



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

**Policy for the Licensing of:
Hackney Carriage Drivers and
Vehicles Private Hire Operators,
Drivers and Vehicles**

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1. INTRODUCTION

The policy outlines the requirements of the relevant legislation and gives guidance to new applicants, existing licence holders, and members of the public as to how the Ribble Valley Borough Council (“Council”) will administer and enforce the requirements of the licensing regimes. The council may depart from its policy if the individual circumstances of any case warrant such a deviation. In such cases the Council must give full reasons for doing so.

This policy was first approved by Licensing Committee in April 2017 and has been reviewed in September 2018. The Head of Legal and Democratic Services has delegated powers to amend it when required by legislation or where Committee have resolved to change the Council’s requirements or procedures.

1.1 Objectives

The aim of the licensing process is to regulate the hackney carriage and private hire trade in order to promote the objectives listed below. When considering each policy and procedure that makes up this document the Council has endeavoured to ensure that each requirement is properly justified by the risk it seeks to address, balancing the cost of the requirement against the benefit to the public.

Hackney carriages and private hire vehicles have a specific role to play in an integrated transport system. They are an important part of the transport infrastructure of the country, and the purpose of a licensing regime is to ensure that the service to the public is accessible and safe, and seen to be so. Hackney carriage and private hire drivers are persons of trust who maintain contact with the public. They are able to provide services in situations where other forms of public transport is either not available or for those with specific mobility requirements.

In setting out this policy, the Council seeks to promote the following objectives:

- The protection of public safety;
- A professional and respected hackney carriage and private hire profession; and
- Increased access to efficient and effective transport for the public.

This document contains the policies adopted by the Council for such licences. These policies will normally be applied in every case, but where there are exceptional or unusual circumstances then these policies and conditions may be departed from. In particular, where appropriate circumstance require it, additional conditions to those detailed in this document may be applied to licences. Any such departure from this policy will only be as approved by the Head of Legal and Democratic Services or Electoral and Licensing Officer in consultation with the Chairperson of the Licensing Committee.

In adopting these policies regard has been given to all current Government advice contained in circulars or suggested good practice., and the Guidance on determining suitability of Applicants and licensees in the hackney and private hire trade produced by the Institute of Licensing dated April 2018.

1.2 Powers and Duties

Legislation sets out how the Council must carry out its licensing functions in respect of hackney carriage drivers and vehicles and private hire operators, drivers and vehicles.

1.3 Status

In exercising its discretion in carrying out its regulatory functions, the Council will have regard to this policy document and the objectives listed above.

1.4 Licensing Profile

The Council currently licenses approximately:

59 hackney carriage drivers
53 hackney carriage vehicles
19 private hire operators
54 private hire drivers
54 private hire vehicles

(figures correct as at May 2026)

1.5 Changes to Policies, Procedures and other matters

Significant changes to this Policy, internal procedures and other matters will be reasonably consulted upon and communicated via the Council's website, and direct communications with licence holders and interested parties where relevant.

2. GENERAL POLICY MATTERS

2.1 Sharing of Information

The Council will only share with other enforcement bodies, information supplied by applicants, where it is lawful to do so. In particular, personal information will only be disclosed in accordance with the Data Protection Act 1998. This may include requests from other regulatory agencies where this is necessary for the detection or prevention of crime or required by law or in connection with legal proceedings.

2.2 Quantity Restrictions on the issue of Hackney Carriage Licences

This Council restricts the number of hackney carriage vehicles licensed to 53, 4 of which are fully wheelchair accessible and 8 have Elap seats.

2.3 Age restrictions on drivers.

This Council does not set a maximum age for the issue of licences to hackney carriage or private hire drivers. Applicants will be assessed on their merits.

This Council imposes a minimum age of 21 for the issue of licences to hackney carriage or private hire drivers.

2.4 Disclosure and Barring Service (DBS) Certificates

As part of the application process for a driver's licence, an applicant will be required to complete and submit, through the Council's preferred provider, a Disclosure and Barring Service Certificate (DBS). Applicants are also required to disclose on their application form all convictions.

An enhanced DBS certificate is required for all hackney carriage and private hire drivers. A basic DBS certificate is required for all Hackney Carriage proprietors and private hire vehicle and operator licence holders. Applicants for a Private Hire Operator's Licence, who hold an existing hackney carriage or private hire driver's licence at the time of application will be exempt from the requirement for a DBS certificate provided the licenses run concurrently.

Disclosure and Barring Service certificates will only be accepted if the disclosure is dated within one calendar month prior to the application, unless the applicant has signed up to the 'Update' service. In these cases, the DBS certificate position applied for must be recorded as "other workforce taxi driver" and the applicant must provide the original DBS certificate and the unique ID number given in respect of the update service registration so that the Council can undertake the required checks to ensure that the information contained on the DBS certificate is up to date and that there have been no changes since its issue.

Drivers, vehicle licence holders and operators shall be required to submit new DBS checks every three years. Interim checks may be required where there is an indication of previous criminal activity. Alternatively, licence holders can register to the DBS update service which would allow the Council (with the driver's permission) to carry out a Status check more frequently.

If you have convictions, your application may be determined by the Licensing Sub-Committee. Ribble Valley Borough Council has a policy Statement of Policy and Guidelines on relevant Convictions which sets out how the Council will normally deal with convictions, cautions and other relevant matters. You must declare any convictions, cautions or reprimands, including fixed penalty notices for traffic offences on your application form and when making the Statutory Declaration (as applicable to your application).

You must also declare if you are currently being investigated by any authority, enforcement agency or the Police.

2.5 Overseas Criminal History Checks

Where the applicant has lived in a country other than the UK for a continuous period of six months or more at any time since their tenth birthday, then in addition to the DBS certificate, the applicant will be required to produce a Certificate of Good Conduct issued by each relevant non-UK country in which they have resided. The certificate must be an extract from the judicial record or equivalent document issued by a competent judicial or administrative authority for the relevant country. The certificate must document any convictions recorded against the individual or confirm their "good conduct". The applicant should contact their relevant Consulate for this. Overseas criminal history checks must have been obtained within the 6 month period preceding the application.

Asylum seekers who hold a Home Office issued application registration document together with a positive verification letter from the Home Office's Employer Checking Service stating that the named individual is permitted to work in the UK.

will be exempt from the requirement to submit a recent Certificate of Good Conduct. The Council will require any Certificate of Good Conduct that the applicant may have regardless of the age of the document.

Applicants with Certificates of Good Conduct which are in a language other than English will be required to have them translated into English at their own expense by an independent translation service and the translation must be verified.

Certifying a Translation

If you need to certify a translation of a document that's not written in English, ask the translation company to confirm in writing on the translation:

- that it's a 'true and accurate translation of the original document'
- the date of the translation
- the full name and contact details of the translator or a representative of the translation company

2.6 Policy Relating to the Relevance of Convictions

The Council must not grant a licence to a hackney carriage or private hire driver unless it is satisfied that the applicant is a fit and proper person. The Council may refuse an application, refuse to renew an application, suspend or revoke a hackney carriage or private hire driver licence if:

- The applicant / driver has been convicted of an offence involving dishonesty, indecency or violence;
- The applicant / driver has been convicted of an offence under or has failed to comply with the provisions of the Town Police Clauses Act 1847 or Part II of the Local Government (Miscellaneous Provisions) Act 1976;
- That he has since the grant of the licence been convicted of an immigration offence or required to pay an immigration penalty; or
- There is any other reasonable cause.

For the purposes of obtaining a hackney carriage or private hire driver licence, the Rehabilitation of Offenders Act does not apply and all previous convictions, cautions and intelligence revealed by DBS or overseas criminal history checks or from any other reliable sources must be disclosed and will be considered when assessing the applicant's suitability to be licensed regardless of the date when the matter under consideration occurred.

Since March 2002 all convictions, irrespective of age, remain "live" for the purpose of hackney carriage or private hire driver licensing, these occupations being added to the exemptions list from that time. DBS responses or overseas criminal history checks will be assessed against any relevant information and also against the following criteria:

- nature of the offence;
- circumstances of offence;
- periods of good behaviour;
- overall conviction history;
- sentence imposed by the court;
- applicants' history as an existing licensee (if relevant); and
- any other check considered reasonable e.g. personal references.

Where an applicant for a licence has a criminal conviction, then this need not permanently disbar them for applying for a licence. Each case will be considered on its merits, and due regard will be paid to the Council's Policy Statement of Policy and Guidelines on relevant Convictions including Statement of Policy about relevant convictions, cautions, complaints and other relevant matters of the time being.

2.7 Photographs

Where a photograph needs to be submitted to the Council for the purpose of the licensing regime for drivers, these shall be:

- in colour;
- passport size which is to say 45 mm high and 36 mm wide;
- in clear and sharp focus;
- taken against a plain cream or plain light grey background;
- not have red eye;
- have been taken within the last 30 days;
- free from shadows, reflection;
- shall be taken with the subject facing forward with eyes open and clearly visible with a neutral expression;
- show the full head, without any head covering, unless worn for religious beliefs or medical reasons; and
- be a true likeness of the subject.

2.8 Driving Licences

Applicants for new hackney carriage or private hire driver's licences shall have held a UK driving licence, a driving licence issued by a member state of the European Union or other exchangeable licence as defined in the Road Traffic Act 1988 for at least one year prior to the date of application. This period shall not include any periods when the driving licence has been suspended or revoked. The licence must reflect the applicant's current name and address.

2.9 Driving Standards Test

As part of a new application for a hackney carriage or private hire drivers licence the applicant will be required to pass a driving standards test and submit evidence of that pass with their application. The test must have been passed within the six-month period preceding the application for the licence. The Council currently accepts test certificates from Diamond Advanced Motorists (www.advancedmotoring.co.uk/taxi-test).

2.10 Right to Licence

On 1 December 2016, the section of the Immigration Act 2016 ("2016 Act") relating to hackney carriage and private hire licence came into force. These sections provide that driver, and operator licences must not be issued to people who are illegally present in the UK, who are not permitted to work, or who are permitted to work but are subject to a condition that prohibits them from holding such a licence. The Council must therefore carry out checks to ensure that licences are not issued to such people and that applicants have a "Right to Licence".

