one vehicle identification badge will be displayed on the inside and nearside of the front windscreen in a conspicuous position where it can be clearly seen from the outside of the vehicle. The other identification badge shall be fixed inside the vehicle in such a position such as the bulkhead or security screen as to be visible to persons inside the vehicle.

- (b) No private Hire (Special Events) Vehicle badge shall be parted with, lent or used on any other vehicle and the loss or damage of the vehicle badges shall be reported to the Council as soon as the proprietor is aware of the loss. In the event of ceasing to use the vehicle for Private Hire (Special Event) purposes, the proprietor shall surrender the vehicle badges and licence to the Council within seven days.

Signs and Notices

No signs, notice, advertisements, plates, marks, numbers, letters, figures, symbols, emblems or devices whatsoever shall be displayed on, in or from the vehicle, other than those approved by the Council.

Vehicles shall not be used for every day Private Hire use.

Private Hire Operator Conditions

1. The Operator shall not operate any vehicle for private hire work which is not subjected to a current Private Hire Vehicle Licence granted by Central Bedfordshire Council.
2. The Operator shall not employ, whether directly or indirectly, any driver to drive any private hire vehicle unless the driver has a current Private Hire Driver's licence granted by the Central Bedfordshire Council.
3. The Licence only permits the Operator to operate Private Hire vehicle from the premises that is named in the licence ('the authorised premises') mentioned in the licence.

Cross-Border Working

4. If the Operator's premises is not within the area of Central Bedfordshire Council but within 5 miles of the border of the area:
 - (a) The Operator must hold an Operator's licence with the local licensing authority in whose area the premises is located together with an Operator's licence with Central Bedfordshire Council.
 - (b) The Operator must maintain a separate and independent operation for their Central Bedfordshire Council Operator licence, separate from operations it carries out under an Operator licence held with another local authority;
 - (c) 'Operate' and 'operations' mean to make provision for the invitation or acceptance of bookings for a private hire vehicle in the course of business. Therefore the Operator must only make provision for inviting and accepting bookings within Central Bedfordshire Council's area and keep its operations separate to those carried out in another local authority's area.
 - (d) To that end, the Operator must install and use a separate dedicated telephone number to operate in Central Bedfordshire Council's area;
 - (e) In addition, the Operator must only use vehicles and drivers that hold a licence issued Central Bedfordshire Council (even if they also hold a licence with another authority).
 - (f) Operators (and their drivers and vehicles) are expected to comply with Central Bedfordshire Council's conditions when operating in Central Bedfordshire Council's area. Where there are different, contradictory conditions or uncertainty, the Operator should seek advice from both local authorities.

It is a criminal offence to operate a Private Hire vehicle and / or driver without all three licences being held with the same local licensing authority.

5. Booking Records

The Operator shall keep a record in a format approved by the Council and shall enter therein before the commencement of each journey the following particulars of every booking of a private hire vehicle invited or accepted, from any source whatsoever:-

- (a) date and time that the booking was made;
- (b) method of booking (e.g. by telephone/e-mail/in person) and cross-border Operators must include which telephone/email/office or other method of booking was used;
- (c) location of pick up;
- (d) date and time of pick up;
- (e) destination;
- (f) plate number of vehicle
- (g) name of driver;
- (h) the number of passengers to be carried;
- (i) amount to be charged.

The Operator shall keep a record in a format approved by the Council of the following particulars of any private hire vehicle operated:

- (a) Licence plate number;
- (b) Registration number;
- (c) Make and model of vehicle;
- (d) Name and address of owner of the vehicle.

The Operator shall keep a record in a format approved by the Council of the following particulars of all licensed drivers engaged to drive any private hire vehicle operated by him or her:

- (a) Full names of the driver;
- (b) Full permanent address of the driver;
- (c) Drivers badge number;
- (d) Date employment commenced;
- (e) Date employment terminated.

Booking Records – Hackney Carriages

Where a licensed Private Hire Operator accepts bookings for hackney carriages, a record must be kept of each booking in the same format as all private hire bookings as set out under condition 5 above and this record must be produced on the request of an officer authorised by the Council (an 'Authorised Officer of the Council') or a Police Officer or any other person authorised under relevant licensing legislation (where reference is made to a 'Police Officer' within these Conditions, the term will include any other person authorised under relevant legislation).

All records referred to in condition 5 must be kept for a minimum period of twelve months following the date of the last entry.

It is a criminal offence to operate a Hackney Carriage and / or driver without all three licences matching.

6. The Operator shall notify the Council's Licensing Section of any material change in the particulars originally supplied to the Council when this licence was applied for within seven days.
7. The licence is not transferable.
8. The Operator shall exhibit this Licence in a conspicuous position at the authorised premises.
9. The Operator shall produce this licence on request to any Authorised Officer of the Council or to any Police Officer for inspection.
10. The Operator shall not permit or cause to suffer to be conveyed in a private hire vehicle a greater number of persons than that specified in the current Private hire Vehicle licence.
11. The Operator will ensure that any vehicle hired shall, unless delayed or prevented by sufficient cause, punctually attend the appointed place.
12. The Operator must notify the Council in writing within seven days of any caution or conviction being imposed.
13. Any change in the home address of the Operator must be notified within seven days to the Council's Licensing Section.
14. The Operator shall not, in the name or description of his or her company or firm, or in the description of the service supplied in the course of business, use the words 'For Hire' 'Taxi' 'Cab' or 'Taxi-Cab' or any other words or combination of letters so as to lead any person to believe the Operator is providing a Hackney Carriage service.
15. The Operator shall not cause or permit any vehicles operated for private hire work to be painted in any colour(s) other than the manufacturer's original colour(s) without the prior approval from the Council in writing.
16. The Operator shall ensure that the vehicle, when available for private hire, is safe, clean and complies with the relevant statutory requirements (including motoring and road traffic legislation, not just licensing legislation).
17. No advertisement or sign may be placed either inside or outside the licensed vehicle except:-
 - (a) A Central Bedfordshire designed self-adhesive vinyl door sign permanently displayed on the front door panels of each private hire

vehicle stating 'Advance Bookings Only to Validate Insurance' (unless an exemption certificate has been granted following written application [to the Council?])

- (b) An advertisement identifying the operator of the licensed vehicle or the association of proprietors to which it belongs, together with a telephone number on the exterior of the licensed vehicle. Those Operators who have more than one licence, a licence with the Council and another local licensing authority, must ensure the telephone number advertised is the dedicated telephone number for the area of Central Bedfordshire in which the Operator works and operates.

