

Appendix 3 Private Hire Vehicle Specification and Conditions of Licence

SPECIFICATION

1 General

- 1.1 All vehicles shall have an appropriate "Type Approval" which is either a European Whole Vehicle Type Approval (EWVTA) or UK Low Volume Type Approval (UKLVTA). Vehicles shall not have been altered since that approval was granted. A Single Vehicle Type Approval (SVTA) may be accepted for wheelchair accessible vehicles. Vehicles presented for approval, and while in use, shall comply with the Road Vehicles (Construction and Use) Regulations 1986 and any subsequent amendment or re-enactment thereof.
- 1.2 No fittings, other than those approved, may be attached to, or carried on, the inside or outside of the vehicle.
- 1.3 A Private Hire vehicle shall be capable of carrying no more than 4 passengers when manufactured, however the capacity will be determined on a case by case basis for vehicles such as minibuses.
- 1.4 Vehicles which could lead the public to believe that such a vehicle is a Hackney Carriage shall not be licensed as a Private Hire vehicle.
- 1.5 All vehicles shall be less than FIFTEEN years old from the date of manufacture.
- 1.6 All Private Hire vehicles must be maintained to no less than the standards set out in the MOT Inspection Manual for Private Passenger & Light Commercial Vehicle Testing (as updated) issued by the Vehicle and Operator Services Agency (VOSA) and the Hackney Carriage and Private Hire Vehicle Inspection Standards (**Error! Reference source not found., page Error! Bookmark not defined.**).
- 1.7 The following sections provide the outline requirements of the specification for Private Hire vehicles prior to examination and testing by a vehicle testing station approved by the Authority. Where relevant, these requirements are incorporated into the Hackney Carriage and Private Hire Vehicle Inspection Standards (**Error! Reference source not found., page Error! Bookmark not defined.**).

2 Dimensions

- 2.1 Whilst minimum standards of interior space are dictated in this specification (see Section 6), no maximum dimensions are dictated for any given private hire vehicle. The size of any given vehicle will be assessed on a case by case basis relevant to the suitability of the vehicle for purpose.

3 Body

- 3.1 The vehicle shall have no exterior visible signs of previous significant accident damage.
- 3.2 The paint work shall be of a professional finish and be one consistent colour over the whole of the vehicle's bodywork.
- 3.3 The bodywork shall have no significant signs of corrosion. Corrosion includes visible rust and signs of rust by virtue of the paintwork being blistered.
- 3.4 Running boards shall only be permitted where they are fitted by manufacturers.

4 Wheels

- 4.1 The vehicle shall have four road wheels of uniform standard, size and style, which conform to construction and use regulations. The vehicle must also be provided with a spare wheel.
- 4.2 Space-saver spare wheels, unless fitted as standard equipment to the vehicle, will not be accepted. In all other cases, provision shall be made for a standard road wheel to be secured in the vehicle for use as a spare. A vehicle presented for examination and test with a space saver spare wheel in use as a road wheel will fail the test.
- 4.3 Any spare wheel shall conform to construction and use regulations and be of the same standard and size as the existing road wheels unless exempted by paragraph 4.2 above. Any spare wheel not to the same style as the existing road wheels must only be used as an intermediate measure whilst the original road wheel is repaired.
- 4.4 A wheel brace and jack to enable the effective change of a tyre and wheel shall be carried except where paragraph 4.5 applies.
- 4.5 If a vehicle is fitted with 'run flat' tyres by the manufacturer, the vehicle shall also be fitted with a tyre pressure sensor / warning device. Where the vehicle has been manufactured without a spare wheel well, the requirement to carry a spare wheel will not apply. If the vehicle is manufactured with a spare wheel well, a spare wheel (as detailed above) must be provided.

5 Steering

- 5.1 All vehicles shall be right-hand drive and shall have been so since the date of first registration.

