

**North West Leicestershire**

**District Council**

**Hackney Carriage**

**Policy & Conditions**

**DRAFT**

## **LICENSING POLICY**

### **INTRODUCTION**

North West Leicestershire District Council is committed to achieving the highest standards with regards to the vehicles it licenses as hackney carriages. The District's travelling public should be confident that licensed vehicles are safe and comfortable and will not breakdown. The Council expects licence holders to regularly check and maintain their vehicles to the highest standards. It should be presumed that all vehicles presented to the Council's depot for inspection will pass first time without the need for any retests. Any repeated failure by licence holders to maintain their vehicles to that required standard may result in a vehicle licence being revoked or not being renewed.

### **VEHICLE DESIGN, TYPE AND SEATING**

All hackney carriage vehicles must meet the standards as laid down by the Council. Vehicles shall have:

- (i) a minimum of 4 doors
- (ii) an engine capacity exceeding 1250cc or equivalent powered electric vehicle

With respect to seating, this should be padded. Slatted wooden seats are considered inadequate. Where seats are continuous, 1 foot 4 inches (approximately 41 centimetres) measured horizontally along the front of each seat, should be allowed for each passenger. Any vehicle which is constructed or adapted to seat more than 8 passengers cannot be licensed as a hackney carriage vehicle.

The vehicle must not be left hand drive.

The vehicle must not be a convertible.

The vehicle must have EU Type Approval but if not then a Department for Transport Certificate of Single Vehicle Approval must be produced.

From 1 January 2018 all new applications will include a requirement that the vehicle to be licensed will be subject of a livery condition. From this date the Council's livery for its hackney carriages will be all INSERT COLOUR. There will be no restriction on the shade of COLOUR but the Council's licensing enforcement officers will be the final arbiters should the vehicle's colour be in doubt. The colour will be the manufacturers original colour and not a respray over another colour.

### **VEHICLE AGE AND CONDITION**

The age of the vehicle is to be taken from the vehicle registration document. Where the age of a "Q" registered vehicle is not identifiable the age will be calculated as 3 years old at the date of "Q" registration in line with the policy of the DVLA and taken from the registration document.

From 1 January 2021 all vehicles will be fitted with a Euro6 compliant engine or newer.

Or

From 1 January 2017 all vehicles will be fitted with a Euro4 compliant engine or newer;  
From 1 January 2021 all vehicles will be fitted with a Euro5 compliant engine or newer;  
From 1 January 2025 all vehicles will be fitted with a Euro6 compliant engine or newer;

Applicants will be required to prove that the engine is suitable. From this date, any vehicle found with an engine older than euro6 will not be licensed at the time of renewal.

Hackney carriage vehicles must be less than 6 years old on the date of submission of the first application. However, the following exceptions apply:

- (i)
- (ii) Other vehicles which are in an exceptionally well maintained condition, subject to their being inspected with regard to mechanical fitness and appearance at continuing 6 monthly intervals.
- (iii) Ultra low emission vehicles (emissions of less than 75 grams of CO<sub>2</sub> per km)

### Mechanical Inspection

In order to be licensed or remain licensed a vehicle has to undergo a Council depot inspection. Vehicles under 6 years of age at the time of an initial application or, if currently licensed, at the date of the expiry of their current licence will undergo **one** depot inspection per year. Normally this will be just prior to the renewal of the vehicle licence or if a new application shortly after the submission of the application documentation.

Vehicles 6 years or older will be required to undergo **two** depot inspections per year. Normally this will be just prior to the renewal of the vehicle licence and 6 months after the renewal or if a new application shortly after the submission of the application documentation and if the licence is granted 6 months thereafter. Vehicles in this age group will have to be of exceptional condition (see below).

The licensing authority expects the licence holder to undertake a regular regime of daily, weekly and monthly checks with an in depth inspection by a trained mechanic at regular intervals especially immediately before the Council's depot inspection.

### Visual Inspection

An officer of the Council will visually inspect all vehicles subject of a new application and vehicles aged 6 years or older at the time of renewal.