The Council must check that all applicants (both new applicants and at renewal) have a right to licence. This includes all nationalities, (including UK citizens), who apply for or hold a taxi or private hire driver licence or a private hire operator licence.

The Right to Licence check will only need to be carried out once, unless there are restrictions on the length of time an individual may work in the UK. If this is the case a licence will not be issued for any longer than the period of time an individual is entitled to work in the UK, and the check will be repeated each time the individual applies to renew or extend the licence.

Details of the documents which are accepted can be found on the Council's Immigration Act information sheet at https://www.ribblevalley.gov.uk/download/downloads/id/10896/list_of_acceptable_documents_for_right_to_a_licence_check.pdf

2.11 Medical Standards

Applicants for hackney carriage or private hire driver's licences shall, as part of their application, submit the Group 2 medical form completed by their own GP.

The GP will indicate on the form the period within which the medical must be renewed (up to a maximum of 5 years) but this must be annual once the applicant reaches the age of 65.

In considering an applicant's medical fitness the Council will apply Group 2 DVLA standards. The Council reserves the right to require the submission of a new medical assessment at any time, at the licensee's expense, especially where information becomes available that suggests that a licensee's medical status has changed. Where a specific medical condition causes concern, the Council may seek to obtain specialist medical advice solely on that applicant or licence holder's condition.

2.12 Inspections

Inspections will be carried out according to a risk-based and intelligence led system and may be in conjunction with the police or VOSA. Operators will have their records and possibly their premises inspected. Vehicles will be inspected.

Licence holders will have their documentation inspected and must produce to the Council, any document which has been requested for production, even if the document has previously been produced.

Wherever possible, vehicles and documentation will be inspected at the same time.

2.13 Lifting of Vehicle Suspensions

Where the licensed vehicle has been suspended under the Local Government (Miscellaneous Provisions) Act 1976 section 60 for failure to produce documents required by the Council, the suspension will only be lifted once the required documents are produced and are to the satisfaction of the Council. Where relevant, the Council reserves the right to conduct a vehicle inspection before lifting the suspension.

Where the licensed vehicle has been suspended under the Local Government (Miscellaneous Provisions) Act 1976 section 68 following an inspection, the

suspension will only be lifted once any required documents have been produced, the defects identified in the suspension notice rectified and (if required) the vehicle passes a test by the Council's appointed testing centre.

2.14 Authorised Officers

The Council may authorise other Licensing Authorities to regulate hackney carriage and private hire drivers and vehicles in accordance with the Council's policy, conditions of the licence, byelaws and relevant law. The Council will publish via its website the names of Councils which have been authorised. To date the Council has not authorised any other authorities.

2.15 Renewals

A renewal application will not be accepted more than one calendar month before the expiry of the current licence as a premature application increases the likelihood of the Council determining whether a person remains a "fit and proper" person based on information that is not up to date at the time of renewal.

If the applicant fails to submit a renewal application two weeks before the expiry of the current licence, the Council cannot guarantee the licence will be renewed on time. Only fully completed applications accompanied with the original required supporting documents and correct fee will be accepted, incomplete applications will be returned.

Where a licensed driver fails to apply for a new licence before their existing licence expires, (and in all cases where a period of one year has elapsed since the licence expired) the licensee may be required to apply for a new licence as if they were a new applicant. In such circumstances, a licence will not be granted until such time as all the necessary licensing requirements have been fulfilled.

Legal responsibility rests with drivers, vehicle proprietors and operators to ensure that their licence is current. Any person who drives a hackney carriage or private hire vehicle without a valid and appropriate licence or permits someone to use their vehicle as if it were a licensed vehicle commits a criminal offence.

2.16 Period of Licences

All licences issued after the adoption of this policy shall last for the following periods.

- a hackney carriage vehicle licence shall last for a period not exceeding 4, 6 or 12 months dependent on the age of the vehicle.
- a hackney carriage driver's licence shall last for a period not exceeding three years.
- a private hire vehicle operator's licence shall last for a period not exceeding five years.
- a private hire vehicle licence shall last for a period not exceeding 4, 6 or 12 months dependent on the age of the vehicle; and
- a private hire driver's licence shall last for a period not exceeding three years.

2.17 Test Purchasing

Where appropriate, the Council will carry out test purchasing of hackney carriage and private hire services in order to check that licensing requirements are being complied with.

2.18 Vehicle Standards

Vehicles will not be considered suitable for licensing as hackney carriages or private hire vehicles unless they comply with this policy document and, in addition, the following:

Hackney Carriages

- an FX9 or equivalent (London cab type) vehicle or;
- a saloon or estate car with at least four doors and reasonable accommodation for luggage and capable of seating not less than 4 nor more than 8 adult passengers or;
- a minibus type vehicle capable of seating not more than 8 adult passengers.
- and in respect to an FX9 or equivalent or a minibus:
 - is a right-hand drive vehicle.
 - has adequate lighting for the interior of the vehicle and an adequate heating system for the driver and passengers, with means of control by the driver.
 - carries a spare wheel and tool kit to change wheels.
 - is of such a design to enable any person in the carriage to communicate with the driver.
 - is fitted with a roof or covering which can be kept water-tight; vi) contains windows and a means of opening and closing not less than one window on each side.
 - contains seats which must be properly cushioned or covered.
 - has a proper carpet, mat or other suitable covering for the floor.
 - contains fittings and furniture kept in a clean condition, safe and well maintained and in every way fit for public service.
 - is fitted in such a way to enable luggage to be secured if the vehicle is so constructed to carry luggage.
 - contains at least two doors for the use of persons conveyed in the vehicle and a separate means of ingress and egress for the driver; and
 - (save with the approval of the Council) have glass in its windows with a minimum of 70% light transmission.
 - Licensed vehicles are not required to be fitted with closed circuit television (CCTV), where a licensed vehicle is equipped with CCTV, this must meet all legislative requirements and European Union directives and it must be specific for purpose i.e., to provide a safer environment for the benefit of the driver and passengers.

Private Hire

- be in a sound and road worthy condition.
- be maintained in a safe and clean condition inside and out.
- 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.
- be fitted with four road wheels, and an approved spare wheel.

- have at least four doors
- be capable of seating not less than four nor more than eight full-sized adult passengers.
- be of the right-hand drive type;
- be fitted with a roof or covering which can be kept watertight.
- be fitted with wing mirrors.
- contain windows which open and close, at least one on each side of the vehicle.
- contain properly upholstered and covered seats.
- contain furniture and fittings which are clean, well maintained and in every way fit for public service.
- be of such design as to enable the hirer/passenger in it to communicate with the driver.
- be fitted in such a way to enable luggage to be secured if the vehicle is constructed to carry luggage.
- have a proper carpet fitted to the floor.
- have the licence plate issued by the Council fixed by a bracket to the rear of the vehicle, which is easily removable.
- display an internal licence plate provided by the Council, in the front windscreen so as not to obscure the driver's vision.
- (save with the approval of the Council) have glass in its windows with a minimum of 70% light transmission.

2.19 Age of Vehicles

The Council does not restrict the age of a vehicle, but its age will determine the term of the licence as follows:

- Vehicles under 3 years old – 12 months;
- Vehicles over 3 years old but less than 7 years old – 6 months; and
- Vehicles over 7 years old – 4 months.

2.20 Category C and D vehicles

Vehicles of Category C or D status can be licensed by this Council. The Council will, in addition to the application requirements, require a letter from the applicant's insurance company to confirm that they are aware of the Category status and are prepared to insure the vehicle.

2.21 Seating Capacity of Vehicles

In determining the number of passengers that a vehicle may be licensed for, the following guidelines will be applied.

- where separate seats for each person are provided one person shall be counted for each separate seat provided.
- where the vehicle is fitted with continuous seats one person shall be counted for each complete length of 410 mm measured in a straight line lengthwise on the front of each seat, however this number shall be reduced where there are insufficient seatbelts provided to accommodate this number; and
- where any continuous seat is fitted with arms in order to separate the seating spaces and the arms can be folded back or otherwise put out of use, the arms shall be ignored in measuring the seat.

2.22 Signage Conditions

Hackney Carriage

A Hackney Carriage must:

- be equipped with a roof sign, of a standard size - width 500mm, height 120mm - such sign to be illuminated and bearing the word "TAXI" in black letters on yellow background and facing forward and on the red background facing backwards.
- not save as set out above, be equipped with roof fittings, including advertisements except a wireless aerial which must be fitted in such a manner as to satisfy the Council.
- have a sign stating 'no smoking' with minimum diameter of 70mm displayed in a visible position inside the vehicle.
- not display any signs, notices, advertisements, plates, marks, numbers, letters, figures, symbols, emblems or devices whatsoever on, in or from the vehicle except as may be required by any statutory provision (including bye-laws) or required or permitted by these conditions. This condition does not apply to any indication on a taximeter fitted to the vehicle or to a sign which:
 - is displayed in, on or from the vehicle whilst it is stationary.
 - contains no words or numbers other than the name and address of an operator of the vehicle or the name under which he carries on his business and its address.
- is displayed in pursuance of a prior arrangement made for the carriage of a passenger or passengers named in the sign.

Private Hire

A private hire vehicle must:

- not have any lights, plates, signs, advertisements or other fittings, save for those required under conditions or as approved by the Council.
- not be equipped with any roof fitting or sign other than a wireless aerial, approved by the Council.
- not display the words "Taxi", "Taxi Cab" or "Cab"
- display door signs upon its rear doors stating "Private Hire Vehicle", "Advanced bookings only" and "Not insured unless prebooked" only and the lettering within those signs must be in bold black type and not less than 15mm in height. These signs must be displayed on private hire vehicles AT ALL TIMES (including when the vehicle is not in use)"
- display door signs upon its front doors which shall only include the name of the private hire 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; and
- 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."

