



**HACKNEY CARRIAGE VEHICLE LICENCE**  
**CONDITIONS**

**Licence No:**

**Expiry Date:**

## **1.0 LICENCE CONDITIONS**

- 1.1 Any requirement of legislation which affects the operations being carried out under the terms of this licence shall be regarded as if it was a condition of this licence.
- 1.2 Wherever a summary of any statutory provision appears in these licence conditions you are advised that such summary is not exhaustive.
- 1.3 In these conditions, references to “the Council” means North Lincolnshire Council.

## **2.0 MAINTENANCE OF VEHICLE AND SAFETY EQUIPMENT**

- 2.1 The proprietor of the vehicle shall:
  - 2.1.1 Provide sufficient means by which any person in the vehicle may communicate with the driver;
  - 2.1.2 Cause the vehicle to be kept watertight;
  - 2.1.3 Provide adequate windows and the means of opening and closing them;
  - 2.1.4 Cause the seats to be properly cushioned, covered and in good repair;
  - 2.1.5 Cause the floor in a carpeted vehicle to be provided with a proper carpet and correctly fitted rubber or carpet mats all in good condition, so not to cause a trip hazard in accordance with 2.2 below;
  - 2.1.6 Cause the fittings and furniture generally to be kept in a clean condition and well maintained;
  - 2.1.7 Provide a fire extinguisher which meets the requirements laid down in the Hackney Carriage Byelaws and European Standard EN3, being either a 0.9kg dry powder or up to a 1kg powder with gauge or a 1lt AFFF with gauge, in accordance with the requirements of 2.3 below;
  - 2.1.8 Ensure that the vehicle, its fittings and equipment are maintained in an efficient, safe, tidy and clean condition at all times when it is in use or available for hire and that all relevant statutory requirements (including those contained in the Motor Vehicles (Construction and use) Regulations) are fully complied with; and
  - 2.1.9 Ensure that no material alterations or changes are made to the specification, design, condition or appearance of the vehicle whilst the licence is in force without the prior approval of the Council.
- 2.2 Not more than one carpet or rubber mat shall be fitted per foot well. The floor in a minibus style vehicle should be in good condition, clean and free from holes (except for wheelchair

fixtures).

- 2.3 Vehicles authorised to carry more than 4 passengers may carry up to a 2kg powder or a 2ltr AFFF with gauge, as per guidance from the Humberside Fire and Rescue Service. The fire extinguisher shall either be secured to the vehicle or located within the vehicle glove compartment or boot with a label affixed to the outside of the glove compartment/ boot indicating that the fire extinguisher is contained within. The fire extinguisher shall be clearly marked with the plate number of the vehicle by an authorised officer of the Council.
- 2.4 All vehicles must be fitted with rear seat belts.
- 2.5 Radio scanners must not be carried or used in a Hackney Carriage by any person.
- 2.6 The vehicle shall be fitted with a standard roof sign bearing either the word "TAXI", "CAB", "FOR HIRE" or the name and/or telephone number of the business concerned when within the area of North Lincolnshire.

### **3.0 IDENTIFICATION PLATE**

- 3.1 The external identification plate issued by the Council shall be securely fixed to the rear of the vehicle to the satisfaction of the Council. The plate shall be fixed to the external offside rear lower part of the vehicle in such a position as to be clearly visible from the rear of the vehicle, or adjacent to the vehicle's rear registration plate, where a bracket behind the registration number plate is used.
- 3.2 The external identification plate shall be maintained in a clean condition and shall not be wilfully or negligently concealed from public view.
- 3.3 The external and internal identification plates are the property of the Council and must be returned to the Council Offices on expiry of the licence, or if the vehicle is sold out of the trade, or for any other reason that prevents the vehicle from being used as a Hackney Carriage.
- 3.4 If the external identification plate is STOLEN or LOST the fact must be reported to the Humberside Police and the Licensing Division of North Lincolnshire Council as soon as the loss is discovered or shortly thereafter.
- 3.5 If either the internal identification plate is STOLEN or LOST the fact must be reported to the Licensing Division of North Lincolnshire Council as soon as the loss is discovered or shortly

thereafter.