The visual inspection will have one of three outcomes:-

- (i) the vehicle will be accepted as being suitable and as such will be given an appointment for the Council's depot inspection. A successful visual examination is no guarantee that the vehicle will be licensed.
- (ii) there will be a requirement to have repairs completed to the bodywork or interior. Any work carried out will have to be completed to the satisfaction of the licensing authority otherwise the application may be refused
- (iii) the vehicle licence application will be refused.

### Required Standard

The bodywork should have no signs of panel deterioration due to age. It should not have unrepaired damage, dents, scratches or chipped paintwork. Any paint re-sprays should be of good quality and match the remainder of the paintwork.

The exterior trim should be as per the manufacturer's original specification. No trim will be missing and all 4 hub caps (if part of original specification) will be present, matching and scuff free.

The interior trim, panels, seating and carpets should be clean, free from damage and discolouration. Fabric must not be frayed, torn or threadbare. Seat covers will be permitted but the underlying seat will not have any of the previously mentioned faults.

The boot or luggage compartment must have no loose padding or plastic trim. It must be clean and undamaged and fit for the purpose of carrying luggage.

Passenger areas should be free from damp and odours that may cause passenger discomfort.

#### Exceptional Condition & Enforcement Approach

A vehicle of exceptional condition is one that:-

- 1) Passes the Council visual inspection. ~~on the first occasion. However, if the vehicle fails it will be allowed one retest. Failure of the retest will preclude the vehicle from being licensed.~~
- 2) Passes the Council depot inspection (assessing the mechanical fitness of a vehicle).

Should a vehicle of 6 years or older fail a mechanical (depot) inspection with defects in more than one of the areas listed below it will be deemed not to be of exceptional condition, and consequently will not be licensed. Vehicles under 6 years will be permitted ONE retest.

If the vehicle is already licensed, the licence will be revoked at the end of the inspection.

- (i) Engine
- (ii) Brakes
- (iii) Suspension
- (iv) Steering
- (v) Tyres

Should a vehicle of 6 years or older fail a visual inspection a second inspection will be permitted. Should the vehicle fail to meet the required standards at the second visual inspection it will be deemed not to be of exceptional condition, and consequently will not be licensed.

#### **IDENTIFICATION PLATES**

The identification plate showing the number of the licence and the number of passengers for which the vehicle is licensed and required to be exhibited under Section 52 of the Town Police Clauses Act 1847 (TPCA 1847) shall be securely fixed to the rear of the vehicle in a conspicuous position and in such a manner as to be easily removable by an authorised officer of the Council or a constable. It shall not be displayed inside the vehicle.

The proprietor or driver of the hackney carriage vehicle shall report the loss of the identification plate to the Council Offices as soon as the loss becomes known. A replacement plate shall be issued upon payment of the appropriate fee. On no account must a hackney carriage vehicle be used for hackney carriage purposes without displaying a hackney carriage identification plate (Section 52 TPCA 1847).

PLEASE NOTE: THE IDENTIFICATION PLATE REMAINS THE PROPERTY OF THE COUNCIL.

## SECURITY

Where CCTV is installed in hackney carriage vehicles, the Council's CCTV Code of Practice in relation to licensed vehicles shall be followed:-.

### 1.0 Introduction

This code of practice has been written for the purpose of regulating the use of CCTV systems in Private Hire vehicles and Hackney Carriages in North West Leicestershire.

1.1 This code of practice sets out to ensure that in-car camera systems in hackney carriages and private hire vehicles licensed by North West Leicestershire District Council are used to prevent crime, identify the perpetrators of crime enhance the health and safety of drivers and reduce the fear of crime.

### 2.0 The purpose of in-car camera systems

2.1 The purpose of in-car camera systems shall be to provide a safer environment for the benefit of hire vehicle drivers and passengers by:

- Deterring and preventing the occurrence of crime;
- Reducing the fear of crime;
- Assisting the police in investigating incidents of crime;
- Assisting the police in identifying missing persons.

### 3.0 Installation and operation of in-car camera systems in Private Hire and Hackney Carriage vehicles

3.1 An approved installer shall carry out the installation in accordance with the manufacturer's instructions. A certificate of installation shall be provided to the Licensing Authority within 7 days of installation.