6 Interior

- 6.1 The minimum leg room available to any passenger shall be 200mm. The rear leg room measurement will be taken from the base of the rear seat to the centre of the rear of the driver seat in front when the driver seat is positioned in the driver's normal seated position. The front passenger seat must be able to be positioned so as to provide a minimum leg room of 200mm to any passenger. Where there is no seat in front of the rear seats, the measurement will be taken from the base of the rear seat to the nearest obstruction in front.
- 6.2 The internal headroom from the seat cushion to the lowest part of the roof in a vertical line shall be a minimum of 920mm.

7 Doors

- 7.1 The vehicle shall have a minimum of 4 side opening doors which are easily accessible to passengers without the need to move or adjust any seats etc., to gain access to them. Access to and from vehicles such as minibuses will be determined on a case by case basis.
- 7.2 All vehicles shall have doors that open sufficiently wide to allow easy access in and egress from the vehicle.
- 7.3 All doors shall be capable of being readily opened from the inside and outside of the vehicle by one operation of the latch mechanism.
- 7.4 The interior door handle shall be clearly visible and easily accessible to passengers when the door is in a fully open position.

8 Seats

- 8.1 Vehicles shall have a passenger seating capacity of not less than 4 persons and not more than 8 persons.
- 8.2 Each seat shall be fitted with fully operational seat belts, compliant with British Standards, except where the law specifically provides an exemption.
- 8.3 Each seat shall not be less than 406mm in width.
- 8.4 Where bench seats are provided, then the seat shall provide a minimum of 406mm seating space for each passenger i.e. a rear bench seat shall not be less than 1218mm in order to accommodate 3 passengers.
- 8.5 The seating configuration of the vehicle shall be as its factory manufactured state. Should any amendments to seating configuration be made, these should be done only with the permission of this Authority and in line with this Policy.
- 8.6 Each row of seats shall have door access immediately adjacent to it, unless in the case of multi passenger vehicles (i.e. vehicles designed to carry 5 or more passengers) where the following shall apply:
 - All seats shall be fixed and permanent (i.e. not flexible configuration seating designed for family use);
 - At least one principal means of access/egress must be provided from the main passenger compartment which is immediately adjacent to a door;
 - Where additional secondary means of access/egress are fitted from the main passenger compartment, these should be clearly identified as such for use in cases of emergency;
 - A break glass hammer should be fitted to the rear windows (i.e. those furthest away from the principle means of access/egress) and be clearly labelled "EMERGENCY EXIT – break glass with hammer".

9 Windows

- 9.1 Opening windows shall be provided in the rear of the vehicle capable of being opened by the rear seat passengers.
- 9.2 Vehicle windows shall have visual transmission to ensure that the interior of the vehicle is clearly visible from the outside of the vehicle at all times. All vehicles shall be fitted with windscreen glass that has a light transmittance of 75%, and all other window glass shall have a light transmittance of not less than 70% EXCEPT those parts of the rear window or any side windows adjacent to the luggage space in any estate-type vehicle which can be of any tint fitted at manufacture providing it is not opaque.
- 9.3 No vehicle shall be fitted with any form of additional means to darken or tint the glass on any part of the vehicle.
- 9.4 A serviceable device for demisting the rear window shall be fitted.

10 Heating and ventilation

- 10.1 Vehicles shall have an efficient heating and ventilation system.

11 Facilities for wheelchair users

- 11.1 Any vehicle that has the facility for the carriage of wheelchair and wheelchair passengers shall be fitted with:

- Approved manufacturer installed anchorages that shall be either chassis or floor linked and capable of withstanding approved dynamic or static tests. Restraints for wheelchair and passengers shall be independent of each other. Anchorages shall also be provided for the safe storage of a wheelchair, whether folded or otherwise, if carried within the passenger compartment. All anchorages and restraints shall be so designed that they do not cause any danger to other passengers and maintained in accordance with manufacturer's specifications.
- A ramp or ramps for the loading of a wheelchair and passenger shall be available at all times for use at the nearside rear passenger door. An adequate locking device shall be fitted to ensure that the ramp(s) do not slip or tilt when in use. Provision shall be made for the ramps to be stored safely in the vehicle when not in use.

