

## 25 Communication Devices

- 25.1 Where apparatus for the operation of a two-way radio system is fitted to a vehicle, no part of the apparatus shall be fixed in the passenger compartment or in the rear boot compartment if LPG or CNG tanks or equipment are in use. It shall be of a type currently approved by the Radio Communications Agency.
- 25.2 Any radio apparatus shall be so positioned and properly secured so as not to interfere with the safe operation of the vehicle.
- 25.3 No other radio equipment, either in the driver or the passenger compartment, is permitted without the prior approval of the Authority.

## 26 Auxiliary equipment

- 26.1 Any auxiliary equipment that is fitted to a vehicle shall not impede the driver in any way, or hinder his/her view, or impede, or cause hazard to passengers or other road users.

## 27 Convictions

- 27.1 Proprietors shall within 14 days disclose to the Authority, in writing, details of any convictions, police cautions or motoring offences received during the period of licence.

## 28 Change of Address

- 28.1 The proprietor shall notify the Authority, in writing, of any change in name and address within 14 days of such a change taking place.



## Appendix B

# Vehicle Specifications and Conditions of Licence for Private Hire Vehicles

# The Specification

## 1 General

1.1 The Authority has a responsibility to ensure all vehicles operating as licensed private hire vehicles or those vehicles seeking permission for a licence meet all relevant legislation and regulations, in particular the Road Vehicles (Construction and Use) Regulations 1986 and any subsequent amendment or re-enactment thereof and are safe and fit for purpose. All vehicles shall have an appropriate Type Approval Certificate which is either:-

- European Whole Vehicle Type Approval;
- Vehicle Certification Agency; or
- Low Volume National type Approval.

The type of vehicles adapted or modified for use as a private hire vehicle are generally small vans and larger vehicles such as minibuses but standard vehicles can also be converted or modified from the original manufacturer's specification. Any conversions or adaptations must also have an appropriate Type approval certificate which is either:-

- Voluntary Single Vehicle Approval (until 29/10/14 & for vehicle less than 10 years old);
- Certificate of Initial Fitness (reduction in seats would require this approval);
- Minister's Approval certificate; or
- Cases where established vehicle converters have had independent testing by an authorised authority on specific areas of adaptation such as seats, floor tracking, seatbelts and floor anchorages in order to comply with M1 standards then evidence of such certification may be acceptable.

- 1.2 No fittings, other than those approved, may be attached to, or carried on the inside or outside of the vehicle.
- 1.4 A private hire vehicle shall not be coloured black or any dark colour which could be confused with black unless it is a standard saloon, hatchback or estate motor vehicle and capable of carrying no more than 4 passengers when manufactured.
- 1.5 Vehicles which could lead the public to believe that such a vehicle is a hackney carriage, shall not be licensed as a private hire vehicle.

## 2 Body

- 2.1 The vehicle shall have no signs of previous significant accident damage.
- 2.2 The paint work shall be of a professional finish and be one consistent colour over the whole of the vehicle's bodywork.
- 2.3 The bodywork shall have no significant signs of corrosion. Corrosion includes visible rust and signs of rust by virtue of the paintwork being blistered.
- 2.4 Running boards shall only be permitted where they are fitted by manufacturers. The board shall be a minimum 125mm in width, all of which shall be available as a step.

- 2.5 Where the top tread of the entrance to the vehicle exceeds 460 mm and the vehicle is not fitted with approved running boards as described in paragraph 3.4, a moveable intermediate step shall be provided at each entrance into the passenger compartment. The intermediate step shall be encased beneath the vehicle and be electrically or manually operated to extend outwards. When not in use and whenever the vehicle is in motion, the step shall not extend outwards beyond the vertical line of the bodywork.
- 2.6 The step shall be covered with a suitable non-slip surface with the edges of the step highlighted in a high visibility colour, which is different from the colour scheme of the vehicle.
- 2.7 Electrically operated steps if fitted shall be operated from within the driver's compartment and shall have a failsafe device linked to the handbrake mechanism to prevent the possibility of the vehicle being driven while the step is extended.

### 3 Steering

- 3.1 All vehicles shall be right-hand drive and shall have been so since the date of first registration.

### 4 Interior

- 4.1 The minimum leg room available to any passenger shall be 200mm. The measurement will be taken from the base of the seat to the rear of the seat in front when the front seat is at its full, rearwards extension. If this measurement cannot be achieved, then 1500mm shall be allowed from the base of the rear seat to the front well. Where there is no seat in front the measurement will be taken from the base of the seat to the nearest obstruction in front.
- 4.2 The internal headroom from the seat cushion to the lowest part of the roof in a vertical line shall be a minimum of 920mm.

