



Private Hire Vehicle Licence

CONDITIONS

February 2007

1. Introduction

- 1.1 Interpretation. In these conditions:
- a) **Applicant** means person, persons or body named as the applicant on the application form
 - b) **Authorised Officer** means the Principal Environmental Health Practitioner (Consultation and Licensing); Senior Licensing Officer; Licensing Officer and Technical Support/Licensing Enforcement Officer and any other officer authorised in writing by the head of consumer protection under delegated authority from the council.
 - c) **Certificate of Compliance** means the certificate issued by the Council's nominated garage certifying that the vehicle is mechanically sound
 - d) **The Council** means Isle of Wight Council
 - e) **The Driver** means the driver for the time being of the vehicle
 - f) **The Manager** means Environmental Health Manager for the time being of the Council
 - g) **Nominated garage** means the garage approved by the Council for the time being for the purpose of undertaking mechanical inspections
 - h) **The Nominated Officer** means the Senior Licensing Officer for the time being of the Council
 - i) **The Owner** means the person for the time being shown on the Private Hire Vehicle licence as the owner of the vehicle of a hiring agreement or hire-purchase agreement, means the person in possession of the vehicle under that agreement.
 - j) **Plate** means the licence plates issued by the Council to be displayed on the exterior of a licensed vehicle to identify the vehicle as private hire vehicle.
 - k) **Proprietor** means the person, persons or body named in this licence as the proprietor(s) of the private hire vehicle and includes a part proprietor and, in relation to a vehicle which is subject of a hire purchase agreement, means the person in possession of the vehicle under that agreement.
 - l) **The Vehicle** means the vehicle subject of the Private Hire Vehicle Licence to which the conditions are attached
 - m) Any obligation in these conditions not to do any act or thing shall be deemed an obligation not to cause or permit that act or thing to be done
 - n) Any reference to any Statute or subordinate legislation shall be deemed to include a reference to any amendment or re-enactment.
 - o) Any requirements of legislation that affect the operations being carried out under the terms of a licence shall be regarded as if they were conditions of that licence.
 - p) The proprietor and driver of the vehicle at the time a condition is breached shall be jointly and severally liable for that breach.
- 1.2 This licence is issued subject to the provisions of the Town Police Clauses Act, 1847, the Local Government (Miscellaneous Provisions) Act 1976 LG (MP), Part II and the following conditions:
- 1.3 By submission of the application form the applicant agrees to observe and conform to all of the following terms and conditions.
- 1.4 If the licence is granted, the applicant shall be known thereafter as the proprietor.
- 1.5 The applicant and proprietor shall observe and conform to all of the following terms and conditions.

2. Grant of a Licence: The Application

- 2.1 Application for a private hire vehicle licence is to be made to the Isle of Wight Council and addressed to:

Isle of Wight Council
Licensing Section
Jubilee Stores
The Quay
Newport
Isle of Wight
PO30 2EH

3. Grant of a Licence: Form of Application

- 3.1 The application must:
- a. Be made in writing.
 - b. Be made on the correct application form as prescribed by the Council
 - c. Be accompanied by the full fee.
 - d. Be accompanied by the necessary documents which are:
 - i. The registration document
 - ii. The current vehicle insurance certificate or cover note, (to include towing and the carriage of the number of wheelchairs for which the vehicle is adapted, if necessary)
 - iii. A current MoT certificate for all vehicles over one year old from the date of registration a current Vehicle Excise Licence, (road fund licence).
 - e. Be fully and correctly completed

- 3.2 If the application fee is paid by cheque, the fee shall not be deemed to have been paid in full, until the funds have cleared.
- 3.3 A licence will not be granted or issued until the fee has been paid in full
- 3.4 Any incomplete or incorrectly completed application will be returned to the applicant
- 3.5 Any application received after the renewal date will be considered as a new application and not a renewal
- 3.6 Without prejudice, the Council reserves the right to charge the full licence fee in the case of a late application.

4. The Hearing

- 4.1 A licence may be granted, under delegated authority, by an authorised officer.
- 4.2 Attendance at the licensing committee will not always be necessary when applying for the grant of a licence.

5. Grant of a Licence: The Applicant

- 5.1 The applicant must satisfy the Council that he or she is a fit and proper person to hold the licence
- 5.2 The Council will have regard to the Isle of Wight Council Policy relating to the relevance of convictions when deciding whether a person is a fit and proper person to hold a private hire vehicle licence.

6. Grant of a Licence: The Vehicle (Initial Inspection First Application).

6.1 The vehicle must satisfy the conditions in this section and may be presented to an authorised officer for inspection to ensure compliance with the following conditions.

6.2 In the case of first application for a vehicle licence, the applicant must satisfy the conditions in this section prior to the initial inspection at Section 8.

