



**Doncaster**  
Metropolitan Borough Council



# **HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING POLICY**

**Balancing safety with a good taxi and PHV services**

**This Policy and all its content was approved for adoption by Doncaster Council on the 19<sup>th</sup> January 2012.**

**The Council also resolved to delegate authority to the Licensing Committee to determine future revisions to this Policy. Any future revisions will be detailed below.**

<b>Date</b>	<b>Committee</b>	<b>Resolution</b>	<b>Start Date</b>
19 <sup>th</sup> January 2012	Council	Approve Policy and delegate authority for determination of future revisions to the Licensing Committee	1 <sup>st</sup> February 2012
24 <sup>th</sup> January 2013	Licensing	Policy amended to allow medical certificates to be completed by any doctor registered or practising in the UK or in any other EU/EEA country.	24 <sup>th</sup> January 2013

## **The Role of Licensing: Policy Justification**

The aim of local authority licensing of Taxi and Private Hire Vehicle (PHV) trades is to protect the public. Doncaster Council is also aware that the public should have reasonable access to taxi and PHV services, because of the part they play in local transport provision. Licensing requirements which are unduly stringent will tend unreasonably to restrict the supply of taxi and PHV services, by putting up the cost of operation or otherwise restricting entry to the trade. Doncaster Council recognises that too restrictive an approach can work against the public interest – and can, indeed, have safety implications.

For example, it is clearly important that somebody using a taxi or PHV to go home alone late at night should be confident that the driver is 'fit and proper' and that the vehicle is safe. But on the other hand, if the supply of taxis or PHVs has been unduly constrained by onerous licensing conditions, then that person's safety might be put at risk by having to wait on late-night streets for a taxi or PHV to arrive; he or she might even be tempted to enter an unlicensed vehicle with an unlicensed driver illegally plying for hire.

Doncaster Council, therefore, wants to be sure that every licensing requirement is in proportion to the risk it aims to address; or to put it another way, whether the cost of a requirement in terms of its effect on the availability of transport to the public is at least matched by the benefit to the public, for example through increased safety. This is not to propose that a detailed, quantitative, cost-benefit assessment should be made in each case; but it is to say that Doncaster Council does look carefully at the costs – financial and otherwise – imposed by all of its licensing policies.

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## **1. Introduction**

The Licensing Department at Doncaster Council (“the Council”) is responsible for dealing with all applications for hackney carriage and private hire licences including drivers, vehicles and private hire operators. The Department also deals with complaints and enforcement in relation to hackney carriage and private hire matters.

The licensing of hackney carriage and private hire drivers, vehicles and operators aims to secure the following objectives:

- That all licensed drivers/proprietors and operators are “fit and proper” persons to ensure the highest levels of public safety and good practice.
- That all licensed vehicles are roadworthy and fit for use.
- To encourage the use of environmentally friendly vehicles.
- To encourage the use of vehicles that are accessible to persons who have disabilities.

The Council will ensure that these aims are met by setting minimum requirements for the licensing of drivers, vehicles and operators. These requirements include:

- Up to three yearly licensing of drivers including medical checks, criminal record clearance, an appropriate level of driving ability and a sound knowledge of the area, customer care, and disability awareness;
- Annual DVLA checks of all drivers’ licences.
- Annual licensing of private hire operators with checks made on record keeping and criminal record clearance;
- Annual licensing of vehicles, with routine inspections by council officers, checks of documentation such as insurance certificates and strict mechanical testing;
- Investigation of complaints and enforcement of legislation and licence conditions with appropriate action taken in accordance with the Council’s enforcement policy statement.
- Ongoing training, development and monitoring of the Council’s Licensing staff.
- Provision of information to the private hire and hackney trades and members of the public through press releases and publications, the Council website and attendance at relevant forums.

## **2. Review of Policy and Procedures**

### **2.1 Taxi and Private Hire Licensing: Best Practice Guidance March 2010**

The Department for Transport has national responsibility for hackney carriage and private hire legislation in England and Wales. Following widespread consultation, the Department has produced Best Practice Guidance for licensing authorities which sets out standards which can be considered good practice in this area of licensing, although it also recognises that individual licensing authorities should produce their own policies in relation to specific licensing matters. This Guidance has been taken into consideration in preparing this policy.

### **2.2 Consultation**

The Council is keen to hear the views of persons who may be affected by this policy and has identified people and organisations that may be interested in commenting on this document. The Council has consulted widely and invited comments from any interested party in particular those listed below.

Representatives of the Hackney Carriage and Private Hire Trade	South Yorkshire Local Authorities and other bordering Authorities
Private Hire Association	Primary Care Trusts
All existing licensed Hackney Carriage and Private Hire Drivers.	Doncaster Council Children's Services(school contracts)
South Yorkshire Police	Disability Rights Commission
Ward Councillors	Citizens Advice Bureau
Town and Parish Councils	Age Concern
MPs and MEPs	Chamber of Commerce
Local Businesses and Residents	Hearing Dogs for Deaf People Representatives for the Blind and Partially Sighted People
Safer Doncaster Partnership Doncaster Women's Centre	Passenger Transport Executive / Transport providers
Local Traders (Frenchgate Centre / Lakeside etc)	Locality Managers

The Policy and associated documentation are available for inspection on the Council's website at [www.doncaster.gov.uk/taxipolicy](http://www.doncaster.gov.uk/taxipolicy) and a hard copy can be viewed at the Civic Office, Waterdale, DONCASTER, DN1 3BU by contacting [licensing@doncaster.gov.uk](mailto:licensing@doncaster.gov.uk) or by telephoning the Licensing Unit on 01302 736000.

### **2.3 Implementation**

It is anticipated that subject to the consultation process this document will take effect from February 2012 and shall be kept under review and revised as appropriate.

### **3. Hackney Carriage and/or Private Hire Driver Licence – New and Renewal applications**

Sections 51 and 59 of the Local Government (Miscellaneous Provisions) Act 1976 require that a district council shall not grant a driver's licence to drive a private hire vehicle or hackney carriage unless they are satisfied that an applicant is a fit and proper person.

In order for the Council to establish whether an applicant is fit and proper they must provide evidence of;

- Honesty and trustworthiness
- Driving standard
- Medical fitness
- Criminal history
- Relevant knowledge of the borough
- Knowledge of licensing legislation
- Customer service skills
- Understanding of English (spoken, written and reading)

**All applicants are strongly advised to read the Council's Statement of Policy about Relevant Convictions before considering whether to apply for a Hackney Carriage or Private Hire Vehicle driver's licence.**

Application forms must be completed in full. Any incomplete forms will be returned to the applicant as invalid.

Applications will only be accepted as valid if they include and/or are accompanied by the following:

1. Correct application form provided by the Council, completed in its entirety and signed by the applicant.
2. The appropriate fee. The current fees are available from the Licensing Unit or at [www.doncaster.gov.uk/licensing](http://www.doncaster.gov.uk/licensing).
3. The applicant's original DVLA driving licence (new applicants only). Both parts of photo-card licences must be produced (ID card and paper counterpart). Applicants must have held a full DVLA or EU licence for at least 1 year. (para.3.2) for a new application.
4. A completed medical certificate (para.3.4).
5. DSA practical taxi test and wheelchair test (where applicable).
6. Evidence of having passed the relevant Doncaster knowledge test (new applicants only).
7. 1 recently taken, colour, passport sized photograph of the applicant (no hats, unless worn for religious reasons, or sunglasses)



8. DVLA mandate completed and signed by the applicant
9. **Application for an Enhanced criminal record certificate** completed by the applicant with accompanying identification or current valid disclosure certificate completed within 1 month and obtained via an approved body (para.3.5)
- 10.2 character references from persons who have known the applicant for at least 2 years and who are not relatives or connected to the hackney carriage and/or private hire trade (new applications only)
11. For all applicants who have lived in the United Kingdom for less than 5 years continuously, a certificate of good conduct from the appropriate embassy. (new applications only) (para.3.5)
12. For those not holding an EU passport, evidence will need to be provided of the applicant's right to work in the United Kingdom, which will include a relevant VISA or letter from the appropriate Embassy / Authority.
- 13.2 items confirming the applicants address.

### **3.1 Fee**

All applications must be accompanied by the appropriate fee as prescribed from time to time by the Council. Licensing fees are reviewed on an annual basis and approved by the Council.

No refunds are payable where applications are not pursued or completed or where applications are refused e.g. as a result of relevant criminal records, where relevant information has been withheld or where applicants fail to meet application requirements. The Licensing Unit can advise individual applicants who have queries in relation to this issue and any such information is strictly confidential.

### **3.2 Driving Standards**

It is a statutory requirement that a licence will not be issued to any person who at the time of the application has not held a full driving licence for a continuous period of one year immediately prior to the date of receipt of a valid application by the Council.

Driving licences issued by EU / EEA States and Countries detailed in the Driving Licences (Exchangeable Licences) Orders are also permitted to count towards the 1 year period qualification requirement for the grant of a private hire and/or hackney carriage licence.

In order to establish that an applicant has reached an acceptable driving standard, new applicants will also be required to have successfully

undertaken the Driving Standards Agency's practical taxi test. Existing drivers may also be required to undertake this test where serious concerns are raised about the standard of their driving.

All new applications for a driver's licence will be required to successfully undertake a DSA practical taxi test without exception.

Applicants for a Hackney Carriage or Joint driver's licence must have undertaken the enhanced DSA practical taxi test which includes the wheelchair exercise.

Driver assessments can be taken at your local Driving Standards Agency (DSA) test centre. You can [find your nearest test centre on the DSA website](#).

### **3.3 Age**

All applicants for HC/PHV drivers' licences will be assessed on their individual merits. Doncaster Council does not consider it necessary to set a maximum age limit for drivers provided that regular medical checks are made (see 3.4), nor does it consider a minimum age limit, beyond the statutory limitations, to be appropriate.

### **3.4 Medical Fitness**

There is a general recognition that it is appropriate for HC/PHV drivers to have more stringent medical standards than those applicable to normal car drivers because:

- they carry members of the public who have expectations of a safe journey;
- they are on the road for longer hours than most drivers; and
- they may have to assist disabled passengers and handle luggage.

Doncaster Council supports the widely held view that Group 2 medical standards applied by the DVLA in relation to bus and lorry drivers should also be applied by local authorities to HC/PHV drivers.

A Group 2 medical standards certificate signed by a doctor registered or practising in the United Kingdom or in any other EU/EEA country will be required from all applicants regardless of any medical checks they may have undertaken for other purposes. The applicant is responsible for the payment of all fees required for any medical examination.

Once licensed, medical certificates will remain valid until the driver's 45<sup>th</sup> birthday or, in the case of new drivers aged 40 years and over, for a minimum of five years and, thereafter, will be required at five yearly intervals up to age 65 unless restricted to a shorter period for medical reasons. From age 65 years a Group 2 medical standards certificate will be required annually.

The Group 2 medical standards preclude the licensing of drivers with insulin treated diabetes. However, exceptional arrangements do exist for drivers with

insulin treated diabetes, who can meet a series of medical criteria, to obtain a licence to drive category C1 vehicles. It is the policy of Doncaster Council to apply the C1 standards to taxi and PHV drivers with insulin treated diabetes. The criteria is summarised in Appendix 3.

Should concerns arise regarding the health of a licensed driver, the Council at any time may request further information or a further medical examination to be carried out and submitted. The Council reserves the right to revoke or suspend a licence if requested information is not submitted within 4 weeks of the request and a satisfactory explanation is not given for the failure to provide such information or where the information provided raises further concerns as to the applicant's fitness to carry out his/her duties as a licensed driver.

### **3.5 Criminal Record**

Prior to consideration of any application, the Council will obtain from **the applicant a Disclosure & Barring Service Enhanced Certificate** in respect of the applicant, to be assessed in accordance with the Council's statement of policy about relevant convictions.

It is recognised that many vehicles are used for the carriage of children and vulnerable persons and the Enhanced Disclosure is most appropriate.

Existing Drivers will be required to submit an **Enhanced Certificate** every 3 years. The licence holder will be responsible for paying the relevant fee.