There shall not be included in the inscription of any of the advertisements referred to in these conditions the words 'Cab' 'Taxi' 'Taxi-Cab' or 'For Hire' or any other word or combination of letters which when pronounced would sound similar to such words or a form of wording which is in any way such as to suggest that the licensed vehicle is presently available to take passengers wishing to hire it or will be so available if not already hired.

18. The Operator shall ensure:

- (a) That any private hire vehicle operated by him or her is in a suitable mechanical condition, safe, comfortable, clean and presentable and that the private hire vehicle plate provided by the Council is affixed in a conspicuous position on the rear exterior of the vehicle to the near side front windscreen so that the information thereon is plainly and distinctly visible from the exterior of the vehicle.
- (b) That the vehicle is insured for the carriage of passengers for hire or reward at all times.

19. The Council reserve the right to vary, delete or waive any of the foregoing conditions.

20. Any requirement of legislation which effects the operations being carried out under the terms of this licence shall be regarded as if they are conditions of the licence.

Hackney Carriage and Private Hire Vehicles

National inspection standards



Best Practice Guide

August 2012

Produced by Hackney Carriage and Private Hire Inspection Technical Officer Group
Public Authority Transport Network (PATN)

Supported by



Delivering safe, efficient, sustainable logistics



FREIGHT TRANSPORT ASSOCIATION

FTA best practice guide to inspection of Hackney Carriage and Private Hire Vehicles

August 2012

Editor: **Andy Mair**

Production: **Hilary Kingdon**

Design: **Tracey Garrett**

This best practice guide sets out the procedures and standards for those who carry out inspections of hackney carriage and private hire vehicles. It is recommended that the guide is also made freely available to owners, proprietors, operators and drivers of hackney carriage and private hire vehicles, who may find it useful as it details the standards that vehicles are subjected to. The guide also explains the reasons why a vehicle presented for inspection has not been issued with a pass certificate.

This guidance deliberately seeks to embrace safety aspects of vehicle inspections using, as a basic inspection standard, those laid down in the MOT Inspection Manual – Private Passenger & Light Commercial Vehicle Testing issued by VOSA. This best practice guide provides additional testing requirements to those in the MOT Inspection Manual. It is advised that local licensing authorities use the best practice guide in conjunction with the VOSA MOT Inspection Manual as an advocate to public safety.

This best practice guide has been developed to provide all local licensing authorities with a benchmark with regard to vehicle inspections and safety.

For details of how to join FTA contact the
Member Service Centre on 08717 11 22 22*

*Calls may be recorded for training purposes

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Foreword

The Vehicle and Operator Services Agency (VOSA) is committed to saving lives, making roads safer, cutting crime and protecting the environment.

As responsibility for the maintaining of vehicle safety standards of hackney carriage and private hire vehicles falls to various local authorities, VOSA, in the pursuit of its objectives, fully supports the Public Authority Transport Network (PATN) in its promotion of common standards and best practice within industry.

VOSA recommends that local authorities consider this guide when setting technical standards and take the opportunity to become involved in its continued development such that we all contribute to a safer environment.

Nigel R Maden

*Process Manager Light Vehicles and Vehicle Approval
Vehicle & Operator Services Agency*



Revision record

Section number	Section title	Description of change	Revision date	Revision number
	2009 version	VOSA foreword	November 2009	1
	2012 update	Revised due to changes to MOT scheme from 2012	August 2012	2

Part I: Introduction

1.1 Best practice guide

This best practice guide has been prepared by the Technical Officer Group (TOG) to assist Hackney Carriage proprietors (HC) and Private Hire Vehicle (PHV) drivers/owners and operators. It is intended for use by local licensing authorities, vehicle inspectors and local authority authorised officers.

It is intended that this best practice guide will endorse a *minimum* national vehicle inspection standard. It will be appreciated that it is for individual local licensing authorities to reach their own decisions, both on overall policies and on individual inspection standards, in the light of their own operational needs and geographical circumstances.

Various interested parties, including the Department for Transport (DfT), Vehicle & Operator Services Agency (VOSA), Disabled Persons Transport Advisory Committee (DPTAC) and the Institute of Licensing, have been consulted on this best practice guide.

The Technical Officer Group commends the DfT for the production of the Taxi and Private Hire Vehicle Licensing: Best Practice Guidance. Vehicle operators, local licensing authorities and vehicle inspectors are strongly advised to refer to the DfT guide in conjunction with this best practice guide. More information can be obtained on the DfT website at www.dft.gov.uk

1.2 Application to devolved administrations

The Department for Transport (DfT) has responsibility for HC and PHV legislation in England and Wales and, accordingly, the guidance that has been published will be directed at local authorities in England and Wales. Responsibility for HC and PHV licensing in Scotland and Northern Ireland is devolved, but the respective administrations have been involved in the preparation

of the licensing guidance and will decide for themselves the extent to which they wish to make use of or adapt to suit their own purposes.

1.3 Technical safety issues

The aim of a local licensing authority is to protect the public. Local licensing authorities will be aware that the public should have reasonable access to safe and well maintained HC and PHVs. For example, it is clearly important that somebody using a HC or PHV should be confident that the vehicle is safe.

To this end, this best practice guide will detail specific vehicle safety issues based on expert technical knowledge and experience of the Technical Officer Group (TOG). This guide will focus therefore on technical safety issues and make recommendations towards safe working practices. For example, the TOG supports the DfT recommendation that there is no upper age limit for HC and PHVs provided there is documentary evidence to support a routine maintenance regime.

Local licensing authorities will want to ensure that each of their various licensing requirements is properly justified by the risk it aims to address. This is not to propose that a detailed, over-zealous inspection regime creates difficulties for the HC and PHV trades but primarily to promote vehicle safety for the protection of passengers and not for the benefit of operators.

1.4 Scope of the guidance

This guidance deliberately seeks to embrace safety aspects of vehicle inspections using, as a basic inspection standard, those laid down in the *MOT Inspection Manual – Private Passenger & Light Commercial Vehicle Testing* issued by VOSA. This best practice guide provides additional testing requirements to those in the MOT Inspection Manual. It is advised that local licensing authorities use the best practice guide in conjunction with the VOSA MOT Inspection Manual as an advocate to public safety.

This best practice guide has been developed to provide all local licensing authorities with a benchmark with regard to vehicle inspections and safety.

1.5 Specification of vehicle types that may be licensed

The legislation gives local authorities a wide range of discretion over the types of vehicle that they can license as HC or PHVs.



Some authorities specify conditions that in practice can only be met by purpose-built vehicles but the majority license a range of vehicles.

Normally, best practice is for local licensing authorities to adopt the principle of specifying as many different types of vehicles as possible. Indeed, local licensing authorities might usefully specify only general criteria, leaving it open to the HC and PHV trades to put forward vehicles of their own choice which can be shown to meet those criteria. In that way, there can be flexibility for new vehicle types to be readily taken into account.

