

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 licencing 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).

Appendix H

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.