



**PRIVATE HIRE OPERATORS LICENCE
CONDITIONS**

Conditions attached to

Licence Number

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 they are conditions of this licence.
- 1.2 Wherever there appears in the Licence Conditions any statutory provision, you are advised that such summary is not exhaustive.

2.0 RECORDS

2.1 The operator is required to maintain a record of all bookings in accordance with Section 56 (2) of the Local Government (Miscellaneous Provisions) Act 1976. Such a record shall be kept on a computer or in a suitable book or ledger, the pages of which are numbered consecutively. 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.

- The time and date the booking was received
- How the booking was made i.e. telephone, personal call.
- Identification of the hirer
 - The day and date of each journey
- The time of pick up / collection
- The point of pick up / collection
- The call sign of the driver
- The destination
- The registration number, plate number or Ref. No. (call sign) of the vehicle allocated for the booking.
- Remarks (including details of any sub-contract)

2.2 All records kept by the operator shall be preserved for a period of not less than three years following the date of the last entry.

2.3 Computer Records – if a computer system is used, the operator must be able to provide a print out of these details for inspection by an Authorised Officer of the Council or a Police Constable.

3.0 STANDARD OF SERVICE

3.1 The operator shall provide a prompt, efficient and reliable service to members of the public and for this purpose shall in particular:

- 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 that appointed time and place.

3.2 Keep clean, adequately heated, ventilated and lit, any premises, which the operator provides and to which the public have access, whether for the purpose of booking or waiting.

3.3 Ensure that any waiting area provided by the operator has adequate seating facilities which are in a clean and tidy condition.

3.4 Ensure that any telephone facilities and radio equipment provided are maintained in a sound condition and that any defects are repaired promptly.

4.0 COMPLAINTS

4.1 The operator shall keep a record of complaints and indicate action (if any) which the operator has taken or proposes to take in respect thereof.

5.0 CHANGE OF ADDRESS/BUSINESS PREMISES

5.1 The operator shall notify the Council in writing of any change of his/her address and or telephone number (including any address from which he/she operates or otherwise conducts his/her business as an operator) within seven days of such change taking place.

6.0 CONVICTIONS

6.1 The operator shall, within seven days, disclose to the council, in writing, details of any conviction imposed on him/her (or if the operator is a company or partnership, on any of the directors or partners).

7.0 STAFF

7.1 The operator shall notify North Lincolnshire Council in writing within seven days of the employment of any Private Hire Driver or of the termination of employment of any Private Hire Driver employed by him.

8.0 INSURANCE

8.1 The operator shall ensure that every Private Hire Vehicle operated by him/her in accordance with this licence is covered by a Certificate of Insurance or covering note indemnifying the proprietor of the said vehicle within the provision of the Road Traffic Act 1988 (Part IV) for the carriage of passengers for hire

or reward. The operator shall ensure that he/she carries the appropriate Employers and/or Public Liability insurance.

9.0 DISPLAY OF TERMS AND CONDITIONS

9.1 The operator shall at all times keep a copy of these conditions on any premises used by him/her for the purpose of a private hire business, and shall make the same available for inspection by either actual or potential fare paying passengers.

10.0 DEPOSIT OF PRIVATE HIRE DRIVER'S LICENCE

10.1 The operator shall cause to be delivered to him/her the licence of any driver engaged by him or her and shall retain such licence in his/her possession until such time as the driver ceases to be engaged by him/her. The operator shall ensure that such driver is in possession of the appropriate driver's badge issued by the Council.

10.2 The operator shall keep a ledger containing the following details as regards each private hire vehicle operated by him/her:

- Year first registered
- Maker's name and model together with engine size
- Registration number
- Colour
- Number of seats for passengers
- Year of manufacture
- Chassis number
- Engine number
- Name, address and telephone number of owner of vehicle
- Radio call sign allocated to the driver
- Private Hire Licence number
- Private Hire Licence issue and expiry date

10.3 The said ledger shall be produced for inspection when required by an Authorised Officer of the Council or a Police Officer.

11.0 GENERAL LICENCE CONDITIONS

11.1 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 and attached conditions on you (see Section 55 and 77 of the 1976 Act and Section 300 of the Public Health Act 1976).

12.0 LANDLINE TELEPHONE NUMBER

- 12.1 The operator shall have a landline telephone number at the licensed premises, which shall be used for the taking of bookings.