#### **4.0 VEHICLE / WHEELCHAIR ACCESS**

- 4.1 The Hackney Carriage shall be a saloon, hatchback or estate car. London type cabs or people carrier type vehicles (i.e. those vehicles which are capable of carrying more than 4 passengers) shall be fitted and adapted to enable passengers in wheelchairs to travel inside the vehicle. All vehicles shall be of a suitable type and design for use as a Hackney Carriage and shall at all times be maintained in a safe, clean and comfortable condition.
- 4.2 The vehicle shall have an engine capacity of not less than 1250cc, and a minimum passenger seating capacity of four seats but not more than eight seats. The minimum width of the rear seat must not be less than 122cm (48 inches).
- 4.3 No Hackney Carriage licensed by the Council shall be left unattended on any public road, street or at any place of public resort or entertainment.
- 4.4 Wheelchair anchorage and restraints must be approved, adapted for various sized wheelchairs and have separate restraints (seat belts) for the passenger and must be securely stowed away when not in use.
- 4.5 No part of the webbing/straps should be frayed.
- 4.6 Ramp(s) for the loading/unloading of a wheelchair and occupant must be available at all times. The ramp must be capable of being stowed safely when not in use and must not obstruct exiting the vehicle.
- 4.7 The passenger windows on the vehicle shall allow at least 70% light through.
- 4.8 Any equipment, must be stowed away in a safe and secure position, unless it is being used during the journey.
- 4.9 All lifts and strapping are required to have the manufacturers guidance available.

#### **5.0 INTERIOR PLATE AND TARIFFS**

- 5.1 The proprietor and driver of any Hackney Carriage Vehicle shall display or cause to be displayed within the vehicle any internal plate and Tariff of Fares provided and issued by the Council in such a position that it is visible at all times to persons conveyed therein.

- 5.2 A copy of the Council byelaws relating to Hackney Carriages shall be carried on the vehicle and be made available for inspection by any passenger or authorised officer of the Council.

## **6.0 SIGNS AND NOTICES, ETC.**

- 6.1 No sign, notice, advertisement, plate, mark, numbers, letters, figures, symbols, emblems or devices whatsoever shall be displayed on, in or from any Hackney Carriage licensed by the Council except as may be required by any law or provision of these conditions or as otherwise authorised by the Council.
- 6.2 Condition 6.1 shall not prevent the display of the trading name of the operator, together with his/her landline telephone number, on the front side doors of the vehicle if it is a saloon, hatchback, estate car or London type cab, or any approved advertising. If the vehicle is a people carrier, mini-bus or other non-saloon type vehicle, the name and telephone number may be displayed on the rear doors, bonnet and the front side doors of the vehicle.
- 6.3 The proprietor shall affix the door signs as supplied by the council. Such signs shall be displayed on the front doors of the vehicle.
- 6.4 The proprietor shall affix and maintain in a conspicuous position in the vehicle any sign or notice relating to Hackney Carriages which the Council may in its discretion require from time to time.
- 6.5 The following signs and/or membership badges may be displayed in or from any Hackney Carriage licensed by North Lincolnshire Council:
- 6.5.1 Any badge or sign which indicates membership of any motoring or vehicle rescue organisation
  - 6.5.2 No smoking signs
  - 6.5.3 Signs which indicate the location of the Fire Extinguisher
  - 6.5.4 A sign notifying the use of CCTV where it is in operation.

## **7.0 CHANGE OF ADDRESS**

- 7.1 The proprietor of any Hackney Carriage licensed by the Council shall notify the Council in writing of any change of his/her address and/or telephone number during the period of the licence. The notice of change of address or telephone number should be within 7 days of such change.

## **8.0 CONVICTIONS**

- 8.1 The proprietor (or Director of a company, or a Partner) of any Hackney Carriage licensed by the Council shall immediately

disclose to the Council, in writing, details of any conviction imposed on him or her during the period of the licence.

