



HACKNEY CARRIAGE LICENCE CONDITIONS

- 1.0 The licence is valid for the period stated thereon, unless previously surrendered or revoked
- 2.0 The plate supplied by the Council bearing the number of the licence granted and the number of passengers for which the vehicle is licensed shall be displayed on the outside of the vehicle adjacent to the rear number plate.
 - 2.1 A tariff card supplied by the Council stating the number of the licence, the current tariff, the proprietor's name and the registration mark of the vehicle shall be displayed on the inside of the vehicle in such a position as to be plainly visible to persons travelling in the vehicle
 - 2.2 The vehicle shall not be used to convey a greater number of passengers than prescribed in the licence for the vehicle
- 3.0 Advertisements, signs and lights
 - 3.1 A Hackney carriage shall be fitted with a TAXI roof sign which is illuminated when the vehicle is for hire and which is not illuminated when the vehicle is not available for hire.
 - 3.2 Save for purpose-built vehicles which have an integral TAXI roof sign, the TAXI roof sign shall have a minimum width of 20 inches.
 - 3.3 There shall be displayed such signs and in such locations on and in the vehicle as may be required by the Council in writing.
 - 3.4 Prior to any signs or advertisements being displayed on and in the hackney carriage, the written approval of the Head of Environmental Health and Licensing shall be obtained by the licence holder.
- 4.0 No material alteration or change in the manufacturer's specification, design, condition or appearance of the vehicle shall be made without the prior written approval of the Council.
- 5.0 Reasonable accommodation shall be provided for the hirer's luggage. Vehicles not constructed with separate luggage accommodation shall be provided with a fixed fence or secure parcel shelf, so as to prevent the contents being dislodged into the passenger and driver compartments. (See Schedule 1).

- 6.0 There shall be provided and maintained in the vehicle at all times when it is in use or available for hire a fire extinguisher having the appropriate BS EN3 1996 approval with a minimum rating of 5A-34B. Such equipment shall be accessible to the occupiers of the carriage. (See Schedule 3).
- 7.0 Any vehicle first used before 1.4.1987 must be fitted with rear seat belts as if that vehicle was first used on or after that date.
- 8.0 The holder of a Hackney Carriage Licence shall submit the vehicle for mechanical and/or such other inspection as the Council may require. (See Schedule 2)

8.1 The vehicle shall be fitted with an approved taxi meter which complies with the requirements of the Councils Hackney Carriage Byelaws.

8.1.1 An approved taxi meter shall be one which has Public Carriage Office and British Standards Institution approval.

8.1.2 A taxi meter must be capable of displaying the fare structure as required by the Council.

8.1.3 A taxi meter must be programmed as a calendar clock meter so that the operation of the meter is achieved by the use of a single button/switch, irrespective of the time of day or day of week.

8.1.4 Condition 8.1.3 above shall not apply to a taxi meter already fitted to a hackney carriage licensed by the Council on or before 26.10.93 nor to a taxi meter transferred from such an existing licensed hackney carriage when the proprietor changes that vehicle, provided that such a meter remains in good working order and is suitable in style and type to be fitted to the new vehicle.

9.0 Use of Trailers

9.1 No trailer is to be towed when the vehicle is used for hire unless it complies with all relevant requirements of current legislation in respect of construction and use, lighting and insurance.

9.2 Any trailer so used must be fitted with a securely fastened cover which can be hard top or canvas tarpaulin type.

9.3 A spare wheel and tyre for the trailer shall be carried when a trailer is in use.

9.4 When a trailer is used with the vehicle, the identifying plate issued by the Council shall be displayed on the rear of the trailer.

9.5 Any trailer towed when the vehicle is used for hire shall be submitted for mechanical and/or such other inspection as the Council may require.

10.0 During the period of the licence, the holder shall:

10.1 be in direct control of the day to day running of the carriage.