6.3 Safety Considerations

- a. Any vehicle to be licensed must comply with European Whole Vehicle Type Approval, category M1.
- b. If the vehicle is not certified to this standard the applicant must produce a low volume build certificate or other reliable documentary evidence to show that the vehicle has been tested to an equivalent standard, to the satisfaction of the Licensing Officer.
- c. A vehicle which is capable of carrying a passenger who is seated in a wheelchair must load and unload any such passengers through a side door, unless the vehicle is fitted with a powered tail lift for the purpose of loading and unloading wheelchair-bound passengers.

6.4 Wheelchair Accessibility

It is not mandatory for the vehicle to be wheelchair accessible. If the vehicle is adapted to carry a passenger who is seated in a wheelchair:

- a. The wheelchair must be loaded from the side unless the vehicle is fitted with a powered tail-lift.
- b. A vehicle complying with the specifications required by the Disability Discrimination Act 1995 (DDA) must be designed or adapted to carry at least one passenger who is seated in a wheelchair.
- c. There must be sufficient space between the front of the rear seat and any partition for an occupied wheelchair to turn.
- d. There must be sufficient space for a wheelchair to travel facing rearwards.
- e. There must be a separate means of securing the chair and the wheelchair occupant.
- f. There must be wheel ramps carried in the vehicle.

6.5 Age

- a. In the case of first application for a private hire vehicle licence, the vehicle must be under three years old since the date of first registration.
- b. The age of the vehicle shall be taken from the vehicle registration document.
- c. Any vehicle with a "Q" plate registration will not be licensed if in excess of 3 years from date of manufacture. Where the age of a "Q" registered vehicle is not identifiable the age will be calculated as three years old at the date of "Q" registration in line with the policy of the D.V.L.A.

- d. The maximum age limits may only be exceeded if the vehicle is presented in exceptional condition. (See Section 10).

6.6 Colour

- a. The vehicle shall **NOT** be silver.

6.7 Left Hand Drive

- a. The vehicle shall not be left hand drive.

6.8 Doors

- a. In the case of a vehicle seating more than four passengers, the vehicle must have at least one door on each side, easily accessible to the passengers.
- b. In the case of a vehicle with a hatchback, the hatch will not be considered or counted as a door for this purpose.

6.9 Wheels

- a. The vehicle must have at least four external road wheels.
- b. A spare wheel must be carried in the vehicle in the manufacturer's allocated space.
- c. No customers shall be conveyed when a space saver type wheel is being used and the vehicle.

6.10 Seats

- a. All seats must be fitted with seat belts.
- b. All seats must face forward or backwards in relation to the direction of travel.
- c. All passenger seats must be at least 16 inches (40.64 centimeters) per person in width.
- d. All seats must be of sufficient size to accommodate the number of passengers the vehicle will be licensed to carry, (the minimum number being four), and the rear seat width must not be less than 48 inches (121.92 centimeters) being clear of any obstruction such as handles or arm rests.
- e. In the case of a vehicle that makes provision for the carriage of passengers whilst still occupying a wheelchair there must be separate means of securing the wheelchair and the passenger.
- f. No seat shall have to be moved or tilted for a passenger to enter or leave the vehicle.

6.11 Luggage

- a. Luggage space must be a minimum of 0.5 cubic metres, or in the case of vehicles seating more than four passengers, arrangements must be in place to carry additional luggage commensurate with the number of passengers carried.
- b. It must be physically separated from the passenger seating.
- c. In the case of mini-bus, conversion or M.P.V. any luggage which occupies the passenger compartment must be separated from the passengers in a safe manner, and not obstruct any passageway or exit door.

6.12 Tinted Windows

- a. Tinted windows that prevent clear vision or anything else that prevents clear vision into the vehicle shall not be permitted.

7. Grant of a Licence: The Vehicle (Initial Inspection Renewal Application).

7.1 The vehicle must satisfy the conditions in this section and may be presented to an authorised officer for inspection to ensure compliance with the following conditions.

7.2 The applicant must satisfy the conditions in Section 7 prior to the initial inspection at Section 8.

7.3 An appointment will be made by the Licensing Authority for the applicant to attend the Council offices to renew the Private Hire Vehicle Licence. If the applicant is unable to attend he/she shall contact an Authorised Officer as soon as possible. In any event at least 24 hours notice of cancellation should be given. This excludes Saturday, Sundays and Bank Holidays. Failure to keep an appointment for renewal may incur a fee payable to the Isle of Wight Council.

7.4 A vehicle shall be taken as being re-licensed only if there was in force in respect of that vehicle immediately prior to its being re-licensed a current Taxi licence previously issued by the Council. There may be no lapse between licences.

7.5 Safety Considerations

- a. Any vehicle to be licensed must comply with European Whole Vehicle Type Approval, category M1.

- b. If the vehicle is not certified to this standard the applicant must produce a low volume build certificate or other reliable documentary evidence to show that the vehicle has been tested to an equivalent standard, to the satisfaction of the Licensing Officer.
- c. A vehicle which is capable of carrying a passenger who is seated in a wheelchair must load and unload any such passengers through a side door, unless the vehicle is fitted with a powered tail lift for the purpose of loading and unloading wheelchair-bound passengers.