### 5 Doors

- 5.1 The vehicle shall have a minimum of 4 opening doors which are easily accessible to passengers without the need to move or adjust any seats etc, to gain access to them.
- 5.2 All vehicles shall have doors that open sufficiently wide to allow easy access in and egress from the vehicle.
- 5.3 All doors shall be fitted with reflectors/ reflective strips or lights, which are clearly visible from the rear of the vehicle when the door is open.
- 5.4 All doors shall be capable of being readily opened from the inside and outside of the vehicle by one operation of the latch mechanism.
- 5.5 The interior door handle shall be clearly visible and easily accessible to passengers when the door is in a fully open position.

### 6 Seats

- 6.1 Vehicles shall have a passenger seating capacity of not less than 4 persons and not more than 8 persons.
- 6.2 Each seat shall be fitted with fully operational seat belts, compliant with British Standards, except where the law specifically provides an exemption.
- 6.3 Each seat shall not be less than 406mm in width.
- 6.4 Where bench seats are provided, then the seat shall provide a minimum of 406mm seating space for each passenger i.e. a rear bench seat shall not be less than 1218 mm in order to accommodate 3 passengers.
- 6.5 Each row of seats made available shall have door access immediately adjacent to it unless access to rows of seats is by way of permanent passageway from such a door.
- 6.6 Any suitable seat situated behind the front passenger seats can be removed to comply with this requirement.

### 7 Windows

- 7.1 Opening windows shall be provided in the rear of the vehicle capable of being opened by the rear seat passengers.
- 7.2 The minimum light transmission for glass in front of, and to the side of, the driver is 70%. Vehicles may be manufactured with glass that is darker than this fitted to windows rearward of the driver, especially in estate and people carrier style vehicles.
- 7.3 No vehicle shall be fitted with any form of additional film to darken or tint the glass on any part of the vehicle.

### 8 Heating and ventilation

- 8.1 Vehicles shall have an efficient heating and ventilation system.

## 9 Wheelchair carrying facilities.

9.1 Any vehicle that has the facility for the carriage of wheelchair and wheelchair passengers shall be fitted with:-

- Approved anchorages that shall be either chassis or floor linked and capable of withstanding approved dynamic or static tests. Restraints for wheelchair and passengers shall be independent of each other. Anchorages shall also be provided for the safe storage of a wheelchair, whether folded or otherwise, if carried within the passenger compartment. All anchorages and restraints shall be so designed that they do not cause any danger to other passengers.
- A ramp or ramps for the loading of a wheelchair and passenger shall be available at all times for use at the nearside rear passenger door. An adequate locking device shall be fitted to ensure that the ramp(s) do not slip or tilt when in use. Provision shall be made for the ramps to be stored safely in the vehicle when not in use.

- 9.2 The vehicle shall be equipped with a manufacturer's user manual/guide on the safe loading and unloading and security of wheelchair passengers.
- 9.3 Any lifting equipment used to lift persons or loads fitted to a vehicle must have received a thorough examination by a competent person.
- 9.4 Any lifting equipment which lifts persons must be thoroughly examined every 6 months after its initial installation or refit following a road traffic accident or incident and as directed by the competent person. The thorough examination is not maintenance covered by the MoT or compliance certificate but a separate inspection of the working parts of the lifting equipment and includes attachments which lift or support weight including chains or slings.
- 9.5 Examiners of lifting equipment will provide a report to the licence holder who must act on the reports' findings. Any potentially serious faults must be rectified immediately.

## 10 Fuel systems

- 10.1 A device shall be provided whereby the supply of fuel to the engine may be immediately cut off. A manually operated device shall have its location together with the means of operation and "off" position, clearly marked on the outside of the vehicle. In the case of a vehicle fitted with an automatic inertia fuel cut off switch, no external switch or markings are required.
- 10.2 All vehicles which are powered by Liquid Petroleum Gas (LPG) or Compressed Natural Gas (CNG) shall comply with all the relevant legislation set out in the Road Vehicles (Construction and Use) Regulations 1986 (as amended).
- 10.3 LPG conversions shall also comply with LP Gas Associations, Autogas Installations Code of Practice 11 and any later version of the COP. Conversion shall still comply with Road Vehicles (Construction and Use) Regulations 1986.



