

APPENDIX J - PRIVATE HIRE VEHICLE LICENCE CONDITIONS

1. General

- 1.1 The vehicle licence holder shall ensure that whilst a private hire vehicle is licensed by Preston City Council the vehicle is not to be licensed by another local authority.
- 1.2 The vehicle licence holder shall upon request from an authorised officer provide details as to who had permission to drive the vehicle at a date and time specified by the officer.

2. Meters

- 2.1 The vehicle licence holder shall ensure that if the vehicle is fitted with a meter, it is always of a type approved by the Authority and maintained in a sound mechanical condition.
- 2.2 Any meter fitted should be illuminated and located in a position where any hirer can easily see the fare.
- 2.3 The vehicle licence holder shall ensure that the word 'FARE' is printed on the face of the meter in clear letters to apply to the fare recorded thereon.
- 2.4 The vehicle licence holder shall ensure that the meter and any connected equipment is fitted securely without the risk of impairing the driver's ability to control the vehicle or be a risk to any person in the vehicle.

3. Signs (including plates)

- 3.1 The vehicle licence holder shall ensure that plates are firmly affixed to the front and rear of the vehicle using platform kits supplied by the Authority and all information included on them should be visible from the front and rear of the vehicle respectively and they must not in any way obscure the vehicle registration plates or lights on the vehicle.
- 3.2 The vehicle licence holder shall ensure no roof sign of any type including advertisements are utilised on a private hire vehicle.
- 3.3 The vehicle licence holder shall ensure the display of door signs indicating that they must be booked in advance and separate signs indicating details of the private hire operator they are working for.
- 3.4 The vehicle licence holder shall ensure that no sign, notice, flag, emblem, or advertisement shall be displayed on a private hire vehicle without the permission of the Authority.

4. Receipt book

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

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

5. Luggage

5.1 The vehicle licence holder shall ensure the boot/luggage compartment is available for passenger luggage and shall be kept clean and any covering free from major cuts, tears or other damage or staining.

5.2 Where luggage is stored other than in a boot it shall be properly secured.

6. Condition of the Vehicle

6.1 The vehicle licence holder shall ensure that the private hire vehicle is maintained in good order and should be capable of passing the Authority's vehicle compliance test at any stage during the licence period.

6.2 The vehicle licence holder shall ensure that the private hire vehicle is inspected every week and a record of such shall be made on the Weekly Vehicle Maintenance Schedule provided by the Authority. The schedule shall be retained for 3 months from the date of the last entry and shall be always kept in the licensed vehicle and made available to an authorised officer on request.

6.3 The vehicle licence holder shall ensure no alteration or change in the specification, design, condition, or appearance of the vehicle shall be made without the prior approval of the Authority at any time while the licence is in force.

7. Convictions

7.1 The vehicle licence holder shall notify the Authority, in writing and within 48 hours of an arrest and release, charge or conviction of any sexual offence, any offence involving dishonesty or violence and any motoring offence. imposed during the period of their private hire vehicle licence.

8. Vehicle Insurance

8.1 The vehicle licence holder shall throughout the period of the licence, keep in force in relation to the user of the private hire vehicle, a suitable policy of insurance which covers private hire use and third party liability both in respect of physical injury or death and in respect to personal belongings.

9. Private Hire Driver's Licence

9.1 Before permitting a licensed private hire driver to drive the licensed vehicle they shall require the driver to deliver to him a copy of their private hire drivers for retention, until such a time as the driver ceases to be permitted or employed to drive the private hire vehicle.

9.2 The vehicle licence holder shall:

- Keep a complete and accurate record of the name of the person driving the vehicle at any time and the expiry date of the driver's private hire driver licence.
- Not allow any person to drive the licensed vehicle without a valid private hire driver's licence being in place.
- Keep information regarding driver's licences for six months after expiry and produce upon request to an authorised officer or police officer.
- Not allow the vehicle to be licensed by another licensing authority.

10. Wheelchair Accessible Vehicles

10.1 The vehicle licence holder shall ensure any person permitted to drive the vehicle is fully trained and can safely use all the specialist equipment in the vehicle, in particular the licence holder must satisfy himself that the driver can safely load/unload and secure any passenger travelling in a wheelchair.

10.2 The vehicle licence holder shall ensure that the private hire vehicle displays the nationally recognised wheelchair accessible sign above the Authority issued door signs.

11. Assistance Dogs

11.1 The vehicle licence holder shall not prevent a licensed driver from carrying assistance dogs in the vehicle.

12. Change of Address

12.1 The vehicle licence holder shall within 7 days notify the Authority in writing of any change of address.