The following are conditions attached to the private hire driver’s licence. These conditions are additional to the requirements imposed on private hire drivers and vehicles by the Local Government (Miscellaneous Provisions) Act 1976, Equality Act 2010 and the Town Police Clauses Act 1847. Breach of any of these conditions may lead to suspension or revocation of the licence and/or prosecution.

1. **Use of Taximeter**

   The driver of a private hire vehicle provided with a taximeter shall ensure that the taximeter is sealed and approved by an authorised Officer of the City Council. All meters must be calendar controlled.

   (a) As soon as the vehicle is hired by distance, and before beginning the journey, bring the machinery of the taximeter into action by moving the said key, flag 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;

   (b) Cause the dial of the taximeter to be kept properly illuminated throughout any part of a hiring which is during the hours of darkness as defined for the purpose of the Road Transport Lighting Act 1957 and also at any other time at the request of the hirer;

   (c) If a private hire vehicle being driven by the driver is fitted with a taximeter, the driver shall not cause the fare recorded thereon to be cancelled or concealed until the hirer has had a reasonable opportunity of examining it and has paid the fare (unless credit is to be given).

2. **Fare to be Demanded**

   (a) The driver shall not demand (from any hirer of a private hire vehicle) a fare in excess of (any previously agreed for that hiring between the hirer and the operator or, if the vehicle is fitted with a taximeter and there has been no previous agreement as to the fare) the fare shown on the face of the taximeter. The driver must confirm prior to the commencement of the journey, the name of the hirer, the destination and the cost of the journey;

   (b) The driver of a private hire vehicle shall not demand from any hirer a fare in excess of any previously agreed for that hiring between the hirer and the operator or if the vehicle is fitted with a taximeter and there has been no previous agreement as to the fare shown on the face of the taximeter.

3. **Interference with Equipment**

   The driver of a private hire vehicle shall not tamper with or permit any person to tamper with, any taximeter with which the vehicle is provided, with the fittings thereof, or with the seals affixed thereto, nor with any other equipment attached to or forming part of the vehicle.

4. **Shortest Route**

   The driver of a private hire vehicle shall not without reasonable cause unnecessarily prolong in distance or in time, the journey for which the private hire vehicle has been hired.

5. **Driver’s Identification Badge**

   The Driver must at all times when acting as a driver of a private hire vehicle wear his identity badge, as provided by the Council, in such manner as to be plainly and distinctly visible. The badge must be handed over for inspection, if requested, to any authorised officer or Police Officer for the purposes of the Local Government (Miscellaneous Provisions) Act 1976.

6. The driver of a private hire vehicle shall, when required to do so by an authorised officer of the Council or any Police Officer, return the driver's badge and licence to the Council and obtain a receipt for it. The driver shall upon the expiry (without immediate renewal), revocation or suspension of this licence
forthwith return the driver's badge to the Council. Badges must be renewed before the expiry date of the existing badge.
Late applications will be accepted up to 28 days after expiry of the licence however the driver will be required to pay a penalty of £32.00. Drivers are reminded that it is an offence to drive a licensed Hackney / Private Hire vehicle whilst not being in possession of a current licence.

7. Assistance with Luggage

The driver of a private hire 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 building, station or place at which he may take up or set down such a person.

8. Operation of Vehicle

Once a passenger has alighted the vehicle, the driver may park the vehicle whilst waiting for the next booking, provided that there are no parking restrictions, it is not causing an obstruction, and not within the defined city centre area. Private hire vehicles and drivers waiting for their next booking within the city centre area will be required to wait in the following designated car parks, Wellington Street, Wirrina or Pleasure Fair Meadow, until the vehicle is booked and required to proceed to the destination at the appointed time within the city centre. The council reserves the right to restrict private hire vehicles from these car parks as and when necessary, for example a city wide event.
Drivers must switch off their vehicle engine when waiting in the designated car parks, and not leave their engine idling when parked for more than a couple of minutes anywhere.

