

## **PRIVATE HIRE VEHICLE LICENCE CONDITIONS**

Epping Forest District Council is the licensing authority in respect of Private Hire Vehicles. On granting a licence it will impose the following conditions which it considers are reasonably necessary for the regulation of Private Hire Vehicles in its district. All applications that fall outside these conditions will be referred to the Licensing Sub-Committee for determination and may incur additional costs to be paid by the applicant.

### **VEHICLE LICENCE**

#### **Term of Licence**

1. A Private Hire Vehicle licence shall be renewed annually unless the Council has agreed a shorter term.

#### **Signs**

2. A plate, bearing the number of the licence and the number of passengers for which the vehicle is licensed, shall be displayed in a vertical position, and fixed firmly to the outside of the vehicle close to the rear number plate. The vehicle shall not be used to convey a greater number of passengers than shown on the plate and licence. The plate must be returned on the termination of the licence.
3. Window signs, as supplied by the Council, shall be displayed on each passenger window of the vehicle.
4. A licence holder shall not, and must ensure that the driver does not conceal from public view or deface the Private Hire Vehicle plate. The plate must be kept clean.
5. The trade name, address and telephone number of the operator may be displayed on the doors of the vehicle and/or on a maximum three inches depth advertisement panel in the rear window in a position not restricting rearward vision.
6. There shall be **no** display of roof signs of any description or the display of the word "TAXI" or "CAB" whether in the singular or plural and whether alone or part of another word nor the word "FOR HIRE" in any form of wording which in any way suggests that the vehicle on which it is displayed is presently available to take up passengers wishing to hire it or would be available if not already hired.

#### **Vehicle Specification**

7. All vehicles shall be in satisfactory mechanical order and body condition and in operational order in every respect. Vehicles shall have:
  - (a) A minimum of four doors, each adjacent to a seat and capable of being opened from the inside of the vehicle. All vehicle doors must be either front hinged or sliding.
  - (b) Centralised locking of the doors should not be applied when carrying adult passengers.
  - (c) Seats with a minimum width of not less than 43cm per person.
  - (d) Accommodation for not less than four passengers.

- (e) Be capable of carrying a wheelchair in a reasonable manner.
- (f) The vehicle shall have a minimum headroom of five feet.
- (g) An adequate heating system for the passengers.
- (h) Internal panelling or trimmed with such materials as would be suitable for passenger comfort and sound insulation.
- (i) A serviceable spare tyre or run flat type of tyre, jacking equipment and wheel brace.
- (j) Adequate luggage facilities and either have a separate luggage compartment or a fixed screen (of sufficient construction to protect passengers from injury from items in the luggage compartment) between the rear seat and the luggage compartment shall be kept in position at all times. This condition shall not apply to people carriers or multi-purpose vehicles.
- (k) Be equipped with fully functional nearside and offside exterior rear view mirrors.
- (l) Vehicles should not be driven unless the Driver's Badge is clearly displayed.

### **Vehicle Inspections**

- 8. The licence holder shall submit their vehicle for inspection on first application and on every renewal.
- 9. If the vehicle is less than five years old the driver of a Private Hire Vehicle shall submit the vehicle for mechanical and/or such other inspection six months after the date that the licence is issued at premises that are approved by the Council.
- 10. If the vehicle is over five years the driver of a Private Hire Vehicle shall submit the vehicle for mechanical and/or such other inspection every four months from the date when the licence is issued at premises that are approved by the Council.
- 11. The Council may require a vehicle to be inspected at any other time.
- 12. The interim inspection reports must be submitted when renewing the vehicle licence.

### **Accidents**

- 13. Without prejudice to any statutory duty imposed under the Road Traffic Acts, the proprietor of a Private Hire Vehicle shall report to the Council as soon as reasonably practicable, and in any case within seventy two hours of the occurrence of any accident causing damage which materially affects the safety, performance or appearance of the vehicle, or the comfort or convenience of persons carried in the vehicle. The licence holder must present the vehicle for inspection immediately if required by the Council. In the event that the vehicle fails an examination for serious body damage or mechanical defects it shall be subject to prohibition by written notice for use as a Private Hire Vehicle, until such time as the defect has been corrected to the satisfaction of the Council.

### **Advertising**

14. Third party advertising is permitted on the doors and internally on the back of the seat headrests subject to the Council retaining the right to request removal of any particular advertisement that is considered to be offensive, harmful to health or considered unsuitable.

### **Condition of the Vehicle**

15. The inside and outside of a Private Hire Vehicle shall be kept clean and free from damage, well maintained and in every way fit for public service.

### **Safety Equipment.**

16. A Non Halon Fire Extinguisher conforming to BS5423 shall be carried and be readily available for use.

### **Change of Address**

17. The proprietor shall notify the Senior Licensing Officer in writing of any change of address during the licensing period within seven days of such change taking place.

**Failure to comply with any of the conditions will result in a referral to the appropriate officer of the Council or to the Licensing Sub Committee for consideration of suspension or revocation of licence.**