## **9.0 TAXIMETER**

- 9.1 Any Hackney Carriage being licensed as such for the first time must be fitted with a taximeter approved by the Public Carriage Office or complying with the EEC directive 77/95/EEC in that they bear the EEC patent approval sign or the EEC partial initial verification mark And shall be calendar controlled so as to be tamper proof.
- 9.2 The taximeter must not be operated unless it is in working condition and has been checked by an authorised Officer of the Council.

## **10.0 MECHANICAL FITNESS**

- 10.1 Prior to issue of a licence all vehicles must be mechanically inspected at the Council's appointed garage to the required Testing Standard. (A copy of the Testing Standards are attached at Appendix D1). The vehicle shall be submitted for inspection and test on initial application for a vehicle licence and presented annually for renewal of that licence thereafter whilst the vehicle is being operated as a Hackney Carriage.
- 10.2 If a vehicle is less than 5 years old on the date of testing, a licence shall be granted for no more than one year.
- 10.3 In the case of any vehicle more than 5 years old, the licence will be granted for a period of not more than 6 months. If a vehicle is more than 8 years old, the licence will be granted for a period of not more than 4 months.

## **11.0 VEHICLE APPEARANCE**

- 11.1 In addition to a mechanical inspection, all vehicles must meet the standard laid down in the Testing Standards for appearance, comfort and cleanliness.
- 11.2 The boot must be kept clear for the carrying of passengers' luggage with certain exceptions (spare wheel and jack).
- 11.3 The external and internal glazing to the front driver, passenger windows and windscreen shall not hinder or restrict vision through the glazing in any way. The windscreen must allow at least 75% visibility and the remainder of the glazing must allow at least 70% visibility.

## **12.0 VEHICLE DAMAGE**

- 12.1 Any vehicle involved in an accident causing damage which materially affects the safety, performance or appearance of the vehicle, or the comfort or convenience of persons carried therein, must be presented for inspection to the appointed officer of the Council. An accident report form must be submitted as soon as possible after such accident, and in any case within 72 hours. The vehicle may not continue to operate without the prior approval of the Council's appointed officer.

## **13.0 STOWAGE OF LUGGAGE**

- 13.1 Luggage must be stowed safely and in such a manner so that it cannot move around inside the vehicle. Gangways must not be blocked or in any way impede an emergency evacuation of the vehicle.

## **14.0 GENERAL LICENCE CONDITIONS**

- 14.1 An authorised officer of the Council or any Police officer shall have power at all reasonable times to inspect and test any Hackney Carriage licensed by the Council for the purpose of ascertaining its fitness. A vehicle licence may be suspended if the officer is not satisfied with the fitness of the licensed vehicle.
- 14.2 The driver of a licensed Hackney Carriage shall stop the vehicle at the request of a Police officer, whether or not passengers are being carried. The driver shall then permit the Police officer or authorised officer of the Council to check the vehicle to ensure that all the requirements of the Council and relevant legislation have been complied with. The driver shall not proceed until the authorised officer or police officer has given his approval.
- 14.3 Any person aggrieved by a decision made during the inspection made by the Licensing Officer may appeal in writing to the Licensing Manager or Principal Licensing Officer. This does not affect the statutory rights regarding appeals.
- 14.4 Any person aggrieved by any of the conditions attached to this licence may appeal to a Magistrates Court within 21 days of receipt of the licence and attached conditions (see Section 77 of the Local Government (Miscellaneous Provisions) Act 1976 and Section 300 of the Public Health Act 1936).

**HACKNEY CARRIAGES  
TESTING STANDARD – APPEARANCE/SAFETY/COMFORT/  
COMPLIANCE WITH LICENCE CONDITIONS**

Items considered in test:-

**1.0 External Bodywork**

The body work shall have no damage which materially affects the safety or appearance of the vehicle, shall not have signs of corrosion or have any sharp edges which may cause injury to passengers. The paintwork shall be clean, consistent and uniform over the whole vehicle. The paintwork shall be of a professional standard. All fitments shall be intact and free from any damage, stains or corrosion of any kind.