2.23 Licence fees

The legislation provides that fees charged to applicants should be sufficient to cover the costs of inspecting the vehicles, providing hackney carriage stands (taxi ranks) and administering the regulation of the hackney carriage and private hire trades.

The appropriate fee must be paid when the application for a hackney carriage or private hire driver's and/or vehicle licence is submitted.

Current fees are advertised on the Council's website and are detailed on the relevant application form guidance notes.

In respect of hackney carriage and private hire driver and vehicle licences, no refunds will be given after the licence had been issued.

In respect of applications for hackney carriage and private hire driver's licences, no refund will be given to applicants who are refused a licence after determination by the Council.

2.24 Change of Ownership

The holder of a hackney carriage or private hire vehicle licence is required by law to notify the Council, in writing, of the name and address of a person to whom he/she has transferred their interest of the licensed vehicle to. Such notification must take place within 14 days of the transfer of interest.

The new proprietor of the vehicle must within 14 days of acquiring the vehicle, submit to the Council an application for a change of ownership and such application must be accompanied by the relevant insurance and the V5 registration document showing the new keeper's name and address or the new keeper supplement thereof. If a new keeper supplement is produced, the full logbook must be submitted to the Council within 6 weeks.

If the change of ownership is not notified in accordance with the above, the Council may refuse to register the new proprietor.

2.25 Documentation

All documentation submitted in support of hackney carriage and private hire driver and vehicle licences, or private hire operators must be original documents which can be verified.

The Council will accept emailed copies of insurances documents to the Licensing department's official email address taxilicensing@ribblevalley.gov.uk

V5 vehicle registration documents and driving licences submitted by email when requested to do so or which are submitted as part of notifications regarding a change of address will be accepted by email provided that the document is clearly legible once viewed on Council systems. The Council reserves the right to refuse service by email where further enquiries or inspection of the original document is required.

V5 registration documents must be in an individual's name, partnership, sole trader, or limited company registered with Companies' House.

2.26 Dual Plating

The Council does not allow a licensed vehicle to be licensed as a hackney carriage or private hire vehicle with any other licensing authority whilst the licence with this Council is in force.

3. HACKNEY CARRIAGE DRIVERS

3.1 First time applications

Before the Council will issue a licence, the applicant must:

- Satisfy the Council that they are not less than 21 years of age.
- Satisfy the Council that they have for at least 12 months prior to the date of the application, held a driver's licence (not being a provisional licence granted to the application under Part III of the Road Traffic Act 1972 authorising him/her to drive a motor car.
- Complete the Council's application form and sign the statutory declaration in the form prescribed by the Council.
- Pay the relevant fee.
- Produce either their Birth Certificate or Passport or document or document combination that is stipulated as being suitable for compliance with the Immigration Act "right to licence test.
- Produce their DVLA Driving Licence and provide the appropriate authorisation to allow the Council to carry out a check with the DVLA.
- Provide 2 Passport Style photographs.
- Provide a Letter of character reference.
- Complete the online Disclosure and barring service (DBS) check and provide a copy of the disclosure.
- Provide a Mandatory Group 2 Medical Certificate signed by the applicant's own GP or by a GP from the same practise who has access to the applicant's medical records to the effect that they are fit to be a driver of a hackney carriage.
- Satisfactorily complete the Council's knowledge test.
- Provide a certificate for the DVSA taxi driver test.
- Either provide a certificate for the B Tech Introduction to the role of Professional Taxi and Private Hire Driving or confirm at which college this will be completed, and when and provide evidence of enrolment on the course and that the fee has been paid.
- Complete the Council's Safeguarding awareness course or provide a copy of the certificate if this has been completed.
- Complete the Council's Disability awareness course or provide a copy of the certificate if this has already been completed.
- Provide a document or document combination that is stipulated as being suitable for compliance with the Immigration Act "right to licence" test.

3.2 Renewal Applications

Before an application to renew a licence will be granted the applicant must:

- Complete the Council's application form and sign the statutory declaration in the form prescribed by the Council.
- Pay the relevant fee.
- Provide 1 Passport style photograph.
- Produce their DVLA Driving Licence and provide the appropriate authorisation to allow the Council to carry out a check with the DVLA.
- Produce their certificate for the B Tech Introduction to the role of Professional Taxi and Private Hire Driving (this only applies where they first applied for a licence on or after 1 April 2016).

- Complete the Council's Disability awareness course or provide a copy of the certificate if this has been completed.
- Provide a Mandatory Group 2 Medical Certificate signed by the applicant's own GP or by a GP from the same practise who has access to the applicant's medical records to the effect that they are fit to be a driver of a hackney carriage (where required).
- Complete the online Disclosure and barring service (DBS) check and provide a copy of the disclosure (where required).
- When renewing for the first time since the implementation of the Immigration Act 2016 provide the necessary documentation to evidence their right to licence.

The Council will not accept an application for the renewal of a driver's licence more than one calendar month before the date on which the current licence is to expire as a premature application increases the likelihood of the Council determining whether a person remains a "fit and proper" person based on information that is not up to date at the time of renewal.

Legal responsibility rests with the driver to ensure that their licence is current. Any person who drives a hackney carriage or private hire vehicle without a valid and appropriate licence commits a criminal offence.

Any licence holder that drives after the expiry of their licence and before a new licence is granted is committing a criminal offence.

3.3 Byelaws

Hackney carriage drivers and proprietors shall comply with the byelaws adopted by the Council relating to hackney carriages as detailed within the appendices of this policy document. Where there is a conflict between the byelaws and the conditions of the licence or legislation, legislation will take precedence and in all other cases, the conditions of the licence will take precedence.

3.4 Driver licence and badge

A driver shall be issued with a hackney carriage driver's licence and identification badge. These documents remain the property of the Council. At the request of an Authorised Officer of the Council, the licence and identification badge must be returned to the issuing office. A driver shall upon the expiry (without immediate renewal), revocation or suspension of the licence forthwith return the drivers badge to the Council.

3.5 Convictions

The driver shall notify the Council within seven days of his arrest, charge, receipt of a summons or fixed penalty notice, conviction or Caution for any offence. If you have convictions, your licence may be determined by the Licensing Committee.

3.6 Change of address

The holder of a hackney carriage or private hire driver's licence and/or vehicle licence shall notify the Council in writing of any change of his address during the period of the licence within 7 days of such change taking place. Within 6 weeks of such a change, the holder of a hackney carriage or private hire driver's licence shall produce to the Council, the updated driving licence showing the new address. The holder of a

hackney carriage or private hire vehicle licence shall within 6 weeks produce the V5 registration document showing the new address and the amended driving licence.

3.7 Conduct of driver

The driver shall at all times be clean and respectable in their dress and person and behave in a civil and orderly manner.

3.8 Access to taxis and private hire vehicles for disabled users

Sections 164A, 165, 165A, 168 and 170 of the Equality Act 2010 place duties on drivers to ensure that disabled people have specific rights and protections to access taxis and PHVs to receive assistance when using these services.

The Council will proactively monitor and take enforcement action in respect of these duties and has incorporated them into its infringement scheme and Private Hire and Hackney Carriage Convictions Policy. Any breach of this duty will be enforced.

All new driver's will be required to complete training on these duties prior to the grant of a licence.

3.9 Health of driver

The driver of a hackney carriage must inform the Council without delay about the onset or worsening of any health condition likely to cause them to be a source of danger to the public when driving either now or in the future. Examples are contained in the DVLA medical notification guidance. Such notification must be made in writing to the Council's office address or to the licensing department's email (taxilicensing@ribblevalley.gov.uk)

Drivers who are in doubt about whether or not their health condition is one which should be reported should consult their doctor and refer to the DVLA medical rules and standards updated every 6 months.

4. HACKNEY CARRIAGE VEHICLES

4.1 Licensing of hackney carriages

(Local Government (Miscellaneous Provisions) Act 1976 section 47):

- 1) A district council may attach to the grant of a licence of a hackney carriage under the Town Police Clauses Act of 1847 such conditions as the district council may consider reasonably necessary.
- 2) Without prejudice to the generality of the foregoing subsection, a district council may require any hackney carriage licensed by them under the Act of 1847 to be of such design or appearance or bear such distinguishing marks as shall clearly identify it as a hackney carriage.
- 3) Any person aggrieved by any conditions attached to such a licence may appeal to a magistrates' court.

4.2 General

Hackney carriage vehicles shall comply with the hackney carriage conditions and byelaws adopted by the Council relating to hackney carriages. The vehicle shall be issued with identification plates and door livery which remain the property of the Council. A vehicle licence holder shall upon the expiry (without immediate renewal), revocation or suspension of the licence return the identification plates to the Council, subject to the relevant timescales.

4.3 Applications

The following documents shall be submitted when making an application for a new or renewal licence:

- the correct fee.
- an original certificate of insurance for the vehicle, valid on the day the licence is collected, and with not less than 30 days cover insuring it for the purpose of its use as a hackney carriage vehicle; certificates of insurance emailed/faxed direct from the insurance company will be accepted.
- the original Vehicle Registration Document showing the current owners name and address or the new keeper supplement; (document must be in person name, sole trader, partnership or limited company).
- a current MOT certificate - on renewal applications, this certificate shall be no older than two months prior to the expiry of the vehicle licence.
- a vehicle inspection test certificate from the Council's approved testing centre.

The Council will not accept an application for the renewal of a vehicle licence more than one calendar month before the date on which the current licence is to expire as a premature application increases the likelihood of the Council determining whether a the vehicle remains fit for licensing based on information that is not up to date at the time of renewal.

Legal responsibility rests with the driver to ensure that their licence is current. Any person who drives a hackney carriage or private hire vehicle without a valid and appropriate licence commits a criminal offence.

Any licence holder who drives after the expiry of their licence and before a new licence is granted is committing a criminal offence.

4.4 Hackney Carriage Vehicle Conditions.

The conditions appended at [Appendix A](#) are attached to a hackney carriage vehicle licence.

4.5 Vehicle Inspection Test

The vehicle inspection test must be carried out at the Council's approved testing centre. Currently Bee Mill Garage, Preston Road, Ribchester, Preston PR3 3XL. A checklist for the inspection can be found on the application form.

