

PRIVATE HIRE OPERATOR'S LICENCE CONDITIONS

Licensing

January 2021

Version Control

Version	Description of version	Effective Date
1.0	Final	05.01.2021

Approvals

Approved by	Date
Environment & Direct Services Committee	12.11.2020

Associated Documentation

Description of Documentation	
Private Hire Licensing Policy 2021-2026	



PRIVATE HIRE OPERATOR'S LICENCE CONDITIONS

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 ("the Act")

The following conditions are made by South Derbyshire District Council ("the Council") in pursuance of the powers conferred by Part II of the Act to ensure efficient and effective regulation of private hire vehicle use and to ensure that proper vehicular and driver standards are maintained in the interests of public safety.

1 CONDITION OF VEHICLE

- 1.1 The operator shall ensure that any private hire vehicle operated by him (regardless of who owns the vehicle) is maintained in the condition required by the private hire vehicle licence requirements.

2 STANDARDS OF SERVICE

- 2.1 The operator shall provide a prompt, efficient and reliable service to members of the public always, and for this purpose shall:
- (i) Ensure that when a private hire vehicle has been hired to attend an appointed time and place, the vehicle shall, unless delayed or prevented by sufficient cause, punctually attend at that appointed time and place.
 - (ii) Keep clean, adequately heated, ventilated, and lit any premises which the operator provides and to which the public have access, whether for the purpose of booking or waiting.
 - (iii) Ensure that any waiting area provided by the operator has adequate seating facilities.
 - (iv) Ensure all employees act in a civil and courteous manner.



- (v) Ensure that any telephone facilities and radio equipment provided are maintained in a safe working condition and that any defects are repaired promptly.
- (vi) Not tout or solicit any person to hire or be carried in any vehicle and not cause or permit any other person to tout or solicit any person to hire or be carried for hire in any vehicle.

3 COMPLAINTS

- 3.1 In any part of the premises to which the public have access, the operator shall prominently display a notice stating that "All complaints, compliments and comments are welcomed and should be directed in the first instance to: (Name of the Nominated Person)".
- 3.2 On receipt of a complaint, the operator shall document in a suitably bound book or on any other approved system, the following information:
 - (i) date and time of complaint.
 - (ii) contact details of the complainant.
 - (iii) name of driver(s) against whom the complaint has been made.
 - (iv) badge number of driver.
 - (v) vehicle registration number and plate number.
 - (vi) details of the complaint.
 - (vii) date investigation was completed.
 - (viii) action taken.
- 3.3 The complaint records referred to above shall be held and secured at the operator's business address and shall be immediately available at the request of an Authorised Officer or Police Officer at all reasonable times. Records shall be kept for a period of three years.



- 3.4 The operator shall, within 7 days from the date of receipt of any complaint, notify the Council in writing of any unresolved complaint received by the operator.

4 NOMINATED PERSON

- 4.1 If the operator is a limited company then a person(s) should be nominated who oversees the day to day running of the operator's business. This nomination should be notified to the Council.
- 4.2 Any changes to the nominated person(s) should be notified in writing to the Council within 7 days.

5 CONVICTIONS AND CAUTIONS

5.1

The licence holder shall immediately, and in event not later than 48 hours, disclose to the Council in writing if they are arrested, receive a summons or a postal requisition notice during the term of their licence. The licence holder's representative may fulfil this requirement if the licence holder is detained.

- 5.2 The licence holder shall, within 48 hours, notify the Council in writing of any charge or conviction of any sexual offence, of any offence involving dishonesty or violence and any motoring offence. The licence holder shall, within 7 days, notify the Council in writing of any other caution or conviction received during the term of their licence.
- 5.3 Fixed Penalty Notices (FPN) shall be reported to the Council in writing upon acceptance from the Authorised Officer, as opposed to when the driving licence has been updated.
- 5.4 If the operator is a company or partnership, this requirement shall equally apply if any of the directors or partners are arrested, cautioned, or convicted of an offence.



- 5.5 The Council must be notified in writing of any change of director and/or partner within a company within 7 days and a basic disclosure certificate must be submitted to the Council within 28 days of the change of individual.
- 5.6 If the operator employs any ancillary staff to take bookings in person or over the telephone or to dispatch any bookings, a register of all staff that will take bookings or dispatch vehicles must be kept. A basic disclosure certificate will be required from all members of staff who take bookings or dispatch vehicles. The register of members of staff must be updated by the operator when someone joins or leaves the operator's employment. A basic disclosure certificate should be obtained and submitted to the Council.
- 5.7 An operator must produce and maintain a policy on employing ex-offenders in roles that are required to be on the register at 5.6 above.