7.6 Wheelchair accessibility

It is not mandatory for the vehicle to be wheelchair accessible. If the vehicle is adapted to carry a passenger who is seated in a wheelchair the following conditions shall also apply:

- i. The wheelchair must be loaded from the side unless the vehicle is fitted with a powered tail-lift.
- ii. A vehicle complying with the specifications required by the Disability Discrimination Act 1995 must be designed or adapted to carry at least one passenger who is seated in a wheel chair.
- iii. There must be sufficient space between the front of the rear seat and any partition for an occupied wheelchair to turn.
- iv. There must be sufficient space for a wheelchair to travel facing rearwards.
- v. There must be a separate means of securing the chair and the wheelchair occupant.
- vi. There must be wheelchair ramps carried in the vehicle.

7.7 Age

Each vehicle will be considered on its individual merits. The age of a vehicle alone shall not preclude an applicant from obtaining a proprietors licence for that vehicle.

- a. If the application is for the renewal of a licence the vehicle must be no more than seven years old from the date of first registration. This condition shall take effect from 1 January 2010.
- b. Any vehicle with a "Q" plate registration will not be licensed if in excess of 5 years from date of manufacture. Where the age of a "Q" registered vehicle is not identifiable the age will be calculated as three years old at the date of "Q" registration in line with the policy of the D.V.L.A.
- c. The maximum age limits may only be exceeded if the vehicle is presented in exceptional condition. (See Section 10).

7.8 Colour

If a vehicle satisfies all the conditions in section 7 and remains licensed on renewal, this condition shall not take effect until the vehicle is replaced. The condition shall subsequently apply to the replacement vehicle.

- a. A licence issued on renewal after 1 January 2010 shall not be issued in respect of a vehicle that is silver all over. A vehicle that is due for renewal between 1 January 2010 and 31 December 2010 will not have to comply with this condition until the date of renewal.

7.9 Wheels

- a. The vehicle must have at least four external road wheels.
- b. A spare wheel must be carried in the vehicle in the manufacturer's allocated space.
- c. No customers shall be conveyed when a space saver type wheel is being used and the vehicle.

7.10 Left Hand Drive

- a. The vehicle shall not be left hand drive.

7.11 Doors

- a. In the case of a normal saloon or estate type vehicle, it must be fitted with at least four doors. This condition shall take effect until 31 December 2009 or until renewal date, whichever is the later.

8. Grant of a Licence: The Vehicle (Mechanical Inspection).

- 8.1 If the vehicle meets the standards required by the initial inspection it should be presented to the Council's nominated test center, to determine that the vehicle is in a road worthy condition.
- 8.2 The requirement for a mechanical inspection shall apply to all vehicles except those that are new, and with less than 500 miles on the odometer, which will be exempt for the first licensing period.
- 8.3 The vehicle shall be presented at the nominated testing station in clean condition of both the exterior and interior of the vehicle.

- 8.4 If the applicant can not present the vehicle at the testing station on the appointed day and time, the testing station at annex (a) shall be contacted as soon as possible. In any event at least 24 hours notice of cancellation should be given. This excludes Saturday, Sundays and Bank Holidays.
- 8.5 The applicant must ensure that the driver of the vehicle remains at the testing station whilst the examination is carried out and answer any questions.
- 8.6 The applicant shall be aware of any changes to MOT Testing.
- 8.7 If a vehicle fails the test and in the opinion of the examiner would fail to meet the standards required by the Motor Vehicles (Construction and Use) Regulations, then if the application is for the renewal of a hackney carriage vehicle licence the plate may be removed by the testing center or any authorised officer, until such time as the vehicle passes the test, and until such time as the plate is returned the vehicle may not be used for hire or reward.
- 8.8 The applicant in respect of any vehicle failing to keep an appointment for a testing will incur a fee payable to the nominated garage.
- 8.9 If the vehicle passes the test the applicant shall bring the pass sheet to the Isle of Wight Council Licensing Section within 7 days of the test.
- 8.10 If the vehicle fails the test, the applicant will be issued a failure sheet
- a. The applicant may arrange for the defects to be rectified at a garage of his choice
 - b. The applicant may resubmit the vehicle for examination in Arrangement with the testing station

9. Grant of a Licence: The Vehicle (Issue of Licence).

- 9.1 Subject to all the conditions in sections 1 to 9 being met the licence will be granted after payment of the appropriate fee.
- 9.2 The licence shall be issued for a period of 1 (one) year

10. Grant of a Licence: The Vehicle. Standards, maintenance and appearance of the vehicle following the grant of a hackney carriage vehicle licence (Quality Regulation)