11.2 The vehicle shall be equipped with a manufacturer's user manual/guide on the safe loading and unloading and security of wheelchair passengers.

11.3 Any equipment fitted to the vehicle for the purpose of lifting a wheelchair into the vehicle shall have been tested in accordance with the requirements of the relevant legislation immediately prior to being first licensed and at each subsequent renewal and be so certified and produced to the Council approved testing station.

12 Fuel systems

12.1 Fuel systems should be installed to current manufacturer and legal standards. Before commencing any gas fuel conversions it is essential that written approval is sought from the Council.

13 CCTV

13.1 CCTV monitoring devices, for the purpose of assisting driver safety are permitted in vehicles. If such devices are fitted, adequate signage shall be displayed in the passenger compartment advising passengers that they are being monitored / recorded. Any such equipment shall maintained in working order, be fitted overtly and in such a way as not to present any danger or hazard to any passenger. It will be the driver / proprietor's responsibility to comply with all aspects of the law regarding such surveillance equipment.

14 Tyres

14.1 All tyres, including the spare tyre, shall comply with the vehicle manufacturer's specification notwithstanding condition 4.2 in this specification.

14.2 Remoulded tyres will only be permitted where they are manufactured to British Standard BS AU 144e.

14.3 All tyres fitted to the vehicle shall meet current legal requirements.

15 Electrical equipment

15.1 Any additional electrical installation to the original equipment shall be adequately insulated and be protected by suitable fuses.

CONDITIONS

1. Maintenance of Vehicle

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

*Clean condition is defined as follows:

“All body panels to be of uniform colour and finish throughout, unless otherwise authorised by the Council in writing, and to be washed and polished to a high standard. Windows to be clear and smear free inside and out. Carpets and seating to be vacuumed and to be without cuts, tears or staining”.

- b) Without prejudice to the obligations imposed by (a) above, and without prejudice to any other inspections of the vehicle which may be required to comply with such regulations, the proprietor of the vehicle shall ensure that:
- i) the vehicle is inspected every week for such matters as may be prescribed by the Council;
 - ii) a written record of such weekly inspections, and any additional inspections or service undertaken on the vehicle (in respect of such matters) is made at the time in the form prescribed by the Council; and
 - iii) such written records are retained and kept in the vehicle at all times and are available for immediate production to an Authorised Officer of the Council or Police Officer on request.

Please note that the requirement to inspect the vehicle every week imposed by Condition 1(b) does not release the proprietor of the vehicle from his obligations to carry out further inspections to ensure compliance with Condition 1(a).

2. Alteration of Vehicle

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

3. Identification Plate

The plate identifying the vehicle as a Private Hire vehicle and required to be exhibited on the vehicle pursuant to Section 48(6) of the Local Government (Miscellaneous Provisions) Act 1976 shall be securely fixed on the outside of the vehicle in a conspicuous position and in such manner as to be easily removable by an Authorised Officer of the Council or a Police Constable.

4. Interior Markings

The proprietor shall cause to be clearly marked and maintained inside the vehicle in such a position as to be visible at all times to persons conveyed therein the number of this licence and the number of passengers prescribed in this licence.