Prior to consideration of any new application, overseas applicants who have lived in the United Kingdom for a continuous period of less than five years are required to provide a certificate of good conduct from their previous country or countries of residence (within the previous five years) in addition to **an Enhanced Certificate from the Disclosure & Barring Service.**

A licence will generally not be granted to any applicant who does not comply with the minimum requirements as set out in the Council's Statement of Policy about Relevant Convictions (see Appendix 2). Where several minor offences have been committed the Council will take into consideration any pattern of offending. The Council can also take into consideration spent convictions and cautions when determining an application for a driver's licence.

A licence may be suspended pending the outcome of any investigation or trial where an existing driver is found to be awaiting trial or has been charged with a serious crime relating to;

- Driving or being in charge of a vehicle whilst under the influence of drink or drugs
- A drug related offence
- Indecent exposure, indecent assault or any of the more serious sexual offences or,
- Grievous bodily harm, wounding or assault or,

- Dishonesty

A licence may also be suspended or revoked where information received raises grave doubts as to the fitness of a driver, regardless of whether criminal charges are brought.

Any application from a new applicant charged with a serious offence as outlined above will not be determined until the outcome of that matter has been determined.

Where an existing driver commits an offence and/or breaches the licence conditions/byelaws, the nature and number of incidents will be taken into consideration when considering if the driver continues to be considered 'fit and proper'. Complaints in relation to existing drivers will generally be held on file and taken into consideration for a period of three years from receipt, although where a further warning is issued during this period, the original warning will be kept on file from the date of the most recent warning. Where a licence is revoked for persistent breach of licence conditions a period of 3 to 5 years should generally elapse before a further application is favourably considered

A licence holder or applicant shall immediately notify the Council of any charges/convictions/cautions (including motoring offences) imposed during the term of their current licence or application.

### **3.6 Knowledge test**

First time applicants are required to have passed the Doncaster Council written knowledge test in English, within the previous 12 months, prior to the submission of a driver's licence application.

The knowledge test consists of questions relating to the conditions of the licence, the laws relating to the licence, geographical knowledge of the area, customer care and disability awareness. The test for hackney carriage or joint private hire and hackney carriage driver licences requires a greater knowledge of the district than the test for private hire drivers only. Relevant conditions are provided with application packs. Street atlases and the Highway Code are available at most book shops.

Where an application for a drivers licence is received from an applicant who has previously held an equivalent licence in Doncaster the applicant will not be required to sit a knowledge test unless their previous licence expired more than 3 years prior to the date of the new application.

### **3.8 Renewal of Licences**

It is the driver's responsibility to ensure that their licence is renewed prior to the expiry of their current licence.

A licence may be renewed up to 2 months prior to the expiry date.

Any licence that is not renewed within 1 month following expiry will not be renewed and a new application in full will be required.

Where a licence holder will not be available at the time of renewal, for example due to an extended holiday, then they may apply in writing to the Licensing Office, prior to the expiry date, explaining their circumstances and request a waiver. If granted, this waiver will allow the licence holder to renew their licence after the expiry date or depending on the circumstances the licence can be renewed early.

In any case, following expiry of a licence, the driver will not be considered licensed and will not be permitted to drive a licensed vehicle until such time as the licence has been renewed and a new licence has been issued.

The Council will endeavour to issue reminder letters at least six weeks prior to the expiry of a licence although there is no statutory duty for the Council to do so and the responsibility ultimately lies with the licensee to ensure that complete applications for renewal are submitted on time.

### **3.9 Change of Type of Licence**

Licensees wishing to change from holding either a private hire licence or a hackney carriage licence to a joint private hire and hackney carriage licence will be only be required to undertake any additional tests and checks that are relevant to the additional use being applied for.

In either of the above scenarios the published fee(s) will be required on application and no refund will be payable in respect of an existing licence.

### **3.10 Surrender/Suspension/Revocation of Licence or Failure to Complete Application**

In the event of the surrender of a driver's licence before its expiry or failure to complete the application process, there shall be no refund of the licence fee.

In the event of a driver's licence being suspended or revoked there shall be no refund of the licence fee.

### **3.11 Drivers Dress Code**

Doncaster Council is committed to encouraging the professional image of the hackney carriage and private hire trade, and considers that drivers of licensed vehicles are vocational drivers. The Council considers, therefore, that drivers should conform to a minimum standard of dress, as set out in Appendix 4, in order to raise and maintain the profile of the licensed trade. The Authority does not impose such standards by way of conditions to any licence. It is expected, however, that such standards will be maintained at all times.

### **3.12 Right of appeal**

Where refusal, suspension or revocation of an application/licence is considered, the applicant/driver will be invited to attend a meeting with a Licensing Panel to discuss the concerns, unless the driver has lost his driving licence in which case revocation will be automatic. During this meeting the applicant/driver will be given an opportunity to state their case in relation to the issue(s) of concern. Following this meeting the matter along with the Panel's recommendations will be referred to the designated officer to determine the most appropriate action.

Any applicant who is aggrieved by the Council's refusal to grant/suspend/revoke a driver's licence may appeal to a Magistrates' court within 21 days of being notified in writing of the decision.

In line with s61 (2B) of the Local Government (Miscellaneous Provisions) Act 1976, as amended by s.52 of the Road Safety Act 2006, where it appears to the Council that it is in the interests of public safety for any revocation to have immediate effect there will be no right to drive as a private hire or hackney carriage driver pending an appeal. This power will only generally be invoked where there are allegations of serious violence offences, offences of a sexual nature or where there is considered to be a serious risk to passengers or members of the public in allowing the driver to continue as a private hire driver.

### **3.13 Duration of Drivers' Licences**

Drivers' licences are generally issued for 12 full calendar months and are required to be renewed annually thereafter.

Where a licence holder has held a licence for 2 or more years and has achieved a nationally-recognised vocational qualification for the taxi and PHV trade i.e. Level 2 NVQ Certificate in Road Passenger Vehicle Driving (Community Transport) then a 3 year licence may be applied for.

#### **4. Hackney Carriage / Private Hire Vehicle Licences**

Section 47(2) of the Town Police Clauses Act 1847 permits a District Council to require that a 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.

Section 48 of the Local Government (Miscellaneous Provisions) Act 1976 states that the Council shall grant a private hire vehicle licence provided the Council is satisfied that the vehicle is

- Suitable in type, size and design for the use of a Private Hire Vehicle;
- Not of such a design and appearance as to lead any person to believe that the vehicle is a Hackney Carriage;
- In a suitable mechanical condition;
- Safe; and
- Comfortable;
- That there is in force in relation to the use of the vehicle a policy of insurance that complies with the Road Traffic Act 1988.

**Once licensed, a hackney carriage or private hire vehicle remains a hackney carriage or private hire vehicle until the licence either expires, is suspended or revoked. A licensed vehicle can, subject to very limited exemptions, only ever be legally driven by a driver who holds the relevant hackney carriage or private hire drivers' licence and appropriate insurance.**

To allow flexibility for new types of vehicles to be readily considered to be licensed the Council has set down basic vehicle specifications leaving it open to the hackney carriage and private hire trade to put forward vehicles of their own choice which can be shown to meet these criteria.

With regard to hackney carriages, it is the policy of Doncaster Council to only license purpose built hackney carriages which are wheelchair accessible and fitted with a partition between the driver and passenger compartments. The front driver's compartment must never be used to carry any fare paying passenger(s).

All applications submitted for the initial grant of a licence are advised to apply at least 15 working days before the licence is required to allow time for the vehicle to be tested and the licence to be processed.

Application forms must be completed in full, accompanied by all required documents and signed by the applicant and the operator where relevant. Any incomplete forms will be deemed invalid and returned immediately to the applicant.

Applications will only be acceptable as valid if they include and/or are accompanied by the following:

1. Application form provided by the Council completed in its entirety and signed by the applicant and operator where relevant
2. The appropriate fee.
3. An original Test Report for the vehicle issued by the approved Vehicle Testing Station (para.4.3)
4. Original vehicle registration document showing the applicant to be the registered keeper or other acceptable proof of ownership (the V5 New Keeper Supplement completed by the applicant or an official receipt from a registered company in the case of newly manufactured vehicles)
5. Certificate of insurance for the vehicle which covers the activity required (i.e. public or private hire - para.4.2) and which is valid on the date that the licence is due to come into force.

#### **4.1 Licence Fee**

All applications must be accompanied by the appropriate fee as prescribed by the Council; the current scale of fees is available from the Council or at [www.doncaster.gov.uk/licensing](http://www.doncaster.gov.uk/licensing).

Licensing fees are reviewed on an annual basis and adopted by the Council following advertisement by a notice in a local newspaper. The notice will also be displayed at the Council Offices to allow for any comments to be made.

In the event of the surrender of a vehicle licence before its expiry a pro-rata refund will be offered subject to the published administration fee.

#### **4.2 Insurance**

All hackney carriage and private hire vehicles must be insured for public hire and reward, such insurance to provide as a minimum requirement insurance cover for third party fire and theft and also to include legal liability for passengers and luggage.

The Council considers vehicle insurance to be a high priority and, therefore, requires all proprietors to provide evidence of continuous insurance cover throughout the period of the licence. Failure to provide evidence of insurance will result in the vehicle licence being suspended.

#### **4.3 Testing of vehicles**

In addition to the MOT testing requirements all licensed vehicles are required to be tested at the Council's testing station.

All vehicle licence applications/renewals must be accompanied by an original Test Report issued by the Council's testing station.



Dependent on the age of the vehicle, interim testing may be required during the period of the licence. The testing frequency set out in the table below. The age of the vehicle will be determined on the start date of the licence from the date of first registration as stated on the vehicle registration document.

<b>Age of Vehicle</b>	<b>Test Frequency</b>
Less than 4 years	Annually
Over 4 years but less than 7 years	6 Monthly
Over 7 years	4 Monthly

Where concerns arise during the period of the licence regarding the mechanical fitness of a licensed vehicle the Council may request a further test to be undertaken and a further certificate to be produced at the Licensee's expense. However, the Licensing Authority cannot require a vehicle to have more than 3 tests per year.

In order to ensure that a vehicle remains continuously licensed the vehicle must be presented for test and pass on or before the next test due date. The test due date is stated on the vehicle window sticker.

Vehicles may be presented for test up to 1 month prior to the test due date.

Vehicles which are being licensed for the first time or which are tested after the expiry of the licence must be licensed within 10 working days of the date of the test otherwise the vehicle will be required to undergo a further test at the expense of the applicant. This additional test will not count towards the maximum of 3 tests per year. Where an application for renewal is made more than 10 working days after the expiry of the licence the application will be considered as a new application.

Any vehicle failing its examination test will be required to undertake and pass a further examination test before it can be licensed or, in the case of an existing licensed vehicle, before it can continue to be used as a licensed vehicle. This further examination is known as a retest. The Council's policy with regard to retests and, where applicable, the fee is set out in Appendix 5. Retests do not count towards the limit of 3 tests per year.

The applicant is responsible for the payment of all fees required for any mechanical inspections.

The Council will suspend the vehicle licence if the vehicle is not presented for its interim test by due date.

#### **4.4 Type of vehicle**

In order to assess vehicle suitability, the Council will take into account passenger safety, comfort and the design of the vehicle.

In order to be considered suitable to be licensed as a Hackney Carriage the vehicle must comply with the basic specification set out in Appendix 6A,

comply with the conditions listed in Appendix 6B and pass the Council's vehicle inspection test.

Any vehicle complying with the basic specification set out in Appendix 6C will be considered suitable to be licensed as a Private Hire Vehicle subject to it complying with the conditions listed in Appendix 6 D and passing the Council's vehicle inspection test.

The Council will license Stretch Limousines which meet the basic specifications for Stretch Limousines as listed in Appendix 7.

In exceptional circumstances the Council's basic requirements for vehicles may be waived to facilitate the licensing of Novelty Vehicles although confirmation should be sought from the Licensing Office prior to any application being made. Whilst all applications for Novelty Vehicles will be considered on their own merits the Council has produced model standards and conditions for Fire Engines and Horse Drawn vehicles as set out in Appendices 8 and 9 respectively.

