



**Epping Forest  
District Council**

**PRIVATE HIRE VEHICLE LICENCE  
CONDITIONS**

**Revised 10/2016**

## PRIVATE HIRE VEHICLE LICENCE CONDITIONS

Epping Forest District Council (“the Council”) is the licensing authority in respect of Private Hire Vehicles. The licence is subject to 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.

NB. An exemption from displaying a private hire vehicle plate may be granted in certain circumstances where to display a plate would materially affect the ability to trade in an identified sector of the private hire market. Plate exemptions will be granted in accordance with a separate policy, a copy of which is available on request.

3. Window signs, as supplied by the Council, shall be displayed on each passenger window of the vehicle. A no smoking sign shall be displayed in the vehicle in a position visible to the passengers.
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 at all times.
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.

#### 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 sufficient number of doors allowing safe access and egress from the vehicle. Where there is only one passenger door that door shall be on the nearside of the vehicle.

- b) Be capable of carrying a wheelchair in a reasonable manner.
- c) An adequate heating system for the passengers.
- d) Internal panelling or trimmed with such materials as would be suitable for passenger comfort and sound insulation.
- e) A serviceable spare wheel in accordance with manufacturer's instructions together with the necessary equipment to allow a wheel on the vehicle to be changed or run flat tyres or some other manufacturers approved method of dealing with a puncture.
- f) 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 which shall be kept in position at all times. This condition shall not apply to people carriers or multi purposes vehicles.
- g) Be equipped with fully functional nearside and offside exterior rear view mirrors.
- h) The vehicle must not be driven unless the driver's badge is clearly displayed.
- i) The vehicle shall be right hand drive.

Vehicles in category M1 of the **Consolidated Resolution on the Construction of Vehicles (R.E.3)** i.e. Vehicles used for the carriage of passengers and comprising not more than eight seats in addition to the driver's seat will normally comply with these regulations unless the Council has given prior written consent. Two door vehicles cannot be licensed to carry more than one passenger in the front passenger seat.

### **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 licence holder 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 or over 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. A licence holder whose vehicle is refused or failed an inspection due to the condition of the vehicle shall be liable to pay a fee for the

inspection. If a vehicle is returned for re-testing and the milometer shows that more than 2000 miles have been travelled since the original test, a full re-test will be undertaken and cost of a full test will be charged.

12. The interim/final inspection reports must be submitted when renewing the vehicle licence to the licensing office within seven days of the inspection.
13. Applications for vehicles adapted for disabled users will be considered on their own merits.

## **TRAILERS AND ROOF BOXES**

14. A proprietor of a licensed private hire vehicle will be permitted to tow a trailer provided that:
  - the trailer is a box trailer manufactured for the purpose of carrying leisure, domestic or small business loads, built by a recognised manufacturer;
  - the trailer must carry a spare tyre;
  - the trailer must have a minimum un-laden weight of 200kg;
  - the gross weight does not when added to the gross weight of the vehicle exceed the gross train weight for the vehicle;
  - there must be a number plate and taxi plate, the same as the vehicle, securely attached the back of the trailer. An extra licensing plate may be purchased from the council for this purpose;
  - prior to using a trailer the proprietor must notify the Council and submit the vehicle for inspection and thereafter trailer is to be presented for inspection with the towing vehicle at each interim inspection, or if used by more than one vehicle every six months. The Council may require a trailer to be inspected at any other time. The proprietor must pay the appropriate fee for inspections of the trailer to be carried out;
  - the proprietor must ensure that the driver of the vehicle towing the trailer holds the correct class of driving licence ;
  - the vehicle must have the correct level of insurance to tow the trailer;
  - the vehicle complies with all legal requirements.
15. A proprietor of a licensed private hire vehicle will not be permitted to carry any form of roof box or luggage on the roof of the vehicle.

## **Accidents**

16. 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**

17. 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. No advertising shall be displayed on the roof of the vehicle.

## **Condition of the Vehicle**

18. 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.

## **Change of Address**

19. The proprietor shall notify the Council 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.**