It is suggested that local licensing authorities should give very careful consideration to a policy which automatically rules out particular types of vehicle or prescribes only one type or a small number of types of vehicle. For example, the Department believes authorities should be particularly cautious about specifying only purpose-built taxis, with the strict constraint on supply that that implies. But, of course, the purpose-built vehicles are amongst those which a local authority could be expected to license. Similarly, it may be too restrictive to automatically rule out considering Multi-Purpose Vehicles, or to license them for fewer passengers than their seating capacity (provided of course that the capacity of the vehicle is not more than eight passengers).

1.6 Accessibility



In addition to their general conditions, local licensing authorities will want to consider the accessibility for disabled people (including – but not only – people who need to travel in a wheelchair) of the vehicles they licence as Hackney Carriage or Private Hire vehicles.

Licensing authorities will be aware that it remains the Department

for Transport's intention to make accessibility regulations for Hackney Carriage vehicles subject to a Law Commission review. In the meantime, licensing authorities are encouraged to introduce HC accessibility policies for their areas.

1.7 Type approval

It may be that from time to time a local licensing authority will be asked to license, as a HC or PHV, a vehicle that has been imported independently (that is, by somebody other than the manufacturer). Such a vehicle might meet the local licensing authority's criteria for licensing, but may nonetheless be uncertain about the wider rules for foreign vehicles being used in the UK. Such vehicles will be subject to the 'type approval' rules. For passenger cars up to 10 years old at the time of first GB registration, this means meeting the technical standards of either:

- European Community Whole Vehicle Type Approval (ECWTA)
- National Small Series Type Approval (NSSTA) or
- Individual Vehicle Approval (IVA)

Most registration certificates issued since late 1998 should indicate the approval status of the vehicle. Further information about these requirements and the procedures for licensing and registering imported vehicles can be seen at www.businesslink.gov.uk

It is important for local licensing authorities to insist that **at least one** of the above 'type approvals' is produced prior to any **imported vehicle** being licensed as a Hackney Carriage or Private Hire Vehicle. Local authorities are advised to verify the validity of an IVA certificate by contacting the VOSA helpline number 0300 123 9000.

Voluntary inspections

Vehicles that are already registered for use in the UK are not eligible for a statutory approval, however there are situations where evidence of compliance with the approval standard would be beneficial or be a requirement. An example would be a local licensing authority that may require evidence of compliance for a vehicle that has been modified since original registration, or where evidence of compliance is being used as part of a contractual agreement on a modified vehicle. To facilitate this requirement, a non-statutory voluntary IVA test is available, and it would be appropriate for local authorities to accept a 'basic' IVA certification as a minimum requirement. The test criteria applied will be dependent on the vehicle category/class nominated on the application form VIVA 1. The fees are the same as those appropriate to the particular class of vehicle/test required, other than VAT is payable. If the vehicle is found to meet the requirements, a letter of compliance with the technical standards will be issued and not an Individual Approval certificate. The letter of compliance is not acceptable for first licensing/registration purposes.

1.8 Vehicle testing

There is considerable variation between local licensing authorities on vehicle testing. This best practice guide provides local licensing authorities with a **minimum** standard for vehicle inspections. All HC and PHV must be maintained to no less than the standards set out in the VOSA publication 'MOT Inspection Manual – Private Passenger and Light Commercial Vehicle Testing', ISBN 978-0-9549352-5-2.

As the term implies, hackney carriage and private hire vehicles are vehicles used for hire and reward purposes and as such are subject to much higher annual mileages and more arduous driving than normal private vehicles. Therefore, in the interests of passenger and other road user's safety, a more stringent maintenance and testing regime is required.

The purpose of the HC and PHV test is to confirm vehicles meet these more stringent standards. Vehicles must be submitted fully prepared for the test. **It is not intended that the test be used in lieu of a regular preventative maintenance programme.** If, in the opinion of the vehicle examiner, the vehicle has not been fully prepared, the test will be terminated and a further full test shall be required. It is an offence under the road traffic regulations to use an unroadworthy vehicle on the public highway.

HC proprietors and PHV drivers/owners and operators failing to maintain their vehicles in a safe and roadworthy condition may have their vehicle licence suspended, revoked or their licensing application refused by the local licensing authority. In addition, licence holders risk the suspension or revocation of their driver or operator licences by the local licensing authority.

This best practice guide should be read in conjunction with Vehicle & Operator Services Agency (VOSA) publication 'MOT Inspection Manual – Private Passenger and Light Commercial Vehicle Testing', ISBN 978-0-9549352-5-2. This best practice guide provides a working document for those who inspect, maintain and prepare vehicles for inspection prior to being issued with a hackney carriage or private hire licence. Although detailed in its content the best practice guide is not exhaustive.

However, in assessing the mechanical condition of a vehicle, it is more likely an item which would ordinarily pass an MOT test with an advisory note, could fail the HC and PHV test.

2 Novelty vehicles (stretched limousines)

This section of the best practice guide offers advice to local licensing authorities on the requirements for licensing novelty vehicles. The standard of the test for novelty vehicles will be at the same standard as for other private hire vehicles. That is, as a basic inspection standard, those laid down in the 'MOT Inspection Manual – Private Passenger and Light Commercial Vehicle Testing' issued by VOSA and this best practice guide. *(For the purpose of clarity, novelty vehicles in this guide will refer to stretch limousines only until such times as further guidance is obtained on any other such vehicle, ie fire tenders etc.)*



A novelty vehicle shall only be registered as a private hire vehicle if it complies with the following conditions.

- Vehicles with no more than eight passenger seats as indicated on the V5C. The V5C will state the number of seats and **must be produced to the local licensing authority prior to the vehicle being licensed or inspected.** If the number of seats differs to what is indicated on the V5C, then contact VOSA and your local area DVLA office immediately. Failure to produce a valid and current V5C for the vehicle to be tested could result in refusal to inspect the vehicle
- Evidence of either European Community Whole Vehicle Type Approval (ECWVTA) or Individual Vehicle Approval (IVA) being presented for inspection
- Local licensing authorities may consider, as novelty vehicles are not factory produced, that a recommended vehicle maintenance inspection be applied every 10 weeks. The frequency of maintenance inspections is recommended by Traffic Commissioners, VOSA and the National Limousine and Chauffeur Association (NLCA)
- The inspection standards to be applied to novelty vehicles are the same standards as those applied to other hackney carriage and private hire vehicles with the following additions:
 - Any additional item previously mentioned in this paragraph with regard to seating capacity, the production of the relevant documents and frequency of vehicle inspections
 - See part 2, section 4 – Tyres and road wheels. Reference in this section is made to tyre rating to be applied to novelty vehicles
 - See part 2, section 12 – Vehicle Identification Number (VIN) markings should be checked to ensure compliance, seating capacities and undue stresses

Local licensing authorities are strongly advised to obtain a declaration, from the operator of a licensed novelty vehicle, that the side facing seats will never be used to carry passengers under 16 years of age, **regardless of whether the vehicle is fitted with or without seat belts.**

It is strongly advised that notices forbidding children to be carried in side facing seats are displayed in prominent positions, ie on entry to the passenger compartment and on either side of the passenger compartment. Local licensing authorities may also require additional outward facing signs adjacent to all entrance/exit doors to the passenger compartment.