3.2 All private hire and hackney carriage vehicles with in-car camera systems installed shall display prominent notices visible from outside the vehicle and also within the vehicle at a point readily visible to passengers, declaring that there is an in-car camera system in operation within the vehicle. Signage is to be in accordance with Hackney Carriage and private Hire conditions.

3.3 All cameras shall be installed above the level of the dashboard within the hire vehicle.

3.4 Any proprietor-owner wishing to install additional cameras or make changes to the installation shall obtain consent from the Licensing Enforcement Officer of North West Leicestershire District Council prior to doing so.

### 4.0 Use of information recorded on in-car camera systems

4.1 It is important that any person, who suspects that a crime has been committed and that an in-car camera system may contain relevant information to the crime, should report that suspected crime to the police as soon as possible.

- 4.2 Maintenance shall be carried out on the CCTV system and a certificate of maintenance shall be provided to the Licensing Authority at the time of the renewal of a vehicle licence.
- 5.0 Data protection Act (1998) and Codes of Practice
- 5.1 The owner/proprietor shall ensure that the storage and use of images complies with the requirements of the Data Protection Act (1998) and the information Commissioners Codes of Practice at all times.
- 6.0 Monitoring the use of in-car camera equipment
- 6.1 Any duly authorised Officer of North West Leicestershire District Councils Environmental Health and Licensing team can at any reasonable time and on the production of a warrant card, if requested, examine any in-car camera installation for the purpose of monitoring compliance with the Data Protection Act and Codes of Practice.
- 6.2 In the event of any potential breach being identified, the information commissioner will be informed.
- 6.3 Failure to comply with this code of practice may result in the suspension or revocation of a hackney carriage or private hire vehicle licence.

## **SAFETY EQUIPMENT**

### **Fire extinguisher.**

The vehicle shall contain a fire extinguisher which shall meet the requirements of the European standard EN3, and be inside the vehicle when it is in use or available for hire.

Fire extinguisher shall be secured to the vehicle and be within reach of the driver. If the extinguisher is not so secured it must be located inside of the vehicle's boot compartment. A label shall be affixed inside of the vehicle indicating that a fire extinguisher is contained within.

The fire extinguisher shall be indelibly marked with the vehicle's hackney carriage plate number.

The fire extinguisher must be maintained in good working order, the operating instructions must be legible and the driver of the vehicle must be familiar with its use.

### **First aid kit**

The proprietor of the vehicle shall provide a suitable first aid kit (see suggested list of contents below) in the vehicle at all times when it is in use or available for hire.

The first aid kit should be readily visible and available for immediate use in an emergency. If the design of the vehicle is such that a first aid kit cannot be carried in a position where it is easily visible, a sign shall be displayed on the vehicle dashboard indicating the position of the kit.

The first aid kit shall be indelibly marked with the vehicle's hackney carriage plate number.

THE COUNCIL'S HEALTH AND SAFETY OFFICER RECOMMENDS THAT A HACKNEY CARRIAGE VEHICLE'S FIRST AID KIT CONTAINS THE FOLLOWING ITEMS WHICH ARE REQUIRED BY THE HEALTH AND SAFETY (FIRST AID) REGULATIONS 1981 FOR TRAVEL FIRST AID KITS.

- First aid guidance leaflet
- 6 adhesive plasters
- 2 triangular bandages
- 1 large wound dressing 18 x 18 centimetres
- 2 individually wrapped wipes
- 1 pair of disposable gloves
- 6 safety pins

PLEASE NOTE: IN ADDITION TO THE ABOVE , THE PROPRIETOR OF THE VEHICLE IS ASKED TO CONSIDER CARRYING THE FOLLOWING ITEMS IN CASE OF EMERGENCIES.

- A torch and spare batteries
- Warning triangle
- Shriek alarm to disorientate any aggressor
- Detailed maps of areas in which the vehicle is travelling

### **CONVICTIONS, CAUTIONS, AND FIXED PENALTY NOTICES**

The proprietor shall within 7 days disclose to the Council in writing details of any interview, arrest, conviction or caution by the Police in respect of any offence AND any fixed penalty notice (motoring or otherwise) imposed on him (or, if the proprietor is a company or partnership, on any of the directors or partners) during the period of the hackney carriage vehicle licence.