**2.0 Seats and Upholstery**

All seats, upholstery, trim and carpets must be clean and free from stains, holes, tears and damage of any form. There must be no sharp edges, which would be likely to cause injury or damage. Seat coverings must be sound, intact, fitted snugly to seats and be clean. The interior seat springs shall be sound and not penetrating the fabric of the seat. There shall be no loose rugs, blankets, cushions or other articles on the passenger seats.

**3.0 Floor**

The floor must be sound and covered by fitted vehicle carpets or other suitable covering. If furnished with rubber mats they must be in a clean and undamaged condition. Carpet off cuts are not acceptable as mats in the vehicle. Only one mat per seat is acceptable. The floor coverings must not be so worn as to cause danger to passengers. The floor in a minibus style vehicle, should be in good condition, clean and free from holes except for wheelchair fixtures.

**4.0 Doors**

All fittings shall be secure, undamaged and capable of being operated at all times by the passenger. The door linings shall be intact, clean and free from holes, tears, stains or any other damage.

**5.0 Head Lining**

The head lining shall be intact, clean and free from holes, tears, stains or any other damage.

## **6.0 Boot**

The boot shall be kept clean and free of any stains, spills etc. Matting if fitted must be in one piece and be capable of being cleaned. The boot must be kept clear for the use of passengers luggage apart from the spare wheel and jack (and excepting specialised fitments for first aid or other equipment etc). This does not exclude the housing of LPG conversions.

## **7.0 Fire Extinguishers**

A fire extinguisher (of the specified type) must be located in a labelled glove compartment or in the boot if not secured. The fire extinguisher must be so secured and unobstructed that it will not create any danger or hazard for the driver or passengers. The extinguisher shall be clearly marked with the number of the licence when granted, in a manner by Officers of the Licensing Division.

## **8.0 Taximeter**

The taximeter shall be checked and tested to ensure that the current tariffs set by North Lincolnshire Council are not exceeded. The taximeter will be sealed by the Inspecting Officer.

## **9.0 Fare Card**

The fare card must be clearly displayed in such a position as to be easily seen by passengers.

## **10.0 Internal Plate Sticker**

The internal plate sticker shall be displayed in such a position as to be easily seen by passengers, outside the vehicle and inside the vehicle, above the tax disc so that it is just outside the swept area of the windscreen.

## **11.0 Exterior Plate**

The external identification plate issued by the Council shall be securely fixed to the satisfaction of the Council. Externally on the offside rear lower outside of the vehicle in such a position as to be clearly visible from the rear of the vehicle, or, centrally on the rear of the vehicle, where a bracket behind the registration number plate is used.

## **12.0 Top Light**

The top light must be capable of being illuminated. The light must be securely mounted and installed so as not to cause any danger or hazard to the driver, passengers, the public or other road users. Ensuring cables do not cause harm/obstruction to passengers.

**13.0** Where in the opinion of the Inspecting Officer the vehicle fails to reach the standard required by the Council for the issue of a hackney carriage licence, the applicant(s) or nominee will be informed of the defects or grounds on which the vehicle has failed to reach that standard. The applicant(s) or nominee will then be given the choice of:

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- (a) Removing the vehicle from the test garage for the defects to be rectified and returning the vehicle within 7 days and/or under 200 miles (where the vehicle is normally kept within 10 miles of the testing station), or within 7 days and/or 300 miles (where the vehicle is normally kept more than 10 miles from the testing station). The applicant or nominee shall also pay the appropriate re-test fee if required at the time of test.
- (b) If the vehicle is not returned for re-test within 7 days and under the permitted mileage, the applicant or his/her nominee shall inform the Licensing Division of the reasons why and any proposed further actions to be taken in respect of the vehicle. Re-tests after 7 days and over the permitted mileage, may incur full application fee.

#### **14.0 Wheelchair Accessibility**

The Proprietor will be required to demonstrate how to use the ramps and restraints for the wheelchair passengers and how to store away safely and securely when not in use. No part of the webbing/straps should be frayed, if so this will result in an inspection failure.

Ramp(s) for the loading/unloading of a wheelchair and occupant must be available at all times.