3 General information

Only vehicles complying with the following conditions will generally be considered for licensing as private hire vehicles.

- Cars fitted with at least four doors and four wheels
- Right-hand drive vehicles – with the exception of stretch limousines (where applicable)
- Vehicles with adequate space for luggage
- Vehicles must be capable of carrying at least four and not more than eight passengers in addition to the driver
- With the exception of stretch limousines, vehicles will not be accepted with blacked out windows. Passengers being carried in the vehicle must be visible from the outside. In **exceptional circumstances**, tinted windows may be acceptable
- To allow a thorough examination of a vehicle or any part thereof, it must be presented for test in a clean condition. The vehicle presented will fail the test if, in the opinion of the vehicle examiner, the vehicle is so dirty that it would be unreasonable for the test to be carried out
- A test will not be carried out unless the licence fee/ examination fee has been paid in advance

Statement of undertakings and declaration

In the interests of road and passenger safety, the licensed driver/ owner or operator undertakes to make proper arrangements so that licensed vehicles are kept in a roadworthy condition at all times.



Part 2: Procedures and standards of inspection

This best practice guide sets out the procedures and standards for those who carry out inspections of hackney carriage and private hire vehicles.

It is recommended that the guide is also made freely available to owners, proprietors, operators and drivers of hackney carriage and private hire vehicles, who may find it useful as it details the standards that vehicles are subjected to. The guide also explains the reasons why a vehicle presented for inspection, has not been issued with a pass certificate.

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Section 1

Lamps, reflectors and electrical equipment

1.9 Electrical wiring and equipment

Method of inspection	Reason for rejection
<i>This examination is limited to that part of the electrical system that can be readily seen without dismantling any part of the vehicle.</i>	
a Check all electrical wiring for: <ul style="list-style-type: none">conditionsecuritypositionsigns of overheatingheavy oil contamination	a Wiring <ul style="list-style-type: none">positioned so that it is chafing or clipped to a fuel line or likely to be damaged by heat so that insulation will become ineffectivewith clear evidence of overheatingheavily contaminated with oil
b Check all switches controlling all obligatory lights	b Switches <ul style="list-style-type: none">Insecurity or malfunction of a switch controlling an obligatory light

1.9 Additional lamps

Method of inspection	Reason for rejection
<i>With the ignition switched on check the following.</i>	
Reversing lamps <ul style="list-style-type: none"> a The reversing lamps emit a diffused white light when reverse gear is selected b The lamps extinguish when neutral gear is selected c The lamps are in good working order and are secure d The lamps do not flicker when lightly tapped by hand 	Reversing lamps <ul style="list-style-type: none"> a Fails to operate or does not emit a white diffused light b Fails to extinguish when neutral or forward gear is selected c Are not in good working order or insecure d Flickers when tapped lightly by hand
Front fog/driving lamps <ul style="list-style-type: none"> e A single front fog lamp emitting a white or yellow diffused light illuminates only when dipped beam is selected f A pair of matched fog lamps both emitting a white or yellow diffused light should illuminate together g A pair of matched, long-range driving lamps, both emitting a white diffused light, should illuminate together 	Front fog/driving lamps <ul style="list-style-type: none"> e Lamp inoperative or operates other than in dipped beam mode f Operate incorrectly g Operate incorrectly
'For Hire' and roof signs <ul style="list-style-type: none"> a Correct style and type of sign fitted b Ensure the sign is securely fastened to the vehicle c Condition and security of wiring d Functional test of signs for illumination 	'For Hire' and roof signs <ul style="list-style-type: none"> a Incorrect colour or details shown on sign, ie registration number; vehicle number etc b Insecure sign c Wiring is not in good condition or is loose or chaffed d Illumination not consistent across the sign, ie all light bulb(s) LED(s) illuminated when switched on

Section 2

Steering and suspension

2.1 Steering control – steering wheel

Method of inspection	Reason for rejection
<i>With both hands rock the steering wheel from side to side at right angles to steering column and apply slight downward and upward pressure to the steering wheel rim (in line with column). Note the following.</i>	
<ul style="list-style-type: none"> a Fractures in steering wheel hub b Fractures in steering wheel rim c Steering wheel spokes loose or fractured d Jagged edges on steering wheel rim e. If possible, check the retaining device on steering wheel is fitted 	<ul style="list-style-type: none"> a Steering wheel hub fractured b Steering wheel rim fractured c A steering wheel spoke loose or fractured d Jagged edges on steering wheel rim likely to injure the driver e. A steering wheel hub-retaining device not fitted

2.1 Steering control – steering column

Method of inspection	Reason for rejection
a Try to lift the steering in line with the steering column and note the movement at centre of steering wheel	a Excessive movement at centre of steering wheel in line with steering column (end float) <i>Note: Certain types of steering column might show some movement not due to excessive wear, eg those fitted with universal joints or flexible couplings</i>
b While steering wheel is rotated, check for deterioration in any flexible coupling or universal joint of steering column	b A flexible coupling or universal joint deteriorated, worn or insecure
c Where practical, check any clamp bolts for presence and security of locking devices. (These may be located in the engine compartment or under chassis)	c A coupling clamp bolt or locking device loose or missing

2.4 Suspension spring units and linkages

Method of inspection	Reason for rejection
Coil springs a Welding repairs	Coil springs a Repaired by welding

Section 3

Brakes

No additional inspection requirements

Section 4

Tyres and road wheels

4.1 Tyres – condition

Method of inspection	Reason for rejection
On all the tyres, including spare wheel where fitted , examine each tyre meets all the requirements laid down in the 'MOT Inspection Manual – Private Passenger and Light Commercial', ISBN 978-0-9549352-5-2 <i>Note: Where a doughnut tank is fitted in the boot for LPG, the spare wheel if still carried in the boot must be properly secured. Alternatively, a spare wheel cage installed to manufacturer's and British Standards may be fitted to the underside of the vehicle</i>	In accordance with the 'MOT Inspection Manual – Private Passenger and Light Commercial Vehicle Testing', ISBN 978-0-9549352-5-2 <i>Note: Space saver tyres should only be approved with the support of a method statement highlighting driver responsibilities with regard to the maximum permitted speed and that space savers are a temporary 'get-you-home tyre'</i>