5. PRIVATE HIRE OPERATORS

5.1 General

This Council will only licence Operator's offices that are within the Council's area. All licences are currently renewed in February and are granted for only part of a year if applied for later.

5.2 Applications

The following documents shall be submitted when making an application for a new licence or renewal of a vehicle licence:

- the correct fee
- basic or enhanced DBS certificate
- overseas criminal history check where applicable
- The above two items are exempt if the applicant is an existing licensed driver or vehicle holder with this Council.
- Public Liability Insurance if the premises are open to the public; and
- Planning permission / certificate of lawfulness if applicable (contact the Planning Department for advice)

Any application not accompanied by the appropriate documentation, or where the applicant has not attended for an interview, shall be rejected as invalid.

5.3 Private Hire Operator Conditions.

The conditions appended at Appendix B are attached to a private hire operator licence.

6. PRIVATE HIRE DRIVERS

6.1 First time applications.

Before a new driver's licence will be granted the applicant must:

- Satisfy the Council that they are not less than 21 years of age.
- Satisfy the Council that they have for at least 12 months prior to the date of the application, held a driver's licence (not being a provisional licence granted to the application under Part III of the Road Traffic Act 1972 authorising him/her to drive a motor car.
- Complete the Council's application form and sign the statutory declaration in the form prescribed by the Council.
- Pay the relevant fee.
- Produce either their Birth Certificate or Passport or other documents which satisfy the 'right to licence' test.
- Produce their DVLA Driving Licence and provide the appropriate authorisation to allow the Council to carry out a check with the DVLA.
- Provide 2 Passport style photographs.
- Provide a Letter of character reference.
- Complete the online Disclosure and barring service (DBS) check and provide a copy of the disclosure.

- Provide a Mandatory Group 2 Medical Certificate signed by the applicant's own GP or by a GP from the same practise who has access to the applicant's medical records to the effect that they are fit to be a driver of a hackney carriage.
- Satisfactorily complete the Council's knowledge test.
- Provide a certificate for the DVSA taxi driver test.
- Either provide a certificate for the B Tech Introduction to the role of Professional Taxi and Private Hire Driving or confirm at which college this will be completed, and when and provide evidence of enrolment on the course and that the fee has been paid.
- Complete the Council's Safeguarding awareness course or provide a copy of the certificate if this has already been completed.
- Complete the Council's Disability awareness course or provide a copy of the certificate if this has already been completed.

Any application not accompanied by the appropriate documentation shall be rejected as invalid.

6.2 Renewal Applications

Before an application to renew a licence will be granted the applicant must:

- Complete the Council's application form and sign the statutory declaration in the form prescribed by the Council.
- Pay the relevant fee.
- Provide 1 Passport style photograph.
- Produce their DVLA Driving Licence and provide the appropriate authorisation to allow the Council to carry out a check with the DVLA.
- Produce their certificate for the B Tech Introduction to the role of Professional Taxi and Private Hire Driving (this only applies where they first applied for a licence on or after 1 April 2016).
- Complete the Council's Disability awareness course or provide a copy of the certificate if this has already been completed.
- Provide a Mandatory Group 2 Medical Certificate signed by the applicant's own GP or by a GP from the same practise who has access to the applicant's medical records to the effect that they are fit to be a driver of a hackney carriage (where required).
- Complete the online Disclosure and barring service (DBS) check and provide a copy of the disclosure (where required).

The Council will not accept an application for the renewal of a driver's licence more than one calendar month before the date on which the current licence is to expire as a premature application increases the likelihood of the Council determining whether a person remains a "fit and proper" person based on information that is not up to date at the time of renewal.

Legal responsibility rests with the driver to ensure that their licence is current. Any person who drives a private hire vehicle without a valid and appropriate licence commits a criminal offence.

Any licence holder that drives after the expiry of their licence and before a new licence is granted is committing a criminal offence.

6.3 Private Hire Driver Conditions.

The conditions appended at [Appendix C](#) are attached to a private hire driver licence.

7. PRIVATE HIRE VEHICLES

7.1 Applications

The following documents shall be submitted when making an application for a new or renewal licence:

- the correct fee
- an original certificate of insurance for the vehicle, valid on the day the licence is collected, insuring it for the purpose of its use as a private hire vehicle; certificates of insurance emailed direct from the insurance company will be accepted;
- the original Vehicle Registration Document showing the current owners name and address or the new keeper supplement; (document must be in person name, sole trader, partnership or limited company);
- an MOT certificate issued during a mechanical vehicle inspection at a Council nominated testing station dated within the month preceding the application; and
- if applicable, a letter from the registered keeper of the vehicle to the applicant, stating that they have given their permission for the vehicle to be licensed.
- Basic or enhanced DBS certificate.

The Council will not accept an application for the renewal of a vehicle licence more than one calendar month before the date on which the current licence is to expire.

Legal responsibility rests with the driver to ensure that their licence is current. Any person who drives a private hire vehicle without a valid and appropriate licence commits a criminal offence.

7.2 Private Hire Vehicle Conditions

The conditions appended at [Appendix D](#) are attached to a private hire vehicle licence.

7.3 Executive Vehicle Requirements

Private Hire vehicles used solely for executive hire can be exempted under Section 75(3) of the Local Government (Miscellaneous Provisions) Act 1976 from the requirement to display a licence plate and the driver from wearing a driver's badge. Applications for an exemption from this requirement must be made in writing.

(The Local Government (Miscellaneous Provisions) Act 1976 provides a further exemption when a vehicle is under a contract for the hire of the vehicle for a period of not less than 24 hours.)

The matters that will be taken into account when considering such applications will include the following:

- Most (and in this context this means approximately 90%) or all of the work should be for businesses which maintain an account with the operator(s). This should be demonstrated by reference to records of at least three months existing work.
- The vehicle should generally be used exclusively for account work and not used for any other booked work.
- The type of vehicle to which the application relates on the basis that executive status should relate only to luxury type vehicles.
- The compliance record of the operator concerned including details of any complaints lodged against drivers employed by the operator.
- An interview with an officer from the Council's Licensing department.

An Executive Vehicle shall be subject to the standard conditions attached to an exemption granted to the holder of a private hire vehicle licence.

If granted, the exemption notice will be issued to the holder of the private hire vehicle licence and shall be granted for a period not exceeding one year and shall expire upon the expiry of the private hire vehicle licence.

The conditions appended at **Appendix F** are attached to Executive Private Hire Vehicle licences.

7.4 Stretched Limousines

Stretched limousines will be considered by the Council for licensing as a private hire vehicle providing that:

- A certificate is produced to show that the vehicle has been examined under the Individual Vehicle Approval inspection regime by VOSA.
- The vehicle is not capable of carrying more than 8 passengers.
- All other aspects of licensing a vehicle as a private hire vehicle are complied with.

8. STATUTORY REQUIREMENTS – HACKNEY CARRIAGE VEHICLES

Below are some of the statutory requirements for hackney carriage vehicles. The list is not exhaustive, and readers are recommended to consult the relevant legislation for further detail:

8.1 Accidents to Vehicles

The proprietor of a hackney carriage shall report to the Council in writing as soon as reasonably practicable, and in any case within 72 hours of the occurrence thereof, any accident to such hackney carriage causing damage materially affecting the safety, performance or appearance of the hackney carriage or the comfort or convenience of persons carried therein. Compliance with this condition does not exempt the proprietor from his statutory liability to report accidents to the police.

8.2 Insurance

The proprietor of any hackney carriage licensed by the Council shall at the request of any Authorised Officer of the Council produce for inspection the vehicle licence for such hackney carriage and the certificate of the policy of insurance or security required by Section 143(2) Road Traffic Act 1988.

9. STATUTORY REQUIREMENTS – PRIVATE HIRE OPERATORS

Below are some of the statutory requirements for private hire operators. The list is not exhaustive, and readers are recommended to consult the relevant legislation for further detail:

9.1 Term of Licence

A Private Hire Operator's Licence will normally be granted for a period of 5 years. A renewal application must be received and processed before the expiry of the current licence. Any licence holder that drives after the expiry of their licence and before a new licence is granted is committing a criminal offence.

9.2 Drivers and Vehicles

Only properly licensed drivers and vehicles are used to fulfil any booking.

10. STATUTORY REQUIREMENTS – PRIVATE HIRE DRIVERS

Below are some of the statutory requirements for private hire drivers. The list is not exhaustive, and readers are recommended to consult the relevant legislation for further detail:

10.1 Identification of Driver

The driver of a private hire vehicle shall at all times whilst in the course of his duty wear his private hire driver's badge in such a position and manner as to be plainly visible and this badge must be shown, if requested to the hirer of the vehicle and to any "authorised officer" or police officer for the purposes of the Local Government (Miscellaneous Provisions) Act, 1976.

11. STATUTORY REQUIREMENTS – PRIVATE HIRE VEHICLES

Below are some of the statutory requirements for private hire vehicles. The list is not exhaustive, and readers are recommended to consult the relevant legislation for further detail:

11.1 Location of Vehicle

The proprietor of a private hire vehicle licensed by the Council shall, within such period as the Council may by notice reasonably require, state in writing the address of every place where such private hire vehicle is kept when not in use, and shall, if the Council so requires, afford to them such facilities as may be reasonably necessary to enable them to cause such private hire vehicle to be inspected or tested there.

11.2 Transfer of Ownership

The proprietor shall notify the Council in writing of any changes in vehicle ownership within 14 days of such change taking place.

11.3 Alteration of Vehicle

No material alterations or change in the specification, design, condition or appearance of the vehicle shall be made without the approval of the Council at any time while the licence is in force.