- 10.1 The vehicle and its fittings must at all times when it is being used as a private hire vehicle:
- a. Be safe
 - b. Be tidy
 - c. Be clean
 - d. Comply with all statutory requirements applicable to the class of vehicle to which it belongs including, but without prejudice to the generality of the foregoing, the Motor Vehicle (Construction and Use) Regulations.
- 10.2 The vehicle must be of a high standard of appearance to the complete satisfaction of the Council, and must be maintained to this standard throughout the period of the proprietors licence.
- 10.3 The vehicle must not be of such design and appearance as to lead any person to believe that the vehicle is a hackney carriage.
- 10.4 The vehicle must be kept in good condition to include the following:
- a. RUST.**

Any vehicle presented should be free from any significant areas of visible rusting. Although minor blemishes should not constitute a failure any vehicle with more than three visible rust patches of more than 20 sq. cm. should be failed.
 - b. DENTS.**

Any vehicle with minor dents on three or more panels where such dents are more than 5 sq. cm. in diameter or length, or a single dent more than 20 cm. in diameter or length should be failed.
 - c. SCRATCHES.**

Any vehicle with visible scratches down to bare metal on three or more panels of 5 cm in length or a single scratch of more than 20 cm. in length should be failed.

d. PAINTWORK.

All panels on all vehicles including those which are wheelchair-accessible and those which conform to the Conditions of Fitness as prescribed by the Public Carriage Office shall be painted in any colour except silver. Vehicles with panels with unmatched colours or in primer should be deemed as failures.

Private Hire Vehicle Licences that are renewed after 1 January 2010 shall comply with this condition from the date of renewal.

e. SEATS.

1. In conventional vehicles where it is intended that the licence be for four passengers the rear seat must be at least 48 inches (122 cm) in width. All seats shall have a minimum of 16 inches (40.64 cm) per person and in respect of seating comply with the Road Vehicles (Registration and Licensing) Regulations, 1971.
2. All seats including the driver's must be free from repaired cuts, tears or cigarette burns, except of a very minor nature. Any repairs must have been carried out in a professional and neat manner.

f. CARPETS / FLOOR COVERING.

All carpets and floor covering shall be complete and free from cuts, tears, or serious staining.

g. HEADLINING AND OTHER TRIM.

All interior trim, including headlining, shall be clean, complete, properly fitted, and free from serious cuts, tears, or major soiling.

h. WINDOW OPERATION.

All passengers excepting those occupying a middle seat must be able to open an adjacent window without difficulty. This section will not apply if the relevant window has glass not intended by the manufacturer to open, and the vehicle is fitted with working air-conditioning.

i. BOOT / LUGGAGE COMPARTMENT.

This should be empty, except for the spare wheel, essential tools, and the First Aid kit, (required to comply with Health and Safety, (First Aid) Regulations, 1981. The compartment should be clean and any covering free from major cuts, tears or other damage, or staining.

j. INTERIOR.

The interior must be kept clean, tidy and free of any litter or other rubbish.

k. ESTATE CARS

If the vehicle is an estate car it shall be fitted with a grille sufficient to prevent luggage carried in the rear compartment from coming into contact with persons in the rear seat

l. WHEELCHAIRS AND SWIVEL SEATS.

It is not mandatory for the vehicle to be wheelchair accessible. If the vehicle is adapted to carry a passenger who is seated in a wheelchair the following conditions shall also apply:

- i. There must be sufficient space between the front of the rear seat and any partition for an occupied wheelchair to turn.
- ii. There must be sufficient space for a wheelchair to travel facing rearwards.
- iii. There must be a separate means of securing the chair and the wheelchair occupant.
- iv. There must be wheelchair ramps carried in the vehicle.
- v. A swivel seat if fitted must be properly maintained.

m. 6, 7 AND 8 SEAT VEHICLES

The following conditions apply in relation to the licensing of 6, 7 and 8 seat vehicles

1. Passenger entry and exit doors should be on the nearside of the vehicle only,
2. No passenger entry or exit doors will be permitted at the rear or on the offside of the vehicle except for emergency exits and wheelchair access,
3. There must be room for easy access and egress from the entry and exit doors to all seats, as well as adequate luggage space,
4. All passengers seating must face the front of the vehicle.
5. Emergency exits must be clearly marked.

n. ALTERATION OF THE VEHICLE.

No alterations in the specification, design, or appearance of the vehicle shall be made without the approval in writing signed by the Manager or the Authorised Officer.

o. SIGNS, ETC.