- 10.2 provide such supporting evidence in connection with 10.1 as may be required by the Council from time to time.
- 11.0 The appropriate documents as required by the Council in writing shall be produced to the Head of Environmental Health and Licensing as follows in respect of:
- 11.1 a certificate/cover note of continuous motor vehicle insurance, including the appropriate cover for public hire and reward prior to the expiry of the current document
 - 11.2 the Department of Transport Test Certificate.
 - 11.2.1 in respect of the first certificate required by virtue of the Road Traffic Acts, one year from the date of first registration.
 - 11.2.2 in respect of subsequent certificates, prior to the expiry of the current certificate.
 - 11.3 the Vehicle Registration Document within SEVEN days of the request being served.
 - 11.4 The “report of thorough examination” as required by virtue of Regulation 9 and Schedule 1 of the Lifting Operations and Lifting Equipment Regulations 1998 prior to the expiry of the current document .
- 12.0 The licence holder must notify the Head of Environmental Health and Licensing of any change of home address as soon as it is reasonably practicable to do so, and in all cases within SEVEN days. All notifications shall be confirmed by the production to an authorized officer of the Vehicle Registration Document on which the new address is shown, except in the case of leased vehicles where the owner’s name is shown.
- 13.0 Notification of Convictions
- 13.1 In the event that the licence holder is cautioned for or convicted of any criminal offence, he shall within SEVEN days of the date of such caution or conviction report such caution or conviction in writing to the Head of Environmental Health and Licensing and give particulars of each caution or conviction and any penalty points imposed in respect of it.
 - 13.2 In the event that the licence holder is issued with a fixed penalty notice, he or she shall produce the said notice to the Head of Environmental Health and Licensing within SEVEN days of receipt of the said notice.
 - 13.3 Following any convictions or the issue of any fixed penalty notice which results in penalty points being endorsed on the licence holder’s DVLA licence, that licence must be produced to the Head of Environmental Health and Licensing within SEVEN days of its return from DVLA or a court or a fixed penalty office following the endorsement of the offence thereon.
- 14.0 The Council reserves the right to amend or delete these conditions or to impose further conditions at any time.

Note 1

In addition to the above conditions, licence holders are reminded that there are a Number of statutory requirements relating to Hackney Carriage licensing in the Town Police Clauses Acts, Public Health Acts, Local Government (Miscellaneous Provisions) Act 1976 and the Council's Byelaws of which they should make themselves aware.

Note 2

The licence is not transferable to any vehicle. However, if the vehicle is sold during the Period of the licence, the licence holder MUST give written notice of the sale to the Head of Environmental Health and Licensing with details of the new owner within FOURTEEN days.

Note 3

Vehicles will not be licensed to carry more than the maximum number of adult passengers recommended to be carried in the vehicle according to the manufacturer's specifications.

Note 4

The Lifting Operations and Lifting Equipment Regulations 1998 place duties on vehicle owners and employers in respect of competence of users of such equipment. It is recommended that proprietors of hackney carriages to which these Regulations apply obtain a copy of the Health & Safety Commission book "Safe use of lifting equipment" which contains Regulations, Approved Code of Practice and Guidance.

Schedule 1 – Interpretation

In these conditions

"Council" means "Brentwood Borough Council"

"Environmental Health and Enforcement Manager" includes "any Authorised Officer of that Department.

"Fixed fence" means "a substantial fence securely fixed in position". A loosely fitted "dog guard" which is held in place by rubber suction feet or spring apparatus is not acceptable.

"Inspection" means "mechanical and body inspection as required by Schedule 2 to these conditions"

"Taxi roof sign" means "a sign stating the word "TAXI" which is a minimum of 20 inches in length and which is capable of being illuminated only when the vehicle is for hire." The word FOR HIRE may also be included upon such sign.

Schedule 2 – Vehicle Inspection

Damage and Corrosion of the body.

Ground Level Checks

Doors - Seating - Heating - Lighting - Floors - Carpets - Fare Charges Displayed - Luggage Arrangements - Licence Plate - Rear Bumper - Front Bumper - For Hire Device - Mirrors.

Cab Items

Horn - Panel Lights - Gauges - Interior Light Switch - Driving Seat - Mirror Setting - Fire Extinguisher (see schedule 3) - Seat Belts - Signage - Smoking Signage.

Other Items

Fold Away Seat - Drivers Safety Screen - Passenger Steps – Wheelchair Ramps and lifting equipment - Luggage Guard

Under-Bonnet Item

Wiring Security - Brake Pipes - Brake Flexible Hose - Oil & Fuel Leaks - Exhaust Flange and Manifold Security - Emission of Smoke - Operation of Bonnet - Battery Security.

Steering

Steering Column, Drop Arm, Box Security - Drag Link - Drag Link Ends - Steering Box/Rack, Oil Leaks and Condition - Track Rod, Play in Rod Ends - Steering Lock Stops, No Fouling - Swivel Pins, Bushes, Thrusts – Stub Axles - Wheel Bearings - Idler Security Condition.

