



PRIVATE HIRE OPERATOR LICENCE CONDITIONS

1. Records

(1) The record required to be kept by the operator under Section 56(2) of the said Act shall be kept in a suitable book, the pages of which are numbered consecutively 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/her:-

- (a) The date and time of the booking
- (b) The name and address of the hirer
- (c) How the booking was made (i.e. by telephone, personal call etc.)
- (d) The time of pick up
- (e) The point of pick up
- (f) The destination
- (g) The time at which a driver was allocated to the booking
- (h) The registration number of the vehicle allocated for the booking
- (i) The fare charged

(2) The operator shall also keep records of the particulars of all private hire vehicles operated by him/her, which particulars shall include details of the owners, registration numbers and drivers of such vehicles together with any radio call sign used, and shall notify the council of all amendments thereto within 7 days thereof.

(3) All records kept by the operator shall be preserved for a period of not less than 12 months following the date of the last entry or for such longer period as any authorised officer of the council may direct.

(4) Such records shall be produced to any authorised officer of the council or any police constable on demand.

2. Charges

(1) No operator of a private hire vehicle which is licensed by the council under this Act shall invite or accept a booking for such a vehicle, or control or arrange a journey to be undertaken by such a vehicle, without first making available in writing, or giving orally, to the person making the booking, information as to the basis of charge for the hire of the vehicle.

(2) The operator may change whatever fare has been agreed between himself and the hirer before the commencement of the journey. However, he/she shall inform the council of the basic scale of fares intended to be charged and give the council at least one calendar month's notice of any changes proposed thereto.

(3) A notice shall be displayed in each licensed private hire vehicle setting out the operator's basic scale of fares and stating that fares are not controlled by West Lindsey District Council and that passengers are advised to agree the appropriate charges before commencing a journey.

3. Standard of Service

(1) The operator shall be in direct control of the day to day running of the private hire vehicle and should make that available for hire at all reasonable hours.

(2) 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 an appointed time and place the vehicle shall, unless delayed or prevented by sufficient cause, punctually attend at the appropriate time and place.

(b) Keep clean, adequately heated and ventilated and lit any premises which the operator provides and to which the public have access, whether for the purpose of booking or waiting, and nor permit anyone who is or appears to be suffering from the effects of alcohol, drugs or solvents or otherwise behaving in a disorderly manner to remain upon such premises.

(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 promptly repaired.

(3) The operator of the vehicle shall report to the council as soon as reasonably practicable, and in any case within 72 hours of the occurrence thereof, any accident involving the vehicle which causes damage materially affecting the safety, performance or appearance of the vehicle or the comfort or convenience of persons carried therein.

4. Complaints

The operator shall keep a register of all complaints received, together with details of any action taken, and such register shall be made available for inspection by any authorised officer of the council upon demand.

5. Change of Address

The operator shall notify the council in writing of any change of his/her address (including any address from which he operates or otherwise conducts his business as an operator) during the period of the licence within 7 days of such change taking place.

6. Convictions

The operator shall notify the council in writing of any conviction/s imposed upon him/her (or, if the operator is a firm or company, on any partner or director or secretary) during the period of the licence within 7 days thereof including the date, the court, the offence and the penalty.

7. Employment of Licensed Drivers Only

The operator shall ensure that any driver employed by the operator or working from the operator's premises holds a current private hire driver's licence issued by the council.

8. Operation of Licensed Vehicles Only

(1) The operator shall ensure that all vehicles operated by him/her or from his/her premises as private hire vehicles are the subject of a current private hire vehicle licence issued by the council.

(2) The operator shall at all times operate the vehicle in compliance with the terms of Part II of this Act and failure to do so may result in the private hire vehicle licence being suspended or revoked.

9. Authorised Checks

(1) The operator or driver shall produce when required the private hire vehicle for inspection, together with the vehicle registration document, certificate of insurance, MOT certificate, and (if taximeter is fitted) confirmation of approval by the council.

(2) The operator or driver shall be aware that any authorised officer of the council or any police constable shall have the power at all times to inspect any private hire vehicle licensed by the council or any taximeter affixed to such vehicle for the purpose of ascertaining its fitness. A vehicle licence may be suspended or revoked if the officer or constable is not satisfied with the fitness of the licensed vehicle or the accuracy of its taximeter and in such an event the licence plate shall forthwith be surrendered to such officer or constable who shall keep it until such time as he/she is satisfied as to the fitness of the vehicle when the plate shall be returned. If the officer or constable is not satisfied before the expiration of a period of 2 months this licence shall be deemed to have been revoked.

10. Taximeter

The operator is not required to fit a taximeter to a private hire vehicle but where such vehicle is so equipped the meter shall not be operated unless it has previously been tested and approved by the council.

11. Unauthorised Hiring

No private hire vehicle shall wait on stands appointed for hackney carriages, nor proceed along the highway for the purpose of plying for hire.

12. Insurance

There must be in force in relation to the use of the private hire vehicle a policy of insurance complying with the provisions of Part VI of the Road Traffic Act 1972 with an insurance company approved by the council which will cover use for private hire purposes. In cases where an insurance cover note has been issued, the operator is required to produce either a certificate of insurance or evidence of extended insurance cover. The relevant certificate of insurance must also be displayed in each licensed vehicle. This licence may be revoked if insurance cover lapses.

West Lindsey District Council reserves the right to alter, extend, amend or add further conditions at any time.