9. Drivers of private hire vehicles shall at all times carry a written record of all hirings to be produced on demand to an authorised officer of the City Council or any Police Officer. THE DRIVER SHALL ONLY ACCEPT HIRINGS THAT HAVE BEEN PASSED VIA THE PREMISES OF THE LICENSED OPERATOR FOR WHOM HE WORKS AND IMMEDIATELY UPON RECEIPT OF SUCH A HIRING THE DRIVER MUST RECORD THE SAME IN HIS OWN RECORD OF BOOKINGS BEFORE PROCEEDING TO THE PICK-UP POINT.

10. Lost Property

The driver of a private hire vehicle shall, immediately after the termination of any hiring or as soon as practicable thereafter carefully search the vehicle for any property which may have been accidentally left therein. Any property found shall be returned to the hirer or handed in to the nearest Police Station within 24 hours.

11. Carriage of Other Persons

The driver of a private hire vehicle shall not permit any other person to be conveyed in the vehicle without the express consent of the first hirer.

12. Licence Plate

The driver of a private hire vehicle shall not wilfully or negligently cause or suffer any licence plate to be concealed from public view whilst the vehicle is being used for the purpose of hire. The driver must ensure that the plate is securely fixed to the rear outside of the vehicle in such a manner as to be easily removed by an authorised officer of the Council or Police Officer.

13. Prompt Attendance

The driver of a private hire vehicle shall, if he is aware that the vehicle has been hired, be in attendance at an appointed time and place or he has otherwise been instructed by the operator or proprietor of the vehicle to be in attendance at an appointed time and place, punctually attend at that time and place, unless delayed or prevented by reasonable cause.
14. **Change of Address**

The driver shall notify the Council in writing of any change of his address during the period of the licence within seven days of such change taking place.

15. **Conduct of Driver**

The driver shall:

(a) at all times be clean and respectable in his dress and person and behave in a civil and orderly manner;
(b) take all reasonable steps to ensure the safety of passengers conveyed in, entering or alighting from the vehicle driven by him;
(c) not drink, eat or smoke in the vehicle;
(d) not without the express consent of the hirer play any radio or sound reproducing instrument or equipment in the vehicle other than for the purpose of sending or receiving messages in connection with the operation of the vehicle;
(e) at no time cause or permit the noise emitted by any radio or other previously mentioned equipment in the vehicle which he is driving to be a source of nuisance or annoyance to any person, whether inside or outside the vehicle (Drivers are reminded that it is an offence to sound a horn whilst stationary except in traffic and not at all between 11.30pm and 7.00am in areas where there is a 30mph speed limit in force); and
(f) **NOT** consume **ANY** alcohol whilst on duty and ensure that he/she complies with statutory legislation in relation to drink driving offences.

16. **Smoking**

It is against the law for a driver or passenger to smoke in a licensed vehicle.

17. **Passengers**

(1) The driver shall not convey or permit to be conveyed in a private hire vehicle a greater number of persons than that prescribed in the licence for the vehicle.
(2) The driver shall not allow any child below the age of twelve years to be conveyed in the front of a private hire vehicle:

18. **Written Receipts**

The driver shall if requested by the hirer of a private hire vehicle provide the hirer with a written receipt for the fare paid.

19. **Vehicle Damage Notification**

The driver of a private hire car shall within seventy two hours report all accidents in writing to the Council.

20. **Animals**

The driver shall not convey in a private hire vehicle any animal belonging to or in the custody of himself, the proprietor or operator of the vehicle. Any animal belonging to or in the custody of any passenger may be conveyed at the driver's discretion.

21. The carrying of hearing dog, guide dog or other assistance dog shall not be at the driver's discretion and such a dog accompanying a blind or deaf person must be carried at no additional cost.

22. **Health of Driver**

The driver of a private hire vehicle must inform the Council without delay about the onset or worsening of any health condition likely to cause them to be a source of danger to the public when driving either now or in the future. Examples are giddiness, fainting, blackouts, epilepsy, strokes, multiple sclerosis,
parkinson's disease, heart disease, angina, 'coronaries', high blood pressure, arthritis, disorder of vision, mental illness, alcoholism, drug taking and loss of a limb or use of a limb. THIS LIST DOES NOT INCLUDE ALL THE DISABILITIES THAT MUST BE REPORTED. THESE EXAMPLES ARE GIVEN ONLY TO INDICATE THE TYPES OF DISABILITIES.

