



Appendix C

Limousines

1 Introduction

- 1.1 This Appendix sets out the Authority's framework and requirements for the licensing of limousines.
- 1.2 It has become clear that many Authority private hire licence conditions effectively prevent the licensing of limousines as issues such as tinted windows, seating capacity and side facing seats has resulted in limousines unable to comply with traditional licensing conditions. The Authority recognises that in recent years there has been a rapid growth in demand for the hire of limousine vehicles and prior to this policy the industry had been largely unlicensed and unregulated in terms of drivers or vehicles being used.



- 1.3 For the purposes of this policy and licence conditions a stretched limousine is defined as follows: -
A stretch limousine is a motor vehicle that has been lengthened by the insertion of an additional body section and modified by a coachbuilder to contain luxury facilities and fixtures that is :-
 - capable of carrying up to but not exceeding 8 passengers;
 - not a decommissioned military or emergency service vehicle; and
 - prior to the adoption of this policy could not be licensed as a private hire vehicle by this Authority.

2 Pre-licensing Requirements and Licensing Conditions

Issue	Licence Condition	Justification
1 Left Hand Drive Vehicles	Permit Left Hand Drive limousines to be licensed.	The majority of stretched limousines are imported from the United States of America and are left hand drive. The Department for Transport has recommended that Authorities should not refuse to licence limousines simply because they have characteristics which contravene their existing policy, i.e. left hand drive.
2 Sideways Seating	Permit limousines with sideways facing seating to be considered for private hire vehicle licensing. But no seat must be positioned so that it permanently obstructs any door.	A main characteristic of stretched limousines is their sideways facing bench seats. In line with the Department for Transport guidance the Authority will consider the suitability of limousines with sideways seating for licensing.
3 Signage	Provided that they have received written consent from the Authority, limousines may, in certain circumstances, not be required to display identification signs required by other private hire vehicles.	Signage serves to distinguish private hire vehicles from ordinary saloon cars and to make them clearly identifiable to the public. However, the naturally distinctive appearance of stretched limousines means that they are very unlikely to be confused with a private road user's vehicle or a hackney carriage vehicle.

Issue	Licence Condition	Justification
4 Tinted Glass	No restriction to the level of tint for the glass windows in the passenger compartment. However, tinted glass in the windscreen and front doors shall be restricted to the requirements of the SVA Standards.	It is recognised that the privacy provided by tinted glass in the passenger compartment is a central characteristic of a limousine.
5 Fare Table/ Taximeter	Limousines are not required to display a fare table or contain a taximeter. Any taximeter fitted must be a calendar controlled taximeter and any fare table in operation be forwarded to the Authority.	Stretched limousines often do not operate under a fare system as journeys are generally pre-paid in advance based on the length of time they are hired for.
6 Roadworthiness	They shall hold a valid Single Vehicle Approval (SVA) Certificate or equivalent.	SVA test comprises of a visual examination of a vehicle and certifies its safety and roadworthiness.
7 Vehicle Age	Stretched limousines to be licensed in accordance with the Authority's current vehicle age policy.	To ensure that the limousines licensed by the Authority are in a good and safe condition.
8 Insurance	An appropriate insurance policy must be in place, which covers use of the vehicle for hire and reward.	The Authority has concerns that some limousines may be operating under insurance policies which do not cover use for hire and reward and take into account that the vehicle has been stretched.

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9	Tyres	The limousine must be fitted with tyres that meet both the size and weight specification. Given the increased weight of the vehicle, tyres of the correct weight and size rating must be used at all times.
10	Vehicle Testing	The limousine shall be examined twice a year to the appropriate Class MOT standard. To ensure that limousines licensed by the Authority are maintained to high standards and remain safe.
11	Maximum Passengers	The limousine's seating capacity must be reduced where necessary to a maximum of 8 passengers. Authorities can only licence vehicles with a maximum seating capacity of up to 8 passengers.
		Any seats in the driver's compartment other than the driver's seat shall not be used to carry passengers. This is to ensure that passengers are not carried in the front of the vehicle to improve driver and passenger safety.
		The vehicle must not carry more than 8 passengers at any time. age). This condition shall be enforced by Authority officers performing random inspections of licensed vehicles.
		In any advertisement publicising their limousine service, the operator must state that the vehicle is only licensed to carry 8 passengers. To inform customers of the maximum carrying capacity of the vehicle.