Appendix A

Hackney Carriage Vehicle Licence Conditions

RIBBLE VALLEY BOROUGH COUNCIL HACKNEY CARRIAGE 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 **Hackney Carriage 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. The Council may not issue a licence to a modified vehicle.
3. The proprietor of Hackney Carriage must not allow the vehicle to be used for hire by a person who does not hold a current Hackney Carriage driver’s licence. To do so is a criminal offence.
4. The proprietor of a Hackney Carriage must not allow it to be used for Private Hire purposes except through a Ribble Valley Borough Council Licensed Private Hire Operator.
5. The proprietor of a Hackney Carriage 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

Specification

8. A vehicle will only be issued with a Vehicle Licence if it is either:
- a) an FX9 (London cab type) vehicle or;
 - b) a saloon or estate car with at least four doors and reasonable accommodation for luggage and capable of seating not less than 4 nor more than 8 adult passengers or
 - c) a minibus type vehicle capable of seating not more than 8 adult passengers
- and in respect to (a) to (c) above:
- i) is a right-hand drive vehicle;
 - ii) has adequate lighting for the interior of the vehicle and an adequate heating system for the driver and passengers, with means of control by the driver
 - iii) carries a spare wheel and tool kit to change wheels
 - iv) is of such a design to enable any person in the carriage to communicate with the driver
 - v) is fitted with a roof or covering which can be kept water-tight
 - vi) contains windows and a means of opening and closing not less than one window on each side
 - vii) contains seats which must be properly cushioned or covered
 - viii) has a proper carpet, mat or other suitable covering for the floor
 - ix) contains fittings and furniture kept in a clean condition, safe and well maintained and in every way fit for public service;

- x) is fitted in such a way to enable luggage to be secured if the vehicle is so constructed to carry luggage
- xi) contains at least two doors for the use of persons conveyed in the vehicle and a separate means of ingress and egress for the driver; and
- xii) (save with the approval of the Council) have glass in its windows with a minimum of 70% light transmission.

Insurance

- 9. 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

- 10. 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; and
 - 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.

Alterations to vehicle

- 11. During the term of the Vehicle Licence, no material alteration or change in the specification, design, condition or appearance of the Hackney Carriage shall be made without the approval of the Council.

VEHICLE INSPECTIONS

Programmed Inspections

12. 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;
13. All vehicles over 1 year old require a current MOT.
14. 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

15. 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.
16. 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.
17. 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.**

Place of keeping Hackney Carriages

18. The proprietor of a hackney carriage licensed by the Council shall, within such period as the Council may by notice reasonably require, state in writing the address of every place where such hackney carriage is kept when not in use, and shall, if the Council so require, afford to them such facilities as may be reasonably necessary to enable them to cause such hackney carriage to be inspected or tested.

Safety Equipment

19. 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**”)
20. The Safety Equipment must be readily visible to the driver, hirer/passengers and third parties and be available for immediate use.

Radio Microphone

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

Taximeter

22. A Hackney Carriage must have a taximeter which is fitted, attached and maintained to comply with the following requirements:
- a. When the machinery of the taximeter is in action there shall be recorded on the face/display of it in clearly legible figures a fare not exceeding the rate or fare which the proprietor or driver is entitled to demand and take for the hire of the carriage by distance in pursuance of the tariff fixed by the Council.
 - b. It shall be placed so that all figures on the face of it are at all times plainly visible to any person being conveyed in the Hackney Carriage and shall therefore be capable of being illuminated at any time.
23. A Hackney Carriage must have:
- a. a Licence plate provided by the Council, identifying the vehicle as a hackney carriage exhibited on the vehicle pursuant to Section 47(2) of the Local Government (Miscellaneous Provisions) Act 1976. The plate must be securely fixed on a bracket (provided by the Council) in a conspicuous position, either immediately above or below the bumper and in such a manner as to be easily removable by an authorised officer of the Council or the police. The Licence plate must remain on the vehicle AT ALL TIMES (including when the vehicle is not in use) and should not be removed except when authorised to do so by an authorised officer of the Council or the police.
 - b. an internal plate provided by the Council, indicating the number of passengers allowed to be carried in the vehicle and the licence number of the vehicle displayed in the front windscreen so as not to obscure the driver’s vision.

24. The proprietor of a hackney carriage shall ensure that the identification plates referred to in condition 21 are maintained and kept in such a condition that the information contained on them is clearly visible to public view at all times.

Signage

25. A Hackney Carriage must:

- a. be equipped with a roof sign, of a standard size - width 500mm, height 120mm - such sign to be illuminated and bearing the word "TAXI" in black letters on yellow background and facing forward and on the red background facing backwards.
- b. not save as set out in (i) above, be equipped with roof fittings, including advertisements except a wireless aerial which must be fitted in such a manner as to satisfy the Council;
- c. have a sign stating 'no smoking' with minimum diameter of 70mm displayed in a visible position inside the vehicle.
- d. not display any signs, notices, advertisements, plates, marks, numbers, letters, figures, symbols, emblems or devices whatsoever on, in or from the vehicle except as may be required by any statutory provision (including byelaws) or required or permitted by these conditions. This condition does not apply to any indication on a taximeter fitted to the vehicle or to a sign which:
 - i. is displayed in, on or from the vehicle whilst it is stationary;
 - ii. contains no words or numbers other than the name and address of an operator of the vehicle or the name under which he carries on his business and its address
 - iii. is displayed in pursuance of a prior arrangement made for the carriage of a passenger or passengers named in the sign.

Statement of Fares

26. A statement of fares as set by the Council must be fixed and maintained in such a position within the vehicle as to be clearly visible at all times to the hirer.

OBLIGATION TO REPORT/DISCLOSE INFORMATION

Accident/Incident involving the Vehicle

27. 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
28. 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.
29. Nothing in these conditions shall remove the proprietor's statutory obligation to report all accidents to the police.

Transfer of Vehicle

30. 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.

Appendix B

Private Hire Operators Licence Conditions

RIBBLE VALLEY BOROUGH COUNCIL PRIVATE HIRE OPERATOR'S LICENCE

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

The Private Hire Operator's Licence (the "Licence")

1. The private hire Operator's licence shall be valid from the date of issue until 31 January of the following year, unless suspended, revoked or surrendered.
2. All applicants must apply for an enhanced DBS check, the contents of which will form part of the process of assessing whether an applicant is a fit and proper person.
3. Upon request the Operator shall produce the Operator's licence to any authorised officer of the Council or Police Officer.

The Premises

4. The Operator shall:
 - (a) ensure that a valid planning consent is in force (when planning legislation and/or practice requires it) for the operation, on all the premises from which the operation is to be conducted.
 - (b) obtain and maintain appropriate public liability insurance in respect of any premises, which they use in the course of business. Upon request the certificate shall be produced to any authorised officer of the Council
 - (c) ensure that the Standard Conditions for private hire Operators, vehicles and drivers are available for inspection by members of the public at the premises.
 - (d) permit any authorised officer of the Council to enter the premises for the purpose of inspecting both the premises and/or any relevant documentation held there.
 - (e) not permit any person who is drunk, or is behaving in a disorderly manner, to enter or remain upon the premises in respect of which the licence is in force; and
 - (f) not permit any person to smoke upon the premises in respect of which the licence is in force.

Drivers/Vehicles

5. The Operator shall not employ, engage, instruct or otherwise use as a driver any person who does not have:
 - (a) a current UK VOSA driver's licence.
 - (b) a current private hire or hackney carriage driver's licence and badge; and
 - (c) sufficient insurance to protect passengers in the event of claims for death or bodily injury.

6. When, in the course of business, the Operator makes provision for the invitation or acceptance of bookings for a private hire vehicle, the Operator shall (save where the booking is to be sub-contracted to an Operator in an area outside of the Ribble Valley pursuant to section 55A of the Local Government (miscellaneous provisions) Act 1976) ensure that all services are provided by vehicles and drivers in respect of which a current and valid licence has been issued by Ribble Valley Borough Council (whether the Operator makes provision by use of private hire vehicle(s) or hackney vehicle(s) and/or driver(s)).
7. The Operator shall not service, maintain or repair any private hire vehicle on a public street.

Records

8. The Operator shall maintain at the premises particulars of all vehicles operated under their Operator's licence, which shall include the following:
 - (a) The call sign or other identifying mark used on booking records;
 - (b) The licence plate number;
 - (c) The registration number;
 - (d) The name and address of the proprietor;
 - (e) The names and address(es) of driver(s); and
 - (f) The badge number(s) of the driver(s) employ, engaged, instructed or otherwise used by the Operator.

Upon request the above records shall be produced to or made available for inspection to any authorised officer of the Council or to a Police Officer.

- 8a. The operator must keep up to date records of all individuals working in any capacity (paid or unpaid) and who have access to booking records for the business as follows:
 - Full name.
 - Address.
 - Date of birth.
 - Contact details (phone and email).
 - DBS issue date and certificate number
 - Start and finish dates of employment.
 - Job title.
- 8b. The operator must ensure that all individuals (non-drivers) working in any capacity (paid or unpaid) who have access to booking records have obtained a basic DBS certificate from the Disclosure and Barring Service before commencing employment. The DBS certificate must be dated within one month before the commencement of employment.
- 8c. The operator must ensure that DBS checks are carried out for all relevant existing staff (as per condition 8b) within one month of the commencement of this condition.
- 8d. The operator must be able to evidence that they have had sight of a basic DBS by maintaining a register. The register should be a living document "that maintains records of all those employed for at least 12 months, being the duration of how long booking records are to be kept and allows cross referencing between the two records. A record that the

operator has had sight of a basic DBS check (although the certificate itself should not be retained) should be retained while the individual remains on the register. Should a member of staff cease to be on the register and later re-entered, a new basic DBS certificate should be requested and sight of this recorded.”