In addition to meeting the relevant vehicle specifications all Private Hire Vehicles, including Novelty Vehicles, will have to comply with the private hire vehicle conditions. (Appendix 6D)

#### **4.5 Seating Capacity**

No vehicle capable of carrying more than 8 passengers can be licensed by the Council.

In order to facilitate the licensing of a wide variety of vehicle types and to encourage more environmentally friendly vehicles the Council has not set a limit on the minimum number of seats but instead requires a minimum space standard per passenger as detailed in the basic specifications for vehicles.

It is the proprietor's and operator's responsibility to ensure that they established the number of passengers at the time of booking. This is particularly important for those proprietors and operators who choose to utilise smaller vehicles.

#### **4.6 Accessibility**

Doncaster Council is committed to social inclusion and ensuring a wide variety of vehicle types are available for disabled residents to avoid discrimination in terms of travel arrangements.

All Hackney Carriage Vehicles are required to be wheelchair accessible and incentive schemes will be considered to encourage the availability of wheelchair accessible Private Hire vehicles.

The Council recognises individual choice and preferences of the travelling public. In order to encourage a wide variety of vehicle types the Council will not be unnecessarily restrictive with regard to wheelchair accessible vehicles

with the obvious proviso that they must allow wheelchair passengers to be loaded and transported safely and in comfort. Vehicles that allow side or rear loading of wheelchair passengers will be considered for licence.

Subject to the vehicle proprietor and operator providing the relevant details, the Council will publicise on its website:

- a list of all operators providing wheelchair accessible Private Hire Vehicles; and
- a list of all Hackney Carriage vehicles that are available for pre-booking.

Any equipment fitted to a licensed vehicle for the purpose of lifting a wheelchair into the vehicle must comply with and have been tested in accordance with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 – or as amended from time to time.

Where the vehicle is designed or adapted to carry a wheelchair, the proprietor shall ensure that the driver has received sufficient training to load and convey wheelchair bound passengers.

Signage is to be fixed to the outside of all vehicles to convey to passengers that the vehicle has been designed or adapted to carry a wheelchair.

Drivers of any licensed vehicle cannot refuse to carry an assistance dog (for passengers with either restricted sight or hearing) unless they have a medical exemption issued by the Council. Such exemptions shall only be issued following receipt of a medical report produced by the driver's registered general practitioner.

The Council will take steps to ensure that any regulations that may be made by the secretary of state under the Equality Act 2010 for example Taxi Accessibility Regulations are complied with.

#### **4.6 Quantity Restrictions of Vehicle Licences**

Whilst the law prohibits the Council from setting a limit on the number of private hire vehicle licences it issues quantity restrictions can be set to regulate the number of licensed hackney carriages.

In 2010 the Council commissioned an independent survey of Hackney Carriage usage. The 2010 study identified that there is no evidence of significant unmet demand for hackney carriages in Doncaster. On this basis the Council has discretion in its hackney carriage licensing policy and may either:

- continue to allow market forces to dictate the number of hackney carriage licences;
- issue any number of additional plates as it sees fit, either in one allocation or a series of allocations; or
- introduce a limit on the number of vehicles.

In the interests of the travelling public and having regard to the accepted best practice it is the policy of Doncaster Council not to impose quantity restrictions but to allow the number of licences issued to maintain a market level.

## **5.0 Private Hire Operators Licence**

The objective of licensing PHV operators is, again, the safety of the public, who will be using operators' premises, vehicles and drivers arranged through them. The Council will grant a private hire operator licence provided the Council is satisfied that the applicant is a fit and proper person to hold such a licence

In order for an operator to prove that they are fit and proper they must provide evidence that they:

- are of good repute;
- are of appropriate financial standing (i.e. have enough money to run the business);
- have adequate arrangements for monitoring drivers, vehicles and the keeping of records;
- are capable of ensuring that both themselves and their staff/drivers obey all the rules.

All applicants for initial grant of a licence should allow at least four weeks before the licence is required to enable the local authority to undertake the necessary vetting procedures as detailed in this document. The process may take considerably longer if planning consent is required. In any case, the licence will not be issued unless confirmation of the relevant planning consent can be demonstrated.

Any application for the renewal of a licence which is not made before the expiry of the previous licence will be treated as an application for a new licence.

Applications will only be acceptable if they include the following:

1. Application form completed in its entirety and signed by the applicant along with all the information prescribed.
2. Basic criminal conviction certificate, which can be obtained from **Disclosure Scotland** (Tel: 0870 609 6006 or Website [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)), the date of issue shall be no earlier than one calendar month before the submission of the application.
3. The appropriate fee

## **5.1 Criminal Records Checks**

PHV operators are not exceptions to the Rehabilitation of Offenders Act 1974, so a Basic Disclosure is all that is required.

Prior to consideration of any new application, overseas applicants who have lived in the United Kingdom for a continuous period of less than five years are required to provide a certificate of good conduct from their previous country or countries of residence (within the previous five years) in addition to a **Basic**

**Disclosure Certificate.** A certificate of good conduct authenticated by the relevant embassy will satisfy this requirement.

## **5.2 Record Keeping**

It is a requirement for operators to keep comprehensive records of each booking. See Appendix 10

## **5.3 Licence Duration**

Operator licences, once issued, are valid for 12 months. Applications for renewal must be received on or before the expiry of the current licence.

## **5.4 Fees**

The fee payable for an operators licence is based on a sliding scale relative to the number of private hire vehicles to be operated. On receipt of the appropriate fee, the permitted number of vehicles can be increased at any time during the period of the licence

## **6.0 Enforcement**

Doncaster Council acknowledges that well-directed enforcement activity benefits not only the public but also the responsible people in the hackney carriage and PHV trades. It is the policy of Doncaster Council to actively seek out those operators who are evading the licensing system, not just licensing and regulating those who come forward seeking the appropriate licences.

An integral part of Doncaster Council's enforcement strategy will be routine spot checks which can result in the suspension or, ultimately, revocation of vehicle and/or drivers' licences.

Whilst Doncaster Council is committed to securing compliance with all aspects of hackney carriage and private hire licensing, the Council will pay particular attention to ensuring licensed vehicles are adequately insured and routinely tested

Doncaster Council will actively monitor licensed vehicle insurance. Where evidence of continuous insurance is not deposited promptly with the licensing office the vehicle will be suspended. The suspension will not be lifted until evidence of insurance is produced.

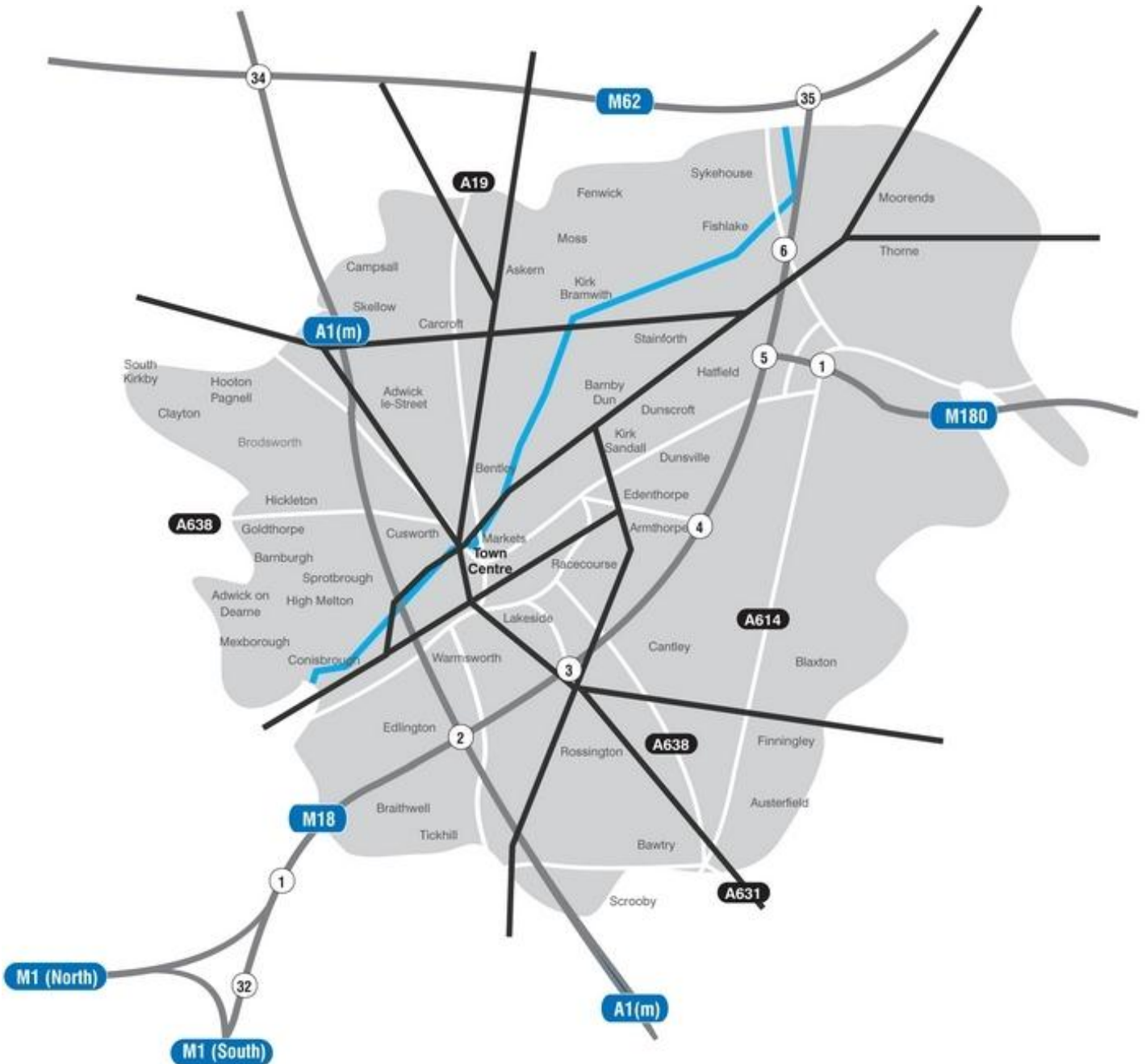
Where a licensed vehicle is overdue an inspection test or fails to pass the test by the due date the plates must be deposited with the licensing office or the vehicle will be suspended.

The Council considers that its enforcement costs should not, wherever possible, be borne by compliant responsible licence holders. Subject to the exception below, the Council will charge a non-punitive administration fee for all suspensions to cover the cost of administering the suspension and any vehicle examination costs that may be incurred. No administration fee shall be applied where a vehicle is suspended by the vehicle examiner arising from a scheduled test.

Where a vehicle licence is suspended for a physical or mechanical defect, e.g. a defective tyre or defective meter, the suspension fee must be paid before the vehicle will be re-examined. The suspension, however, will not be lifted until the defect has been rectified to the satisfaction of a suitably authorised officer of the Council. In all other cases the suspension fee must be paid at the time the defect is rectified e.g. on production of valid insurance.

To ensure that all enforcement action is proportionate and consistent officers will follow the Doncaster Council Enforcement Policy.

# Appendix 1: Map of Doncaster Borough







## **STATEMENT OF POLICY ABOUT RELEVANT CONVICTIONS**

When submitting an application for a licence to drive a hackney carriage or private hire vehicle you are required to declare any motoring offences and any non motoring convictions or cautions you may have in addition to completing a **Disclosure & Barring Service** check. The information received will be treated in confidence.

The disclosure of a criminal record or other information will not debar you from gaining a licence unless the Authority considers that the conviction(s) renders you unsuitable. In making this decision the authority will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant. To facilitate a consistent approach the licensing authority has devised guidelines relating to the relevance of convictions and cautions. Any applicant refused a drivers' licence on the ground that he/she is not a fit and proper person to hold such a licence has a right of appeal to a Magistrates' Court.

If you would like to discuss what effect a conviction might have on your application you may telephone the Licensing Officer, in confidence, on (01302) 737590 for advice.