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12	Seat Belts	Seatbelts must be fitted to all forward and rear facing seats and must be worn at all times by passengers whilst the vehicle is in motion. There is no legal requirement for seatbelts on sideways facing seats. In accordance with Road Vehicle (Construction and Use) Regulations.
13	Alcohol	Alcoholic drinks provided in the vehicle shall be under the terms of an appropriate licence relating to the retail sale and supply of alcohol. To comply with alcohol licensing requirements and safeguard public safety.
		Alcohol shall only be served while the vehicle is stationary and afterwards, the bottle(s) shall be placed in a secure receptacle.
		If the occupants are below the age of 18 years, then no alcohol shall be permitted in the vehicle for consumption in the vehicle.
		Any glassware in the vehicle must be made of strengthened glass. Polycarbonate vessels should be considered.

Issue	Licence Condition	Justification	
14	Entertainment	The driver shall not play or permit the performance of any media that, given its age classification or content, is unsuitable for the age of the passengers in the vehicle.	To safeguard children and vulnerable adult passengers from viewing unsuitable material.
		The limousine operator shall ensure that a performing right licence is held (if appropriate).	Many limousines have the capability of playing recorded media for the entertainment of customers and so the operator must ensure the appropriate royalties are paid.
		If the limousine parks to provide some form of entertainment to its passengers then a Premises licence must be in place in accordance with the Licensing Act 2003.	Entertainment regulated under the Act includes recorded TV, video, video games, loudspeakers, or any other activity provided for the passenger's enjoyment.
15	Authority Notices	The proprietor shall when directed by the Authority, display and maintain any notices in a conspicuous position.	To convey information to passengers where appropriate.
16	Advertisements	No other signs, notices or any other marking will be displayed on or in the vehicle without the written consent of the Authority	To ensure that any materials displayed in the limousine is suitable for public viewing

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17	Luggage	Ensure that loose luggage is not carried within the passenger compartment of the vehicle.	Passenger safety.
18	Safety Hammer	Vehicles must be supplied with a safety hammer, capable of being used to break the glass windows of the vehicle and shall be securely located in the driver's compartment but in view and accessible to passengers in an emergency.	Passenger safety.
20	Identification Badges	The proprietor of the vehicle will be issued, by the Authority, with two display holders containing cards identifying the driver, vehicle and expiry dates and other details of respective licences. The proprietor will ensure that one display holder is positioned where it can be seen by passengers and that the other is displayed on the top left-hand corner of the front windscreen where it can be clearly seen from the outside of the vehicle.	To ensure that driver and vehicle is licensed
		No identification badge shall be parted with, lent or used on any other vehicle and the loss or damage of the badge shall be reported to the Authority as soon as the proprietor is aware of the loss.	
		In the event of ceasing to use the vehicle for private hire (special event) purposes the proprietor shall surrender the vehicle badge and licence to the Authority within seven days.	

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21	CCTV	It is not proposed that such measures such as CCTV should be required, as part of the licensing regime, as it is considered that they are best left to the judgement of the owners and drivers themselves. The trades are, however, encouraged to consider the installation of CCTV in their vehicles on a voluntary basis. The Authority will explore funding streams to assist the trade in offsetting the cost of CCTV.	Driver safety.
22	Sun roof/Ceiling	If fitted, any sun roof switch to be isolated so it cannot be operated by passengers. Any mirrored or glass ceiling or fixtures shall be made of strengthened glass.	Passenger safety.
23	Interior	Adequate illumination shall be provided in the passenger compartment. The roof and side panels shall be adequately trimmed.	Passenger safety.
24	Doors	All doors shall be capable of being opened from inside as well as from outside the vehicle.	To enable safe access/egress.
25	Communication	A means of two way communication between the driver and passengers shall be installed to the satisfaction of the Authority.	Passenger and driver safety.



3 Driver and Operator Licensing Requirements

- 3.1 In addition to the limousine being licensed as a private hire vehicle with the Authority, the limousine operator is required to hold a private hire operators' licence with the Authority.
- 3.2 All bookings for a limousine licensed as a private hire vehicle must be booked through the licensed private hire operator.
- 3.3 Once licensed as a private hire vehicle the limousine can only be driven by a licensed private hire driver (this licence must also be issued by the Authority).