5. Signs, Notices etc.

- a) No signs, notices, advertisements, plates, marks, numbers, letters, figures, symbols, emblems, or devices whatsoever shall be displayed on, in or from the vehicle except as may be required by any statutory provision (including byelaws) or required or permitted by these conditions, provided however that this condition shall not apply to any indication on a taxi meter fitted to the vehicle or to a sign which:
- i) is displayed in, on or from the vehicle while it is stationary;
 - ii) contains no words or numbers other than the name and address of an operator of the vehicle or the name under which he carried on his/her business and its address and, in either case, the name of a passenger to be carried in the vehicle; and
 - iii) is displayed in pursuance of a prior arrangement made for the carriage of a passenger or passengers named in the sign.
- b) The proprietor shall cause to be affixed and maintained on the outside front doors of the vehicle an advertisement which contains only the name and telephone number of the operator of the vehicle in letters or figures between 2" (51mm) and 4" (102mm) in height and is on a notice not exceeding 12" (305mm) in height and 24" (610mm) in length, or is an all over company livery the form, contents and details of which have been approved in writing by the Director of Leisure & Wellbeing before such advertisement is displayed. Such advertisement shall also contain the words "PRIVATE HIRE ONLY – WEST LANCS B.C." also in letters figures between 2" (51mm) and 4" (102mm) in height. All lettering must be a minimum of 1/4" (6mm) in thickness. This specification is for saloon cars or similar. Variations applicable to larger vehicles will be approved on a case by case basis, where it is recognised that a larger sign may be more appropriate. The letters or figures on such signage must not be any smaller than stipulated above.
- c) The proprietor shall cause to be affixed and maintained in the vehicle in a conspicuous position in accordance with the directions of the Council any sign or notice relating to Private Hire vehicle which the Council may from time to time require.

6. Change of Address

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

7. Convictions, cautions, charges etc.

The Proprietor shall inform the Council of any conviction, formal caution, fixed penalty, absolute discharge and/or criminal charge imposed on him/her (or, if the

proprietor is a company or partnership, any of the directors or partners) during the period of the licence. This notification must be in writing and be made within seven days of the offence.

8. Deposit of Driving Licence

If the proprietor permits or employs any other person to drive the vehicle as a Private Hire vehicle, he shall before that person commences to drive the vehicle cause the driver to deliver to him his Private Hire driver's licence for retention until such time as the driver ceases to be permitted or employed to drive the vehicle or any other vehicle of his.

9. Permitted Drivers of the Vehicle

The proprietor or any other person permitted or employed to drive the vehicle as a Private Hire vehicle, must be the holder of a current Private Hire driver's licence granted by the West Lancashire Borough council according with Section 51 of the Local Government (Miscellaneous Provisions) Act 1976.

10. Deposit of Vehicle Licence

The proprietor shall, upon the vehicle commencing work with an operator, deposit with the operator this licence for retention by him until such time as that vehicle ceases to work for that operator.

11. Settle Agreements – Tyres

Where a vehicle is hired out to a driver under settle agreement the proprietor (i.e. the licence holder) of the vehicle shall initiate the following:

- i) The proprietor of the vehicle shall immediately on the grant of this licence enter into a written agreement with a reputable tyre supplier that will enable the driver of the vehicle to obtain replacement tyres upon demand from such supplier. Such agreement must continue in force for the duration of this licence.
- ii) A copy of the written agreement referred to must be kept in the vehicle at all times and be available for and produced for inspection at the request of the Authorised Officer of the Council or Police Officer.
- iii) A further copy of the written agreement referred to must be lodged with the Council within fourteen (14) days of the grant of this licence.

12. Inspection and Testing

The proprietor shall, if requested by an Authorised Officer of the Council, or Police Officer, make the vehicle immediately available for inspection and testing at such time and date as may be specified. Such inspections and testing shall be in addition to any other statutory provisions.

13. Licensing Policy

The Council's Hackney Carriage and Private Hire Licensing Policy shall be adhered to at all times. The Policy can be viewed at www.westlancs.gov.uk/licensing