9. The Operator shall, at the time of booking and before the commencement of each journey, enter on to the record sheets (available from Ribble Valley Borough Council) details of the private hire booking. The details shall include:
 - (a) the time and the date of the booking;
 - (b) the method by which the booking was received, i.e. telephone or personal call;
 - (c) the collection, destination and drop points of the journey;
 - (d) the name of the person making the booking;
 - (e) the registration number, private hire vehicle or hackney carriage licence number or call sign, identifying the vehicle used for the booking; and
 - (f) the name or call sign of the driver.
10. Where a booking is to be sub-contracted to an Operator in an area outside of the Ribble Valley pursuant to section 55A of the Local Government (miscellaneous provisions) Act 1976) the Operator must keep and if requested produce records of any sub-contracted booking as will allow the Council to reasonably investigate any booking as if it had not been sub-contracted.
11. If the licence plate number or call sign is used for the records referred to in condition 7 and 8 above, then a record detailing the vehicle registration number and the plate number or call sign allocated to it and/or the drivers name and the call sign or badge number allocated to them, must be displayed at the Operator’s premises.
12. The records shall be kept for a period of not less than twelve months from the date of the last entry or such longer period as required by an authorised officer of the Council and upon request must be produced to and/or made available for inspection to any authorised officer of the Council or to a Police Officer.
13. The Operator must ensure that all computer records are capable of being printed and must make provision for this to take place upon request by any authorised officer of the Council or Police Officer.

Insurance

14. The Operator shall ensure that an appropriate certificate of motor insurance covers every vehicle operated by him/her under the Licence. The certificate must be produced upon request to any authorised officer of the Council or Police Officer.

Information as to charges

15. An Operator of a private hire vehicle must not invite or accept bookings for any licensed private hire vehicle or control or arrange a journey to be undertaken by such vehicle without first informing the person making the booking, either orally or in writing, of the basis of charge for the hire of the vehicle.

Statement of fares

16. The Operator shall, if so required, ensure that a statement of fares (in a form previously submitted to and approved by the Council) is fitted and maintained in each licensed private hire vehicle operated under the Licence and in the Operator's premises, in such a position as to be clearly visible at all times to the person making the booking. This statement shall clearly show the following:
- (a) the minimum charge of each hiring (if any);
 - (b) the fare tariff;
 - (c) the retention charge per minute or portion thereof; and
 - (d) any additional charges.

Interference with equipment

17. The Operator shall not interfere with any equipment, including a taximeter, if fitted, attached to or forming part of his licensed private hire or hackney carriage vehicles.

Standard of service

18. The Operator shall provide a prompt, efficient, civil, orderly and reliable service to members of the public at all times and for this shall in particular.
- (a) ensure that when a private hire vehicle has been hired to be in attendance at an appointed time and place, the vehicle shall, unless delayed or prevented by sufficient cause, attend at the appointed time and place.
 - (b) keep clean, adequately heated, ventilated and lit any premises which the Operator provides and to which the public has access, whether for the purposes of booking or waiting.
 - (c) ensure that any waiting area provided by the Operator has adequate seating facilities.
 - (d) ensure that any telephone facilities and radio equipment provided are maintained in a sound condition and that any defects are repaired promptly.
 - (e) respond fully to any complaints as soon as reasonably possible; and
 - (f) ensure that office staff employed by the Operator act in a civil and orderly manner at all times.

ANIMALS

19. An Operator must not fail or refuse to accept a booking for the vehicle
- (a) if the booking is requested by or on behalf of a disabled person or a person who wishes to be accompanied by a disabled person, and
 - (b) the reason for the failure or refusal is that the disabled person will be accompanied by an assistance dog¹.

¹ "assistance dog" means—

(a) a dog which has been trained to guide a blind person;

20. An operator must not make an additional charge for carrying an assistance dog which is accompanying a disabled person.
21. If an Operator does not comply with its obligations set out in 19 and 20 above it will be liable to a fine on summary conviction of Level 3 on the Standard Scale, currently **£1,000**.

Disabled Passengers

22. An operator must not refuse to accept a booking for a private vehicle if the booking is requested by or for a disabled person or a person who wishes to be accompanied by a disabled person and the reason for the failure or refusal is:
 - (a) That the passenger has a disability, or
 - (b) To prevent the driver of the private hire vehicle being made subject to a duty which would otherwise be imposed on the driver by Sections 164A, 165 or 165A of the Equality Act 2010.
23. If an operator does not comply with this, they are liable to a fine on summary conviction of Level 3 on the standard scale, currently **£1,000**.

Change of name and address

24. The Operator shall notify the Council in writing of any change:
 - (a) of his address (including any address from which he operates or otherwise conducts his business as an Operator), within seven days of such change taking place; and
 - b) to the name under which the business operates, during the period of the Licence, seven days before such change takes effect.

Use of non-Ribble Valley Borough Council licensed driver and vehicle (Sub-contracted bookings).

25. If a non-Ribble Valley Borough Council licensed driver and vehicle are being dispatched to fulfil the booking, the operator must communicate the following message to the person making the booking (whether via telephone, automated booking or booking App) before the booking is made (allowing the requester the opportunity to confirm the booking or not);

“The driver and vehicle which you are about to book are not licensed by Ribble Valley Borough Council to Ribble Valley Borough Council standards, and Ribble Valley Borough Council are not empowered to take licensing action in the event of a complaint. Your driver and

(b) a dog which has been trained to assist a deaf person;

(c) a dog which has been trained by a prescribed charity to assist a disabled person who has a disability that consists of epilepsy or otherwise affects the person's mobility, manual dexterity, physical co-ordination or ability to lift, carry or otherwise move everyday objects;

(d) a dog of a prescribed category which has been trained to assist a disabled person who has a disability (other than one falling within paragraph (c)) of a prescribed kind.

vehicle are licensed by XXXXX Council and customers will have to deal with that authority in the event of a complaint.”

Convictions

25. During the term of the licence, the Operator shall as soon as possible but in any event within seven days disclose to the council in writing details of any convictions, or police cautions imposed on him (or if the Operator is a company or partnership, on any of the directors or partners).

Appendix C

Private Hire Drivers Licence Conditions

RIBBLE VALLEY BOROUGH COUNCIL PRIVATE HIRE DRIVER'S LICENCE (the "Driver's Licence")

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

The following standard conditions are attached to the issue of a Private Hire Driver's Licence (the "Driver's Licence") in the Ribble Valley.

REQUIREMENTS FOR THE ISSUE OF A DRIVER'S LICENCE

Age and Qualifications of Driver

1. An applicant for a Driver's Licence must have attained the age of 21 years and for the twelve months immediately prior to the application either:
 - a. have been the holder of a licence (not being a provisional licence) granted under Part III of the Road Traffic Act 1988 ("**RTA**") (as amended from time to time or under any successor legislation); or
 - b. be authorised by virtue of Section 99 A(1) or Section 109(1) of the RTA (as amended from time to time or under any successor legislation) to drive a motor car in Great Britain.

Health of a Driver

2. A mandatory Group 2 Medical Certificate (which is a requirement of "Fitness to Drive: A Guide for Health Professionals" published in 2006 by The Royal Society of Medicine Press Limited on behalf of the Department for Transport) signed by your own doctor must be produced at the time of the initial application.

3. Applicants over the age of 60 years may be asked to submit themselves for examination by a Medical Practitioner nominated by the Council. The applicant must pay the costs of such an examination.
4. Drivers who are 65 or over will be subject to an annual medical examination.
5. In the event of the onset or worsening of a health condition likely to cause a driver to be a source of danger to the public, when driving either now or in the future they must inform the Council immediately.

Examples of health conditions, which must be reported, are:

- giddiness;
- fainting;
- black-outs;
- Epilepsy;
- Strokes;
- Multiple Sclerosis;
- Parkinson's Disease;
- heart disease;
- Angina;
- Coronaries;
- high blood pressure;
- Arthritis;
- disorder of vision;
- mental illness;
- alcoholism;
- drug taking and
- the loss of a limb or use of a limb.

**THIS LIST DOES NOT INCLUDE ALL THE CONDITIONS THAT MUST BE REPORTED.
THESE EXAMPLES ARE GIVEN ONLY TO INDICATE THE TYPES OF CONDITIONS.**

Drivers, who are in doubt about whether or not their health condition is one, which should be reported, should consult their doctor.

Test of Fit and Proper Person

All applicants must satisfy the Council that they are a fit and proper person to hold a Driver's Licence. The following issues are considered when applying that test:

Disclosure and Barring Service Check (“DBS check”)

6. All applicants must apply for an enhanced DBS check, the contents of which will form part of the process of assessing whether an applicant is a fit and proper person.

Knowledge Test

7. Save as set out in condition 10 below all applicants must pass the Council's knowledge test before a Driver's Licence will be issued. The knowledge test can be taken either as a written test or as a mobile test in the applicant's vehicle. Applicants must contact the Council to make an appointment to take the knowledge test. An applicant will be allowed no more than four attempts to pass the knowledge test (see also condition 12 below).

DVSA Taxi Driver's Test

8. All applicants must produce evidence of having passed the DVSA Taxi drivers test.

BTEC - Introduction to the Role of the Professional Taxi and Private Hire Driver

9. All applicants must be enrolled upon the BTEC – Introduction to the Role of the Professional Taxi and Private Hire Driver course upon application and must have completed this within one year of the licence being granted.

Right to Licence

10. Applicants must be able to demonstrate their right to licence pursuant to the Immigration Act 2016.

Address on Driving Licence

11. Applicants must ensure that their VOSA driving licence shows their current address.

THE LICENCE

Duration of Driver's Licence

12. Save where the licence is subject to a suspension or revocation a Driver's Licence will be valid for 12 months or three years (dependent on the period applied for) from the date of issue.

Suspension/Revocation/Refusal to Renew

13. A Driver's Licence may be suspended, revoked and/or not renewed by the Council if a driver:
 - a. a driver fails to comply with these standard conditions
 - b. a driver is convicted of an offence involving dishonesty, indecency or violence; or
 - c. has been convicted of an offence under or has failed to comply with the provisions of the Town Police Clauses Act or the Local Government (miscellaneous provisions) Act 1976
 - d. has since the grant of the licence been convicted of an immigration offence or required to pay an immigration penalty; or
 - e. on any other reasonable grounds.

DRIVER'S RESPONSIBILITIES

Driver's Badge/Licence

14. The driver of a Private Hire Vehicle **MUST** wear their Private Hire Vehicle Driver's Badge in a prominent position at all times whilst in the course of their duty.