6 RECORD OF BOOKINGS

- 6.1 The record required to be kept by the operator under section 56(2) of the Act shall be kept on a prescribed booking pad, spreadsheet, or on a trade specific computer system. This software must be capable of providing the information listed below and capable of showing when entries are entered, amended and/or cancelled. The entries must be numbered consecutively, and no pages should be removed. The operator shall enter the required information for each booking invited or accepted by him before the commencement of each journey.
- (i) The time and date of the booking.
 - (ii) The full name of the hirer.
 - (iii) How the booking was made (i.e., by telephone, personal call etc.).
 - (iv) The time of pick-up.
 - (v) The point of pick-up.
 - (vi) The destination.
 - (vii) Fare or indication that the meter was used.
 - (viii) The time at which a driver was allocated to the booking.
 - (ix) The driver and the registration number of the vehicle allocated to the booking.
 - (x) Remarks (including details of any sub-contract)



- (xi) Name of person who dispatched the vehicle.
- (xii) Name of person who responded to the booking.

- 6.2 All records kept by the operator shall be preserved for a period of not less than 18 months, following the date of the last entry. In the case of computer records the entries must be capable of being printed on demand at the request of an Authorised Officer or Police Officer.
- 6.3 All records must be available for inspection and copying if required by an Authorised Officer or Police officer.
- 6.4 The operator shall have policies and procedures in place detailing how they will handle the sub-contracting of bookings and how they will ensure consumer protection of any sub-contracted bookings.

7 RECORD OF VEHICLES

- 7.1 In accordance with the provisions of section 56(3) of the Act, the operator shall keep a record of all private hire vehicles operated by him or her and such record shall include the following particulars:
- (i) The registration mark and licence number of each vehicle.
 - (ii) The make, model, colour of the vehicle.
 - (iii) The name and address of the vehicle proprietor.
 - (iv) The name, address and licence number of the driver driving the vehicles.
 - (v) Details of any radio call sign used.
 - (vi) Expiry date of the vehicle plate, MOT, certificate of insurance, road tax and 6-month depot test.
- 7.2 Such records shall be retained at all times the vehicle is used to fulfill bookings for the operator.
- 7.3 All vehicles used by the operator to fulfill any bookings shall be licensed with South Derbyshire District Council only.



7.4 The operator shall be able to demonstrate that they are taking steps to ensure that all private hire vehicles operated by the operator remain fit for purpose to continue to hold a private hire vehicle licence.

8 RECORD OF DRIVERS

8.1 In accordance with the provisions of section 56(3) of the Act, the operator shall keep an up-to-date record of all drivers operated by him or her and such record shall include the following particulars:

- (i) The drivers of the vehicles, their call signs and their licence number.
- (ii) When any new driver begins service.
- (iii) When any drivers service ceases.
- (iv) Any change of address, email, and telephone number of any driver in service.
- (v) The details of the vehicle driven by each driver.
- (vi) Any illness, disability or condition which may affect the driver's ability to safely carry out his duties (if the operator becomes aware of any such condition).
- (vii) Expiry dates of the driver's badge.

8.2 Such records shall be retained at all times the driver is used to fulfill bookings for the operator.

8.3 All drivers used by the operator to fulfill any bookings shall be licensed with South Derbyshire District Council only.

8.4 The operator shall be able to demonstrate that they are taking steps to ensure that all private hire drivers who receive bookings from the operator remain fit and proper to continue to hold a private hire driver's licence.

9 LOST PROPERTY



9.1 Any property left in a licensed vehicle and handed in by the driver must be retained by the operator for a period of not less than three months, unless sooner claimed by or on behalf of its owner, and during that period the operator shall take all reasonable steps to return the item to its owner.

9.2 The operator shall keep a record of all lost property retained by him at 9.1 above.

10 RADIO EQUIPMENT

10.1 The operator shall ensure that any radio equipment at his premises used in connection with his business shall be kept in a safe condition, in proper working order and not interfere with any radio or telecommunication equipment.

11 FARES AND FARE TABLE

11.1 The operator shall agree and confirm the fare for a journey booked or explain that the journey will be metered. When a meter is to be used, an estimate of the fare should be given.

11.2 Should the operator dispatch a vehicle with a taximeter, they shall ensure that the vehicle is displaying the correct tariff, and the meter is calibrated to this tariff.