All lifts and strapping are required to have their manufacturers guidance available at time of test.

**Please Note:-** This list is not exhaustive and additional items may be included as deemed appropriate by Officers of the Licensing Division, subject to appropriate consultation.

**NORTH LINCOLNSHIRE COUNCIL**

**HACKNEY CARRIAGE TESTING  
ARRANGEMENTS**

- 1 All vehicles, no matter what their age, must pass the Council's test covering mechanics, safety and passenger comfort before a licence can be issued.

*Annual tests are only to be booked through the Licensing Division on 01724 297592 or 297608.*

- 2 Under no circumstances may the proprietor of a vehicle make any arrangement for a vehicle to be tested direct with the garage, unless for a re-test. All appointments, other than re-tests, must be made through the Council's Licensing Division.

Re-tests are to be booked directly with Vehicle Maintenance, Cottage Beck Road, Scunthorpe on 01724 297867.

- 3 Hackney Carriage tests should not be equated with the Department of Transport MOT vehicle test. MOT certificates will not be issued as the result of a Hackney Carriage Test. Should an MOT certificate be required at any time, independent arrangements must be made by the applicant or his/her nominee with any approved garage. MOT certificates will not be accepted as proof that a Hackney Carriage Vehicle is suitable for that purpose.

- 4 The applicant or his/her nominee will attend the test garage at the time and date stated with the vehicle which shall be as follows:

➤ In a thoroughly CLEAN condition inside and out.

➤ In the case of first applications:

- **If fitted with an operational Taximeter it shall be correctly calibrated at or below the tariff set by North Lincolnshire Council**
- **Fitted with a fire extinguisher (of the specified type), securely fixed not to cause danger to the driver or passengers, or located within the glove compartment or boot.**

➤ In the case of licence RENEWALS:

- If fitted with an operational Taximeter it shall be correctly calibrated at or below the tariff set by North Lincolnshire Council.
  - Fitted with a fire extinguisher (of the specified type), securely fixed within easy reach of the driver or located within the glove compartment.
  - Fitted with the Council's identification plate in the designated place.
  - The Council's fare card displayed in the passenger compartments.
  - Displaying any advertising or signs as permitted by the conditions attached to Hackney Carriage Licences.
- 5 Top lights must be operational and securely fixed to the roof of the vehicle. The light must conform to Section 64 of the Transport Act 1980.
- 6 In the case of taximeter, tests will be carried out on a public road over a measured mile. The taximeter test will normally be conducted by the Inspecting Officer whilst the vehicle is undergoing a road test being conducted by the mechanical tester. At the discretion of Licensing Division Officers only, a taximeter test may be conducted by an Officer of the Licensing Division whilst the vehicle is being driven by the proprietor or nominee.
- 7 Where the applicant is unable for any reasons to attend the test at the date and time arranged, at least 48 hours notice (excluding weekends and public holidays) must be given to the Licensing Division, whereupon a new appointment can be arranged without incurring further costs.
- 8 Failure to give the required notice of the intention not to attend for a test, or failure to attend at the time, date and location arranged, will result in a cancellation charge being made.
- 9 Where in the opinion of the Inspecting Officer the vehicle fails to reach the standard required by the Council for the issue of a licence, the applicant or nominee will be informed of the defects or grounds upon which the vehicle has failed to reach that standard. The applicants or nominee will then be given the choice of:-
- ◆ Removing the vehicle from the test garage for the defects to be rectified and returned for retest within 7 days and/or 200 miles (where the vehicle is normally kept within 10 miles of the testing station), or within 7 days and/or 300 miles (where the vehicle is normally kept more than 10 miles from the testing station). The applicant or nominee shall also pay any appropriate re-test fee if required.

- ◆ If the vehicle is not returned for re-test within 7 days and/or 200 miles (where the vehicle is normally kept within 10 miles of the testing station), or within 7 days and/or 300 miles (where the vehicle is normally kept more than 10 miles from the testing station) of the initial test the applicant or his/her nominee shall inform the Licensing Unit of the reasons why and any proposed further actions to be taken in respect of the vehicle. Re-tests after 7 days may incur full application fees.