Method of inspection	Reason for rejection
<p>Important note: stretched limousines</p> <p>In the case of American imported stretched limousines, vehicle inspectors will need to be vigilant when inspecting tyres for suitability, and an assessment should be made with the information detailed on the convertor plate. Most converted stretched limousines are converted from Ford Lincoln Town Cars with a number of Cadillac variants also.</p> <p>In approved 'stretch' limousine conversions, the maximum weight can be in excess of 7,100lbs (3.2 tonnes) and care should be exercised when determining suitable tyre ratings. Generally speaking a Ford Lincoln or Cadillac would require a tyre rating index of at least 107T, which gives a load rating of 2,149lbs (975kgs) with a maximum speed of 118 miles per hour.</p>	<p>Stretched limousines</p> <p>More information and guidance can be obtained from: National Limousine & Chauffeur Association on: www.nlca.co.uk</p>

Section 5

Seat belts and supplementary restraint systems

No additional inspection requirements

Section 6

Body, structure and general items

6.1 Vehicle body and condition (exterior)

Method of inspection	Reason for rejection
Examine the body thoroughly for security, corrosion, damage, poor repair/paint match or sharp edges that are likely to cause injury	<ul style="list-style-type: none"> a An insecure or missing body panel, trim, step or accessory b Any sharp edge whatsoever which may cause injury c Heavy scuffing abrasions or deformation to front and rear bumper d More than 8 stone chips visible on a bonnet/grill that has not penetrated to the metal or more than 4 stone chips that have penetrated to the metal e More than 8 stone chips on any panel including door edges, provided the base coat has not been penetrated f More than 4 stone chips on any panel where the base coat has been penetrated to the metal and is untreated g A single dent of more than 80mm, or more than 3 dents of not more than 20mm in any one panel h More than 4 scratches and or abrasions of more than 50mm in length in any one panel provided that the base coat has not been penetrated i Dull, faded paintwork which has lost its gloss finish or paint miss-match to a panel(s) to such an extent that it detracts from the overall appearance of the vehicle

Method of inspection	Reason for rejection
	<p>j Evidence of poor repairs and or paint finish to a repaired panel(s) including runs and overspray to adjoining panels/trim that detracts from the overall appearance of the vehicle</p> <p>k Obvious signs of rust/corrosion of any size particularly those that are covered by advertising signs</p> <p>l Lack of clearly displayed or omission of 'No Smoking' signs</p>

6.1 Vehicle body, security and condition (interior)

Method of inspection	Reason for rejection
<p>a Examine thoroughly the interior for damaged, insecure or loose fixtures, fittings or accessories</p> <p>b Dirty, missing and worn trim, carpets, seat belts, mats, headlining, boot area and inclusion of prescribed items. Remove mats to inspect carpets underneath for cleanliness and wear</p> <p>c Examine interior lights, motion door locks and warning lights</p> <p>d Examine heating, demisting and air condition systems for correct operation, including passenger compartment controls where fitted (includes electric front and rear screen demisters)</p> <p>e Examine all windows ensuring they allow lowering and rising easily</p> <p>f Examine interior door locks, grab handles/rails safety covers</p> <p>g Examine grills/partitions for security and condition</p> <p>h Examine electrical wiring for condition, security, including intercom systems</p> <p>i Examine the boot for access, contents, cleanliness and water ingress</p>	<p>a Insecure and loose fixtures, fittings or accessories</p> <p>b Missing, dirty, soiled, stained worn or insecure trim, carpets, headlining, and mats in such a condition that they are likely to soil or damage passengers' clothing or luggage</p> <p>c An inoperative interior light (all lights must illuminate if they are part of the manufacturer's standard equipment). Missing or defective motion switch/lock or warning lamp not illuminated</p> <p>d A system(s) which does not function correctly, or any part is missing including vents, controls and switches</p> <p>e An opening window that is inoperative or difficult to open and or close mechanism broken/missing</p> <p>f Missing, defective or loose door locks, child locks, protective covers grab handles and rails. Grab handles/rails, which are rigid to aid the blind and partially sighted, and are worn to excess</p> <p>g A grill/partition which is insecure or has sharp edge which may cause injury to passengers or driver</p> <p>h Frayed, chaffing wiring, non-shielded terminals and cables so routed that they cause a trip hazard, cables that can be easily disconnected. Intercom system defective, warning light inoperative and signs illegible/missing</p> <p>i Unable to open, close and or lock boot lid, failure of boot lid support mechanism, defective seals/evidence of water ingress, dirty boot and/or carpets, loose items stored in boot (ie spare wheel tools and equipment etc)</p>
Additional items to be inspected in limousines and novelty vehicles.	
<p>j All fixtures and fittings, ie mirror balls, drinks cabinets, televisions etc must be stored securely and not hinder the ingress or egress from the passenger compartment</p>	<p>j Any fixture or fitting that is loose or insecure or where walkways are blocked that prevent ease of ingress or egress from the passenger compartment</p>

Method of inspection	Reason for rejection
<p>k A notice identifying the maximum seating capacity to be displayed in the passenger compartment and clearly visible to all passengers. It may be necessary to display more than one sign indicating the maximum seating capacity</p> <p><i>Note: Any vehicle presented in a dirty, untidy condition will not be tested</i></p>	<p>k No maximum seating capacity sign or signs displayed. A sign or signs not clearly visible to all passengers</p>
<p>Mandatory 'No Smoking' sign</p> <p>l Check for presence and display of No Smoking sign</p>	<p>l No Smoking sign missing/not adequately displayed</p>

6.1 Bumper bars

Method of inspection	Reason for rejection
<p>Examine the bumper bars and check the following.</p> <p>a They are secure to their mountings</p> <p>b The mountings are secure to the vehicle</p> <p>c There is no evidence of damage</p>	<p>a A loose bumper bar or mounting. A weakened bumper bar and/or mounting is insecure because of poor repairs</p> <p>b A fractured mounting bracket. Mounting bolts so worn or elongated that the bumper bar is likely to detach partially or completely from the vehicle when in use. A bumper bar secured by wire or other temporary means is regarded as insecure and must be rejected</p> <p>c Bumper bars which have jagged edges, cracks, splits or projections, which may cause injury to persons near the vehicle. Paint miss-match or fading which is significantly different to that of the rest of the paintwork</p>