Appendix 4 Hackney Carriage Specification and Conditions of Licence

SPECIFICATION

1 General

- 1.1 All vehicles shall have an appropriate “type approval” which is either a European Whole Vehicle Type Approval (EWVTA) or UK Low Volume Type Approval (UKLVTA) and have been permitted for use by the Council. Vehicles shall not have been altered since the type approval was granted.
- 1.2 All vehicles shall have separate driver and passenger compartments.
- 1.3 All vehicles shall be so constructed as to facilitate the carriage of disabled persons and be capable of accommodating a disabled person in a wheelchair in the passenger compartment, provided that the wheelchair fits within the dimensions specified in the relevant paragraphs below. Rear loading type disabled access vehicles are not permitted unless fitted with a hydraulic lifting platform.
- 1.4 Vehicles presented for approval, and while in use, shall comply with the Road Vehicles (Construction and Use) Regulations 1986 and any subsequent amendment or re-enactment thereof.
- 1.5 No fittings, other than those approved, shall be attached to, or carried on, the inside or outside of the vehicle.
- 1.6 All vehicles shall be less than EIGHTEEN years old from the date of manufacture.
- 1.7 All Hackney Carriages must be maintained to no less than the standards set out in the MOT Inspection Manual for Private Passenger & Light Commercial Vehicle Testing (as updated) issued by the Vehicle and Operator Services Agency (VOSA) and the Hackney Carriage and Private Hire Vehicle Inspection Standards (**Error! Reference source not found., page Error! Bookmark not defined.**).
- 1.8 The following sections provide the outline requirements of the specification for Hackney Carriages prior to examination and testing by a vehicle testing station approved by the Authority. Where relevant, these requirements are incorporated into the Hackney Carriage and Private Hire Vehicle Inspection Standards (**Error! Reference source not found., page Error! Bookmark not defined.**).

2 Dimensions

- 2.1 Whilst minimum standards of interior space are dictated in this specification (see Sections 6 & 7), no maximum dimensions are dictated for any given Hackney Carriage. The size of any given vehicle will be assessed on a case by case basis relevant to the suitability of the vehicle for purpose.

3 Body

- 3.1 The vehicle shall have no exterior visible signs of previous significant accident damage.
- 3.2 The paint work shall be of a professional finish and be one consistent colour over the whole of the vehicle’s bodywork.
- 3.3 The bodywork shall have no significant signs of corrosion. Corrosion includes visible rust and signs of rust by virtue of the paintwork being blistered.

- 3.4 Running boards shall only be permitted where they are fitted by manufacturers. The board shall be a minimum 125mm in width, all of which shall be available as a step.
- 3.5 Where the top tread of the entrance to the vehicle exceeds 460 mm and the vehicle is not fitted with approved running boards as described in paragraph 3.4, a moveable intermediate step shall be provided at each entrance into the passenger compartment. The intermediate step shall be encased beneath the vehicle and be electrically or manually operated to extend outwards. When not in use and whenever the vehicle is in motion, the step shall not extend outwards beyond the vertical line of the bodywork.
- 3.6 Electrically operated steps, if fitted, shall be operated from within the driver's compartment and shall have a failsafe device linked to the handbrake mechanism to prevent the possibility of the vehicle being driven while the step is extended.
- 3.7 The step shall be covered with a suitable non-slip surface with the edges of the step highlighted in a high visibility colour, which is different from the colour scheme of the vehicle.

4 Wheels

- 4.1 The vehicle shall have four road wheels of uniform standard, size and style, which conform to construction and use regulations. The vehicle must also be provided with a spare wheel.
- 4.2 Space-saver spare wheels, unless fitted as standard equipment to the vehicle, will not be accepted. In all other cases, provision shall be made for a standard road wheel to be secured in the vehicle for use as a spare. A vehicle presented for examination and test with a space saver spare wheel in use as a road wheel will fail the test.
- 4.3 Any spare wheel shall conform to construction and use regulations and be of the same standard and size as the existing road wheels unless exempted by paragraph 4.2 above. Any spare wheel not to the same style as the existing road wheels must only be used as an intermediate measure whilst the original road wheel is repaired.
- 4.4 A wheel brace and jack to enable the effective change of a tyre and wheel shall be carried except where paragraph 4.5 applies.
- 4.5 If a vehicle is fitted with 'run flat' tyres by the manufacturer, the vehicle shall also be fitted with a tyre pressure sensor / warning device. Where the vehicle has been manufactured without a spare wheel well, the requirement to carry a spare wheel will not apply. If the vehicle is manufactured with a spare wheel well, a spare wheel (as detailed above) must be provided.

5 Steering

- 5.1 All vehicles shall be right-hand drive and shall have been so since date of first registration

6 Driver's compartment

- 6.1 The driver's compartment shall be separated from the passenger compartment by a partition and transparent screen, capable of having fixed to it approved

notices for the benefit of passengers. This shall not apply to a manufacturer fitted front seat, which has received prior approval from the Council.