15. The badge will serve as evidence of the driver's licence and they shall, if requested, show the badge to the hirer of the vehicle, a police officer or any authorised officer of the Council.
16. A badge relates only to the driver it was issued to, it cannot be transferred.
17. Upon expiry, revocation or suspension of a Driver's Licence, the driver shall return their badge to the Council within 7 days.
18. A driver must show their Driver's Licence to the operator/proprietor at the beginning of their employment as a private hire driver.

Conduct of Driver

19. The Driver shall:
 - a. at all times be clean and respectable in their dress and person and behave in a civil and orderly manner
 - b. ensure that the vehicle driven by them is kept in a clean and tidy condition
 - c. take all reasonable steps to ensure the safety of passengers conveyed in, entering or alighting from the vehicle driven by them
 - d. not without the express consent of the hirer, eat or drink in the vehicle
 - e. not smoke in the vehicle or permit any passenger to smoke in the vehicle (which for the avoidance of doubt shall include smoking or using an electronic cigarette or any other vapour producing smoking device);
 - f. not use a non-hands free mobile phone whilst driving;
 - g. not without the express consent of the hirer, play any radio or other sound reproducing instrument or equipment in the vehicle, other than for the purpose of sending or receiving messages in connection with the operation of the vehicle

- h. not cause or permit the noise emitted by any radio or other previously mentioned equipment in the vehicle which they are driving, to be a source of nuisance or annoyance to any person, whether inside or outside the vehicle
- i. convey a reasonable quantity of luggage on behalf of the hirer and/or passengers
- j. afford reasonable assistance with loading or unloading luggage
- k. afford reasonable assistance in removing luggage to or from the entrance of any building, station or place at which they may take up or set down the hirer and/or passenger(s)
- l. if they are aware that the vehicle has been hired, to be in attendance at an appointed time and place, or they have otherwise been instructed by the Operator or proprietor of the vehicle to be in attendance at an appointed time and place, attend at that appointed time and place unless delayed or prevented by sufficient cause; and
- m. not operate the horn of the vehicle as a means of signalling that the vehicle has arrived.

Plying for Hire

- 20. A driver shall not whilst driving or in charge of a Private Hire Vehicle, tout or solicit on a road or other public place any person to hire or to be carried for hire in a Private Hire Vehicle.
- 21. The driver must not allow the vehicle to stand in such a position as to suggest it is plying for hire, or use a hackney carriage stand.

Lost Property

- 22. A driver of a Private Hire Vehicle shall, immediately after the termination of any hiring or as soon as practicable thereafter, carefully search the vehicle for any property which may have been accidentally left therein.

23. A driver of a Private Hire Vehicle shall, on finding such lost property, take it as soon as possible and in any event within 48 hours if not claimed by its owner, to a Police Station within the district where they should report it to the officer in charge of the station.

Passengers

24. A driver shall not convey or permit to be conveyed in a Private Hire Vehicle, a greater number of persons than that prescribed in the Private Hire Vehicle Licence.
25. A driver shall not convey or allow there to be conveyed in the front seat of a Private Hire Vehicle:
- a. any child below the age of 10 years; or
 - b. more than one person above that age.
26. The driver of a Private Hire Vehicle shall not permit any person to be conveyed in the vehicle without the consent of the hirer.

Unauthorised/Uninsured/Unlicensed Drivers

27. No person being unauthorised, uninsured or unlicensed shall drive a private hire vehicle.
28. The holder of a Driver's Licence shall not permit an unauthorised, uninsured or unlicensed person to drive a private hire vehicle.

Advertisement

29. Save with the consent of the Council, a driver of a Private Hire Vehicle shall not place or allow to be placed any printed, written or other matter by way of advertisement on any part of the vehicle.

Shortest Route

30. Subject to any directions given by the hirer, a driver of a Private Hire Vehicle, when hired, shall drive to the hirer's required destination, by the shortest available route.

Licence Plate

31. The Private Hire Vehicle Licence plate provided by the Council, which identifies the vehicle as a Private Hire vehicle, must remain attached to the vehicle by the method and in the position specified in the Private Hire Vehicle **AT ALL TIMES** (including when the vehicle is not in use) and should not be removed unless required to do so by an authorised officer of the Council or by the police.
32. The driver of a Private Hire Vehicle shall not wilfully or negligently cause or suffer any licence plate to be concealed from public view at any time or to be defaced.

Licence Conditions

33. A driver shall at all times when driving a private hire vehicle keep a copy of these Conditions within the vehicle and shall make them available for inspection by the hirer or any other passenger on request.

Fare to be Demanded

34. A driver shall not demand from a hirer a fare in excess of any fare previously agreed for that hiring between the hirer and the Operator.
35. A driver shall, if requested by the hirer of a private hire vehicle, provide them with a written receipt for the fare paid.

EQUALITY ACT 2010

Assistance Dogs

36. Under the Equality Act 2010, a driver of a private hire vehicle must not fail or refuse to carry out a booking accepted by the operator:

- a. if the booking is made by or on behalf of a disabled person or a person who wishes to be accompanied by a disabled person, and
 - b. the reason for the failure or refusal is that the disabled person is accompanied by an assistance dog².
37. An exemption to this obligation can only be given on medical grounds.
38. Failure to comply with this obligation will lead on summary conviction to a fine not exceeding level 3 on the standard scale, currently **£1,000**.
39. A driver shall not convey in a private hire vehicle any animal belonging to or in the custody of himself or the proprietor of the vehicle.
40. A driver shall ensure that any animal carried in the private hire vehicle at the request of the hirer/passenger is properly secured before the journey commences.

Wheelchair Accessible Vehicles

41. Section 165 of the Equality Act 2010 imposes duties upon drivers of designated private hire vehicles where:
- a. a disabled person who is in a wheelchair, or
 - b. another person who wishes to be accompanied by a disabled person who is in a wheelchair, have indicated to the driver that they wish to travel in the vehicle.

² assistance dog" means—

(a) a dog which has been trained to guide a blind person;

(b) a dog which has been trained to assist a deaf person;

(c) a dog which has been trained by a prescribed charity to assist a disabled person who has a disability that consists of epilepsy or otherwise affects the person's mobility, manual dexterity, physical co-ordination or ability to lift, carry or otherwise move everyday objects;

(d) a dog of a prescribed category which has been trained to assist a disabled person who has a disability (other than one falling within paragraph (c)) of a prescribed kind

42. The duties are:
- a. to carry the passenger while in the wheelchair
 - b. not to make any additional charge for doing so
 - c. if the passenger chooses to sit in a passenger seat, to carry the wheelchair
 - d. to take such steps as are necessary to ensure that the passenger is carried in safety and reasonable comfort
 - e. to give the passenger such mobility assistance as is reasonably required.
43. Failure to comply with these obligations will lead on summary conviction to a fine not exceeding level 3 on the standard scale, currently £1,000.
44. An exemption to this obligation can only be given on medical grounds.

Disabled Passengers – Duties of drivers

45. Section 164A of the Equality Act 2010, imposes duties upon drivers of private hire vehicles which have been hired by or for a disabled person, or by another person who wishes to be accompanied by a disabled person. The duties are to:
- The duties are:
- a. to carry the passenger
 - b. If the passenger is in or has with them a wheelchair, to carry the wheelchair
 - c. if the passenger has with them any mobility aids, to carry mobility aids
 - d. to take such steps as are reasonable to ensure that the passenger is carried in safety and reasonable comfort;
 - e. to give the passenger such mobility assistance as is reasonably required.
 - f. Not to make or propose to make any additional charge for complying with a duty mentioned in paragraphs (a) to (e.)

It is an offence for a driver to fail to comply with this duty and person found guilty would be liable on summary conviction to a fine not exceeding level 3 on the standard scale (**£1,000**).

Disabled Passenger – assistance to identify and find vehicle

46. Section 165A of the Equality Act 2010 imposes duties on the driver of a private hire vehicle or pre-booked taxi where it has been booked by a disabled person or by another person who wishes to be accompanied by a disabled person. The driver's duties are:
- a) To take such steps as are reasonable to assist the passenger to identify and find the vehicle which has been hired.
 - b) Not to make, or to propose to make, any additional charge for complying with the duty mentioned in paragraph (a).

It is an offence for a driver to fail to comply with this duty and person found guilty would be liable on summary conviction to a fine not exceeding level 3 on the standard scale (**£1,000**).

Accident to Vehicle

47. If a driver of a private hire vehicle is involved in an accident or incident the driver **MUST** report this to the Council as soon as reasonably practicable, but in any case, within 72 hours of the accident or incident. Compliance with this condition does not exempt the driver from his statutory liability to report all accidents to the police.

DISCLOSURE OF INFORMATION

Convictions

48. Any person who holds a Driver's Licence **MUST** disclose to the Council, within seven days, in writing full details of any conviction and/or police caution received or imposed on them.

Change of Address

49. Any person holding a Driver's Licence **MUST** notify the Council in writing of a change to their address within seven days.

Change of Employment

50. Any person holding a Driver's Licence **MUST** notify the Council within seven days of the commencement or termination of employment of the name and address of the Operator or proprietor and the date when the employment either started or ended.

Appendix D

Private Hire Vehicle Licence Conditions

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 upon its rear doors stating, "Private Hire Vehicle", "Advanced bookings only" and "Not insured unless prebooked" only and the lettering within those signs must be in bold black type and not less than 15mm in height . These signs must be displayed on private hire vehicles AT ALL TIMES (including when the vehicle is not in use)".

- e. display door signs upon its front doors which shall only include the name of the private hire 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; and
- f. 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.

Appendix E

Byelaws Relating to Hackney Carriages

BYELAWS

Made under section 68 of the town police clauses act 1847, and section 171 of the Public Health Act 1875, by the BOROUGH COUNCIL OF RIBBLE VALLEY with respect to Hackney carriages in the BOROUGH OF RIBBLE VALLEY.

Interpretation

1. Throughout these by-laws " the council" means the BOROUGH COUNCIL OF RIBBLE VALLEY and the 2district2 means the BOROUGH OF RIBBLE VALLEY.