1. No signs, notices, advertisements, plates, marks, letters, figures, symbols, emblems or devices whatsoever, (collectively referred to as "signs"), other than those mentioned in this section shall be displayed in, on or from the vehicle.
2. Permitted signs are:
 - a. The registration number
 - b. Any sign required by statute or subordinate legislation
 - c. The external plate issued by the Council, on the outside rear of the vehicle displayed in accordance with paragraph 10.4 (q) of this section, or if this is not practicable in such a position as approved by the Authorised Officer.
 - d. A notice informing customers where to complain if dissatisfied with the service received.
 - e. The Isle of Wight Council Door Sign which shall be displayed on the front offside and nearside doors
 - f. Any sign indicating membership of a national motoring organisation
 - g. Any sign requesting passengers not to smoke in the vehicle
 - h. Any sign approved by the Council to indicate that the payment of fares may be made by credit card, and which shall be displayed on the front windscreen of the vehicle.
 - i. Any sign provided by Isle of Wight Council to show that the vehicle is used for school contracts, which shall be displayed in the front windscreen in such a manner so as to not obstruct the driver's vision, and may only be displayed when actually employed in the performance of such contract work with pupils being carried.
 - j. Any sign to indicate to passengers, or prospective passengers that the interior of the vehicle is monitored by Closed Circuit Television.
 - k. Signs on the rear doors, maximum size 12 inches by 8 inches, which advertise local companies, or companies that trade locally, and are approved by the Manager.
 - l. Any sign that identifies the company, operator or proprietor and a telephone number.
 - m. Any other sign within the vehicle must be approved by the Authorised Officer and must meet the conditions as set out above.
 - n. Any sign permitted must be positioned so as not to impede visibility and in no event shall be placed on the rear window of the vehicle, nor shall any hanging obstruction be placed in any part of the vehicle.
 - o. Advertisements that are for a local company or a company that trades locally are permitted. Advertising for a local company and advertising shall be treated in the same way. Such signs are subject to the restrictions listed below:
 1. They do not contain anything of a religious or political nature.
 2. Advertisements for alcohol or tobacco products are not allowed.
 3. Advertisements and signs, which contain any matter likely to cause offence, are not allowed.
 4. Advertisements and signs, which are insulting or abusive, are not allowed.

5. No advertisements or signs are allowed on any part of the glass area, except those signs required by law or specifically allowed by these conditions, and
6. Are submitted by the owner for approval by the Senior Licensing Officer.

p. ROOF SIGNS.

1. A private hire vehicle shall not display a roof sign.

q. LICENCE PLATE

1. The proprietor of a private hire vehicle shall cause the identification plate issued by the council bearing the number of the licence granted in respect of the vehicle to be securely fixed to the outside from the center to the offside rear of the vehicle, affixed to the body of the vehicle just above the rear bumper attached to the rear bumper in such a position that it shall be clearly visible from the rear of the vehicle.
2. The proprietor of a vehicle shall not wilfully or negligently cause or suffer any such plate to be concealed from the public view while the vehicle is being used as a private hire vehicle.
3. The proprietor shall not cause or permit the vehicle to be used with such plate so defaced that any such number is illegible
4. The Council must be informed immediately should the licence plate showing the number of the private hire vehicle licence be broken lost or defaced.
5. The plate must be removed immediately when the licence expires or is suspended, revoked or cancelled.
6. The plate remains the property of the Council and must be returned to the Council as soon as possible and in any case within seven days after the licence to which it refers has expired, or is surrendered, revoked or cancelled.
7. Exemptions
 - a. The proprietor of a private hire vehicle may apply in writing to the Senior Licensing Officer for an exemption to display the Isle of Wight Council plate.
 - b. If the exemption is approved The Isle of Wight Council will issue a notice to that effect. The notice must be carried in the vehicle at all times.

10.5 DUAL PLATING

- a. No vehicle will be granted a licence if it is licensed in another local authority area where different requirements apply to each of the local authorities.

10.6 FIRE EXTINGUISHER

- a. Shall be carried in the vehicle at all times
- b. The extinguisher shall not be located in the passenger or driver compartment unless the vehicle is fitted with a partition between passengers and the driver in which case the fire extinguisher may be fitted in the driver compartment and must be secured with an appropriate restraint.
- c. The fire extinguisher shall be either a one kilogram dry powder or a one litre AFFF.
- d. The fire extinguisher shall be fitted with a gauge to show the state of charge and should be manufactured to satisfy relevant BSEN accreditation

10.7 FIRST AID KIT

- a. A first aid kit must be carried in the vehicle at all times

10.8 RADIO SCANNER

- a. The proprietor of any vehicle shall not allow a radio scanner to be used in the vehicle.

10.9 TAXI METER

- a. **It is not mandatory for a private hire vehicle to be fitted with a taxi-meter but if a private hire vehicle is so equipped and is used for hire or reward the following conditions will apply:**
 1. The taximeter shall be in full working order.