- 6.2 Mesh type screens shall not be permitted
- 6.3 The driver's compartment shall be so designed that the driver has adequate room, can easily reach, and quickly operate, the controls and give hand signals on the offside of the vehicle.
- 6.4 Controls shall be so placed as to allow reasonable access to the driver's seat and, when centrally placed, shall be properly protected from contact with luggage.
- 6.5 A serviceable device for demisting the windscreen shall be fitted.
- 6.6 Where fitted, an intercom type system should permit the driver and passenger(s) to communicate verbally.
- 6.7 A suitable sliding window, or similar device, shall be fitted in the screen
- 6.8 Space shall be provided on the nearside of the driver compartment for the carriage of luggage. Access to this luggage space shall be by way of the nearside front door. The nearside front door shall be locked and only be capable of being unlocked, from either inside or outside the vehicle, by the driver.

7 Passenger compartment

- 7.1 The vertical distance between the highest part of the floor and the roof shall not be less than 1300 mm.
- 7.2 Suitable provision shall be made for the seating of not less than 4 and not more than 8 passengers. The carrying capacity of all vehicles shall be at the discretion of the Authority having regard to manufacturer's specifications and compliance with dimensions referred to in this document.
- 7.3 There shall be no steps within the passenger compartment.
- 7.4 The clear height of the doorway shall not be less than 1200 mm.
- 7.5 The nearside door and doorway shall be constructed so as to permit an unrestricted opening across the centre of the doorway of at least 740 mm.
- 7.6 Grab handles shall be placed at door entrances, to aid passenger ingress to and egress from the vehicle. These should be of a high visibility colour different from the interior colour scheme of the vehicle.
- 7.7 The outer edge of the floor at each entrance shall be fitted with non-slip treads.
- 7.8 The top tread for any entrance shall be at floor level of the passenger compartment and (except as detailed in 3.5 above) shall not exceed 460 mm above ground level when the vehicle is un-laden.
- 7.9 The minimum angle of the door when opened shall be 90 degrees.
- 7.10 The interior door handle shall be clearly visible and easily accessible to passengers when the door is in the fully open position.
- 7.11 The floor of the passenger compartment shall be covered with non-slip material, which can easily be cleaned.
- 7.12 All parts of the passenger compartment shall be clean and free of any damage, which may affect its suitability for the carriage of passengers.

8 Seats

- 8.1 Occasional seats shall be at least 400mm in width and the minimum distance from the back of the upholstery to the front edge of the seat shall be 355 mm.

- 8.2 Occasional seats shall be so arranged as to rise automatically when not in use.
- 8.3 Occasional and fixed seats, when not in use, shall not obstruct doorways.
- 8.4 Where the rear seat is of the bench type the overall width of the seat shall not be less than 1190 mm.
- 8.5 Suitable means shall be provided to assist persons to rise from the rear seat with particular attention to the needs of elderly and disabled passengers.
- 8.6 Where seat covers are used they shall be properly affixed to the seat so as not to become loose during use. They shall be clean and devoid of damage of any kind.
- 8.7 All seats shall be fitted with fully operational seat belts, compliant with British Standards except where the law specifically provides an exemption.

9 Facilities for wheelchair users

- 9.1 An approved manufacturer installed wheelchair restraint system shall be provided for the wheelchair and wheelchair disabled passengers and available for use at all times. The system shall be capable of withstanding approved dynamic or static tests. Restraints for wheelchair and passenger shall be independent of each other. Facility shall be provided for the safe storage of a wheelchair without a passenger, whether folded or otherwise, if carried within the passenger compartment. The wheelchair restraint system shall be so designed that it does not cause any danger to other passengers and shall be maintained to the manufacturer's specification.
- 9.2 A ramp, or ramps, for the loading of a wheelchair and passenger shall be available at all times for use at the nearside rear passenger door, as a minimum. An adequate locking device shall be fitted to ensure that the ramp(s) do not slip or tilt when in use. Provision shall be made for the ramps to be stored safely in the vehicle when not in use.