### **MOTOR INSURANCE CERTIFICATE**

The proprietor must at all times ensure that the vehicle is adequately insured for use as a hackney carriage and a copy of the insurance certificate must be available for inspection inside the vehicle whilst it is licensed as a hackney carriage.

At the time of the grant of a hackney carriage licence evidence of adequate insurance is required. In the event that a short term cover is in place at the time of grant the licence holder must present a further insurance certificate to the licensing team before the expiry of the cover note. Failure to present an insurance certificate before the expiry of the cover note will result in the licensing team contacting the licence holder requiring evidence of insurance to be produced. This service will be chargeable.

### **PRESENTATION OF VEHICLE FOR INSPECTION**

The proprietor, on reasonable notice, must present the vehicle for inspection at any time and at any place required by the Council, provided that such requirements for inspection shall not exceed more than 3 occasions per year (Section 50 LGMPA 1976). Failure to present a vehicle for inspection is an offence under the 1976 Act and will normally lead to the immediate suspension/revocation of a vehicle licence.

The requirement to present for inspection is in addition to the powers of an authorised Licensing officer or Police Constable to test and inspect a hackney carriage as to its fitness at any reasonable time. (Section 68 LGMPA 1976)

## **HACKNEY CARRIAGE TAXI METERS**

It will be the duty of the proprietor to ensure that an installed meter is of sufficient quality to display journey details to a high level of accuracy. The travelling public rely on the meter to show the precise cost of their journeys and to fit a defective meter would be a gross misconduct by the vehicle proprietor. It shall be fitted in such a position that the display is visible and will be illuminated at all times.

Any meter found to be defective by the proprietor should be removed from the vehicle immediately.

On purchase a vehicle proprietor will arrange for the meter to be programmed with the current North West Leicestershire District Council Hackney Carriage tariff.

Once programmed the proprietor shall ensure that the meter is sealed with a tamper-evident seal in a way that prevents the tariff being altered without the seal being destroyed (the Council does not have its own sealing equipment).

The use of an unsealed meter is prohibited and must be removed from the vehicle until the resealing process is completed.

If the company sealing the meter can provide an authentication certificate it should be forwarded to the Licensing team as soon as possible and if accepted g) & h) below will not apply. If this is not possible the proprietor will contact the Council's Licensing Office and arrange for a licensing officer to test the machine. This will involve taking the officer on a short test drive which should take no longer than 30 minutes.

If the officer is of the opinion that the meter is inaccurate, defective or programmed with wrong tariff prices they will remove the lead seal. The proprietor will then be responsible for correcting any defects (b) above may apply in these circumstances).

A fee will be charged for the time spent by the officer checking the meter.

A copy of the Council's fare chart must be clearly displayed in the vehicle so as to be plainly visible to passengers carried therein.

If a meter is installed it will be used to determine the cost of the journey unless the cost has been agreed at the time of booking.

All hackney carriage vehicle taximeters shall be operated in accordance with the Council's Hackney Carriage Byelaws.

## **USE OF TRAILERS**

The proprietor shall comply with the following requirements in order for a hackney carriage to tow a trailer for the carriage of passengers' luggage.

The luggage trailer must be inspected and approved by the Council's authorised examiners.

The luggage trailer must meet the Construction and Use Regulations and where required the driver must hold the appropriate towing licence as issued by the DVLA.

No licensed vehicle may tow any trailer unless evidence of valid insurance to cover such use has been produced.



The identification plate, giving the hackney carriage vehicle licence number, must be clearly displayed on the rear of the trailer used in addition to the plate on the rear of the hackney carriage vehicle.

A spare wheel and tyre of the correct size shall be carried at all times when the trailer is in use.

The contents of such trailer must be secured and covered in a proper manner.

### **TINTED WINDOWS**

The vehicle shall comply with the Construction and Use Regulations 1986 (as amended) with respect to the fitting of tinted, opaque, darkened or privacy glass windows.

### **CHILD SAFETY**

When any child is travelling in the vehicle the child lock on the doors if fitted should be used. The correct child seat will be used.