- 10.4 Compressed Natural Gas (CNG) - Vehicles shall comply with the Natural Gas Vehicle Design and Installation of Vehicle Fuel System Component Guidelines. Conversion shall still comply with Road Vehicles (Construction and Use) Regulations 1986 and certain additional safety features as required by the Authority.
- 10.5 The Authority can consider allowing LPG / CNG vehicles to not carry a spare wheel. This would be subject to individual application and the provision that the driver of such a vehicle subscribes to a tyre repair /replacement or vehicle breakdown organisation.

## 11 Trailers and Roof carriers

- 11.1 The vehicle may tow a trailer but shall;
- comply with the towing weights specified by the vehicles' manufacturer
  - provide secure and weather proof storage for luggage
  - display the licence plate on to a platform kit at the rear
- 11.2 If a roof carrier is to be used for luggage or goods, in addition to normal luggage, it shall be of a type fitted to the guttering or to the roof rails provided by the manufacturer.

## 12 Tyres

- 12.1 The licensed vehicle must be fitted with either all radial or all cross-ply tyres, including the spare wheel. All tyres, including the spare wheel, must be suitable for use on the vehicle and conform to the requirements of the Original Manufacturers' Specification.
- 12.2 Many new vehicles are now being manufactured without spare wheels, instead being supplied with a space-saver tyre or puncture repair kit or vehicles are being manufactured with run flat tyres. Vehicles fitted with run flat tyres have a specially tuned suspension to compensate for the increased tyre rigidity that is a feature of run flat tyres.
- 12.3 Alternative types of tyres and repair kits that comply with British Standards are permitted for emergencies only and must be used only in order to complete a journey and get the vehicle to the nearest repair site. The licence holder must comply precisely with the manufacturers' recommendations.
- 12.4 All other licensed vehicles must carry a spare wheel matching those fitted to the vehicle and an appropriate means of changing the wheel.



## 13 Electrical equipment

- 13.1 Any additional electrical installation to the original equipment shall be adequately insulated and be protected by suitable fuses.

# Private Hire Vehicle Conditions of Licence

## 14 Examination and Test

14.1 Before a licence is granted for the use of a vehicle as a private hire vehicle, the vehicle shall be examined and tested by an Authority approved testing station.

## 15 Licence Identification Plates

15.1 The proprietor shall ensure that the licence identification plate is fixed to the front and rear exterior of the private hire vehicle in the vicinity of the bumper in such a position as the vehicle registration plate is not obscured, with the particulars thereon facing outwards and in such a manner and place that the licence is clearly visible by daylight from the highway. It shall be fixed on a platform kit as supplied by the Authority in such a manner as to be easily removed by an authorised officer or a police constable. The platform kit shall be fixed by bolts or screws or other similar means.

15.2 The proprietor shall ensure that an approved holder displaying a private hire driver badge of the driver in charge of the vehicle and a vehicle licence identification card for that vehicle as supplied by the Authority is displayed, in a position for all passengers to clearly see.

15.3 The proprietor shall ensure that no licence identification plate be displayed other than the plates issued by the Authority, and the said plate shall be displayed only on the vehicle to which it relates.

15.4 The licence plates are the property of the Authority and must be returned to the Authority within seven days after the service on the vehicle proprietor of an appropriate notice.



## 16 Meters

16.1 If the vehicle is fitted with a meter for recording the fare it shall display and maintain the statement of fares inside the vehicle in such a position as to be clearly visible at all times to the hirer. The statement of fares shall include the following information:

- The minimum hire charge
- The rate charged per mile
- Any additional charges

16.2 The meter shall :-

- Be fitted in a position where it is not easily visible from outside the vehicle;
- Be checked and sealed by an authorized meter agent before it is used;
- Not display a "For Hire" sign at any time;
- Be fitted in such a position that its figures are clearly visible to passengers and that it is sufficiently illuminated; and
- Be fitted to the vehicle with seals or other appliances, so as not to be practicable for any person to tamper with them by breaking, damaging or permanently displacing the seals or other appliances.

16.3 If no meter is fitted, the fare charged shall not exceed that stated in the statement of fares as displayed in the vehicle unless a rate has been separately agreed between the hirer and the Licensed Private Hire Operator at the time of booking and prior to the journey.

## 17 Signs and Notices

- 17.1 The proprietor of a private hire vehicle shall not display or suffer or permit to be displayed on a private hire vehicle any sign or notice which consists of or includes the word TAXI or CAB whether in the singular or plural or FOR HIRE or any word or words of similar meaning or appearances to any one of those words, whether alone or as part of another word.
- 17.2 Vehicles shall have directly fixed on the upper half panel of the rear side passenger doors, permanent self adhesive vinyl notices as provided by the Authority. In respect of multi passenger vehicles (MPV's), the same signs shall be fixed directly on the rear near side passenger door and on the opposite panel on the offside of the vehicle.
- 17.3 Vehicles shall not display roof signs or allow any other signs on its bodywork without the approval of the Authority.
- 17.4 On the dashboard of the vehicle in a position for passengers to clearly see, there shall be displayed in an approved display holder, cards identifying the driver and the vehicle as provided by the Authority.