Provisions regulating the manner in which the number of each Hackney carriage corresponding with the number of its licence, shall be displayed

2. A proprietor or driver of a Hackney Carriage shall:
 - (i) not wilfully or negligently cause or suffer any licence Plate issued by the Council to be concealed from public view while the carriage is standing or plying for hire;
 - (ii) not cause or permit the carriage to stand or ply for hire with any such Plate so defaced that any figure or material particular is illegible.

Provisions regulating how Hackney Carriages are to be furnished or provided

3. The proprietor of a Hackney Carriage shall:
 - (a) provide sufficient means by which any person in the carriage may communicate with the driver
 - (b) cause the roof or covering to be kept water-tight
 - (c) provide any necessary windows and a means of opening and closing not less than one window on each side
 - (d) cause the seat belts to be properly cushioned or covered
 - (e) cause the floor to be provided with a proper carpet, mat or other suitable covering
 - (f) cause the fittings and furniture generally to be kept in a clean condition, well maintained and every way fit for public service
 - (g) provide means for securing luggage if the carriage is so constructed as to carry luggage
 - (h) provide an efficient fire extinguisher which shall be carried in such a position to be readily available for use
 - (i) provide at least two doors for the use of persons conveyed in such carriage and a separate means of ingress and egress for the driver.
4. The proprietor of a Hackney Carriage shall cause the same to be provided with a taximeter so constructed, attached, and maintained as to comply with the following requirements, that is to say:

- (a) the taximeter shall be fitted with a key, flag or other device, the operation of which will bring the machinery of the taximeter into action and cause the word 'HIRED' to appear on the face of the taximeter or some other indication to show that the taximeter is no longer registering 'FOR HIRE';
- (b) such key, flag, or other device shall be capable of being locked in such a position that the machinery of the taximeter is not in action and that no fare is recorded on the face of the taximeter.
- (c) when machinery of the taximeter is in action, there shall be recorded on the face of the taximeter in clearly legible figures a fare not exceeding the rate or the fare which the proprietor or driver is entitled to demand and take for the hire of the carriage by distance in pursuance of the tariff fixed by the council in that behalf
- (d) the word 'FARE' shall be printed on the face of the taximeter in plain letters so as clearly to apply to the fare recorded thereon
- (e) the taximeter shall be so placed that all letters and figures on the face thereof are at all times plainly visible to any person being conveyed in the carriage, and for that purpose the letters and figures shall be capable of being suitably illuminated during any period of hiring
- (f) the taximeter and all the fittings thereof shall be so affixed to the carriage with seals or other appliances that it shall not be practicable for any person to tamper with them except by breaking, damaging or permanently displacing the seals or other appliances.

Provisions regulating the conduct of the proprietors and drivers of Hackney Carriages plying within the district in their several employments, and determining whether such drivers shall wear any and what badges

- 5. the driver of a Hackney Carriage shall:
 - (a) when standing or plying for hire, keep the key, flag or other device fitted in pursuance of the Byelaw in that behalf locked in the position in which no fare is recorded on the face of the taximeter;
 - (b) before beginning a journey for which a fare is charged for distance and time, bring the machinery of the taximeter into action by moving the said key, flag or other device, so that the word 'HIRED' is legible on the face of the taximeter and keep the machinery of the taximeter in action until the termination of the hiring;
 - (c) cause the dial of the taximeter to be kept properly illuminated throughout any part of a hiring which is during the hours of darkness, this is being the time between half-an-hour after sunset to half-an-hour before sunrise, and also at any other time at the request of the hirer
- 6. A proprietor or driver of a Hackney Carriage shall not tamper with or permit any person to tamper with any taximeter with which the carriage is provided, with the fittings thereof, or with the seals affixed thereto.
- 7. The driver of a Hackney Carriage shall, when plying for hire in any street and not actually hired:

- (a) proceed with reasonable speed to one of the stands fixed by the byelaw in that behalf;
 - (b) if a stand, at the time of his arrival, is occupied by the full number of carriages authorised to occupy it, proceed to another stand;
 - (c) on arriving at a stand not already occupied by the full number of carriages authorised to occupy it, station the carriage immediately behind the carriage or carriages on the stand and so as to face in the same direction;
 - (d) from time to time when any other carriage immediately in front is driven off or moved forward cause his carriage to be moved forward so as to fill the place previously occupied by the carriage driven off or moved forward.
8. A proprietor or driver of a Hackney Carriage, when standing or plying for hire, shall not, by calling out or otherwise, importune any person to hire such carriage and shall not make use of the services of any other person for the purpose.
9. The driver of a Hackney Carriage shall behave in a civil and orderly manner and shall take all reasonable precautions to ensure the safety of persons conveyed in or entering or alighting from the vehicle.
10. The proprietor or driver of a Hackney Carriage who has agreed or has been hired to be in attendance with the carriage at an appointed time and place shall, unless delayed or prevented by some sufficient cause, punctually attend with such carriage at such appointed time and place.
11. (a) A proprietor or driver of a Hackney Carriage, shall not convey or permit to be conveyed in such carriage any greater number of persons than the number of persons specified on the plate affixed to the outside of the carriage provided however, that for this purpose, two children below the age of ten years may be counted as one person in so far as the rear seating only is concerned;
- (b) the driver shall not allow there to be conveyed in the front of a Hackney Carriage: (i) any child below the age of ten years, or (ii) more than one person above that age.
12. The drivers badge provided by the Council shall be worn by the driver of a Hackney Carriage in such position and manner as to be plainly visible at all times when standing or plying for hire and when hired.
13. The driver of a Hackney Carriage so constructed as to carry luggage shall, when requested by any person hiring or seeking to hire the carriage:
- (a) convey a reasonable quantity of luggage;
 - (b) afford reasonable assistance in loading and unloading;
 - (c) afford reasonable assistance in removing it to or from the entrance of any building, station, or place at which he may take up or set down such person

Provisions fixing the rates or fares to be paid for Hackney Carriages within the district and securing the due publication of such fares.

14. The proprietor driver of a Hackney Carriage shall be entitled to demand and take for the hire of the carriage, the rate or fare prescribed by the council the rate or fare being calculated by distance unless the hirer expresses at the commencement of the hiring his desire to engage by time.

Provided always that where Hackney Carriage furnished with a taximeter shall be hired by distance, the proprietor or driver thereof shall not be entitled to demand and take a fare greater than that recorded on the face of the taximeter, save for any extra charges authorised by the council which it may not be possible to record on the face of the taximeter.

15. (a) The proprietor of a Hackney Carriage shall cause a statement of the fares fixed by the Council in that behalf to be exhibited inside the carriage, in clearly distinguishable letters and figures.
- (b) The proprietor or driver of a Hackney Carriage bearing a statement of fares in accordance with this byelaw shall not wilfully or negligently cause or suffer the letters or figures in the statement to be concealed or rendered illegible at any time while the carriage is plying or being used for hire.

Provisions securing the safe custody and re-delivery of any property accidentally left in Hackney Carriages and fixing the charges to be made in respect thereof

16. The proprietor or a driver of a Hackney Carriage shall immediately after the termination of any hiring or as soon as practicable thereafter, carefully search the carriage for any property which may have been accidentally left therein.
17. The proprietor or driver of a Hackney Carriage shall, if any property accidentally left therein by any person who may have been conveyed in the carriage to be found by or handed to him.
- (a) carry it as soon as possible and in any event within 48 hours, if not sooner claimed by or on behalf of its owner, to a Police Station in the district and either leave it in the custody of the Officer in Charge of the Station on his giving a receipt for it, or at the option of the Police, give to the Officer in Charge his name and an address where the property may be reclaimed by the owner.
- (b) Be entitled to receive from any person to whom the property shall be redelivered an amount equal to five pence in the pound of its estimated value (or the fare for the distance from the place of finding to the police station, whichever be the greater) but not more than five pounds.

Penalties

Every person who shall offend against any of these byelaws shall be liable on summary conviction to a fine not exceeding one hundred pounds and in the case of continuing offence to a further fine not exceeding five pounds for each day during which the offence continues after conviction therefore.

Appendix F

Standard Conditions of an 'Exemption Notice' issued in respect of an Executive Private Hire Vehicle

Guidance Notes

An 'Exemption Notice' exempting a private hire vehicle proprietor from the requirement to display the exterior licence plate and door decals upon the vehicle, and the driver of that vehicle from the requirement to wear/display a private hire driver's identification badge, is granted subject to the licensed private hire vehicle being operated in accordance with the conditions set out below.

The vehicle must be an "executive" style car. The service offered must be contract or account type work with private companies who require a chauffeur type executive level of service. Such determination to be made by the Electoral and Licensing Officer whose decision is final.

Failure to comply with these conditions may result in the withdrawal of the exemption notice at the discretion of the Electoral and Licensing Officer.

Should it be the case that the Council's standard private hire operator, proprietor or Drivers' conditions conflict with the Council's standard 'Exemption Notice' conditions, then for the period that the said notice remains in force, the standard 'Exemption Notice' conditions shall be deemed to apply.

Standard Conditions

1. The Proprietor shall notify the Council immediately in writing if there is any material change in the nature of the use of the vehicle.
2. The 'Exemption Notice' shall be carried within the vehicle at all times and presented for inspection at the request of an Authorised Officer of the Council, a Police Constable or the hirer.
3. The Proprietor shall not display in, on or from the vehicle any advertisement, sign, logo or insignia advertising the operating company or promoting the vehicle's status as a licensed private hire vehicle, without the prior written approval of the Council.
4. The Private Hire Vehicle proprietors licence identification plate issued by the Council shall be carried in the luggage compartment of the vehicle at all times and produced for inspection at the request of an Authorised Officer of the Council, a Police Constable or the hirer.
5. A disc, which may be issued by the Council, shall be displayed on the inside of the front windscreen.
6. No taximeter shall be displayed within the vehicle at any time.
7. No table of fares/tariff card shall be displayed in the vehicle at any time.
8. The Proprietor shall ensure that the private hire vehicle driver carries his/her identification badge issued by the Council within the vehicle at all times and produced for inspection at the request of an Authorised officer of the Council, a Police Constable or the hirer.