### **SIGNS AND NOTICES**

Hackney carriage vehicles which can accommodate between 5 and 8 passengers should have suitable signage displayed in the vehicle directing passengers to and giving instruction in the operation and use of exit points i.e. slide door to open/push door to open.

A notice must be prominently displayed inside all hackney carriage vehicles and be visible to passengers in the rear of vehicles, stating the vehicle licence number and contact details of the Council's Licensing Section.

### **MINIBUSES**

All mini-buses licensed by the Council as hackney carriage vehicles must comply with the MOT seat belt standards which apply to seat belts on mini-buses, buses and coaches (including those used for the transport of children).

### **RADIO EQUIPMENT**

Any radio equipment fitted to the vehicle shall be kept in a safe condition and comply with statutory requirements.

Radio scanners are not permitted.

### **PASSENGER SAFETY**

A proprietor or driver a hackney carriage vehicle shall not convey or permit to be conveyed in the hackney carriage vehicle a greater number of persons (regardless of the age or size of the passengers) than the number of persons prescribed in the licence for the vehicle and specified on the vehicle identification plate affixed to the rear of the vehicle.

The number of passengers must not exceed the number of restraints available in the vehicle.

**PLEASE NOTE: IT IS THE DRIVER'S RESPONSIBILITY TO ENSURE THAT A PASSENGER IS USING THE CORRECT RESTRAINT.**

It is acceptable to fit a customer's own child restraint provided that the restraint is of an approved design (i.e. BS Kite Mark) and in a serviceable condition.

## **ANIMALS**

No animal belonging to the hackney carriage vehicle proprietor or the driver of the vehicle shall be conveyed in the vehicle.

Any animal belonging to or in the custody of a passenger, which in the driver's or proprietor's discretion may be conveyed in the hackney carriage vehicle must be conveyed in the rear of the vehicle and shall be contained so as not to present a nuisance or hazard to any occupants of the vehicle.

A proprietor or driver of a hackney carriage vehicle must carry a guide dog or assistance dog belonging to a passenger free of charge unless the driver has a proven medical condition that would preclude such action.

## **LUGGAGE**

The proprietor of a vehicle shall provide the proper means for securing luggage if the vehicle is so constructed as to carry luggage. If the luggage is to be carried externally then the means for the carriage and securing of the luggage must provide adequate protection from inclement weather.

Any roof rack fitted to a vehicle must be the correct design and fitting for the type of vehicle and should be loaded in accordance with the manufacturer's instructions.

All vehicles shall be loaded with luggage in accordance with the vehicle manufacturer's weight and load specification.

Luggage shall not be carried or stored above the height of the rear seat or on the parcel shelf.

## **LOSS OF LICENCE**

A replacement hackney carriage vehicle licence may be issued upon payment of the relevant fee.

## **RETURN OF IDENTIFICATION PLATE**

On receipt of notice, the proprietor of a hackney carriage vehicle shall return the vehicle identification plate to the Council Offices in the event of the expiry (without immediate renewal), suspension or revocation of the licence (Section 58(2) LGMPA 1976).

## **TRANSFER OF VEHICLE**

The proprietor of a hackney carriage vehicle must notify the Council in writing of any transfer in the ownership of a hackney carriage vehicle (Section 49 LGMPA 1976). Upon receiving written notification of transfer and relevant fee, an amended paper licence shall be issued by the Council.

## **PERMITTING OR EMPLOYING ANY OTHER PERSON TO DRIVE**

Before a proprietor of a hackney carriage vehicle permits or employs a hackney carriage driver to drive the vehicle he shall ensure that the vehicle is adequately insured for that driver.

**NOTES:**

- (a) FAILURE TO COMPLY WITH ANY OF THE CONDITIONS ATTACHED TO THIS LICENCE MAY RESULT IN PROSECUTION AND THE SUSPENSION OR REVOCATION OF THE HACKNEY CARRIAGE VEHICLE LICENCE.**
- (b) IN ADDITION TO THE HACKNEY CARRIAGE VEHICLE LICENCE CONDITIONS, THE PROPRIETOR OF A HACKNEY CARRIAGE VEHICLE MUST HAVE REGARD TO ALL STATUTORY PROVISIONS WHICH RELATE TO HACKNEY CARRIAGE VEHICLES.**
- (c) A hackney carriage vehicle licence is not transferable to another vehicle.**
- (d) No person must act as a driver of a licensed hackney carriage vehicle unless he holds a hackney carriage driver's licence issued by the District Council.**

## **APPLICATION PROCESS**

The Council's licensing team is committed to providing a problem free, speedy application process to all its applicants. The following paragraphs will be of assistance.

