

**HACKNEY CARRIAGE & PRIVATE HIRE VEHICLES**  
**CONDITIONS OF LICENCE**

**1. Specification**

- (a) The vehicle must meet the following specification
- (i) the engine capacity must be a minimum of 1575cc (not applicable to electric hybrid vehicles);
  - (ii) the vehicle must be capable of carrying not less than 4 passengers. Not less than 40.64cm (16") shall be allowed for each passenger along the narrowest part of the rear seat;
  - (iii) each passenger shall have direct access to a door without the need to remove or fold flat other seating;
  - (iv) the steering wheel of the vehicle must be on the right hand or off-side of the vehicle;
  - (v) the vehicle must have a boot or luggage compartment which provides sufficient space to carry a reasonable amount of luggage for as many passengers as it is licensed to carry. Estate cars must have a guard fitted to prevent luggage entering the passenger compartment;
  - (vi) the vehicle must comply with all construction and use/ type approval requirements applicable to it
  - (vii) each passenger seat shall be fitted with a seat belt
  - (viii) no seat may be side facing
- (b) A private hire vehicle must be either a 4-door saloon or 5-door estate/ multi-passenger vehicle.
- (c) A private hire vehicle must not be of such design or appearance as to lead any person to believe it is a Hackney Carriage.
- (d)\* A hackney carriage vehicle must meet the specification set out at (a) above together with the following additional requirements -
- (i) The vehicle must be wheelchair accessible
  - (ii) The vehicle must have achieved European Community Whole Vehicle Type Approval
- \* note – any hackney carriage vehicle in respect of which a Guildford Borough Council vehicle licence was in force on 24/11/04 (or any replacement vehicle thereof) will not be required to comply with this condition until its licence renewal date in 2009*
- (e) No alteration to the manufacturer's specification for the vehicle including a change of or additional fuel type shall be carried out except with the prior written approval of the Council.

- (f) The vehicle shall at all times be maintained in sound and roadworthy condition and serviced according to the manufacturer's recommendations.
- (g) The front windscreen and front side windows must have a visible light transmission (VLT) of not less than 75%. All other windows must have a VLT of not less than 70%.

## **2.\* Age of vehicle**

Any new application or replacement vehicle for a hackney carriage or private hire vehicle will only be considered if the vehicle is less than three years old from the date of manufacture for a non purpose built vehicle or four years for a purpose built vehicle. The vehicle may only continue to be licensed until it is eight years from its date of manufacture for a non purpose built vehicle and ten years for a purpose built.

*\*note – any private hire/ hackney carriage vehicle in respect of which a Guildford Borough Council vehicle licence was in force on 8 June 2004 will not be required to comply with this condition until its licence renewal date in 2007*

## **3. Equipment**

The vehicle must carry the following equipment

- (a) A fire extinguisher – this must be a minimum of 1kg dry power type and comply with BS EN3 (European Standard). The extinguisher must be serviced in accordance with BS 5306, and a record kept for inspection by an authorised officer of the Council.
- (b) A first aid kit – this must be kept in such a position as to be readily visible to passengers and available for immediate use in an emergency. As a minimum this kit must contain the following
  - (i) 20 individually wrapped sterile adhesive dressings (assorted sizes)
  - (ii) 2 sterile eye pads
  - (iii) 2 individually wrapped sterile triangular bandages
  - (iv) 4 safety pins
  - (v) 6 medium sized (approximately 12cm x 12cm) individually wrapped sterile wound dressings
  - (vi) 2 large (approximately 18cm x 18cm) individually wrapped sterile wound dressings
  - (vii) 1 pair of disposable gloves
- (c) A spare wheel – this must be suitable for immediate use and properly maintained. If the spare wheel is of the temporary space saver type, it may only be used to complete the particular journey or hiring the vehicle is engaged upon when the wheel change is necessary.
- (d) A Jack and tools for changing the wheels
- (e) Spare auto lamp kit applicable to the vehicle

- (f) Warning triangle
- (g) Torch

#### **4. Condition of vehicle**

The interior and exterior of the vehicle shall be maintained in a clean and proper manner to the reasonable satisfaction of the Council and without prejudice to the foregoing in particular the exterior of the vehicle shall be free of large dents, rust or unrepaired accident damage and shall at all times have uniform paintwork equivalent to that applied by the manufacturer. The interior shall be free of all stains, splits, tears to the same and the seats shall be required to function in accordance with the original manufacturer's specification.

#### **5. Insurance & other documentation**

- (a) The proprietor shall not use the vehicle, nor permit it to be used, as a private hire or hackney carriage vehicle when there is not in force for the vehicle a policy of insurance, or such security as complies with the requirements of Part VI of the Road Traffic Act 1988, covering the use of the vehicle to carry passengers for hire or reward. The proprietor shall produce when requested a valid certificate of insurance.
- (b) The proprietor shall produce when requested the vehicle's registration document, a valid Ministry of Transport (M.O.T.) certificate and shall ensure that the vehicle displays a valid vehicle excise licence.

#### **6. Licence Plates & Screen Sticker**

- (a) The external licence plate supplied by the Council shall be securely fixed to the outside and rear of the vehicle either by direct fixing (screw, bolt or rivet) or on a secure bracket.
- (b) The internal licence plate supplied by the Council must be displayed in the lower nearside corner of the windscreen.

