

### Private Hire Vehicle Licence Conditions of Licence



1. All vehicles must be presented for inspection when and where required, and must comply with all current statutory requirements for road vehicles with the non statutory requirements imposed by the Council.
2. All vehicles must be fitted with a right hand drive and four doors with the exception of the mini bus type vehicle which should have a minimum of two doors provided for the exclusive use of passengers.
3.
  - (a) Vehicle plates must be fixed on the outside rear of the vehicle in a clear and conspicuous manner either directly above or directly below or directly to the left or right hand side of the vehicle registration number plate.
  - (b) The plate must be securely fixed directly onto the vehicle by either nuts and bolts, self tapping screws or rivets, or indirectly by means of a bracket that is similarly fixed to the vehicle.
  - (c) The interior plate shall be fixed on the inside of the vehicle in such position as to be easily observed by the passengers.

Both plates shall be returned to the Council on the expiry of a licence. A returnable deposit will be charged and a charge will be made for any replacement plates.

4. The badge shall be fixed to the inside of the front windscreen of the vehicle in such a position as to be clearly visible from the front near side of the vehicle by passengers outside the vehicle.
5. No fittings, except those approved by the Council shall be attached to the inside or outside of the vehicle.
5. a. Interior CCTV equipment of a type previously approved by the Authority may be fitted in accordance with the manufacturer's instructions, subject to:
  - a) A sign indicated that recording equipment is in use being clearly displayed within the vehicle, and;
  - b) All images downloaded from the camera being made available to the Police and Authorised Officers, upon request

#### 6. **Display of signs and advertisements**

No signs or advertisements, except those approved by the Council shall be attached to the inside or outside of the vehicle. The following conditions apply:-

- a) Exterior advertising is permitted on the outside rear door panel provided it does not exceed the dimensions of the panel and is restricted to one advertisement only with no other form of advertising displayed on the exterior of the vehicle.
  - b) Visor and rear screen signs are permitted subject to the following:-
    - i. They must not exceed 4½ inches in depth
    - ii. The lettering must not exceed 3½ inches in height
    - iii. In addition to the name of the company, the telephone may be displayed
    - iv. Neither the front or the rear screen sign to be illuminated.
  - c) Where the registered name of the company includes the words “Cab” or “Taxi” in any sign the words “Private Hire” must also be displayed in letters not less than 2 inches in height. Where the registered name is more than 2 inches in height, the words “Private Hire” must be of an equal size to the registered name.
  - d) All advertisements must conform with the standards of the Advertising Standards Council in all matters relating to good taste, both in content and appearance and must not relate to matters concerning tobacco, alcohol or matters of a sexual nature.
  - e) A screen displaying scrolling or moving advertisements may be securely fitted within the vehicle provided that the screen shall not be within the vision of the driver of the vehicle, one slide must indicate that the advertisements will be switched off at the request of a passenger, and subject to each individual advertisement being approved by the Authority, in writing, prior to its use.
7. All vehicles must be constructed and maintained so as to be safe and comfortable and the doors must open sufficiently wide so as to allow easy access to and egress from the vehicle and cause no inconvenience to passengers.
8. The proprietor of a Private Hire Vehicle shall:-
- a) Provide sufficient means by which any person in the vehicle may communicate with the driver;
  - b) Cause the roof or covering to be kept watertight;
  - c) Provide any necessary windows and a means of opening and closing with not less than one window on each side;
  - d) Cause the seats to be properly cushioned or covered;
  - e) Cause the floor to be provided 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 Private Hire;
- g) Keep the luggage compartment or boot of the vehicle in a clean condition at all times;
- h) Ensure that the vehicle is fitted with a fire extinguisher and first aid kit.

9. All vehicles other than mini bus type vehicles must comply with the following without modification to the manufacturer's specification.

(a) **Height**

From the top of the seat cushions (without compression) at the lowest part to the roof at the lowest part must be not less than 32 inches.

(b) **Knee Space**

The measurement between the rear of the front seats and the squab of the back seat must be not less than 30 inches. Where the front seats are capable of adjustment, the measurement is to be made in the mid position.

(c) **Seats (width)**

The width of the back seat from the squab to the front edge must be not less than 18 inches.

(d) **Rear seat (door to door panel)**

The distance between the internal panels of the two rear doors, measured in a straight line lengthways at its widest part must be not less than 54 inches.

(e) **Mini bus type vehicles**

- i. The size of the seats to be equivalent to those approved by the manufacturer;
- ii. Must have a segregated internal space with a minimum capacity of  
20 cubic feet.

(f) **Engine Capacity**

The engine capacity of the vehicle shall be not less than as recorded on the original registration document other than in cases approved by the Licensing Committee.

10.1 As a Policy Guideline:-

- (a) Vehicles presented for first time licensing must be under 25 months old and will not be relicensed if they are over 6 years old.

- (b) Prestige vehicles when presented for first time licensing must not be more than 10 years old and will not be relicensed if over 10 years old.