Temporary conditions, other than recurrent ones, not expected to last more than three months need not be reported. Drivers who are in doubt about whether or not their health condition is one which should be reported should consult their doctor.

23. A Group 2 medical certificate completed by a registered general practitioner who is licensed to practice in the UK must be submitted with all new applications and every three years upon renewal and then annually thereafter when the applicant reaches 65 years old.

24. **Period of Licences**

Private Hire Drivers Licences are generally issued for a three year duration, but may be granted for a lesser duration if appropriate, or if the applicant's right to work is of a shorter or limited duration. Drivers are responsible for ensuring they renew their licence at the appropriate time. Drivers who fail to renew their licence within 28 days after expiry will be required to apply as a new driver.

25. **Acceptance of Hirings**

The driver shall not whilst driving or in charge of a private hire vehicle ply for hire or otherwise:

(a) tout or solicit on a road or other public place any person to hire or be carried in any private hire vehicle;
(b) cause or procure any other person to tout or solicit on any road or other PUBLIC place any person to hire or be carried for hire in any private hire vehicle; or
(c) offer the vehicle for immediate hire whilst the driver is on a road or PUBLIC PLACE or PRIVATE PROPERTY.

26. Before commencement of a journey the driver shall confirm the passenger's name and destination. The driver shall confirm the fare before the commencement of the journey unless a sealed meter is used in accordance with the City Council's regulations.

27. Before commencement of duty, a private hire driver shall ensure:

(a) that the vehicle is licensed in accordance with the City Council's regulations;
(b) the vehicle is correctly insured as required by the relevant Road Traffic Regulation Act or any other enactment; and
(c) that he inspects the vehicle to ensure that it is in a fit and proper condition to be used as a private hire vehicle.
(d) the vehicle is displaying the correct Part 1 and Part 2 notice, in a conspicuous unobscured place which can be easily read by a passenger travelling in the rear and front of the vehicle. The Part 1 notice must contain the following information;
   - the business name of the operator,
   - the telephone number where a customer can make a complaint or report a concern, e.g. Should you wish to comment positively or negatively on any aspect of your journey today, please call (insert telephone number)
   - the vehicle registration number, and
   - the vehicle licence plate number.
   The Part 2 notice must display the drivers photo and licence number.

28. When a driver is not using a licensed vehicle for private hire purposes, the driver shall ensure that the licence plate is obscured from public view. Drivers are reminded that it is an offence to drive a licensed Private Hire vehicle whilst not being in possession of a current private hire driver's licence.

29. **Documentation**

At the request of an authorised officer of the Council or a Police Officer the driver must within 7 days
produce for inspection the following documents:

(a) the vehicle licence;
(b) the vehicle registration documents;
(c) a Certificate of the policy of motor insurance as required by Part IV of the Road Traffic Act 1988 or any other enabling Act;
(d) where appropriate a Ministry of Transport Test Certificate; or CoC and
(e) his own driving licence issued by DVLA or equivalent as defined by DVLA.

30. **Convictions/Cautions**

The proprietor/driver shall within seven days disclose to the Council in writing details of any convictions, cautions or arrests, DVLA penalty points etc. imposed on him (or if the proprietor is a company or partnership, on any of the directors or partners) during the period of the licence. Licensed drivers must also report to the council within 7 days any changes to their immigration status, or any convictions of an immigration offence, or any requirement to pay an immigration penalty. A licence ceases to have effect if the person does not have the right to work in the UK. Any licence which has expired due to the person's immigration status must be returned to the council within 7 days.

31. **Advertisements etc.**

The driver of a private hire vehicle shall not place or suffer to be placed any printed, written or other matter by way of advertisement on any part of the vehicle except with the prior written consent of the Council.

**Cheques**

32. A licence in respect of which the licence fee has been paid by cheque shall not be effective until the cheque has been cleared.