#### **7. Taxi signs**

No external signs (other than those required by law) which are visible from the outside of the vehicle shall be displayed other than as set out below

##### **(a) Private Hire Vehicles**

- (i) the vehicle must display a private hire sign which measures 32cm wide by 12cm high, display white text on a bold background and have a bold white border. The sign shall display no wording other than 'Advanced Bookings Only', the name of the operator and it's telephone number. The sign will bear the Guildford Borough Council logo.
- (ii) The mandatory sign must be displayed on the interior of the two back passenger windows of the vehicle
- (iii) Plate exempt vehicles will be exempt from displaying the mandatory sign, but must carry the sign in the vehicle

- (iv) The form and design of the signs must be approved by the Council

**(b) Hackney Carriages**

- (i) The vehicle must carry a roof sign, capable of illumination, which must conform to a specification approved and adopted by the Council from time to time (unless the vehicle is of the purpose built type)
- (ii) The roof sign shall be illuminated when the vehicle is plying for hire

**8. Advertising**

**(a) Interior of vehicle**

- (i) Advertisements are permitted on the interior of purpose built hackney carriages on the underside of the tip up seats and across the bulkhead above the dividing glass partition only. The permitted sizes are as follows: -

Bulkhead	- 61 cm x 8 cm
Tip Up Seats	- 33 cm x 30.5 cm

- (ii) No advertisements may be placed on the dividing glass partition (purpose built hackney carriages) other than notices approved by the Council.
- (iii) Advertisements are not permitted on the interior of private hire and non-purpose built hackney carriage vehicles.

**(b) Exterior of vehicle**

- (i) Advertisements are permitted on the exterior of hackney carriages (full livery permitted) and private hire vehicles (doors only) subject to the prior written approval of the Council and to the restrictions set out below: -
- (ii) Door advertisements may only be fitted to the lower panels of the front and rear doors.
- (iii) The permitted sizes are as follows:-

Single Door	- 76 cm x 46 cm
Double Door	- 185 cm x 46 cm

**9. Communications devices**

- (a) All two-way radio equipment must be of a type currently approved by the Radio Communications Agency.
- (b) All radio equipment fitted to the vehicle must be fitted securely and safely and in accordance with guidelines for the time being published by the Radio Communications Agency.

- (c) Only one two-way radio with a single operator frequency may be operational in the vehicle at any one time and this shall be an approved radio used exclusively for the hackney carriage/ private hire trade and licensed with an effective radio power (ERP) not exceeding 25 watts.
- (d) The use of a Citizen Band (CB) transmitter or receiver is prohibited

## **10. Audio/ video surveillance systems**

No audio and/ or video recording system shall be installed or operated in the vehicle without the prior written permission of the Council. Any system for which approval is granted shall be installed and operated in accordance with the Council's guidelines on audio/ video surveillance systems.

## **11. Meters**

### **(a) Hackney carriages**

The vehicle must be fitted with a taxi meter which must be tested and approved by the Council. This taxi meter shall

- (i) be of the clock calendar type and change rate according to the wording of the Council's current fare chart;
- (ii) not be altered or tampered with except with the approval of the Council and must be retested by the Council if it is altered;
- (iii) show the fare recorded on the taxi meter in plainly legible figures, and the word 'FARE' shall be clearly displayed so as to apply to such figures;
- (iv) be kept surely fixed in such a position so that the fare recorded is visible to all passengers within the vehicle at all times, and the figures shall be illuminated for this purpose whenever necessary.

An official copy of the Council's fare chart shall be clearly displayed in the vehicle

### **(b) Private Hire**

If the vehicle is fitted with a taxi meter:

- (i) the meter shall be of the clock calendar type and change rate according to the proprietor's current fare chart;
- (ii) the proprietor's current fare chart shall be clearly displayed in the vehicle

The requirements applicable to taxi meters in hackney carriages set out at (ii) to (iv) above must also be complied with.

## **12. Wheelchair access**

- (a) If the vehicle is designed or adapted to carry a wheelchair, the proprietor shall ensure that the driver has received sufficient training to load and convey wheelchair bound passengers
- (b) Any equipment fitted to the vehicle for the purpose of lifting a wheelchair into the vehicle must have been tested in accordance with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 (S.I. 1998/2307). Any such equipment must be maintained in good working order and be available for use at all times.

### **13. Trailers**

Trailers may only be used with the prior approval of the Council and subject to the following requirements:

- Trailers can only be used in connection with private hire bookings and cannot be used for plying for hire on a rank.
- The trailer must at all times comply with all requirements of Road Traffic legislation in particular those as laid down in the Road Vehicles (Construction and Use) Regulations 1986
- The vehicle insurance must include cover for towing a trailer
- Trailers must not be left unattended anywhere on the highway
- The speed restrictions applicable to trailers must be observed at all times
- A suitable lid or other approved means of enclosure shall be fitted to secure and cover the contents of the trailer whenever in use

### **14. Convictions/ change in particulars of proprietor**

The proprietor shall give notice in writing to the Council of

- (a) any convictions recorded against them;
- (b) any change in their registered particulars (e.g. address, change of name)

within 7 days of any such conviction or change.

### **15. Miscellaneous**

The proprietor shall not knowingly cause or permit the vehicle to be used for any illegal or immoral purpose whatsoever.

### **16. Dispensation/ variation**

The Council may in exceptional circumstances by way of special condition dispense with or vary any of the conditions set out herein.