## 10.2 Testing of Vehicles

- (a) Vehicles under the age of 4 years from date of first registration will require an annual test and on passing the test will be issued with a 12 month licence.
  - (b) Vehicles over the age of 4 years from the date of first registration will require a test every 6 months and on passing the test will be issued with a 6 month licence.
11. No vehicle may be substituted for that licensed except in accordance with the approved procedure. The Council shall be notified of any transfer of a licence within 14 days.
  12. A copy of the current Insurance Certificate must be conspicuously displayed inside the vehicle without contravening the Road Vehicles Construction and Use Regulations.
  13. Where a taximeter is fitted to a private hire vehicle, it shall be of approved design properly sealed and tested.
  14. A GPS taxi management & dispatch system consisting of a mobile vehicle data head and a central dispatch system, of a type approved by the City of Cardiff Council, may be fitted in accordance with the manufacturer's instructions.
  15. Vehicles will not be of a colour scheme to that adopted for Hackney Carriages.
  16. The Licensee/Proprietor of a licensed Private Hire Vehicle shall not rent, hire, lease or loan their vehicle to any person who does not hold a current Hackney Carriage/Private Hire Drivers Licence issued by Cardiff County Council.
  17. The Licensee/Proprietor of a licensed Private Hire Vehicle shall not employ any person to drive their vehicle who does not hold a current Hackney Carriage/Private Hire Drivers Licence issued by Cardiff County Council.
  18. In the case of Licensees/Proprietors who rent, lease, hire or loan their Private Hire Vehicles, the Licensee/Proprietor shall provide and keep a suitable register in which he/she shall enter the following particulars relating to the details of the driver to whom the vehicle has been rented, hired, leased or loaned.
    - a) The name and address of the driver;
    - b) The Badge number and expiry date of the Hackney Carriage/Private Hire Drivers Licence relating to the driver;
    - c) The plate number and registration number of the vehicle rented, hired, leased or loaned;

- d) The date(s) and time(s) the vehicle was rented, hired, leased or loaned by the driver.

The records shall be kept for a minimum of 12 months, be in chronological order and must be produced on request to an authorised officer of the Council or a police constable for inspection.

19. The non-statutory requirements for Private Hire Vehicles referred to in paragraph (1) as requirements imposed by the Council as follows:-

a) **Bodyshell**

Including doors, panels, wings, bumpers, and interior floor area to be in good condition, free from rust, holes, broken metal or any other visible damage.

b) **Paint Work**

Private Hire Vehicles to be of a uniform colour as recorded on the registration document.

c) **Seat Coverings**

To be in good condition, clean and free from any tears, damage, grease or any other contamination.

d) **Floor Coverings**

To be in good condition, clean and free from any contamination.

e) **Interior Trim**

To be in good condition, clean and free from any tears, damage, grease or any other contamination.

f) **Door Hinges**

To be in good order, all working, and doors to be seated correctly when closed.

g) **Windscreen & Windows**

To be in a good clean condition and free from damage. All windows must comply with relevant legislation in respect of light transmission. Only original vehicle manufactured tints are permitted on the rear windows.

h) **Side Windows & Winders**

To be in good order and all working correctly.

I) **Fire Extinguisher, Spare Wheel, Brace and Jack**

- i) A fire extinguisher in good condition should be carried in an easily accessible position on the vehicle; and
- ii) Unless the vehicle is fitted by the manufacturers approved run flat tyres or has an emergency tyre repair kit a spare wheel of full or compact design in good condition must be carried together with the appropriate tools to change a wheel.
- iii) If the vehicle has to be used with a space saver spare wheel fitted to complete a hiring, it may not be used for any further hirings until the wheel has been replaced.
- iv) Where a tyre has been repaired using an emergency tyre repair kit to complete a hiring, the vehicle shall not be driven at a speed or distance that exceeds the manufacturer of the repair kit's instructions. The vehicle may not be used for any further hirings until the tyre is repaired or replaced and a replacement repair kit is purchased.

J. **Boot or Luggage Compartment**

To be clean and free for the accommodation of passengers luggage. An LPG tank installed within the luggage compartment of the vehicle as a result of fuel conversion must have a maximum volume capacity no larger than 100 litres, and be positioned between the wheel arches. Only with written approval of the Council may a larger size be fitted.

K. **Oil Leaks**

Engine to be free from oil leaks.

L. **Interior & Exterior Fittings**

No fittings or signs to be attached inside or outside vehicle unless approved by the Council.

The above requirements are in addition to the minimum standards set by the Department of Transport's roadworthiness examination (MOT Test).

20. Nothing in these conditions shall detract from the Council's duty to consider each case on its merits and these conditions shall be construed and applied accordingly.

**Licensees are reminded that the Local Government (Miscellaneous Provision) Act 1976 makes the following provisions that apply to Private Hire Vehicles.**

- (a) The vehicle must be presented for inspection when and where required.
- (b) The licensee must present the registration document, valid certificate of insurance issued under Part VI of the Road Traffic Act 1972 and current MOT

Certificate at the time of application for vehicle test, renewal or issue of licence.

- (c) The licensee, on being notified in writing of a defect which in the opinion of the authorised officer renders a vehicle as unsuitable for public service, must remove that vehicle from service entirely or until the defect has been remedied to the satisfaction of the authorising officer.
- (d) The licensee shall notify the authorised officer of any alteration in design or construction in or of any damage to his vehicle within 72 hours of the occurrence thereof.

### **Additional Notes**

1. Licence fees and other charges are reviewed annually and details of current fees are available on request.
2. The renewal of a licence should be made in advance to ensure continuity. There is no automatic period of grace. Use of an unlicensed car as a private hire vehicle is an offence, and may invalidate the insurance.
3. Licences will not be issued until the appropriate fee is paid. Where payment is made by a cheque which is subsequently dishonoured, any licence issued will be null and void.
4. The Council has the power to suspend, revoke or refuse to renew the licence on the appropriate grounds. Where a licence has been obtained by giving false or incomplete information, consideration will be given to using these powers as well as prosecuting the offence committed.
5. Vehicle owners should take care to avoid using unlicensed drivers. They should, therefore check the driver has both a current licence from the Council and a badge before employing that person. Use of unlicensed drivers may invalidate the insurance, and may also render the owner liable to prosecution.
6. A returnable deposit will be charged for the vehicle plate issued, and a charge will be made for any replacement plate provided. The plate remains the property of the Council and must be returned on expiry of the licence if it is not renewed.