## **Licensing of Hackney Carriage and Private Hire Drivers**

### **Guidelines Relating to the Relevance of Convictions**

#### **(a) General Policy**

Each case will be decided on its own merits, but the overriding consideration is the protection of the public. There may be cases where, although none of the following specific guidelines directly apply, the circumstances of the application lead to the conclusion that refusal to grant a licence at the present time would be appropriate.

These guidelines may also be used to assist the Licensing Panel when considering appropriate action; whether in relation to suspension or revocation of a licence or in relation to an application for renewal of a licence arising out of a driver being convicted or cautioned during the period of a licence.

For the purpose of these guidelines, any reference to the term Conviction shall be taken to include Cautions and Fixed Penalty Notices.

#### **(b) Minor Traffic Offences**

Convictions for minor traffic offences, e.g. obstruction, some speeding offences, pedestrian crossing offences, traffic light offences, waiting in a restricted street, etc, should not ordinarily merit refusal. However, offending which, in the opinion of the Licensing Panel is persistent, will give rise to doubts as to the suitability of the applicant, leading to the conclusion that refusal to grant a licence at the present time may be appropriate. This would include cases where the level of penalty points has exceeded the level at which the Courts would normally consider disqualification of the ordinary driving licence (under the 'totting up' procedure). If a licence is granted in these circumstances, a strict warning as to future conduct will be issued.

#### **(c) Major Traffic Offences**

Convictions for driving without due care and attention, no insurance, reckless driving, some speeding offences, etc. will give rise to doubts as to the suitability of the applicant. An applicant with any such convictions should normally be required to show a period of at least one year free of such convictions/cautions before being considered fit to hold a licence. More than one conviction/caution for this type of offence within the last two years should merit refusal and no further application should be considered until a period of one to three years has elapsed

In cases where the Courts have imposed a disqualification in respect of the ordinary driving licence, the periods stated above should normally commence from the date of restoration of such licence.

If a licence is granted in these circumstances, a strict warning as to future conduct will be issued.

(d) **Drunkenness**

**(i) With Motor Vehicle**

Convictions for driving, or being in charge of, a vehicle whilst under the influence of drink, or refusing to provide a specimen, will give rise to doubts as to the suitability of the applicant. A licence will not normally be granted until three years have elapsed since the restoration of the driving licence. More than one conviction for this type of offence will raise grave doubts about the applicant's fitness. In these circumstances a licence will not normally be granted until five years have elapsed since the restoration of the driving licence.

If there is a suggestion that the applicant is an alcoholic or has engaged in severe alcohol abuse, a special medical examination will be needed before the application is determined. If the applicant is found to be an alcoholic, a period of five years will normally elapse after treatment is complete before a further licence application is considered.

**(ii) Not in a Motor Vehicle**

An isolated conviction for drunkenness need not debar an applicant from being granted a licence, provided that it is not associated with other criminal conduct. However, a number of convictions for drunkenness could indicate a medical problem necessitating critical examination – see (i) above. This may also be appropriate if there is a suggestion that the applicant is an alcoholic or has engaged in severe alcohol abuse. Such circumstances will, in any case, give rise to doubts as to the suitability of the applicant, leading to the conclusion that refusal to grant a licence at the present time may be appropriate.

(e) **Drugs**

An applicant with a conviction for a drug-related offence should normally be required to show a period of at least three years free of such convictions before he or she is considered fit to hold a licence, or five years in the case of two or more convictions, or after detoxification treatment if he or she was an addict, provided that the convictions were not associated with other criminal conduct.

As taxi drivers often carry young, incautious and impressionable people the greatest of caution should be taken when an application is considered from a person with convictions for an offence involving the supply of drugs to others. In such cases the circumstances of any convictions should be enquired into in order to assess the risk of the applicant using a taxi to market drugs, and the application should be

refused if there is any doubt as to whether the applicant is a fit and proper person to hold a licence.

(f) **Indecency Offences**

As hackney carriage and private hire vehicle drivers often carry unaccompanied passengers, applicants with convictions for indecency and/or sexual offences will normally be refused until they can show a substantial period (at least five years) free of convictions. More than one conviction for this type of offence will raise grave doubts about the applicant's fitness to hold a licence. The application will be refused if there is any doubt as to whether the applicant is a fit and proper person to hold a licence. If a licence is granted a strict warning as to future conduct will be issued.

(g) **Violence and Disorder**

As hackney carriage and private hire vehicle drivers maintain close contact with the public, a firm line will be taken with applicants who have convictions/cautions for grievous bodily harm, wounding, assault, "road rage" etc. At least three years free of such convictions will normally be needed before an applicant is considered fit to hold a licence, and even then a strict warning will be issued.

(h) **Offensive Weapons**

A firm line will be taken with applicants who have convictions relating to the possession of offensive weapons, including firearms and imitation firearms. At least three years free of such convictions will normally be needed before an applicant is considered fit to hold a licence, and even then a strict warning will be issued.

(i) **Dishonesty**

Hackney carriage and private hire vehicle drivers are expected to be persons of trust. It is comparatively easy for a dishonest driver to defraud the public by demanding more than the legal fare etc. Overseas visitors can be confused by the change in currency and become "fair game" for an unscrupulous driver. For these reasons a serious view will be taken of any convictions involving dishonesty. In general, a period of 3 to 5 years free of conviction will be required before entertaining an application.

(j) **Attempts and Aiding and Abetting Crime**

An applicant with a conviction for an attempted crime or aiding and abetting a crime will be treated in the same way under these Guidelines as if the applicant had been convicted of the substantive crime.

(k) **Persistent Criminality**

Applicants, who have shown a persistent disregard for the law, including sentences imposed by the Courts, will normally be refused until they can show a period of at least 5 years free of relevant convictions.

(l) **Offences under the Town Police Clauses Act 1847, Part II of the Local Government (Miscellaneous Provisions) Act 1976 and any Hackney Carriage Byelaws (The Acts).**

One of the main purposes of the licensing regime set out in "the Acts" is to ensure the protection of the public. For this reason, a serious view will be taken of convictions for offences under the legislation, particularly offences of illegal plying for hire, when deciding if a person is a fit and proper person to hold a licence. An application will normally be refused where an applicant has more than one conviction for an offence under "the Acts" in the two years preceding the date of the application.

(m) **Previous non-renewal or revocation**

Any former private hire/hackney carriage licensee, who has had his/her licence renewal refused or revoked because of misconduct, will not normally be considered eligible for a fresh grant until three years have elapsed from the date of the refusal to renewal or revocation or, in the case of an appeal, from the date the appeal is dismissed.

### **Appendix 3:**

#### **Assessing applicants and existing drivers for a Hackney Carriage Private Hire Vehicle driver licence in accordance with C1 standard.**

The following arrangements mean that those with good diabetic control and who have no significant complications can be treated as “exceptional cases” and are not therefore precluded from being licensed as HC/PHV drivers. The criteria are:

- To have been taking insulin for at least 4 weeks
- Not to have suffered an episode of hypoglycaemia requiring the assistance of another person whilst driving in the last 12 months;
- To attend an examination by a hospital consultant specialising in the treatment of diabetes at intervals of not more than 12 months and to provide a report from such a consultant in support of the application which confirms a history of responsible diabetic control with a minimal risk of incapacity due to hypoglycaemia;
- To provide evidence of at least twice daily blood glucose monitoring at times when driving either a hackney carriage or PHV vehicle;
- To have no other condition which would render the driver a danger when driving a hackney carriage or PHV; and
- To sign an undertaking to comply with the directions of the doctor(s) treating the diabetes and to report immediately to the Doncaster Licensing Authority any significant change in condition.

## **Appendix 4:**

### **Dress code for licensed drivers.**

In order to raise and maintain the profile of the licensed trade Doncaster Council is committed to encouraging the professional image of the trade and it considers that drivers should conform to a minimum standard of dress, as set out below. Whilst the Authority does not wish to impose such standards by way of conditions to any licence it expects, however, that such standards will be maintained at all times.

**We would recommend that all clothing, as a minimum should be clean, ironed and in good condition.**

#### **Tops**

- Shirts, blouses, T-shirts, or sweat tops should cover the shoulders and be capable of being worn inside trousers, skirts or shorts.
- Shirts or blouses can be worn with a tie or open-necked.

#### **Trousers/Shorts/Skirts**

- Trousers may be either full length or shorts.
- Drivers should not wear above the knee shorts or skirts.

#### **Footwear**

- Footwear should fit around the heel of the foot. (Safety shoes with protected toecaps are recommended, but not required.)

#### **Offensive Clothing**

- The Council disapproves of all clothing that depicts any national, political, racial, cultural, sexual or other potentially offensive language or symbols.

#### **Safety Clothing and Uniform**

- The council supports the use of a uniform for licensed drivers and/or the wearing of safety clothing if desired, such as a high visibility waistcoat or overcoat.

#### **Examples of Unacceptable Standards of Dress within this Code include:**

- Bare chests
- Vest tops
- Unclean or damaged clothing or footwear
- Clothing with offensive words, logos or graphics
- Sportswear promoting sports teams
- Clothing with studs or sharp edges
- Beach type footwear (e.g. Flip flops and mules)
- Baseball caps or 'hoodies'
- Tracksuits or Shellsuits

## Appendix 5:

### Hackney Carriage/Private Hire Vehicle Examination Retest Policy

Any vehicle failing its examination test will be required to undertake and pass a further examination test before it can be used or, in the case of an existing licensed vehicle, continue to be used as a Private Hire/Hackney Carriage vehicle. This further examination is known as a retest.

Subject to the exemptions below, if the vehicle is retested before the end of 10 working days following the day of failure then only the retest fee will be charged.

1. If a vehicle fails on not more than 5 items from the list below and is retested before the end of 10 working days following the day of failure then no retest fee will be charged. (A retest for failure of any item(s) not listed below will incur a retest fee.)
2. Only 1 retest is permissible per test. Any vehicle failing a retest will be required to undergo the full examination test for which the full test fee will be charged.
3. Any vehicle not presented for retest before the end of 10 working days following the day of failure will be required to undergo a full examination test for which the full test fee will be charged.

#### Retest items – (No additional fee for vehicles failing up to 5 items)

- Anti lock brake system (abs) warning
- Body condition (where the examination of the body is carried out solely for the purpose of ascertaining whether there are any sharp edges or projections likely to cause injury)
- Boot lid
- Brake pedal anti-slip devices
- Direction indicators/ hazard warning
- Doors
- Exhaust emissions
- Fuel filler cap
- Headlamp aim
- Horn
- Lamps
- Loading door
- Mirrors
- Rear reflectors
- Registration plates
- Seat belts (but not anchorages)
- Seats
- Steering wheel
- Tailgate
- Vehicle Identification Number
- Windscreen
- Windscreen wipers/ washers
- Wheels and tyres (including spare)
- Fire Extinguisher
- First Aid Kit
- Roof sign – through meter (HC only)
- Meter & Fare card (HC only)
- Wheelchair ramps (HC only)
- Wheelchair restraints (HC only)
- No-smoking sign(s)
- Road fund licence
- HC/PHV conditions carried in vehicle
- Plates and stickers (existing vehicles only)
- Current MOT certificate



## **Appendix 6: A**

### **DONCASTER METROPOLITAN BOROUGH COUNCIL**

#### **HACKNEY CARRIAGE – VEHICLE SPECIFICATION**

These standards apply to vehicles which are presented to Doncaster Metropolitan Borough Council on primary application for licensing as a Hackney Carriage and shall continue to apply at all times thereafter.

No licence will be issued in respect of a Hackney Carriage which does not comply with **ALL** of the following requirements.

##### **1. Type of Vehicle**

The vehicle must be a London-style cab or other approved right hand drive vehicle with wheelchair accessibility, comply with the requirements of the Equality Act 2010 and comply with any specific safety or environmental conditions required by the Licensing Authority. Any manufacturer of a modified vehicle must be able to demonstrate that they have undertaken comprehensive testing to ensure that the vehicle meets relevant European Directives and that the original manufacturer has approved the development and design of modified vehicles.