2. The taximeter shall be fitted with a key, flag or other device the turning, or pushing of which will bring the machinery of the taximeter into action and cause the word "HIRED" to appear on the face of the taximeter
 3. Such key, flag or other device shall be capable of being locked in such a position that the machinery of the taximeter is not in action and that no fare is recorded on the face of the taximeter
 4. The taximeter shall be of the modern progressive type meter approved by the council (that is one that has a digital clock and calendar locked into the taximeter thus automatically changing the meter fare for different times of the day and year) so that only the meter can select the correct tariff
 5. When the machinery of the taximeter is in action there shall be recorded on the face of the taximeter in clearly legible figures a fare not exceeding the rate or fare which the proprietor or driver is entitled to demand and take for the hiring of the vehicle by distance in pursuance of the tariff fixed by the council
 6. The word "FARE" shall be printed on the face of the taximeter in plain letters so as clearly to apply to the fare recorded thereon
 7. The taximeter shall be so placed that all letters and figures on the face thereof are at all times plainly visible to any person being conveyed in the carriage, and for that purpose the letters and figures shall be capable of being suitably illuminated during any period of hiring
 8. The taximeter and all the fittings thereon shall be so affixed to the vehicle with seals or other appliances that it shall not be practicable for any person to tamper with them except by breaking, damaging or permanently displacing the seals or other appliances
- b. In a case where it appears to the council to be impracticable for a proprietor for the time being to comply with any requirement contained in this section, they may issue a certificate to that effect to the proprietor and thereupon the proprietor shall not contravene these conditions.
- c. The proprietor of a private hire vehicle provided with a taximeter shall:
1. Ensure when standing, that the key, flag or other device is kept locked in the position to which no fare is recorded on the face of the taximeter
 2. Ensure before beginning a journey for which a fare is charged for distance and time bring the machinery of the taximeter into action by moving the said key, flag or other device, so that the word "HIRED" is legible on the face of the taximeter and keep the machinery of the taximeter in action until the termination of the hiring
 3. Cause the dial of the taximeter to be kept properly illuminated throughout any part of a hiring which is during the hours of darkness, this being the time between half an hour after sunset to half an hour before sunrise and also at any other time at the request of the hirer
- d. The proprietor or driver of a private hire vehicle that is equipped with a meter shall not tamper with or permit any person to tamper with any taximeter with which the vehicle is provided, with the fittings thereof, or with the seals affixed thereto.
- e. The proprietor shall ensure that the vehicle is presented to the council when requested and allow the taximeter to be tested for accuracy of the settings against the measured distance used by the council.

10.10 CLOSED CIRCUIT TELEVISION

- a. The Council encourages vehicle owners and drivers to take steps to ensure their own personal safety, whilst maintaining the privacy of passengers. No vehicle may be fitted with photographic, video or CCTV equipment unless it complies with the following:
 1. The images must be encoded to ensure that only authorised persons have access to them.
 2. The images must be coded with the date and time of recording.
 3. If the images are to be stored by the driver or any person under his control, a certificate of registration from the Data Commissioner must be produced.
 4. If the images are to be stored elsewhere, details must be given.
 5. The vehicle must be fitted with adequate signs indicating that recording equipment is in use, which are displayed to the outside of the vehicle.
 6. Under no circumstances will equipment be authorised which makes use of a videocassette recorder carried on the vehicle.

7. For the purpose of paragraph 1 above, an authorised person is a police officer, an authorised officer of the Council, and accredited staff of the equipment manufacturer or installer.

10.11 DRIVER IDENTITY BADGE

- a. The proprietor shall ensure that the drivers badge shall be worn by the driver at all times when driving the vehicle or if it is not worn by the driver, that it is secured within the vehicle and plainly visible to all passengers. The badge must be worn on the upper front of the torso in a position where it can clearly and readily seen by any person in front of the driver.

10.12 DOCUMENTS.

- a. There must be carried in the vehicle when it is available for hire or being used as a private hire vehicle:
 1. The current Certificate of Insurance or cover note.
 2. If a taximeter is fitted: a copy of the current tariff as approved by the Council, clearly displayed within the vehicle where any passenger being carried may see it.
 3. A current Vehicle Excise Licence, (the tax disc), correctly displayed in bottom left hand corner of the windscreen.

10.13 TOWING OF TRAILERS

- a. No licensed vehicle may tow a trailer unless evidence of valid insurance to cover such use for hire and reward has been produced to the Authorised Officer.
- b. The vehicle licence plate giving the licence number must be clearly displayed on the rear of any trailer used, this sign being in addition to that on the rear of the vehicle.
- c. The contents of the trailer must be secured and covered in a proper manner.
- d. Any trailer used must comply with regulations in all respects, and where required, the driver must hold the appropriate licence as issued by the D.V.L.A.