6.2 Doors and seats

Method of inspection	Reason for rejection
<p>Doors and emergency exits</p> <p>Examine the condition of all doors and emergency exits. Check door locks, striker plates, handles and hinges for security, wear and missing and damaged trim/cover plates</p> <p>Check the presence, condition and correct functioning of all door stay catches and devices (including sliding doors)</p> <p>Check markings describing the presence and method of opening emergency exit(s) are readily visible on or adjacent to the exit and are legible</p> <p>Check that seats are secure, clean and not unduly worn</p>	<p>Doors and emergency exits</p> <p>a A door or emergency exit does not latch securely in the closed position</p> <p>b A door or emergency exit cannot be opened from both the inside and outside the vehicle from the relevant control in each case</p> <p>c Missing, loose or worn handles, lock or striker plate</p> <p>d Markings describing the presence and method of opening an emergency exit missing, illegible or incorrect</p> <p>e Missing, loose or damaged trim/cover plate</p> <p>f Seat cushion(s) stained, torn, holed, worn or insecure. A seat that does not provide adequate support at base or backrest. Torn, slashed or badly stained seats are not acceptable</p> <p>g A door stay catch or device missing, excessively worn or not fulfilling its function</p>

Method of inspection	Reason for rejection
<p>Important note</p> <p>With the exception of 'novelty vehicles' only vehicles with forward and rear facing seats will be accepted.</p> <p>For more information on seating for novelty vehicles see section 12.1</p>	
<p>Accessibility: wheelchair vehicles</p> <p>Door configurations for wheelchair accessible vehicles</p> <p>a Single rear door – must open to a minimum of 90 degrees and be capable of locking in place</p> <p>b Twin rear doors – both must open to a minimum of 180 degrees and be capable of being locked in place. This is to enable an attendant (driver or guide) to assist the wheelchair passenger if required</p>	<p>Accessibility: wheelchair vehicles</p> <p>a Door does not open to a full 90 degrees and cannot be secured in the open position</p> <p>b Twin doors do not open to a full 180 degrees and cannot be secured in the open position</p>

Section 7

Exhaust, fuel and emissions

7.1 Exhaust system

Method of inspection	Reason for rejection
Where applicable, check for presence, security and adequacy of grease shields to hot exhausts	A heat shield missing, insecure or inadequate

7.2 Fuel system – pipes and tanks

Method of inspection	Reason for rejection
<p>a Check that fuel tank filler caps are:</p> <ul style="list-style-type: none"> present of the correct type secure and seated properly to ensure correct function of sealing <p>b Examine pipes to see they are securely clipped to prevent damage by chafing and cracking, and are not in a position where they will be fouled by moving parts</p> <p>c Check that no fuel pipe runs immediately adjacent to or in direct contact with electrical wiring or the exhaust system</p>	<p>a A filler cap missing or unsuitable or in such condition that it would not prevent fuel leaking or spilling</p> <p>b Damaged, chafed, insecure pipes or pipes so positioned that there is a danger of them fouling moving parts</p> <p>c A fuel pipe immediately adjacent to or in direct contact with electrical wiring or exhaust system</p> <p>d Temporary/emergency fuel cap fitted</p>

Section 8

Driver's view of the road

8.1 Mirrors and view to rear

Method of inspection	Reason for rejection
The number and position of all obligatory mirrors must be checked.	
Check the condition of each mirror reflecting surface	A mirror reflecting surface deteriorated or broken. <i>Note: A defective additional external mirror is not a reason for rejection</i>

8.3 Windscreen – view to the front

Method of inspection	Reason for rejection
Sit in the driver's seat and check that there is reasonable view of the road ahead, bearing in mind the original design of the vehicle.	The position or size of any object restricts the driver's view of the road ahead, bearing in mind the original design of the vehicle
For all air operated wipers examine: <ul style="list-style-type: none">the condition of any visible pipingthe function of the operating mechanismthe function of necessary valves to protect the braking system <i>Note: Equipment or objects not originally fitted to the vehicle as part of the original design must not obstruct the designed forward view of the driver. In particular, objects such as (but not limited to) pennants, cab decorations and external stone guards/visors should not interrupt the view through the swept area by the windscreen wipers</i>	Air operated wipers: <ul style="list-style-type: none">pipes inadequately clipped or supportedincorrect function of the wipers or leaking componentsincorrect operation of protection valves

8.5 Window glass or other transparent material

Method of inspection	Reason for rejection
a Visually check the condition of all windscreens, internal screens, partitions, side, rear, roof and door windows for cracks, surface damage and discolouration	a A crack, surface damage or discoloration in glass or other transparent material that: <ul style="list-style-type: none">impairs the driver's front, side, or rear view of the roadpresents a danger to any person in the vehicle
b Check presence and security of all windscreens, side, roof, or rear windows, or internal screens or partitions	b A windscreen or any other outside window missing, or any windscreen, window, internal screen or partition insecure
c Check for evidence of obvious leaks from all windscreens and side, rear, roof or door windows	c Any external window or windscreen is obviously leaking
d Check for presence, security and condition of guard rails or barriers at windows, internal screens or partitions	d A guard-rail or barrier at a window, internal screen or partition missing, insecure or damaged
e For all vehicles first used before 1 January 1959. As far as is practicable, check that glass fitted to windscreens and outside windows facing to the front is safety glass, except glass fitted to the upper deck of a double deck bus	e The windscreen and/or any outside window facing to the front of a vehicle obviously not safety glass fitted to a vehicle first used before 1 January 1959
f For all vehicles used on or after 1 January 1959, as far as is practicable, check that glass used for windscreens and all outside windows is safety glass, or safety glazing	f Glass used for a windscreen or an outside window is obviously not safety glass

Method of inspection	Reason for rejection
<p>g Vehicles first used on or after 1 June 1978, check that windscreens and other windows, wholly or partly, on either side of the drivers' seat are made from safety glass displaying an acceptable safety mark</p> <p><i>Note: Marking is not required for safety glass on vehicles first used before 1 June 1978</i></p>	<p>g For vehicles first used on or after 1 June 1978, that windscreens and/or other windows wholly or partly on either side of the drivers seat that are not made from safety glass display an acceptable safety mark</p>

Section 9

Tricycles and quadricycles

No additional inspection requirements

Section 10

Additional requirements

10.1 Transmission

Method of inspection	Reason for rejection
Examine transmission, check for the following.	
a Missing or loose flange bolts	a A loose or missing flange bolt(s)
b Cracked or insecure flanges	b A flange cracked, or loose on the transmission shaft
c Wear in shaft and/or wheel bearings	c Excessive wear in shaft bearing
d Security of bearing housings	d A bearing housing insecure to its fixing
e Cracks or fractures in bearing housings	e A cracked or fractured bearing housing
f Wear in universal joints	f Excessive wear in a universal joint
g Deterioration of flexible couplings	g Deterioration of a transmission shaft flexible coupling
h Distorted, damaged shafts	h A damaged, cracked or bent shaft
i Deterioration of bearing housing flexible mountings	i Deterioration of a flexible mounting of a bearing housing
j Clearance between transmission shafts and adjacent components	j Evidence of fouling between any transmission shaft and an adjacent component