Any vehicle not complying with these basic vehicle specifications may be considered on an individual basis and may be subject to individual standards and conditions.

##### **2. Insurance Write Offs**

Vehicles that are categorised by insurance companies as a Category A or B write offs will not be accepted as suitable for a licence. Vehicles that have been categorised by an insurance company as a Category C write off will not be considered suitable to be licensed unless the vehicle has first undergone a Vehicle Identity Check (VIC) inspection and had the category C classification removed.

##### **3. Colour**

The vehicle must be finished in the original manufacturers colour without alterations unless otherwise approved by the Council.

##### **4. Condition**

The vehicle must meet the specification laid down by the Council in respect of mechanical, body and interior condition.

## **5. Engine**

The engine must be of the manufacturers recommended specification and fitment and of a type and capacity suitable for use as a hackney carriage.

## **6. Body style and Interior Configuration**

The body must be of the fixed-head type construction, fitted with a partially glazed partition or grill separating the driver from passengers.

## **7. Passenger Compartment Floor Covering**

The floor covering must be of non-slip material which can be easily cleaned. The outer edge at the entrance for passengers must be fitted with non-slip treads.

## **8. Steps**

The top of the tread for any entrance must be level with the floor of the passenger compartment and must not exceed 380 millimetres above ground level when the vehicle is unladen.

## **9. Doors**

The doors must be constructed so as to allow an unrestricted opening of at least 750 millimetres across the doorway. The minimum angle of the door when fully open must be 90 degrees. The doorway must have a clear height of at least 1.195 metres.

Sliding doors must have a minimum of 750 millimetres across the doorway.

Grab handles must be fitted at door entrances to assist passengers when entering and exiting the vehicle.

Double catches of an approved type must be fitted to all doors.

If the boot lid is hinged at the bottom then a restriction must be fitted to prevent it being used as a luggage platform.

## **10. Passenger Seats**

Passenger seats must measure not less than 400 millimetres per passenger, across the width of the front of the seat cushion. The measurement from the front edge of the seat cushion to the rear cushion must be no less than 400 millimetres.

The front, rearward facing, drop down seats must measure at least 40 centimetres across the width and at least 355 millimetres from the front to the rear of the seat. They must also be able to be secured when not in use and must not obstruct doorways.

Suitable means must be provided to assist passengers to rise from the rear seat with particular attention being paid to the needs of the elderly and disabled.

Seat belts shall be installed for all passengers and maintained in accordance with the manufacturer's specification at the time of manufacture of the vehicle.

A maximum capacity for seating of eight, providing all the seating complies with the basic standards and is seating that is provided by the manufacturer at the time of manufacture, or is of a type approved by the manufacturer.

#### **11. Driver's Compartment**

The driver's compartment must have adequate room for the driver. All instruments and controls must be within sight and easy reach of the driver.

The driver's seat must be adjustable for both height and reach.

The driver must have a means of communication with passengers. If a sliding window is fitted it must open a maximum of 115 millimetres only.

A sun visor that is adjustable by the driver must be fitted.

#### **12. Tyres**

Vehicle manufacturers recommend size, speed rating and weight rating of tyres to be used. A full size legal spare wheel must be carried.

#### **13. Interior Lighting**

Adequate lighting must be provided for the driver and the passenger.

Separate lighting controls must be provided for both passenger and driver.

An illuminated control switch must be fitted in an approved position in the passenger compartment. Lighting must also be provided at floor level to every passenger door and be activated by the opening of those doors.

#### **14. Heating and Ventilation**

An adequate heating and ventilation system must be fitted for the driver and the passengers with a means provided for independent control by the driver and passengers.

#### **15. Luggage**

Provision for carrying luggage must be available. A safe and secure method of retaining luggage must be provided.

#### **16. Taxi Sign**

A taxi sign of an approved pattern must be fitted. It should be clearly visible both by day and by night when the Hackney Carriage is not hired.

## **17. Glass and Window Requirements**

The windscreen of the vehicle must be of a laminated construction and all other windows and glass must be of an approved safety type.

Windows must be provided at the sides and at the rear of the vehicle.

Passenger door windows must be capable of being opened easily by passengers. The control for opening a door window must be easily identified so as not to be mistaken for any other control.

### **Tinted Glass**

Glass allowing a minimum of 75% light ingress on front windscreens and not less than 70% light ingress on all side and rear passenger windows, which does not inhibit the ability to see passengers or the driver from the outside of the vehicle, is required.

## **18. Facilities for disabled passengers**

A ramp or ramps must be available at all times for the purpose of access for a wheelchair and its occupant into the vehicle.

An adequate locating device must be fitted to ensure that the ramp/ramps will not slip or tilt when in use. Suitable stowage must be provided to enable the ramp/ramps to be stowed in the boot or the luggage compartment securely and safely when not in use.

Anchorage of an approved design must be provided for the security of the wheelchair and the chair bound disabled person within the vehicle. Such anchorages must be either floor or chassis linked. Floor linked anchorages must be of a suitable approved design which distributes the load evenly over the floor area.

Restraints for a wheelchair and the person seated in a wheelchair must be independent of each other.

Safe and secure storage must be provided for wheelchairs when they are not in use, when folded or otherwise carried within the passenger compartment.

## **19. Other Regulations**

The vehicle must at all times comply with all aspects of any regulations and legislation relating to motor vehicles in force at the time of licensing and where required must have a current MOT Certificate. The vehicle must also comply with the Council's Conditions of Licence.

A Current MOT Certificate must be provided from the date of first registration.

## Appendix 6: B

### DONCASTER METROPOLITAN BOROUGH COUNCIL

#### HACKNEY CARRIAGE - VEHICLE LICENCE CONDITIONS

These conditions are made under Section 47 of the Local Government (Miscellaneous Provisions) Act 1976 by Doncaster Metropolitan Borough Council with respect to Hackney Carriages.

#### 1. Maintenance and Testing of Vehicle

At all times when in use or available for hire the vehicle and all its fittings shall be kept in an efficient, safe, tidy and clean condition and all relevant statutory requirements shall be fully complied with.

In addition to the MOT requirements, licensed vehicles are required to be tested at the Council's approved testing centre. All vehicles will be subject to an annual test and, dependant on the age of the vehicle, subject to interim tests as follows:

Age of Vehicle	Test Frequency
Less than 4 years	Annually
Over 4 years but less than 7 years	6 Monthly
Over 7 years	4 Monthly

Vehicles presented for test must be washed and the engine cleaned, the interior must be cleaned and all seats must be maintained and clean and free from rips and tears.

All vehicles must be presented with a view to passing the inspection and test and any vehicle that fails to pass the test will be subject to a retest at a retest fee which will be reviewed annually alongside the normal fees and charges for such items.

Any vehicle failing a vehicle test will be subject to a retest fee in accordance with the Authority's retest policy.

Any vehicle owner who disputes the result of a test must make it clear before leaving the test station that they dispute the result and the report will be examined by a supervisor for ratification one way or another.

Vehicles which are subject to individual basic standards may be required to undergo a greater or lesser number of tests dependent on the vehicle type and use.

#### 2. Alteration of Vehicle

At any time while the licence is in force no alteration or change in the specification, design, condition or appearance of the vehicle shall be made without the approval of the Council, and the proprietor shall ensure that the vehicle complies with the Council's Basic Specification for Hackney Carriages at all times.

### 3. Safety Equipment

#### 3.1 Fire Extinguisher

A fire extinguisher must be carried at all times and must be of FOC approved 2 kilogram dry powder type complying with British Standard 5423 (1987) or 1 kilogram dry powder type complying with standards EN3 or BSI M920.

The fire extinguisher must be regularly maintained and annually inspected by a Company who are registered by the Government Approved British Approvals for Fire Equipment (BAFE). The fire extinguisher must be readily visible and available for immediate use in an emergency by the driver.

The fire extinguisher must be securely mounted in the cab of the vehicle and must be readily visible and available for immediate use in an emergency by the driver.

The fire extinguisher should be used only to aid the evacuation of passengers from the vehicle in the event of a fire.

The Registration Number of the vehicle shall be permanently and legibly marked on the extinguisher.

#### 3.2 First Aid Kit

A first aid kit must be carried at all times and must consist of a minimum of the following:-

- 10 Plasters individually wrapped
- 1 Sterile Eye Pad
- 1 Triangular Bandage
- Sterile Dressings individually wrapped: 1 large/3 medium/2 small
- Safety Pins

No medicines, cream, lotions or tablets of any kind are to be carried.

The First Aid Kit must be permanently and legibly marked with the Registration Number of the vehicle it is carried in.

### 4. Licensed Vehicle Identification Plates

The current external licence plates, issued by the Council, identifying the vehicle as a Hackney Carriage Vehicle must be securely fixed to both the front and the rear of the vehicle either to the bodywork or exterior of the vehicle in a prominent and visible position or in brackets in such a manner as to be easily removed by an authorised officer of the Council or a Police Constable.

The smaller interior plate shall be fixed and displayed within the vehicle in such a position as to be clearly visible to passengers at all times.

Under no circumstances, throughout the period of the licence, must the identification plates to be removed except where the written consent of the Council has been obtained.

All external and interior identification plates are granted on load by the Council and remain the property of the Council.

## 5. Table of Fares

A current table of fares must be displayed in a prominent position in the interior of the vehicle.

## 6. Signs, Notices etc.

6.1 No signs, notices, advertisements, plates, marks, numbers, letters, figures, symbols, emblems or devices whatsoever shall be displayed on, in or from the vehicle except where they are required by legislation or where they are required or allowed by these conditions.

This condition shall not apply to any indication on a taximeter, nor shall it apply to a sign which:-

- is displayed in, on or from the vehicle while it is stationary; and
- which contains only the name and address of the operator of the vehicle (or his business name and address) and the name of a passenger or passengers to be carried in the vehicle; and
- is displayed following a prior arrangement made to carry the passenger or passengers named in the sign.

6.2 The proprietor shall ensure that any sign or notice relating to Hackney Carriages which may be required from time to time by the Council shall be fixed and maintained in the vehicle in a conspicuous position as directed by the Council.

Before displaying the signs the proprietor shall notify the Council's Licensing Officer of the precise wording he/she wishes to use and shall display only that wording which has been approved by the Council.

6.3 Multimedia advertising will be considered but must be approved by the Council before being installed in any vehicle.

6.4 Any advertisements requested by the proprietor will be considered by the Council and if approved can be displayed.

6.5 The proprietor shall ensure that the notice issued by the Council, stating the Plate Number, the vehicle registration number and the date on which re-inspection of the vehicle is due, is at all times, fixed to the front windscreen of the vehicle in such a position so as to be readily and clearly visible and readable from the outside of the vehicle.

## 7. Insurance

A valid insurance policy shall be in force for the vehicle.

At or before the time when a cover note or certificate of insurance expires or is cancelled, evidence of the continued validity of appropriate insurance cover for the vehicle shall be produced to the Licensing Office.

Failure to produce such evidence shall result in the vehicle being immediately liable to suspension on the date of expiry shown on the cover note or certificate of insurance previously produced to the Licensing Office.

Where vehicle insurance documents are produced which do not specify the registration number of the vehicle or vehicles covered by the policy, it will be necessary to produce an endorsement to the policy which specifies the registration number of the vehicles covered by that policy.

Failure to produce such an endorsement shall mean that the vehicle will be immediately liable to suspension on the date of expiry shown on the cover note or certificate of insurance.

Only a Hackney Carriage driver licensed by Doncaster Council, with appropriate insurance, is authorised to drive a Hackney Carriage vehicle licensed by Doncaster Council, unless the vehicle is under test by a mechanic or subject to test.

## **8. Taximeter**

A calendar controlled taximeter must be fitted and operate correctly at all times. The meter must be sealed by the relevant approved body whenever a fare change or alteration is made. The seal must remain intact whenever the vehicle is in use as a licensed vehicle.

The taximeter must be checked at least once per year by a competent person. All meters fitted to Hackney Carriages must be British Standard Approved or an equivalent European Standard Approved.