10. Heating and ventilation

- 10.1 An adequate heating and ventilation system shall be provided for the driver and the passengers, and means provided for independent control by the driver and the passengers.

11 Windows

- 11.1 Opening windows shall be provided in the rear of the vehicle capable of being opened by the rear seat passengers.
- 11.2 Vehicle windows shall have visual transmission to ensure that the interior of the vehicle is clearly visible from the outside of the vehicle at all times. All vehicles shall be fitted with windscreen glass that has a light transmittance of 75%, and all other window glass shall have a light transmittance of not less than 70% EXCEPT those parts of the rear window or any side windows adjacent to the luggage space in any estate-type vehicle which can be of any tint fitted at manufacture providing it is not opaque.
- 11.3 No vehicle shall be fitted with any form of additional means to darken or tint the glass on any part of the vehicle.
- 11.4 A serviceable device for demisting the rear window shall be fitted.

12 Interior lighting

12.1 Adequate lighting shall be provided for the driver and passengers. Separate lighting controls for both passenger and driver shall be provided. In the case of the passenger compartment, an illuminated control switch shall be fitted, marked and in such a position that it is clearly visible to the passengers and is not easily confused with any other control.

13 Door Fittings

13.1 An approved type of automatic door locking device shall be fitted to passenger doors. When the vehicle is stationary the passenger doors shall be capable of being readily opened from the inside and from the outside of the vehicle by one operation of the latch mechanism. The interior door handle shall be clearly identified, to prevent it being mistaken for any other control.

14 Fuel systems

14.1 Fuel systems should be installed to current manufacturer and legal standards. Before commencing any gas fuel conversions it is essential that written approval is sought from the Council.

15 Tyres

15.1 All tyres, including the spare tyre, shall comply with the vehicle manufacturer's specification.

15.2 Remoulded tyres shall not be permitted, except where the remoulded tyre is clearly marked "TAXI". British Standard BS AU 144e shall apply to 205/65R15 tyres fitted to the E7 and Eurotaxi.

15.3 Tyres fitted to the vehicle shall meet current legal requirements.

16 Electrical equipment

16.1 Any additional electrical installation to the original equipment shall be adequately insulated and be protected by suitable fuses.

17 CCTV

17.1 CCTV monitoring devices, for the purpose of assisting driver safety are permitted in vehicles. If such devices are fitted, adequate signage shall be displayed in the passenger compartment advising passengers that they are being monitored / recorded. Any such equipment shall be maintained in working order, fitted overtly and in such a way as not to present any danger or hazard to any passenger. It will be the driver / proprietor's responsibility to comply with all aspects of the law regarding such surveillance equipment.

CONDITIONS

1. Maintenance of Vehicle

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

*clean condition is defined as follows:

“All body panels to be of uniform colour and finish throughout, unless otherwise authorized by the Council in writing, and to be washed and polished to a high standard. Windows to be clear and smear free inside and out. Carpets and seating to be vacuumed and to be without cuts, tears or staining.

- b) Without prejudice to the obligations imposed by (a) above, and without prejudice to any other inspections of the vehicle which may be required to comply with such regulations, the proprietor of the vehicle shall ensure that:
- i) the vehicle is inspected every week for such matters as may be prescribed by the Council;
 - ii) a written record of such weekly inspections, and any additional inspections or service undertaken on the vehicle (in respect of such matters) is made at the time in the form prescribed by the Council; and
 - iii) such written records are retained and kept in the vehicle at all times and are available for immediate production to an Authorised Officer of the Council or Police Officer on request.

Please note that the requirement to inspect the vehicle every week imposed by Condition 1(b) does not release the proprietor of the vehicle from his obligations to carry out further inspections to ensure compliance with Condition 1(a).