## **10 MOT TEST CERTIFICATE EXEMPTION**

The Council is in possession of a Certificate of Exemption issued by the Secretary of State for Transport in respect of the annual testing of vehicles under the Motor Vehicles (Tests) Regulations 1972.

- 11 The Mechanical items to be tested in respect of Hackney Carriage Vehicles, include those items required for an MOT. Additional items are set out in the attached Appendix D (the list is not exhaustive and additional items may be included as deemed necessary by Officers of the Licensing Division). Please note that MOT and additional items will be stringently tested to the highest standard.

**NORTH LINCOLNSHIRE COUNCIL**

**HACKNEY CARRIAGE VEHICLE  
TESTING STANDARD  
MECHANICAL AND STRUCTURAL**

Items for test in addition to MOT test.

The item numbers refer to the item codes on the test sheet.

29	Spare Wheel and Tyre	Correct size for vehicle and conforms to legal requirements. Space Savers are permitted providing that they are not fitted when the vehicle is used for hire and reward.
33	Wiring	Ensure that correct load fuses are being used. Ensure that visible wiring is not so corroded or chafed that in the opinion of the tester a short circuit is likely to occur. That all junctions and installations are electrically sound. (Applies to none manufactures fittings)
34	Battery	Ensure that the battery mounting are not so corroded that the battery may break loose. Ensure that the battery is anchored securely. Ensure that the casing of the battery is sound and is not likely to allow acid to escape.
35	Starter Motor	Ensure starter motor is mounted securely.
36	Engine Mountings	Mountings must be secure and not so corroded that they may be likely to fail.
37	Oil Leaks	Oil leaks must not create any type of hazard for the vehicle, pedestrians or other road users.
39	Drive Shaft	All universal joints must be serviceable and mountings secure. There must not be any undue 'play'.
40	Gearbox	Mountings must be secure and not so corroded as to be likely to fail. Gear selection must not be noisy.
41	Rear Axle	No oil leaks.
43	Clutch Operation	Must operate satisfactorily and not 'judder', 'grab' or 'slip' outside normal limits.
44	Clutch Linkage	No signs of undue wear and are not likely to fail.
45	Clutch Hydraulics	System if fitted must not be leaking or the pipes and fittings so corroded that they may fail.
46	Fuel System	Inspected for security, corrosion and leaks.
50	Windscreen	Screen must be clear and there are no scratches, damage or obstructions which will impede the view of the driver.
51	Windows	All windows must be clear of any obstructions or damage which will in any way impede the view of the

		driver. No curtains must be placed over the windows and any blinds if installed must not be of a type which will restrict all round vision. All windows must be capable of being operated in a satisfactory manner. All windows must be fitted with glass which complies with the British Standard.
54	Vehicle Structure	The structure must be in a sound condition with no signs of excessive corrosion or damage.
55	Speedometer	The speedometer shall work in a normal manner and shall be correctly illuminated.
56	Odometer	The odometer shall work in a normal manner.
57	Mirrors	All mirrors must be securely mounted and not cracked, broken or corroded so as to distort any view to the rear. Where a mirror is intended to be adjustable it must be capable of being adjusted.
5859	Doors / Handles / Locks	All doors, including boots, must open and close easily from both inside and outside. Any door locking mechanism shall be easily operated by passengers. All doors and boots shall be secure when shut. All lock fittings shall be secure and complete. Grab handles where fitted must be secure and fit for the purpose.
60	Fascia / Interior Lights	All interior and passenger lights where fitted shall be secure and operate. All switches and fittings shall be secure and operate correctly. There shall be no exposed wires or large holes in the fascia.
61	Bumper	Front and rear bumpers must be fitted and securely mounted. They must not be so badly damaged or corroded as to make them unfit for their purpose.
62	Road Test	The vehicle must be capable of manoeuvring safely and 'handles' correctly without any undue drift or pull etc.
63	Registration Plates	Checked for condition, correct location and that they conform to legal requirements.