The taximeter must be operated at all times when carrying a fare.

## **9. Taxi Sign and Roof light Wiring**

An illuminated taxi sign of a type approved by the Council shall be fitted to the Hackney Carriage roof.

The taxi sign shall be wired so that the light is extinguished when the taximeter in the vehicle is brought into operation and shall remain extinguished throughout the whole of the time the taximeter is in operation.

## **10. Hackney Carriage Drivers' Licence**

Before the proprietor of a Hackney Carriage allows or employs any licensed person to drive the vehicle he shall ensure that the licence of that driver is delivered to him. The proprietor shall then retain the licence in his possession until such a time as the driver ceases to be allowed or employed to drive the vehicle.



### **11. Change of Address**

The proprietor shall notify the Council, in writing, of any change of his address during the period of the licence. Notice of the change shall be given within seven days of it taking place.

### **12. Convictions**

The proprietor shall, within seven days, disclose to the Council, in writing, details of any conviction imposed on him (or, if the proprietor is a company, on any of its directors) during the period of the licence.

### **13. CB Radio**

The use or operation of any Citizen Band Radio fitted in the vehicle is prohibited at all times that the vehicle is hired. However, the use of such equipment in the case of an emergency shall not constitute a breach of this condition.

### **14. Television Receiving Apparatus**

No person shall install or use television receiving apparatus in a motor vehicle if the screen is partly or fully visible - directly or by reflection - to the driver while in the driving seat or if the controls - other than the sound volume control and the main switch - are within reach of the driver while in the driving seat.

No person shall use television receiving apparatus in a motor vehicle under circumstances or in a position where it might cause distraction to the driver of any other vehicle on the road.

### **15. CCTV**

Any CCTV fitted to a licensed vehicle must meet the specifications agreed by the Council in conjunction with the Doncaster Safety Partnership (or equivalent).

### **16. Damage to Vehicle**

Any damage to a Hackney Carriage which affects its safety, performance or appearance must be reported by the proprietor to the Council as soon as reasonably practicable and in any case within 72 hours of the occurrence of the damage.

### **17. Prohibition of Front Seat Passengers**

Fare paying passengers must only be carried in the rear passenger compartment. Under no circumstance are fare paying passengers permitted to be carried in the front drivers' compartment, even if seats are fitted.

## **18. Regulations**

All relevant Regulations made by the Department for Transport (or equivalent) must be complied with at all times.

## **19. Suspension of Vehicle licence**

Where a vehicle licence is suspended, in addition to remedying the matters giving rise to the suspension, the proprietor of the Hackney Carriage vehicle is required to pay the Council's published suspension administration fee.

## **Appendix 6: C**

### **DONCASTER METROPOLITAN BOROUGH COUNCIL**

#### **PRIVATE HIRE VEHICLE – VEHICLE SPECIFICATIONS**

These standards apply to vehicles which are presented to Doncaster Metropolitan Borough Council on primary application for licensing as a Private Hire Vehicle and shall continue to apply at all times thereafter.

No licence will be issued in respect of a Private Hire Vehicle which does not comply with **ALL** of the following requirements.

##### **1. Suitability of Vehicle**

The vehicle must be of a size, type and design suitable for use as a Private Hire Vehicle and the make or design of the vehicle shall not be such as to be likely to lead any person to believe that it is a Hackney Carriage licensed by Doncaster Metropolitan Borough Council under the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976.

Any vehicle not complying with these basic vehicle specifications may be considered on an individual basis and may be subject to individual standards and conditions.

##### **2. Insurance Write Offs**

Vehicles that are categorised by insurance companies as a Category A or B write offs will not be accepted as suitable for a licence. Vehicles that have been categorised by an insurance company as a Category C write off will not be considered suitable to be licensed unless the vehicle has first undergone a Vehicle Identity Check (VIC) inspection and had the category C classification removed.

##### **3. Colour**

The vehicle must be finished in the original manufacturers colour without alterations unless otherwise approved by the Licensing Authority.

##### **4. Condition**

The vehicle must meet the specification laid down by the Council in respect of mechanical, body and interior condition. The bodywork shall have no significant signs of corrosion

##### **5 Body Style and Ride Height**

The vehicle may be a saloon, estate, hatchback, minibus or other multi-purpose vehicle (MPV).

Access to the vehicle shall not be more than 460mm (approx 18 inches) from the ground level. Where access exceeds this height adequate steps must be provided.

## 6. **Wheels and Tyres**

The vehicle shall have four road wheels and must carry a full size spare tyre or meet the approved manufacturers' method of dealing with punctured tyres.

## 7. **Drive**

The vehicle must be a right hand drive vehicle.

## 8. **Doors**

The vehicle shall have a least four doors, 2 front and 2 rear. Except in the case of a specially adapted vehicle e.g. wheelchair accessible vehicle or minibus, a rear opening hatchback door will not generally be considered or counted as a door for means of entry or egress

Vehicles shall have front driver and front passenger doors and two unrestricted, outward opening or sliding entry/exit doors for the rear passengers one of which must be on the near side.

Each passenger must have two means of exit from the vehicle

All exit and emergency doors must open from the interior.

## 9. **Seating Capacity**

The vehicle shall seat not more than eight passengers. The rearmost row of seats and seats capable of being the rearmost seats e.g. fold away seats in some MPVs must be forward facing.

The seating capacity will be determined by the Council based upon the manufacturer's specification as stated on the vehicle registration document, the orientation of the seating and the dimensions of the seating.

Each 400millimetres of seat base shall constitute a seat, (unless it is impossible for a person to sit there, e.g. due to no leg room.) All measurements are taken across the front of the seat cushion.

The seating must be capable of being configured to achieve 600 millimetres minimum leg room available to any passenger. The measurement will be taken from the base of the seat to the rear of the seat in front. Where there is no seat in front the measurement will be taken from the base of the seat to the nearest obstruction in front.

All seats within the vehicle, front and rear, must be fitted with working seat belts.

## 10. **Tints to windows**

Tinted windows, which inhibit the ability to clearly see passengers or the driver from the outside of the vehicle, are not permitted.

All vehicles must comply with the following:

- The front windscreen shall allow at least 75% of light to be transmitted through it.
- The front side windows shall allow at least 70% of light to be transmitted through them.
- All other windows shall allow at least 70% of light to be transmitted through them.

However, the Council recognise that vehicles may be manufactured with glass rearward of the driver that is darker than that allowing 70% of light to be transmitted through, especially in estate and multi purpose vehicles (MPVs). Therefore, due to the large cost and inconvenience associated with changing glass that conforms to both type approval and construction and use regulations, the Council may exercise discretion for those vehicles which have manufactured window tints. The discretion will be based around the ability to clearly see passengers from the outside of the vehicle. Vehicles fitted with aftermarket tinted windows that do not meet the 70% rule for windows rearward of the driver will not be accepted.

#### **11. Luggage Space**

Provision for carrying luggage must be available. A safe and secure method of retaining luggage must be provided.

#### **12. Regulations**

The vehicle must at all times comply with all aspects of any Regulations and Acts relating to motor vehicles in force at the time of licensing and where required must have a current MOT Certificate. The vehicle must also comply with the Council's Conditions of Licence.

## Appendix 6: D

### DONCASTER METROPOLITAN BOROUGH COUNCIL

#### PRIVATE HIRE VEHICLE - VEHICLE LICENCE CONDITIONS

These conditions are made under Section 48 of the Local Government (Miscellaneous Provisions) Act 1976 by Doncaster Metropolitan Borough Council with respect to all Private Hire Vehicles.

##### 1. Maintenance of Vehicle

At all times, when in use or available for hire, the vehicle and all its fittings shall be kept in an efficient, safe, tidy and clean condition and all relevant statutory requirements shall be fully complied with, including in particular those contained in Motor Vehicles (Construction and Use) Regulations.

In addition to the MOT requirements, licensed vehicles are required to be tested at the Council's approved testing centre. All vehicles will be subject to an annual test and, dependant on the age of the vehicle, subject to interim tests as follows:

Age of Vehicle	Test Frequency
Less than 4 years	Annually
Over 4 years but less than 7 years	6 Monthly
Over 7 years	4 Monthly

Vehicles presented for test must be washed and the engine cleaned, the interior must be cleaned and all seats must be maintained and clean and free from rips and tears.

All vehicles must be presented with a view to passing the inspection and test and any vehicle that fails to pass the test will be subject to a retest at a retest fee which will be reviewed annually alongside the normal fees and charges for such items.

Any vehicle failing a vehicle test will be subject to a retest fee in accordance with the Authority's retest policy.

Any vehicle owner who disputes the result of a test must make it clear before leaving the test station that they dispute the result and the report will be examined by a supervisor for ratification one way or another.

Vehicles which are subject to individual basic standards may be required to undergo a greater or lesser number of tests dependent on the vehicle type and use.

##### 2. Alteration of Vehicle

At any time whilst the licence is in force, no alteration or change in the specification, design, condition or appearance of the vehicle shall be made without the approval of the Licensing Office, and the proprietor shall ensure that the vehicle complies with the Council's relevant Vehicle Specification Standards for Private Hire Vehicles at all times.

### 3. **Safety Equipment**

#### 3.1 **Fire Extinguisher**

A fire extinguisher must be carried at all times and must be of FOC approved 2 kilogram dry powder type complying with British Standard 5423 (1987) or 1 kilogram dry powder type complying with standards EN3 or BSI M920.

The fire extinguisher must be regularly maintained and annually inspected by a Company who are registered by the Government Approved British Approvals for Fire Equipment (BAFE). The fire extinguisher must be readily visible and available for immediate use in an emergency by the driver.

The fire extinguisher must be securely mounted in the cab of the vehicle and must be readily visible and available for immediate use in an emergency by the driver.

The fire extinguisher should be used only to aid the evacuation of passengers from the vehicle in the event of a fire.

The Registration Number of the vehicle shall be permanently and legibly marked on the extinguisher.

#### 3.2 **First Aid Kit**

A first aid kit must be carried at all times and must consist of a minimum of the following:-

- 10 Plasters individually wrapped
- 1 Sterile Eye Pad
- 1 Triangular Bandage
- Sterile Dressings individually wrapped: 1 large/3 medium/2 small
- Safety Pins

No medicines, cream, lotions or tablets of any kind are to be carried.

The First Aid Kit must be permanently and legibly marked with the Registration Number of the vehicle it is carried in.

### 4. **Licensed Vehicle Identification Plates**

The current external licence plates, issued by the Council, identifying the vehicle as a Private Hire Vehicle must be securely fixed to both the front and the rear of the vehicle either to the bodywork or exterior of the vehicle in a prominent and visible position or in brackets in such a manner as to be easily removed by an authorised officer of the Council or a Police Constable.

The smaller interior plate shall be fixed and displayed within the vehicle in such a position as to be clearly visible to passengers at all times.

Under no circumstances, throughout the period of the licence, must the identification plates to be removed except where the written consent of the Council has been obtained.

All external and interior plates are granted on loan by the Council and remain the property of the Council throughout the period of the licence.

5. **Table of Fares**

A table of fares may be displayed for passenger information within the vehicle provided it is in a form and type of print previously submitted to and approved by the Council.

6. **Taximeter**

If fitted a taximeter must operate correctly at all times and must be calendar controlled and sealed by the Authority. The taximeter must be checked at least once per year by a competent person.

7. **Damage to Vehicle**

Any damage to a Private Hire Vehicle which affects its safety, performance or appearance must be reported by the proprietor to the Council as soon as reasonably practicable and in any case within 72 hours of the occurrence of the damage.

8. **Signs, Notices, Distinguishing Marks etc.**

- 8.1 The use of any exterior distinguishing marks, letters, writing, numbers or any sign or device, notices, advertisements, plates, whether illuminated or not, is prohibited in respect of any Private Hire Vehicle, except where they are required by legislation or where they are required or allowed by these conditions

This condition shall not apply to a taximeter or a sign which:-

- is displayed in, on or from the vehicle while it is stationary; and
- which contains only the name and address of the operator of the vehicle (or his business name and address) and the name of a passenger or passengers to be carried in the vehicle; and
- is displayed following a prior arrangement made to carry the passenger or passengers named in the sign.