Hackney carriage application forms as well as other useful information can be found on the licensing pages of the Council's web site. Application forms can be printed off, manually completed and sent to the Council with the respective fee.

Applications for hackney carriage vehicle licences will only be accepted from licensed hackney carriage drivers or known operators.

As stated previously the vehicle subject of the application will be visually examined by a licensing enforcement officer. If the vehicle is of sufficient visual quality an appointment will be made for a mechanical inspection at the Council's depot on Linden Way, Coalville. Appointments can only be made by licensing staff – applicants must not approach the depot directly.

Currently only 13 appointment slots are allocated to vehicle inspections per week and those slots tend to be fully booked towards the end of the month.

All vehicle licences start on the first day of the month and end on the last day, 12 months later. If you submit an application towards the middle of the month you must make staff aware if you want the licence to start on the month following the application otherwise it will start on the first of the month prior to the application.

Staff will deal with all new applications expeditiously but there may be occasions when licences and plates will not be available for collection until the day after an application is determined. An application can only be determined (ie granted or refused) once all the supporting documentation (eg insurance, MOT certificate etc) received and inspections completed.

A vehicle must not be used as a hackney carriage until it is fully licensed and the applicant is in possession of the plate.

## **HACKNEY CARRIAGE VEHICLE – CONDITIONS OF LICENCE**

Section 47(1) of the Local Government (Miscellaneous Provisions) Act 1976, (LGMPA 1976) states that “A district council may attach to the grant of a licence of a hackney carriage under the Act of 1847 such conditions as the district council may consider reasonably necessary”.

The following list of Conditions will apply to your hackney carriage licence unless otherwise stated. If you contravene any of the conditions it may result in the licence being suspended until the matter is rectified.

If you are aggrieved by any of the conditions attached to this licence you may appeal to a Magistrates’ Court within 21 days of the service of the licence on you (Section 47(3) LGMPA 1976).

### **1. ADVERTISEMENTS**

Advertisements shall be allowed on hackney carriage vehicles without prior inspection, provided that:

- (a) They comply with the British Codes of Advertising and Sales Promotion.
- (b) The licence holder shall remove or amend any advertisement if the Advertising Standards Authority requests that this be done.
- (c) No advertisement shall be of a party political nature or advertise cigarettes or tobacco products.
- (d) Any advertisement must be below window level.
- (e) No advertisements are permitted on any glass areas of the vehicle.

### **2. CHANGE OF ADDRESS**

The proprietor of the hackney carriage vehicle shall notify the Council in writing of any change of their address during the period of the licence within 7 days of such change. (Section 44 TPCA 1847) Upon receiving notification and relevant fees, an amended paper licence shall be issued by the Council.

### **3. HACKNEY CARRIAGE TAXI METERS**

- a) A taxi meter will be installed in the vehicle during the life of its hackney carriage licence. It will be used to record the details of a fare and will not be used if it is known to be defective. It will be fitted in such a position that the display is visible and will be illuminated at all time.
- b) any meter found to be defective by the proprietor should be removed from the vehicle immediately.
- c) the meter is sealed with a tamper-evident seal in a way that prevents the tariff being altered without the seal being destroyed.
- d) The use of an unsealed meter is prohibited and must be removed from the vehicle until the resealing process is completed.
- e) A copy of the Council’s fare chart must be clearly displayed in the vehicle so as to be plainly visible to passengers carried therein.

#### **4. ROOF SIGNS**

An illuminated sign of a type already approved must be fitted to or above the hackney carriage with the words "FOR HIRE" in block letters showing to the front and the words "CAB NO..." showing to the rear. At each end of the sign shall be the words "...SEATS".

The roof sign must be illuminated whilst plying for hire. Once hiring has commenced the roof sign must not be illuminated until the journey has ended.