Under Vehicle

Coil Suspension/Spring - Suspension Bushes and Fulcrum Pins - Suspension Main Member, Bottom Retaining Pins - Shock Absorbers & Rubbers - Shock Absorbers Links and Arms - Broken/Displaced Leaves - Leaf Clip - Shackle Pins & Bushes - Hanger Brackets and Chassis Bracket - U Belts - Transmission - Exhaust System Emission - Chassis -Engine Mountings - Body.

Brakes

Flexible Brake Hoses - Brake Fluid Leaks, Including Master Cylinder - Footbrake Operation - Brake Meter Test - Pipe Condition - Cable/Rod/Pivots/Fulcrum & Pins - Handbrake, Rods, Cables, Shafts/Pivot/Compensation.

Wheels/Tyres

Hub Bearings - Wheels - Tyres - Spare Wheel.

Schedule 3

The fire extinguisher must be of a suitable type having the appropriate BS EN3 1996 approval with a minimum rating of 5A-34B.

PRIVATE HIRE VEHICLE LICENCE CONDITIONS

- 1.0 The licence is valid for the period stated thereon, unless previously surrendered or revoked
- 2.0 The plate supplied by the Council bearing the number of the licence granted and the number of passengers for which the vehicle is licensed shall be displayed on the outside of the vehicle adjacent to the rear number plate.
 - 2.1 A card supplied by the Council stating the number of the licence, the number of passengers which may be carried and the holder of the operators licence shall be displayed on the inside of the vehicle in such a position as to be plainly visible to persons travelling in the vehicle
 - 2.2 The vehicle shall not be used to convey a greater number of passengers than prescribed in the licence for the vehicle
- 3.0 Advertisements, signs and lights
 - 3.1 A private hire vehicle shall display such signs and in such locations on the vehicle as may be required by the Council.
 - 3.2 Prior to any other signs or advertisements being displayed on or in the private hire vehicle, written approval of the Head of Environmental Health and Licensing must be obtained.
- 4.0 The display of roof signs of any description or the display of the word "TAXI" or "CAB" whether in singular or plural and whether alone or as part of another word or the words "FOR HIRE" or any form of wording which may in any way suggests that the vehicle on which it is displayed is presently available to take up any passengers wishing to hire it or would be so available if not already hired is not permitted.
- 5.0 No material alteration or change in the manufacturer's specification design condition or appearance of the vehicle shall be made without prior written approval of the Council.
- 6.0 Reasonable accommodation shall be provided for the hirer's luggage. Vehicles not constructed with separate luggage accommodation shall be provided with a fixed fence or secure parcel shelf, so as to prevent the contents being dislodged into the passenger and driver compartments. (See Schedule 1)
- 7.0 There shall be provided and maintained in the vehicle at all times when it is in use or available for hire a fire extinguisher having the appropriate BS EN3 1996 approval with a minimum rating of 5A-34B. Such equipment shall be accessible to the occupiers of the carriage. (See Schedule 3).
- 8.0 Any vehicle first used before 1.4.1987 must be fitted with rear seat belts as if that vehicle was first used on or after that date.

- 9.0 If the private hire vehicle is fitted with a taximeter, it shall be a meter approved by the Public Carriage Office (Metropolitan Police) and the British Standards Institution.
- 9.1 A taximeter must be programmed as a calendar clock meter so that the operation of the meter is achieved by the use of a single button/switch, irrespective of the time of day or day of week, and must be capable of displaying the fare structure notified to the Council by the operator.
- 10.0 The holder of a Private Hire Vehicle Licence shall submit the vehicle for mechanical and/or such other inspection as the Council may require. (see schedule 2).
- 11.0 Use of Trailers
- 11.1 No trailer is to be towed when the vehicle is used for hire unless it complies with all relevant requirements of current legislation in respect of construction and use, lighting and insurance.
- 11.2 Any trailer so used must be fitted with a securely fastened cover which can be hard top or canvas tarpaulin type.
- 11.3 A spare wheel and tyre for the trailer shall be carried when a trailer is in use.
- 11.4 When a trailer is used with the vehicle, the identifying plate issued by the Council shall be displayed on the rear of the trailer.
- 11.5 Any trailer towed when the vehicle is used for hire shall be submitted for mechanical and/or such other inspection as the Council may require.
- 12.0 The appropriate documents as required by the Council in writing shall be produced to the Head of Environmental Health and Licensing as follows in respect of:
- 12.1 a certificate/cover note of continuous motor vehicle insurance, including the appropriate cover for private hire and reward prior to the expiry of the current document
- 12.2 the Department of Transport Test Certificate.
- 11.2.1 in respect of the first certificate required by virtue of the Road Traffic Acts, three years from the date of first registration.
- 11.2.2 in respect of subsequent certificates, prior to the expiry of the current certificate.
- 12.3 the Vehicle Registration Document within SEVEN days of the request being served.