11.3 Where a meter is used, the operator shall ensure that the fare for such bookings does not exceed the rate on the meter.

11.4 The operator must provide a copy of their fare table to the Council. A new copy must be provided to the Council within 7 days if any changes are made to the fare table.

12 SMOKING



12.1 The operator shall ensure that:

- (i) all licensed vehicles used to fulfill bookings display 'No Smoking' signs.
- (ii) no person smokes in any building or any private hire vehicle at any time; and
- (iii) all buildings display 'No Smoking' signs.

13 INSURANCE AND MOT

13.1 The operator shall retain a copy of the insurance and MOT certificate for any vehicle they use to fulfill private hire bookings.

13.2 Where the operator maintains a bookings office open to members of the public, they shall ensure that the premises is covered by a suitable level of public liability insurance of at least £1million during the term of the licence.

13.3 Insurance cover for employee's liability shall be in force for the full term of the licence.

14 COPY OF DRIVER AND VEHICLE LICENCES

14.1 Before the operator permits or employs any person, he or she shall have retained a copy of their private hire driver's licence and private hire vehicle licence. This shall be retained until such time as the driver ceases to be employed by the operator. On cessation of service or employment, the operator shall return the copy of the licence to the driver.

14.2 The operator shall notify the Council within 7 days of the details of any new driver commencing work with them, and any drivers who no longer work for them.

15 CHANGE OF PERSONAL DETAILS



- 15.1 Should any person named on the licence change their personal details they shall within 7 days notify the Council in writing. Changes shall include change of address (personal and trading), name (personal and trading), phone number, mobile number and e-mail address.

16 COPY OF OPERATOR LICENCE AND CONDITIONS

- 16.1 A copy of the operator's licence and these conditions must be kept at the premises to which they relate and shall be made available to any person upon request.
- 16.2 A replacement copy may be obtained from the Council by requesting one in writing. A fee will be payable.

WHEELCHAIR ACCESSIBLE VEHICLES

- 17.1 The operator shall ensure that no wheelchair accessible vehicle is used to fulfil bookings unless the driver, or a driver's assistant is trained, and fully conversant with the correct method of operation of all ramps, lifts and wheelchair restraints fitted to the vehicle.
- 17.2 All wheelchair accessible vehicles are placed on the Council's designated list under section 167 of the Equality Act 2010. The operator shall ensure that the driver of the licensed vehicle complies with the duties and responsibilities placed on them as a driver of a wheelchair accessible vehicle unless the driver has been exempted in writing from them by the Council. The notice of exemption must be displayed in the licensed vehicle at all times.

18 SIGNS AND ADVERTISING

- 18.1 The operator shall not use the word, "Taxi", "Cab", or any combination of these words on any sign, notice, website including web address, e-mail, flyer, or advertisement displayed on or outside his/her premises, or on any stationary or business cards.
- 18.2 The operator shall ensure that all vehicles used to fulfill any bookings have the required signs on the vehicles with the correct wording.



19 BOOKING OFFICE ADDRESS

- 19.1 All bookings must be accepted at the address detailed on the licence.
- 19.2 The operator must always maintain an office within the Council's area with a land line phone number during the term of the licence.

20 USE OF PASSENGER CARRYING VEHICLES (PCV) LICENSED DRIVERS

- 20.1 The use of a driver who holds a PCV licence and the use of a public service vehicle (PSV) such as a minibus to undertake a private hire booking is not permitted without the informed consent of the customer. The customer should be made aware that a PCV licensed driver is not subject to an enhanced DBS check like private hire drivers.

21 ACCESS

- 21.1 Access to the premises must be given to an Authorised Officer for the purpose of checking and obtaining copies of records that an operator is required to keep. The Council will endeavour to make all inspection visits at a reasonable time.

22 SPECIFIC CONDITIONS FOR OPERATORS BASED IN DOMESTIC HOMES

- 22.1 No vehicles other than those directly owned by the registered occupier(s) of the property may be dispatched directly from the premises to fulfill a booking.
- 22.2 No restroom, or refreshment facilities shall be provided at the property for any drivers employed by the operator.
- 22.3 No employed or self-employed drivers shall visit the premises during their hours of work other than to drop off takings or pick up wages.



22.4 No radio mast must be used unless relevant planning permission has been obtained.

23 VARIATION OF CONDITIONS

23.1 The Council reserves the right to vary, delete or waive any of these conditions.