- 8.2 The proprietor shall ensure that a sign approved by the Council and bearing the words '**Doncaster Private Hire Vehicle**', the name and telephone number or the Operator and '**Illegal hire if not pre-booked**' is affixed to the near and off side doors of the vehicle at all times.

The overall size of the sign shall be 600 millimetres x 300 millimetres. The proportion of the Council's mandatory wording to the Operator's wording shall be 50:50. The heading should be 100 millimetres in height and the bottom panel 50 millimetres in height. The size of the lettering shall be uniform and must be black on a yellow background for the heading and bottom panel and by approval with the Licensing Office for the middle panel.

This requirement for door signage shall not apply to private hire limousines and other novelty vehicles.



- 8.3 The proprietor shall ensure that any sign or notice relating to Private Hire Vehicles which may be required from time to time by the Council shall be fixed and maintained in the vehicle in a conspicuous position as directed by the Council.
- 8.4 Under no circumstances shall roof signs or the words 'taxi' or 'taxis' be allowed
- 8.5 The proprietor shall ensure that the notice issued by the Council, stating the Private Hire Vehicle Plate Number, the vehicle registration number and the date on which re-inspection of the vehicle is due, is at all times, fixed to the front windscreen of the vehicle in such a position so as to be readily and clearly visible and readable from the outside of the vehicle

## 9. **Insurance**

A valid insurance policy shall be in force for the vehicle.

At or before the time when a cover note or certificate of insurance expires or is cancelled, evidence of the continued validity of appropriate insurance cover for the vehicle shall be produced to the Licensing Office.

Failure to produce such evidence shall result in the vehicle being immediately liable to suspension on the date of expiry shown on the cover note or certificate of insurance previously produced to the Licensing Office.

Where vehicle insurance documents are produced which do not specify the registration number of the vehicle or vehicles covered by the policy, it will be necessary to produce an endorsement to the policy which specifies the registration number of the vehicles covered by that policy.

Failure to produce such an endorsement shall mean that the vehicle will be immediately liable to suspension on the date of expiry shown on the cover note or certificate of insurance.

Only a driver licensed as a Private Hire driver with Doncaster Council, with appropriate insurance, is authorised to drive a Private Hire Vehicle licensed by Doncaster Council.

## 10. **Private Hire Drivers' Licence**

If the proprietor allows or employs any person to drive the vehicle as a Private Hire Vehicle they must ensure that, before that person commences to drive the vehicle, a copy of his Private Hire Driver's licence is delivered to the proprietor. The proprietor shall then retain this in his possession until such a time as the driver ceases to be allowed or employed to drive that vehicle or any other vehicle belonging to the proprietor.

Where the proprietor is not also the operator of the vehicle, the proprietor shall ensure that a copy of the driver's private hire licence is also passed to the operator.

## 11. **Change of Address**

The proprietor shall notify the Council, in writing, of any change of his address during

the period of the licence. Notice of the change shall be given within seven days of it taking place.

## 12. **Television Receiving Apparatus**

No person shall install or use television receiving apparatus in a motor vehicle if the screen is partly or fully visible - directly or by reflection - to the driver while in the driving seat or if the controls - other than the sound volume control and the main switch - are within reach of the driver while in the driving seat.

No person shall use television receiving apparatus in a motor vehicle under circumstances or in a position where it might cause distraction to the driver of any other vehicle on the road.

## 13. **Luggage**

Any passenger luggage must be carried under cover.

Roof racks are permitted but if personal luggage is carried on the outside of the vehicle then a suitable cover must be provided.

No luggage may be carried in aisles, gangways or in such a manner as to obstruct entrance/exit routes.

Luggage must be carried in a secure manner and be prevented from moving.

The luggage compartment shall be kept empty except for the luggage of passengers, the spare wheel (where applicable) and essential tools.

## 14. **Use of Non-Standard Spare Wheels, Emergency Repair kits etc.**

A temporary use spare wheel, run flat tyres (when punctured) or puncture repair kit must only be used to enable the vehicle to be driven to a place of repair. Where use is required whilst carrying a fare the journey may be allowed to continue provided that the driver complies fully with the manufacturers' operating restrictions. Any such non standard wheel or tyre should be replaced before taking another fare.

## 15. **CCTV**

Any CCTV fitted to a licensed vehicle must meet the specifications agreed by the Council in conjunction with the Doncaster Safety Partnership (or equivalent)

## 16. **Regulations**

All Regulations made by the Department of Transport must be complied with at all times.

## 17. **Suspension of Vehicle licence**

Where a vehicle licence is suspended, in addition to remedying the matters giving rise to the suspension, the proprietor of the Private Hire vehicle is required to pay the Council's published suspension administration fee.

## **Appendix 7**

### **DONCASTER METROPOLITAN BOROUGH COUNCIL**

#### **LIMOUSINE PRIVATE HIRE VEHICLE – VEHICLE SPECIFICATIONS**

##### **GENERAL NOTES**

The licensing of Limousines will be dependent upon the Council being satisfied that the vehicle is suitable in size type and design for use as a Private Hire vehicle. The prime consideration of the Council is the safety and comfort of the travelling public.

A limousine is a motor vehicle that has been lengthened by the insertion of an additional body section and modified by a coachbuilder to contain luxury facilities and fixtures.

These standards apply to vehicles which are presented to Doncaster Metropolitan Borough Council on primary application for licensing as a Private Hire Limousine and shall continue to apply at all times thereafter.

No licence will be issued in respect of a Private Hire Limousine which does not comply with **ALL** of the following requirements.

##### **1. Suitability of Vehicle**

Vehicles may be left or right hand drive, providing that they have a vehicle registration document issued by the DVLA.

The vehicle must be of a size, type and design suitable for use as a Limousine Private Hire Vehicle and the make or design of the vehicle shall not be such as to be likely to lead any person to believe that it is a Hackney Carriage licensed by Doncaster Metropolitan Borough Council under the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976. A Limousine Private Hire Vehicle is a vehicle used only for bookings which are made in advance.

All Limousine Private Hire Vehicles shall be converted motor vehicles holding a vehicle registration document issued by the DVLA.

Any vehicle not complying with these basic vehicle specifications may be considered on an individual basis and may be subject to individual standards and conditions.

##### **2. Colour**

The vehicle must be finished in the original manufacturers colour without alterations unless otherwise approved by the Council.

**3. Condition**

The vehicle must meet the specification laid down by the Council in respect of mechanical, body and interior condition.

**4. Engine**

The engine must be of the manufacturers recommended specification and fitment and of a type and capacity suitable for use as a private hire limousine.

**5. Wheels**

The vehicle shall have a minimum of four road wheels.

**6. Drive**

The vehicle may be a right or left hand drive.

**7. Doors and Windows**

The vehicle shall have at least four doors, of which two must be rear doors.

It is recognised that the privacy provided by tinted glass in the passenger compartment is a central characteristic of a limousine. However, the driver cockpit must comply with Construction and Use Regulations i.e. the front window screen must allow at least 75% light to be transmitted and the front side windows must allow at least 70% of light to be transmitted through them.

**8. Seating Capacity**

The vehicle shall be capable of seating not more than eight passengers. No passengers will be allowed to travel within the front seat of the vehicle.

The seats shall be covered with an appropriate material and must be properly upholstered and in good condition, free from rips, tears and holes.

**9. Alcoholic Drinks**

Under The Licensing Act 2003 alcohol may not be sold on a moving vehicle and a vehicle may not be licensed for this purpose

**10. In Car Entertainment**

Any entertainment that involves striptease, lap dancing, or similar performances, must not take place inside a licensed vehicle. Any video or DVD's shown must be certified by the British Board of Film Classification and should only be viewed by the appropriate age group. R18 videos and DVDs must not be shown within a licensed vehicle.

## **11. Luggage**

Provision for carrying luggage must be available. A safe and secure method of retaining luggage must be provided

## **12. Regulations**

The vehicle must at all times comply with all aspects of any regulations and acts relating to motor vehicles in force at the time of licensing and where required must have a current MOT Certificate. The vehicle must also comply with the Council's Conditions of Licence

## Appendix 8

### DONCASTER METROPOLITAN BOROUGH COUNCIL

#### FIRE ENGINE PRIVATE HIRE VEHICLE - BASIC STANDARDS

##### GENERAL NOTES

The licensing of Fire Engine will be dependent upon the Council being satisfied that the vehicle is suitable in size type and design for use as a Private Hire vehicle. The prime consideration of the Council is the safety and comfort of the travelling public.

These standards apply to Fire Engines, which are presented to Doncaster Council on primary application for licensing as a Private Hire Vehicle and shall continue to apply at all times thereafter.

No licence will be issued in respect of a Fire Engine, which does not comply with **ALL** of the following requirements.

##### 1. Suitability of Vehicle

Fire Engines may be left or right hand drive, providing that they have a vehicle registration document issued by the DVLA.

The vehicle shall be examined and issued with a certificate of Fitness (MOT or HGV equivalent) prior to initial licensing and then further proof of tests will be required at the recommended intervals.

The vehicle must be of a size, type and design suitable for use as a Private Hire Vehicle and the make or design of the vehicle shall not be such as to be likely to lead any person to believe that it is a Hackney Carriage licensed by Doncaster Metropolitan Borough Council under the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976. A Private Hire Vehicle is a vehicle used only for bookings, which are made in advance

Any ladders should be removed or permanently fixed to the vehicle preventing them from being removed and used inappropriately.

Alterations or adaptations in any form should be approved by the Council prior to any works carried out.

##### 2. Vehicle Fire Fighting Equipment, Lights and Siren

All blue lights and signage that could be misinterpreted by the public to indicate that the Fire Engine is a working emergency vehicle must be removed or replaced with lights that are to the satisfaction of the Council. These lights are not to be used when on any public highway. All sirens / bells must be removed from the fire engine. Any integral fire fighting equipment [hose reels / pumps etc] other than those required by the Private Hire Vehicle Licence Conditions, should be disabled and unavailable for use.

3. **Condition**

The vehicle must meet the specification laid down by the Council in respect of mechanical, body and interior condition.

4. **Engine**

The engine must be of the manufacturers recommended specification and fitment.

5. **Wheels**

The vehicle shall have at least four road wheels.

6. **Doors and Windows**

The vehicle must have sufficient doors of sufficient size to allow passengers to get in and out safely. To comply with Construction and Use Regulations the front window screen must allow 75% of light to be transmitted and the side windows must allow 70% of light to be transmitted.

Steps or another suitable form of assistance must be provided to allow safe entrance and exit from the vehicle. These must be approved by the Council be available for use and carried on board at all times.

All passengers shall be required to enter / leave the vehicle via the passenger doorway adjacent to the pavement.

An audible alarm system shall be fitted to the rear passenger's compartment doors and shall be in a working condition at all times. This must be approved by the Council.

7. **Seating and Internal Fittings**

The vehicle shall seat not more than eight passengers.

The seats shall be covered with an appropriate material and must be properly upholstered and in good condition, free from rips, tears and holes. All seats should be suitably securely anchored to the floor of the vehicle.

The fittings and furniture in the Fire Engine must be kept in a clean condition and well maintained.

Vehicles shall be equipped at all times with seatbelts of an acceptable type in respect of every seat which can be used for the carriage of passengers. Seatbelts must be provided for all passengers and must comply with current legislation and be in proper working order at all times.

8. **Alcoholic Drinks**

Under The Licensing Act 2003 alcohol may not be sold on a moving vehicle and a vehicle may not be licensed for this purpose.

**9. Entertainment**

Any entertainment that involves striptease, lap dancing, or similar performances, must not take place inside the Fire Engine. Any video or DVD's shown must be certified by the British Board of Film Classification and should only be viewed by the appropriate age group. R18 videos and DVDs must not be shown within a licensed vehicle.

**10. External Lockers**

All external lockers of the vehicle shall be secured to prevent access by passengers or members of the public.