10.14 ASSISTANCE DOGS

- a. No driver may refuse to carry an assistance dog that is in the charge of a fare paying passenger and no charge shall be made for the carriage of such a dog whilst in the company of a disabled person or a person training such a dog.
- b. Any driver with a medical reason for not complying with this legal requirement must apply for a Certificate of Exemption from the Licensing Authority to exempt him from S. 37, DDA, 1995. Any payment for such medical examinations as may be required is the responsibility of the applicant.
- c. All vehicles and drivers must comply with the requirements of the Disability Discrimination Act 1995, in respect of such seeing assistance dogs. Failure to do so is a criminal offence that may lead to prosecution as well as suspension of the driver's licence.
- d. The certificate of exemption must be displayed in the vehicle at all times whilst being driven by the driver so exempted.
- e. An assistance dog is defined as

10.15 MECHANICAL BREAKDOWN

- a. If any vehicle becomes unfit to complete a hiring during the hiring:
 1. The driver shall be entitled to demand the fare for the distance already travelled.
 2. The driver shall secure alternative transport without delay to complete the journey if the hirer so wishes.
 3. If the original vehicle is repaired and completes the hiring the driver shall be entitled to the full fare for the journey with the exception of any time that the hirer waited for the repair to be executed.
 4. Any such incident must be reported to the Authorised Officer within one working day.

10.16 DAMAGE TO LICENSED VEHICLES.

- a. The owner of a private hire vehicle must report to the Authorised Officer as soon as reasonably practicable, and in any case within 72 hours, the occurrence of any accident involving the taxi.
- b. The Authorised Officer will inspect the vehicle and decide whether the vehicle is fit to continue in service.
- c. If the Authorised Officer considers the damage to be such that the vehicle may continue in service until such time as a permanent repair is undertaken these must be undertaken within 28 days of the damage occurring.
- d. If any damage is considered by the Authorised Officer to be extensive enough to affect the safety or general appearance of the vehicle it must be immediately withdrawn from service and the plate removed. The vehicle must be repaired before the plate is re-affixed and the vehicle returned to service.
- e. In the case of any dispute as to section 4 above the vehicle will be taken to the Council nominated testing station where a qualified mechanic will give a binding decision, which will be final. The owner will pay the fee for such examination.
- f. **Replacement vehicles.** Any replacement vehicle must comply with Sections 6 and 8 above.

10.17 TRANSFER OF VEHICLE LICENCE

a. CHANGE OF VEHICLE OWNER

- 1. If an owner transfers his interest in a vehicle to somebody else, he must immediately give notice in writing to the Authorised Officer, giving the name and address of the transferee. (Section 49(2) LG (MP) Act 1976).
- 2. In no circumstances may the vehicle be used as a licensed vehicle by the new owner until the licence has been transferred to that person and all documentation completed and any necessary fees paid.
- 3. For administrative convenience, the new owner may be issued with a new licence and vehicle plate in his own name. In all other respects, the vehicle will remain a continuously licensed vehicle. The previous licence number will be retained to be re-issued should the vehicle transferor wish to licence another vehicle.

10.18 APPEARANCE OF DRIVERS

- a. The hackney carriage/ private hire driver shall at all times be dressed in a manner not to cause embarrassment or offence to members of the public and in particular but without prejudice to the generality of the foregoing;
 - 1. Shall wear
 - a. Tops
Shirts, blouses, T-shirts, or sweat tops should over the shoulders and be capable of being worn inside trousers or shorts.
Shirts or blouses can be worn with a tie or open-necked.
 - b. Trousers/Shorts/Skirts
Long trousers.
Tailored shorts which reach to within 3 inches above the knee when the driver is standing upright
 - c. Footwear
Suitable footwear for driving
 - 2. Shall not wear
 - a. Swimming costume
 - b. Sleeveless vest or singlet.
 - c. Football shirt
 - d. Tracksuit bottoms

10.19 PUBLIC REGISTER

- a. A register will be kept of the details of all private hire vehicle licences that have been issued by the Isle of Wight Council.
 1. The details required to be kept include:
 - a. Name
 - b. Address
 - c. Licence Number
 - d. Period for which the licence is valid
 - e. Offences
 2. The Register shall be open to public inspection.

10.20 RECEIPTS

- a. Any passenger requesting a receipt for payment made will be provided with a receipt showing the date, fare paid and will be signed by the driver.
- b. It shall be in such a form as to identify the company or individual providing the receipt.

10.21 RESPONSIBILITIES AND CONDUCT

- a. The proprietor and driver of a private hire vehicle shall behave in a civil and orderly manner and shall take all reasonable precautions to ensure the safety of persons conveyed in or entering or alighting from the vehicle
- b. The proprietor and driver of a private hire vehicle shall not at any time smoke whilst in the vehicle or allow customers to smoke whilst in the vehicle
- c. The proprietor and driver of a private hire vehicle who has agreed or has been hired to be in attendance with the carriage at an appointed time and place shall, unless delayed or prevented by some sufficient cause, punctually attend with such vehicle at such appointed time and place
- d. The proprietor and driver of a private hire vehicle shall not convey or permit to be conveyed in such carriage any greater number of persons than the number of persons than the number of persons specified on the plate affixed to the outside of the vehicle
- e. The proprietor and driver of a private hire vehicle must ensure when requested by any person hiring or seeking to hire the carriage
 1. That a reasonable quantity of luggage is conveyed
 2. That reasonable assistance in loading and unloading is provided
 3. That reasonable assistance in removing it to or from the entrance of any building, station, or place at which he may take up or set down such a person is provided
- f. The proprietor of a vehicle shall within 7 days disclose to the Council in writing, details of any convictions imposed on him/her (or if the proprietors are a company or partnership, on any of the directors or partners) during the period of the licence.

