Ribble Valley Borough Council

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RIBBLE VALLEY BOROUGH COUNCIL PRIVATE HIRE VEHICLE LICENCE

The Council has the power to suspend, revoke or refuse to renew any vehicle licence if any of these standard conditions are not complied with.

The following Standard Conditions are attached to the issue of a **Private Hire Vehicle Licence** (the "**Vehicle Licence**") in the Ribble Valley.

THE LICENCE

1. The term of a Vehicle Licence is determined by the age of the vehicle. The Vehicle Licence terms are:
    a. Vehicles under 3 years old – 12 months;
    b. Vehicles over 3 years old but less than 7 years old – 6 months; and
    c. Vehicles over 7 years old – 4 months.
2. A Vehicle License will not be issued for a vehicle, which has a design, and appearance, which may cause a person to believe that the vehicle is a Hackney Carriage.
3. The Council may not issue a licence to a modified vehicle.
4. The proprietor of Private Hire must not allow the vehicle to be used for hire by a person who does not hold a current private hire or hackney driver's licence. To do so is a criminal offence.
5. The proprietor of a Private Hire vehicle shall not permit the vehicle to be used for any illegal or immoral purpose.

Return of licence plates

6. Upon renewal or expiration of a Vehicle Licence the old Vehicle Licence plates (internal and external) must be returned to the Council.
7. If a Vehicle Licence is suspended, revoked or given up the licence plates must be returned immediately to the Council**.**

THE VEHICLE

Insurance

8. The proprietor of a vehicle which has a Vehicle Licence **must** ensure that at all times:
    a. the vehicle (and driver) are insured sufficiently to protect passengers in the event of a claim for death or bodily injury (the Council will not accept anything less than a 30 day cover note);
    b. a copy of the current certificate of motor insurance is kept in the vehicle for inspection.
    c. they produce the Vehicle Licence and policy of motor insurance for inspection as soon as possible but in any event within 7 days of a request from an authorised officer of the Council or a police officer.

Maintenance of Vehicle

9. A vehicle which has a Vehicle Licence must:
    a. be in a sound and road worthy condition
    b. be maintained in a safe and clean condition inside and out;
    c. comply fully with all relevant statutory requirements (including but not exclusively the Motor Vehicles (Construction and Use) Regulations as amended from time to time or its successor legislation;
    d. be fitted with four road wheels, and an approved spare wheel;
    e. have at least four doors;
    f. be capable of seating not less than four nor more than eight full-sized adult passengers;
    g. be of the right hand drive type;
    h. be fitted with a roof or covering which can be kept watertight;
    i. be fitted with wing mirrors;
    j. contain windows which open and close, at least one on each side of the vehicle;
    k. contain properly upholstered and covered seats;
    l. contain furniture and fittings which are clean, well maintained and in every way fit for public service;

m. be of such design as to enable the hirer/passenger in it to communicate with the driver;
n. be fitted in such a way to enable luggage to be secured if the vehicle is constructed to carry luggage;
o. have a proper carpet fitted to the floor;
p. have the licence plate issued by the Council fixed by a bracket to the rear of the vehicle, which is easily removable;
q. display an internal licence plate provided by the Council, in the front windscreen so as not to obscure the driver's vision.
r. (save with the approval of the Council) have glass in its windows with a minimum of 70% light transmission.

Vehicle Licence plates must remain on the vehicle AT ALL TIMES (including when the vehicle is not in use) and should not be removed except as authorised by an authorised officer of the Council or the police or upon the expiry of the licence.

Alterations to vehicle

10. During the term of the Vehicle Licence, no material alteration or change in the specification, design, condition or appearance of the private hire vehicle shall be made without the approval of the Council.

Vehicle Inspections

Programmed Inspections

11. Vehicle inspections to be carried out as follows:
    a. Vehicle up to 3 years old - 1 inspection per year;
    b. Vehicle over 3 years old but not exceeding 7 years old - 2 inspections per year;
    c. Vehicle over 7 years old - 3 inspections a year;
12. All vehicles over 1 year old require a current MOT.
13. The vehicle must be submitted for inspection at the place authorised and on dates notified by the Council or at any other time at the Authority's discretion.

Additional Inspections

14. In addition to the provisions above, the proprietor shall permit an authorised officer or agent of the Council to inspect and test a vehicle at all times.

15. If following an inspection the officer or agent of the Council is not satisfied with the fitness or condition of the vehicle they shall give notice in writing to the proprietor requiring them to make the vehicle available for further inspection and testing at such reasonable times and place specified in the notice. The Vehicle Licence will be **suspended** until such time as the officer or agent of the Council is satisfied with the fitness and condition of the vehicle.
16. If the proprietor has failed to ensure that the officer or agent is satisfied within 2 months of service of the notice the **Vehicle Licence will be revoked**.

Safety Equipment

17. A vehicle which has a Vehicle Licence must carry at all times:
    a. a fire extinguisher authorised by the Council; and
    b. a suitable first aid kit containing appropriate first aid dressings and appliances. (the "**Safety Equipment**")
18. The Safety Equipment must be readily visible to the driver, hirer/passengers and third parties and be available for immediate use.

Radio Microphone

19. Any radio microphone installed in the vehicle must be fitted so that its use does not impair the driver's control of the vehicle.

Signage

20. A private hire vehicle must:
    a. not have any lights, plates, signs, advertisements or other fittings, save for those required under conditions or as approved by the Council;
    b. not be equipped with any roof fitting or sign other than a wireless aerial, approved by the Council;
    c. not display the words "Taxi", "Taxi Cab" or "Cab";
    d. display door signs stating "Advanced Bookings Only" and "Not insured unless prebooked". This sign shall only include the name of the Operator and its telephone number. If the words "Taxi", "Taxi Cab" or "Cab" or "for hire" form part of the Operator's name these must be omitted from the sign. These signs must be displayed on private hire vehicles **AT ALL TIMES** (including when the vehicle is not in use).

e. display a sign stating "no smoking" with a minimum diameter of 70mm inside the vehicle in a position which is clearly visible to the hirer/passengers.

Statement of Fares

21. A Statement of Fares must be submitted to and approved by the Council. (the "**Statement**")
22. The Statement must include:
    a. the minimum charge for each hiring;
    b. the fare tariff;
    c. the retention charge per minute or portion thereof; and
    d. any additional charges.
23. If so required, the Statement, must be fitted and maintained, in the interior of a private hire vehicle, so that it is clearly visible at all times to the hirer and/or passengers.

Excise Licence

24. The proprietor of a Private Hire vehicle shall ensure that a current vehicle excise licence (car tax disc) is displayed in the windscreen of the vehicle in the correct position at all times.

OBLIGATION TO REPORT/DISCLOSE INFORMATION

Accident/Incident involving the Vehicle

25. The proprietor of a vehicle which has a Vehicle Licence must report to the Council as soon as reasonably practicable, but in any event within **72 hours** of any accident or incident involving the vehicle
26. Once an accident or incident is reported the Vehicle Licence may be suspended until the vehicle has been submitted to and passed an inspection at the Council's authorised testing centre.
27. Nothing in these conditions shall remove the proprietor's statutory obligation to report all accidents to the police.

Transfer of Vehicle

28. The proprietor of a vehicle, which has a Vehicle Licence, shall report to the Council any transfer or change of ownership of the vehicle within **7 days** of it taking place.