10.2 Oil and water leaks

Method of inspection	Reason for rejection
<p>a Check vehicle for oil and water leaks from any assembly or component to the ground</p> <p>b And/or which could be deposited on surrounding bodywork or onto the exhaust system.</p> <p><i>Note: If necessary, the engine can be run at idle speed to confirm the existence of an oil leak</i></p>	<p>a An oil or water leak, from any assembly, which deposits fluids underneath the vehicle whilst stationary</p> <p>b Leaks which, when the vehicle is moving, could be deposited upon the surrounding bodywork, exhaust and brake system so that it would:</p> <ul style="list-style-type: none"> • contaminate areas • could potentially cause a health, safety or fire risk

10.3 Luggage/load space

Method of inspection	Reason for rejection
Physical separation is not so much an issue as is the safety of passengers in the event of an accident. The luggage should therefore be secure and prevented from becoming dislodged in an accident in such a manner as may cause injury. Such security can be by means of a sheet or net, which could be anchored to the floor of the luggage area. Clearly if the luggage compartment is not physically separated from the passenger compartment then care will need to be taken so as not to carry any hazardous items such as fuel cans, detergents or other loose items that could leak if they become damaged	Load restraint system, if required, not present at time of test Load restraint system faulty or unserviceable

10.4 Trailers and towbars

Method of inspection	Reason for rejection
Trailers Where a local licensing authority permits the use of trailers for the carriage of luggage, then the trailer needs to be presented for test along with the vehicle that will be authorised to tow it. The trailer will also need to display the appropriate registration plate and a licence plate <i>Note: Trailers presented for inspection should be built by an approved or recognised trailer manufacturer</i> <i>An example of a typical trailer inspection sheet can be found at Appendix A</i>	Trailers Rejections as indicated on the trailer inspection sheet shown at Appendix A
Towbars Where tow bars are fitted checks must be made on the condition and security to the towing vehicle	Towbars Rejections as indicated on the trailer inspection sheet shown at Appendix A

Section 11

Ancillary equipment

11.1 Wheelchair restraint and access equipment

Method of inspection	Reason for rejection
Wheelchair restraint a Where applicable check condition and operation of wheelchair restraint b A system for the effective anchoring of wheelchairs shall be provided within the vehicle in all spaces designated as wheelchair spaces	Wheelchair restraint a A wheelchair restraint is defective, worn or missing. b Wheelchair anchorage systems and devices do not conform to European Directive 76/115 EEC (as amended)
Wheelchair access and equipment A vehicle shall be fitted with either of the following forms of wheelchair access equipment:	

Method of inspection	Reason for rejection
<p>Ramps</p> <p>c Check that appropriate ramps fitted are securely installed in the designated storage area. Examine for damage, deformity, sharp edges etc. and provision of anti-slip covering</p>	<p>c Ramps missing, insecurely stored, damaged/deformed, anti-slip covering in poor condition or missing</p>
<p>Wheelchair lift</p> <p>d A purpose designed wheelchair lift shall conform to the LOLER 98 Regulations. A report, confirming that the lifting equipment is safe to use, shall be presented at the time of the vehicle inspection. Vehicles presented for inspection with a wheel chair lift will require a LOLER certificate that is valid for a period of six months from the date of issue</p>	<p>d Vehicle not presented with a valid or current LOLER certificate</p>
<p><i>Note: Passenger lifting equipment will need to be thoroughly examined by a competent person, in use, at least once every six months</i></p>	
<p>e Any purpose designed wheelchair access ramp that is carried must be lightweight and easy to deploy. The installed ramp shall have visible reference to safe working load of 250kgs and certified to BS 6109</p>	<p>e The installed ramp does not have any visible reference to a maximum safe working load or certification to BS 6109</p>
<p>f Wheelchair access equipment shall be fitted either into the rear or side access door of the vehicle. Where it is fitted to a side door this shall be the door situated on the nearside of the vehicle, ie kerbside when stopped in a normal road</p>	<p>f Wheelchair access equipment is fitted to the offside access door of the vehicle</p>
<p>g The aperture of the door into which the access equipment is fitted shall have minimum clear headroom in its central third of 48 inches (1,220mm). The measurement shall be taken from the upper centre of the aperture to a point directly below on either the upper face of the fully raised lift platform or the upper face of the ramp fully deployed on level ground</p>	<p>g There is not clear headroom in the aperture within the central third of 48 inches (1,220mm)</p>
<p>h A locking mechanism shall be fitted that holds the access door in the open position whilst in use</p>	<p>h No evidence of a suitable locking mechanism to hold the door open</p>
<p>i All wheelchair tracking must be fit for purpose and structurally sound</p>	<p>i Damaged or insecure tracking or detritus deposits within the tracking rails</p>

11.2 Fire extinguisher

Method of inspection	Reason for rejection
<p>a Check the fire extinguisher for presence:</p> <ul style="list-style-type: none"> the expiry date seal type – water or foam approved mark – BS5423 or EN3 	<p>a A fire extinguisher is missing or:</p> <ul style="list-style-type: none"> out of date broken or missing seal no approved marking visible or other non-approved marking shown incorrect type in an obviously poor condition or discharged state
<p>b The fire extinguisher must be kept in an accessible position inside the vehicle. The extinguisher may be carried out of view, ie in a fastened glove compartment provided there is a clear sign on the dashboard, stating the location</p>	<p>b Not fitted in an accessible position or its position is not clearly marked</p>

11.3 First aid kit

Method of inspection	Reason for rejection
a Check the first aid kit for presence, the expiry date and the seal is intact. There is no requirement to inspect the contents of the first aid kit	a A first aid kit is missing, out of date, in a poor or contaminated condition or the seal has been broken
b The first aid kit must be kept in an accessible position inside the vehicle. The first aid kit may be carried out of view, ie in a fastened glove compartment provided there is a clear sign on the dashboard, stating the location	b The first aid kit is not fitted in an accessible position or its position is not clearly marked

Section 12

Novelty vehicles (stretch limousines)

12.1 Seating capacity

Method of inspection	Reason for rejection
It is strongly recommended that prior to the inspection of a novelty vehicle the inspector checks the seating capacity on the V5C to ensure it does not exceed 8 passenger seats	If the V5C states more than 8 passengers, then this vehicle MUST NOT be tested or licensed as a Private Hire Vehicle. The vehicle should be referred to VOSA for licensing as a passenger carrying vehicle (PCV)