17.5 Vehicles shall not display any printed, written or other material on windows except the vehicle excise licence and no smoking signs. The following may be permitted by the Authority:

- No eating or drinking
- Public health and safety campaigns
- Trade organisation membership
- No smoking
- Vehicle Excise Licence

## 18 Receipt book

18.1 The proprietor of a private hire vehicle shall ensure that a carbonated receipt book is available in the vehicle at all times. A receipt will be given on request and each receipt shall show as a minimum the following particulars:-

- Date of journey
- Badge number of driver
- Amount paid

## 19 Luggage

- 19.1 The proprietor shall at all times, provide facilities for the conveyance of luggage safely and protected from inclement weather.
- 19.2 Where luggage is stored other than in a boot (e.g. in an MPV), it shall be properly secured.

## 20 Furnishing and maintenance of vehicle

- 20.1 The proprietor shall ensure that the vehicle and all its fittings and equipment at all times when the vehicle is in use or available for private hire shall be kept in an efficient, safe, tidy and clean condition and all relevant statutory requirements (including in particular those contained in Motor Vehicles (Construction and Use Regulations 1986) shall be fully complied with.
- 20.2 Where a separate compartment is provided for passengers, the proprietor shall provide sufficient means by which any person in the compartment may communicate with the driver.



- 20.3 The proprietor shall at all times, provide adequate lighting and heating for the interior of the vehicle.
- 20.4 The proprietor shall ensure that:-
- (i) the vehicle is inspected every week for such matters as prescribed by the Council;
  - (ii) a written record of such weekly inspections and any additional inspections or service on the vehicle is made at the time on the form prescribed by the Council; and
  - (iii) such written records are retained for three months and kept in the vehicle at all times and made available for immediate production to an authorised officer of the Council or Police Officer on request.

## 21 Company signs

### 21.1 Cars

Company (Operator) signs (not magnetised) shall be displayed on the two front doors (upper half panel in line with Authority signs). The maximum size shall be 770mm x 260mm. A sign may be displayed on the rear of the vehicle advertising the company but it shall not exceed 100mm in height and the telephone number should not exceed 75mm in height. A copy of any proposed company sign shall be forwarded to the Licensing Section for approval.

### 21.2 MPV's

Company (Operator) signs (not magnetised) shall be displayed on the two front doors (upper half panel in line with Authority signs) of private hire vehicles. Signs may be displayed on the rear of the vehicle advertising the company (but not the window). A copy of any proposed company signage shall be forwarded to the Licensing Section who shall approve by vehicle make and model, signage parameters in proportion to the design of each vehicle.

### 21.3 Other (Large) Vehicles

The Authority shall approve, by vehicle make and model, signage parameters in proportion to the design of each vehicle. Company (Operator) signs (not magnetised) shall be displayed on the two front doors (upper half panel in line with Council signs).

21.4 All company signs shall be the same for each vehicle.

## 22 Communication Devices

22.1 Where apparatus for the operation of a two-way radio system is fitted to a vehicle, no part of the apparatus shall be fixed in the passenger compartment or in the rear boot compartment if LPG or CNG tanks or equipment are in use. It shall be currently approved by the Radio Communications Agency.

22.2 Any radio apparatus shall be so positioned and properly secured so as not to interfere with the safe operation of the vehicle.

22.3 No other radio equipment, either in the driver or the passenger compartment, is permitted without the prior approval of the Authority.



## 23 Auxiliary equipment

23.1 Any auxiliary equipment that is fitted to a vehicle shall not impede the driver in any way, or hinder his/her view, or impede, or cause hazard to passengers or other road users.

## 24 Convictions

24.1 Proprietors shall within 14 days of disclose to the Authority, in writing, details of any convictions, police cautions or Motoring offences received during the period of licence.

## 25 Change of Address

25.1 The proprietor shall notify the Authority in writing of any change in his/her name or address within 14 days of such a change taking place.

## 26 Production of Private Hire Vehicle Licence and Insurance Certificates

26.1 The proprietor of a private hire vehicle shall provide a copy of the current private hire vehicle licence issued by the Authority and current insurance certificate to the operator for which the vehicle is being used during the time it is so used for that operation.