10.22 FOUND PROPERTY.

- a. The proprietor or driver of a private hire vehicle shall immediately after termination of any hiring or as soon as practicable thereafter carefully search the vehicle for any property which may have been accidentally left therein
 1. Carry it as soon as possible and in any event within 48 hours, if not sooner claimed by or on behalf of its owner, to:
 - a. the office of the council, and leave it in the custody of the officer in charge of the office on his giving a receipt for it, or
 - b. the office of the council is closed to a police station in the district

10.23 DEAD BODIES

- a. The proprietor or driver of a private hire vehicle who shall knowingly convey in a vehicle a dead body of any person, shall immediately thereafter, notify the fact to the Council's Environmental Health Department

10.24 COMPLAINTS

- a. The proprietor of a private hire vehicle shall provide a sign giving driver and proprietor details and where to complain, to be positioned on the dashboard in the vehicle, making it clearly visible to all passengers

10.25 PERMITTING OR EMPLOYING ANY OTHER PERSON TO DRIVE.

- a. If the proprietor of a private hire vehicle permits or employs any other person to drive the vehicle as a private hire vehicle he shall, before the person commences to drive the vehicle, cause the driver to deliver to the private hire operator his private hire vehicle drivers licence to be retained until such time as the driver ceases to be permitted or employed to drive the vehicle or any other vehicle of his.
- b. If the proprietor drives the vehicle as a private hire vehicle, he shall deliver to the private hire operator his private hire vehicle drivers licence to be retained until such time as the proprietor ceases to drive under that operators licence

10.26 CHANGE OF ABODE

- a. The proprietor must inform the Council of any change of address, in writing, if possible before the change of address, but in any case, not more than seven days after the change.

10.27 CHANGE OF VEHICLE

- a. Any change of vehicle must comply with all conditions in sections 6 and 8.

10.28 COMPLAINTS

- a. Any vehicle against which a complaint is laid must be presented to the Authorised Officer within one working day of the request being made, for inspection, testing, and for the driver to answer such complaint.

10.29 INSPECTION

- a. The Authorised Officer may call in the vehicle for inspection at any time.
- b. Failure to attend and show any documentation as requested may lead to suspension or revocation of the licence under section 68 of the Local Government (Miscellaneous Provisions) Act, 1976.
- c. An Authorised Officer may stop any licensed vehicle at any time, in the interests of public safety, to ensure it fitness to be used as a Taxi.

10.30 CORRESPONDENCE

- a. All correspondence with the licensing authority must be submitted in writing unless of a minor nature.
- b. All applications for information must be made in writing unless of a minor nature
- c. All complaints submitted by private hire vehicle proprietors must be submitted in writing.

10.31 INSURANCE

- a. A certificate of motor insurance that covers the vehicle under the licence must be compliant with the Road Traffic Act 1988 as regards the carriage of passengers for hire or reward.
- b. The policy of insurance shall remain in force for the duration of the licence

11. Stretched Limousines

- 11.1 Applications may be submitted for a stretched limousine to be licensed as a private hire vehicle
- 11.2 All conditions in Sections 6 and 8 above shall apply shall be applied to a stretched limousine.
- 11.3 In addition the vehicle shall be presented at the nominated testing station every six months for a compliance test.

12. Trade Associations

- 12.1 Private Hire Proprietors Association

- a. Proprietors may form a trade association
- b. If a trade association is formed, a copy of the constitution and the rules of that association shall be forwarded to the Senior Licensing Officer.
- c. The Association must provide the Senior Licensing Officer with a typed list of all officers and members of the association
- d. The association must keep the Senior Licensing Officer informed in writing of the changes to any names of officers and members of the association.
- e. The association will provide the Senior Licensing Officer with a standard letterhead for use by the taxi proprietors association. All Correspondence from the association must be submitted on the declared letterhead
- f. If these conditions are not met, the Licensing Authority shall not recognise the association as being properly constituted and all correspondence will be treated as correspondence from the individual(s) and not representative of the trade as a whole.

13. Enforcement

- 13.1 Any enforcement action instigated by the Council will be in accordance with the Enforcement Concordat and the Environmental Health Enforcement Policy.

14. Data Protection

- 14.1 The Isle of Wight Council ("the Council") is the Data Controller of all personal information recorded for the purposes of these conditions. The Council will process and hold that information in accordance with principles of the Data Protection Act 1998.
- 14.2 The information supplied and held may be disclosable in accordance with the Freedom of Information Act 2000 or Environmental Act 2004. Any person that believes their information should not be disclosed should notify the Council of the reasons for such belief.