**11. Regulations**

The vehicle must at all times comply with all aspects of any regulations and acts relating to motor vehicles in force at the time of licensing and where required must have a current MOT Certificate. The vehicle must also comply with the Council's Conditions of Licence.

**Requirements for Drivers of Fire Engine Private Hire Vehicles**

**1. Driving Licence**

The driver shall hold a full driving licence suitable for this type of vehicle in addition to the normal private hire driver's licence issued by the Council.

**2. Uniform**

Any uniform worn by the driver or staff must not display any official fire and rescue lettering, logo's, insignias or names which would give the general public the impression that they are members of any Fire and Rescue Emergency Service.



## Appendix 9

### DONCASTER METROPOLITAN BOROUGH COUNCIL

#### HORSE DRAWN HACKNEY CARRIAGE

##### GENERAL NOTES

The licensing of horse drawn hackney carriage is dependent upon the Council being satisfied that the vehicle is suitable in size type and design for use. The prime consideration of the Council is the safety and comfort of the travelling public.

##### Horse Drawn Hackney Carriage Vehicle and Driver Licence Conditions

1. **Driver**

Throughout the currency of his /her licence the holder of a Hackney Carriage licence shall be a fit and proper person to hold such licence. New applicants will be subject to a satisfactory **criminal record check** and all licence holders will be subject to a check every three years.

2. **Convictions**

The proprietor of the vehicle shall notify the Council of any conviction recorded against him or her by any court within 7 days of such a conviction being imposed.

3. **Insurance**

The proprietor shall keep in force a policy of insurance appropriate to a carriage used for public hire and covering third party liability both in respect of physical injury or death AND in respect of damage to personal belongings. A valid copy of the insurance certificate or cover note shall be carried in the carriage at all times and shall be produced to an authorised Officer of the Council or a Police Constable for inspection whenever required.

4. **Safety**

The Licence holder shall at all times when a vehicle is hired take all reasonable steps to ensure the safety of passengers conveyed therein and persons entering and alighting from the carriage.

5. **Accidents**

The proprietor shall, report to the Council as soon as possible, or in any event within 72 hours, any accident involving a licensed horse drawn hackney carriage in their control.

6. **Code of Practice**

The proprietor shall at all times comply with the requirements of Department of Transport's Code of Practice for Horse Drawn Vehicles.

7. **Groom**

The proprietor shall ensure that a groom is in attendance to assist the driver at all times.

8. **Passenger Numbers**

The proprietor or the driver shall not permit more than the prescribed number of persons to travel in the carriage than the number of persons the carriage is licensed to carry.

9. **Plates**

The external identification plate issued by the Council shall at all times be fixed to the outside rear of the carriage by the proprietor to the place provided by the manufacturer or in accordance with reasonable instructions of an Authorised Officer of the Council. The plate should be fitted in such a manner as to be easily removable by such officer or Police Constable.

10. **Pick Up Points**

All set down and pick up locations and routes must be approved by the Council prior to being used by a horse drawn hackney carriage vehicle.

11. **Signs at pick up points**

No signs shall be allowed at any of these picking up/dropping off points except with the express written consent of the Council, which consent shall be in addition to any Planning Permission or other consents or licences or parking permits which may be required.

12. **Traffic**

The driver of the vehicle shall take all reasonable steps not to hold up traffic and to allow other vehicles to pass

13. **Inspections**

The carriage and harness shall be subject to an inspection by an Authorised Officer within the preceding twelve months as to its condition and suitability for the job.

14. **Occasional checks**

The carriage and harness may be inspected and tested by an Authorised Officer of the Council or by a Police Officer at all reasonable times.

15. **Pre work checks**

The proprietor shall ensure that the driver shall examine the horse/s and carriage carefully at the start of each day's work and assure himself that everything is in good condition and in proper order.

16. **Passenger safety**

The Licence holder shall at all times when a vehicle is hired take all reasonable steps to ensure the safety of passengers conveyed therein and persons entering and alighting from the carriage.

17. **Powers of officers**

If the Authorised Officer or Police Constable inspecting the carriage and/or harness is not satisfied as to the fitness of either, he may give written notice to the Proprietor to make the carriage and/or harness available for further inspection and testing at such reasonable time and place as may be specified, and the vehicle licence may be suspended until the Authorised Officer or Police Constable is satisfied as to the fitness of the carriage and/or harness.

## Appendix 10

### DONCASTER METROPOLITAN BOROUGH COUNCIL LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

#### PRIVATE HIRE OPERATOR - CONDITIONS OF LICENCE

##### 1. Record Keeping

(1) The record required to be kept by the operator under Section 56(2) of the Local Government (Miscellaneous Provisions) Act 1976 shall be kept in a bound book in ink, the pages of which are numbered consecutively, or a suitable electronic database with sufficient storage capacity and back up, and the operator shall enter or cause to be entered therein, before the commencement of each journey, the following particulars of every booking of a private hire vehicle invited or accepted by him:

- (a) The time and date of the booking.
- (b) The name of the passenger/hirer.
- (c) How the booking was made (e.g. by telephone, personal call etc.)
- (d) The time of pick-up.
- (e) The location of pick-up.
- (f) The destination.
- (g) Any fare quoted at time of booking.
- (h) The name of the driver.
- (i) The registration number of the vehicle allocated for the booking, and the private hire vehicle plate number.
- (j) The time at which the driver was allocated to the booking.
- (k) Remarks (including details of any sub-contract).

(2) The operator shall also keep records of the particulars of all private hire vehicles operated by him. The records shall include details of the vehicle proprietor, registration number, licence/plate number and the drivers of such vehicles, together with any radio call sign used.

(3) Any record that is required to be kept by the operator shall be preserved for a period of not less than one year following the date of the last entry, and shall be promptly produced, in a format suitable for inspection, if requested by an authorised officer of the Doncaster Council or a police constable.

## **2. Standard of Service**

The operator shall provide a prompt, efficient and reliable service to members of the public at all reasonable times and for this purpose shall in particular:-

(a) Ensure that when a private hire vehicle has been hired to be in attendance at the appointed time and place, the vehicle shall, unless delayed or prevented by sufficient cause, punctually attend at that appointed time and place.

(b) Keep clean, adequately heated, ventilated and lit any premises which the operator provides and to which the public have access, whether for the purpose 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.

## **3. Complaints**

The operator must record and investigate all customer complaints. All records kept by the operator shall be preserved for a period of not less than one year following the date of the last entry, and shall be promptly produced, in a format suitable for inspection, if requested by an authorised officer of the Doncaster Council or a police constable.

The operator must immediately\* notify the Council Licensing office in writing of any complaints of a serious nature concerning a contract for hire or purported contract for hire relating to or arising from his business and of the action (if any) which the operator has taken or proposes to take in respect thereof. Complaints of a serious nature include allegations of sexual or violent misconduct.

\*Immediately means the next working day.

## **4. Change of Address**

The operator shall notify the Council in writing of any change of his address during the period of the licence within seven days of such change taking place.

## **5. Convictions**

The operator shall within seven days disclose to the Council in writing details of any conviction imposed on him (or if the operator is a company, on any of its directors) during the period of the licence.

## Appendix 11

DONCASTER BOROUGH COUNCIL  
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976  
**PRIVATE HIRE DRIVER'S LICENCE CONDITIONS**

### 1. Conduct of Driver

The driver shall:-

- (a) afford all reasonable assistance with passengers' luggage.
- (b) at all times be clean and respectable in his dress and person and behave in a civil and orderly manner.
- (c) take all reasonable steps to ensure the safety of passengers conveyed in, entering or alighting from the vehicle driven by him.
- (d) not drink or eat in the vehicle at any time when carrying a passenger.
- (e) not play any radio or sound reproducing instrument or equipment in the vehicle without the express consent of the hirer other than for the purpose of sending or receiving messages in connection with the operation of the vehicle.
- (f) at no time cause or permit the noise emitted by any radio or other previously mentioned equipment in the vehicle which he is driving to be a source of nuisance or annoyance to any person, whether inside or outside the vehicle.
- (g) not behave in an inappropriate manner or participate in any behaviour of a sexual nature in the vehicle.
- (h) not smoke in the vehicle.
- (i) comply with the requirements of the Private Hire Vehicle Licence Conditions.

### 2. Passengers

- (1) The driver shall not convey or permit to be conveyed in a Private Hire vehicle, a greater number of persons than that prescribed in the licence for the vehicle.
- (2) The driver shall not without the consent of the hirer of a vehicle convey or permit to be conveyed any other person in that vehicle.
- (3) The driver shall not smoke or permit smoking in the vehicle.
- (4) Drivers must provide reasonable facilities for disabled passengers.
- (5) Without prejudice to the generality of (4) above, where the vehicle has been hired by or for a disabled person who is accompanied by an assistance dog or by another person who wishes to be accompanied by a disabled person

with an assistance dog the driver must carry the disabled persons dog and allow it to remain with that person. The driver must not make an additional charge for doing so.

An exemption certificate may be granted by the Council on application by the licensed driver if the Council are satisfied that it is appropriate to do so on medical grounds.

### **3. Lost Property**

- (1) The driver shall immediately after the termination of any hiring of a Private Hire vehicle or as soon as practicable thereafter, carefully search the vehicle for any property which may have been accidentally left there.
- (2) If any property accidentally left in a Private Hire vehicle by any person who may have been conveyed therein is found by or handed to the driver, he shall take it, as soon as possible, and in any event within twenty-four hours if not already claimed by or on behalf of its owner, to a convenient Police Station or to the offices of the Licensing Department and leave it in the custody of the officer in charge

### **4. Written Receipts**

The Driver shall if requested by the hirer of the Private Hire vehicle, provide the hirer with a written receipt for the fare paid.

### **5. Animals**

The 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 and he shall ensure that any animal belonging to or in the custody of any passenger is conveyed in the rear of the vehicle.

### **6. Copy of Conditions**

The driver shall at all times when driving a Private Hire vehicle carry with him a copy of these conditions and the Private Hire Vehicle Licence Conditions and shall make them available for inspection by the hirer or any other passenger on request.

### **7. Deposit of Licence**

If the driver is permitted or employed to drive a Private Hire vehicle of which the proprietor is someone other than himself, he shall before commencing to drive that vehicle deposit this licence with that proprietor for retention by him until such time as the driver ceases to be permitted or employed to drive the vehicle.

### **8. Change of Address**

The driver shall notify the Council in writing of any change of his address during the period of the licence within seven days of such change taking place.

## 9. **Notification of Convictions**

The driver shall within seven days disclose to the Council in writing details of any conviction, including Cautions, imposed on him during the period of the licence. A driver who is required to appear at a Licensing Panel following conviction for a driving offence may be subject to a referral to the Driving Standards Agency with a requirement to pass the Agencies Assessment test. Failure to complete and pass the test may result in the driver having their Private Hire drivers licence revoked.

## 10. **CB Radio**

The use or operation of any Citizen Band radio fitted in the vehicle is prohibited at all times that the vehicle is hired. However, the use of such equipment in the case of an emergency shall not constitute a breach of this condition.

## 11. **Use of television receiving equipment**

No person shall use television receiving apparatus in a motor vehicle under circumstances or in a position where it might cause distraction to the driver of any other vehicle on the road.

## 12. **Return of Driver's Badge**

The licence holder shall upon the expiry(without immediate renewal), revocation or suspension of this licence, forthwith return to the Council the driver's badge issued to him by the Council when granting this licence.

## 13. **Medical Fitness**

Unless restricted to a shorter period for medical reasons, all drivers will be required to produce a Group 2 medical certificate at five yearly intervals from the age of 45 onwards and annually from age 65 onwards. Failure to comply with this condition will result in the licence holder being required to surrender their licence.

## 14. **DVLA Driving Licence Checks**

All licensed drivers will be subject to an annual DVLA check. Where a licence holder refuses to sign the prescribed mandate form for checking a driving record the licence holder will be required to surrender their licence and the licence will not be renewed.

## 15. **Criminal Record Checks**

All continuously licensed drivers are required to submit an **Enhanced Certificate issued by the Disclosure and Barring Service every 3 years.**