12.2 Undue stresses

Method of inspection	Reason for rejection
Vehicle inspectors should be aware of undue stresses caused to the steering, brakes and tyres due to the additional weight imposed on the vehicle at the modification process	Tolerances and wear should be as defined in the VOSA MOT Inspection Manual – Private Passenger and Light Commercial Vehicle Testing as follows: <ul style="list-style-type: none">• steering – section 2• brakes – section 3• tyres – section 4

12.3 Passenger notices

Driver declaration

Local licensing authorities are strongly advised to obtain a declaration, from the operator of a licensed novelty vehicle, that side facing seats will never be used to carry passengers under 16 years of age, **regardless of whether the vehicle is fitted with or without seat belts**

Passenger notices

- In addition, notices forbidding children to be carried in side facing seats must be displayed in prominent positions, ie on entry to the passenger compartment and on the inside of the vehicle on either side of the passenger compartment. In addition, local licensing authorities may require outward facing signs adjacent to all entrance/exit doors to the passenger compartment
- Further notices should be displayed inside the vehicle, where all passenger can clearly read the notice, advising passengers of the maximum carrying capacity of the vehicle and a warning to passengers that should the capacity be exceeded then the vehicle will not be insured

Appendices

Appendix A

Hackney Carriage and Private Hire – Trailer inspection form

Hackney Carriage and Private Hire

Trailer inspection sheet

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local authority logo




Plate number of towing vehicle _____

Registration number of towing vehicle _____

Registered owner of vehicle _____

Manufacturer's plate showing chassis number _____

Manufacturer's plate showing maximum weight _____

Inspection area	Description	Pass (✓)	Fail (X)
Licence plate	Contains details and complies with local licensing authorities' format		
Licence plate	Clearly displayed, legible and securely fixed		
Licence plate	Serviceable – not damaged or defaced		
Trailer couplings	Check condition and operation and presence of a safety breakaway cable		
Tow bar mounting brackets	Check condition and security		
Trailer body	Check condition of side and rear tailboards		
Trailer chassis	Check condition		
Suspension	Check condition and operation		
Wheel bearings	Check for excessive free play or roughness in bearings		
Tonneau cover and fittings	Check for condition		
Wheels and tyres	Check security, condition and wear		
Braking system	Operates satisfactorily		
Lighting	All obligatory lights work		
Indicators	All indicators work		
Reflective triangle	Check presence and condition		
Numberplate	Check condition, security of fitting and displayed clearly		
Speed restriction notice	Check condition and displayed clearly		

I hereby certify that the above trailer has been inspected and has/has not* been found to be roadworthy and suitable to be used as a hackney carriage/private hire* trailer at the time of inspection.

Examined by (name) _____

Signature _____ Date _____

*Delete as appropriate

Appendix B

Definition of motor vehicles

Category	Definition
M	A motor vehicle with at least four wheels designed and constructed for the carriage of passengers
M1	Vehicles designed and constructed for the carriage of passengers and comprising no more than eight seats in addition to the driver's seat
M2	Vehicles designed and constructed for the carriage of passengers and comprising more than eight seats in addition to the driver's seat, and having a maximum mass not exceeding five tonnes
M3	Vehicles designed and constructed for the carriage of passengers and comprising more than eight seats in addition to the driver's seat, and having a maximum mass exceeding five tonnes

Appendix C


Hackney Carriage and Private Hire – Inspection sheet (front)

Hackney Carriage and Private Hire

Inspection form

IMPORTANT: READ NOTES OVERLEAF

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local authority logo



Chassis no	Certificate of Compliance serial no		Class of inspection (tick) <input type="checkbox"/> Hackney Carriage <input type="checkbox"/> Private hire <input type="checkbox"/> Car purchase
Vehicle reg mark	Make and model	Year of manufacture	
Plate no	Recorded mileage	Colour	

A	Item tested	Pass (✓)	Fail (X)	Reasons for failure
	Lighting equipment			
	Front and rear lamps			
	Headlamps			
	Headlamp aim			
	Stop lamps			
	Rear reflectors			
	Direction indicators			
	Steering and suspension			
	Steering control			
	Steering mechanism/system			
	Power steering			
	Transmission			
	Wheel bearings			
	Front suspension			
	Rear suspension			
	Shock absorbers			
	Brakes			
	Controls/ABS warning system			
	Condition of service brake system			
	Condition of parking brake system			
	Service brake performance			
	Parking brake performance			
	Tyres and wheels			
	Tyre type			
	Tyre condition (including spare)			
	Road wheels			
	Seat belts			
	Mountings			
	Condition			
	General			
	Driver's view of the road mirrors			
	Horn			
	Exhaust system			
	Fuel system			
	Exhaust emissions			
	Vehicle structure			
	Body interior and luggage space			
	Fire extinguisher, first aid kit and bulb kit			
	Meter – test and seal			
	Licence plates/discs			
	Roof sign and For Hire sign			
	Body exterior			
	Doors and seats			
	Electrical wiring and equipment			
	Speedo			
	Oil and water leaks			
	Ancillary equipment			
	Trailers and tow bars Yes/No			

B I hereby certify that the above vehicle has been inspected and has/has not* been found to be roadworthy and suitable to be used as a hackney carriage/private hire* vehicle at the same time of inspection.

Signed _____ (Tester/Inspector)

Name in capitals _____ Date _____

Authentication stamp

C WARNING: IN MY OPINION, THE VEHICLE IS DANGEROUS TO DRIVE BECAUSE OF THE FOLLOWING DEFECT:

Hackney Carriage and Private Hire – Inspection sheet (back)

If your vehicle has failed the test please read the following notes

- 1 Your vehicle does not meet the legal requirements. You should have it repaired without delay and you are not to use the vehicle for hire and reward until such repairs are carried out.
- 2 It is an offence to use on a public road a vehicle of testable age that does not have a current certificate of compliance, except when:
 - bringing it away from a testing station after it has failed the test
 - taking it to or bringing it away from a place where by PREVIOUS ARRANGEMENT repairs are to be or have been made to remedy the defects for which the vehicle was failed
 - taking it to the testing station for a test booked in advance

Even in the above circumstances you may still be prosecuted for driving an unroadworthy vehicle if it does not comply with the various regulations affecting its construction and use.

Additionally the insurance may not be operative.

- 3 A FULL FEE IS PAYABLE IF:
 - a the vehicle is submitted for retest at the testing station more than seven days after being failed
 - b having been presented for a retest, fails any subsequent test

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