2. Alteration of Vehicle

- i) No material alteration or change in the specification, design, condition or appearance of the vehicle shall be made without the approval of the Council at any time while the licence is in force.
- ii) If any existing vehicle is replaced, the replacement vehicle shall be designed or converted (as approved by the Public Carriage Office in London), to provide access and secure carriage of wheelchair bound passengers.
- iii) Vehicles shall be subject to random visual inspections by the Council's Licensing Officers. If, in the opinion of the Licensing Officer, the vehicle does not pass the inspection, or if the Officer has cause to doubt the mechanical safety of the vehicle, they shall require it to be inspected at one of the Council's approved testing stations. Any expenses incurred for such inspection to be paid by the vehicle proprietor.

5. Interior Markings

The proprietor shall cause to be clearly marked and maintained inside the vehicle in such a position as to be visible at all times to persons conveyed therein the number of this licence and the number of passengers prescribed in this licence.

6. Signs, Notices etc.

No signs, notices, advertisements, plates, marks, numbers, letters, figures, symbols, emblems, or devices whatsoever shall be displayed on, in or from the vehicle except as may be required by any statutory provision (including byelaws) or required or permitted by these conditions, provided however that this condition shall not apply to any indication on a taxi meter fitted to the vehicle or to a sign which:

- i)
 - a) is displayed in, on or from the vehicle while it is stationary;
 - b) contains no words or numbers other than the name and address of an operator of the vehicle or the name under which he carried on his/her business and its address and, in either case, the name of a passenger to be carried in the vehicle; and
 - c) is displayed in pursuance of a prior arrangement made for the carriage of a passenger or passengers named in the sign.
- ii) is an advertisement in the form of an all over the vehicle livery (excluding the windows), or displayed on the roof (apex type) or on the outside of the front doors, the form, contents and details of which have been approved in writing by the Director of Leisure & Wellbeing before such advertisement is displayed provided that in any event advertisements in respect of the under-mentioned shall not be permitted:
 - a) Tobacco companies or tobacco product advertising
 - b) Alcohol or drug related advertising
 - c) Political advertising
 - d) Videos or video company advertising
 - e) Betting or gaming advertising
 - f) Sex product advertising

7. Convictions, cautions, charges etc.

The proprietor shall inform the Council of any conviction, formal caution, fixed penalty, absolute discharge and/or criminal charge imposed on him/her (or, if the proprietor is a company or partnership, any of the directors or partners) during the period of the licence. This notification must be in writing and be made within seven days of the offence.

8. Conduct

All proprietors shall comply with the Council's Code of Conduct and Dress Code.

9. Settle Agreements – Tyres

Where a vehicle is hired out to a driver under a settle agreement the proprietor (i.e. the licence holder) of the vehicle shall initiate the following:

- i) The proprietor of the vehicle shall immediately on the grant of this licence enter into a written agreement with a reputable tyre supplier that will enable the driver of the vehicle to obtain replacement tyres upon demand from such supplier. Such agreement must continue in force for the duration of the licence.
- ii) A copy of the written agreement referred to must be kept in the vehicle at all times and be available for and produced for inspection at the request of the Authorised Officer of the Council or Police Officer.
- iii) A further copy of the written agreement referred to must be lodged with the Council within fourteen (14) days of the grant of this licence.

10. Medical Conditions

The proprietor shall, at the earliest opportunity and in any event within seven days of diagnosis, disclose to the Council in writing details of any medical condition (as contained in the Group 2 entitlement of the Medical Aspects of Fitness to Drive Guide for Medical Practitioners published by the Medical Commission on Accident Prevention), either permanent or temporary, which affects or may affect the proprietor's ability to drive a Hackney Carriage vehicle. This includes but not exhaustively, the following: heart attack, angina, diabetes, epilepsy, stroke, high blood pressure, any surgical operation, any bone fracture or dislocation of joint, alcohol or drug addiction or dependency. In addition the proprietor must also notify to the Council in writing, at the earliest opportunity and in any event seven days of its being prescribed, details of any drug which may affect the proprietor's ability to drive.

11. Licensing Policy

The Council's Hackney Carriage and Private Hire Licensing Policy shall be adhered to at all times. The Policy can be viewed at www.westlancs.gov.uk/licensing