- 13.0 The licence holder must notify the Head of Environmental Health and Licensing of any change of home address as soon as it is reasonably practicable to do so, and in all cases within SEVEN days. All notifications shall be confirmed by the production to an authorized officer of the Vehicle Registration Document on which the new address is shown, except in the case of leased vehicles where the owner's name is shown.
- 14.0 Notification of Convictions
- 14.1 In the event that the licence holder is cautioned for or convicted of any criminal offence, he shall within SEVEN days of the date of such caution or conviction report such caution or conviction in writing to the Head of Environmental Health and Licensing and give particulars of each caution or conviction and any penalty points imposed in respect of it.
- 14.2 In the event that the licence holder is issued with a fixed penalty notice, he or she shall produce the said notice to the Head of Environmental Health and Licensing within SEVEN days of receipt of the said notice.
- 14.3 Following any convictions or the issue of any fixed penalty notice which results in penalty points being endorsed on the licence holder's DVLA licence, that licence must be produced to the Head of Environmental Health and Licensing within SEVEN days of its return from DVLA or a court or a fixed penalty office following the endorsement of the offence thereon.
- 15.0 The Council reserves the right to amend or delete these conditions or to impose further conditions at any time.

Note 1

In addition to the above conditions, licence holders are reminded that there are a Number of statutory requirements relating to Private Hire licensing in the Local Government (Miscellaneous Provisions) Act 1976 which they should make themselves aware.

Note 2

The licence is not transferable to any vehicle. However, if the vehicle is sold during the Period of the licence, the licence holder MUST give written notice of the sale to the Head of Environmental Health Licensing with details of the new owner within FOURTEEN days.

Note 3

Vehicles will not be licensed to carry more than the maximum number of adult passengers recommended to be carried in the vehicle according to the manufacturer's specifications.

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In these conditions

“Council” means “Brentwood Borough Council”

“Head of Environmental Health and Licensing” includes “any Authorised Officer of that Department.

“Fixed fence” means “a substantial fence securely fixed in position”. A loosely fitted “dog guard” which is held in place by rubber suction feet or spring apparatus is not acceptable.

“Inspection” means “mechanical and body inspection as required by Schedule 2 to these conditions”

“Hours of darkness” means “as per the Road Traffic Regulations Act 1967”

Schedule 2 – Vehicle Inspection

Damage and Corrosion of the body.

Ground Level Checks

Doors - Seating - Heating - Lighting - Floors - Carpets - Fare Charges Displayed - Luggage Arrangements - Licence Plate - Rear Bumper - Front Bumper - For Hire Device - Mirrors.

Cab Items

Horn - Panel Lights - Gauges - Interior Light Switch - Driving Seat - Mirror Setting - Fire Extinguisher (see schedule 3) - Seat Belts - Signage - Smoking Signage.

Other Items

Fold Away Seat - Drivers Safety Screen - Passenger Steps – Wheelchair Ramps and lifting equipment - Luggage Guard

Under-Bonnet Item

Wiring Security - Brake Pipes - Brake Flexible Hose - Oil & Fuel Leaks - Exhaust Flange and Manifold Security - Emission of Smoke - Operation of Bonnet - Battery Security.

Steering

Steering Column, Drop Arm, Box Security - Drag Link - Drag Link Ends - Steering Box/Rack, Oil Leaks and Condition - Track Rod, Play in Rod Ends - Steering Lock Stops, No Fouling - Swivel Pins, Bushes, Thrusts – Stub Axles - Wheel Bearings - Idler Security Condition.

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Brakes

Flexible Brake Hoses - Brake Fluid Leaks, Including Master Cylinder - Footbrake Operation - Brake Meter Test - Pipe Condition - Cable/Rod/Pivots/Fulcrum & Pins - Handbrake, Rods, Cables, Shafts/Pivot/Compensation.

Wheels/Tyres

Hub Bearings - Wheels - Tyres - Spare Wheel.

Schedule 3

The fire extinguisher must be of a suitable type having the appropriate BS EN3 1996 approval with a minimum rating of 5A-34B.