The roof sign must be electronically connected so that its working is in conjunction with the fare meter, ie when the meter is not in use the sign is illuminated and when the meter is in use, the sign is not illuminated.

#### **5. SAFETY EQUIPMENT**

##### **Fire extinguisher.**

The vehicle shall contain a fire extinguisher which shall meet the requirements of the European standard EN3, and be inside the vehicle when it is in use or available for hire.

The fire extinguisher shall be secured to the vehicle and be within reach of the driver. If the extinguisher is not so secured it must be located inside of the vehicle's boot compartment. A label shall be affixed inside of the vehicle indicating that a fire extinguisher is contained within.

The fire extinguisher shall be indelibly marked with the vehicle's hackney carriage plate number.

The fire extinguisher must be maintained in good working order, the operating instructions must be legible and the driver of the vehicle must be familiar with its use.

##### **First aid kit**

The proprietor of the vehicle shall provide a suitable first aid kit in the vehicle at all times.

The first aid kit should be readily visible and available for immediate use in an emergency. If the design of the vehicle is such that a first aid kit cannot be carried in a position where it is easily visible, a sign shall be displayed on the vehicle dashboard indicating the position of the kit.

The first aid kit shall be indelibly marked with the vehicle's hackney carriage plate number.

#### **6. IDENTIFICATION PLATES**

The identification plate showing the number of the licence and the number of passengers for which the vehicle is licensed shall be securely fixed to the rear of the vehicle in a conspicuous position. It shall not be displayed inside the vehicle.

The licence holder or driver of the hackney carriage vehicle shall report the loss of the identification plate to the Council Offices as soon as the loss becomes known.

#### **7. ALTERATION OF VEHICLES**

- (a) No material alteration or change in the specification, design, condition or appearance of the hackney carriage vehicle shall be made without the approval of the Council at any time while the licence is in force.
- (b) Any liquid petroleum gas (LPG) vehicle conversion must be carried out by an approved LPG installer. An LPG conversion certificate shall be supplied to the council. Details of approved UK vehicle conversion companies can be obtained from the LP Gas Association.

## 8. DAMAGE TO VEHICLE

Any damage to the vehicle, including any resulting from a road traffic collision, affecting the safety, performance or appearance of the vehicle or the comfort or convenience of passengers carried therein shall be reported to the Council as soon as is reasonably practical and in any event within 72 hours of the occurrence (Section 50(3) LGMPA 1976).

The matter must be reported on a Council form provided for that purpose.

## 9. CUSTOMER SERVICE SIGNAGE (INTERNAL)

A sign (internal plate) showing the number of the licence and 01530 454545 the contact number for the council shall be securely displayed inside the vehicle. A sign must be displayed in a conspicuous position visible to passengers in the front and rear of the vehicle.

The following wording must be included:

You can provide feedback on the vehicle condition or service from the driver by calling North West Leicestershire District Council 01530 454545. Please quote the vehicle licence number.

## DOCUMENT HISTORY

Issue Number	Issue Date	Approved By	Nature of Amendment
1	1 August 2001	Executive Committee	Introduction of Policy
2	1 December 2009	Licensing Committee – 25 November 2009	Changes to safety equipment signage. Changes in requirement to install taxi meters. Changes to vehicle internal and external signage. Tinted window compliance.
3	18 January 2010	Commercial Services Manager	Minor amendment to wording of conditions 19 (b) and 12.
4	10 August 2011	Environmental Health Team Manager	Clarification of the term 'exceptionally well maintained vehicle' at condition 1(b)
5	24 November 2011	Licensing Committee – 23 November 2011	Introduce requirement for all hackney carriage vehicles to have a taxi meter fitted
6	1 April 2013	Licensing Committee – 21 March 2012	Reduction of vehicle age from 8 years to 7.
7	1 April 2014	1) Licensing Committee – 21 March 2012 2) Environmental Health Team Manager	1) Reduction of vehicle age from 7 years to 6. 2) Amendment to para

			1(b)(ii) (addition of word 'continuing').
8	DD/MMMM/YYYY	Licensing Committee – DD/MMM/YYYY	Policy Review

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