

Appendix D

CENTRAL BEDFORDSHIRE COUNCIL

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CONDITIONS RELATING TO

PRIVATE HIRE OPERATOR'S LICENCE

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MADE UNDER LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

Interpretation

In these conditions:-

- (a) "the Council" means Central Bedfordshire Council.
- (b) "Authorised Officer" means the Licensing Officer, Licensing Assistant or other Authorised Officers for the time being of the Council.
- (c) "the Operator" means the person to whom the Council has granted the Private Hire Operators Licence to which these conditions apply. In the case of a partnership to each of the partners. In the case of a company to each of the company directors.
- (d) Any obligation in these conditions not to do any act or thing shall be deemed to include an obligation not to cause or permit that act or thing to be done.
- (e) Any reference to any statute or sub-ordinate legislation shall be deemed to include a reference to any amendment or re-enactment.

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

PRIVATE HIRE OPERATOR CONDITIONS

1. The Private Hire Operator's office/base must be located within the Central Bedfordshire Council area to enable authorised access to the premises and records as required. Applicants who wish their premises to be situated outside the Central Bedfordshire Council area must make representation to the Regulation Committee.
2. The grant of an Operator's licence does not allow the use of the premises as a Private Hire Operator's base in the absence of planning permission.
3. The Operator is required to produce a current and original insurance document for Employees/Public Liability cover. This cover must be in place when Operators are employing any full or part-time staff (e.g. radio operator, drivers etc).
4. The Operator shall keep a record in a format approved by the Council and shall enter therein before the commencement of each journey the following particulars of every booking of a private hire vehicle invited or accepted, from any source whatsoever:-
 - (a) date and time that the booking was made;
 - (b) method of booking (e.g. by telephone/e-mail/in person);
 - (c) location of pick up;
 - (d) date and time of pick up;
 - (e) destination;
 - (f) plate number of vehicle;
 - (g) name of driver;
 - (h) The number of passengers carried.
5. The Operator shall keep a record in a format approved by the Council of the following particulars of any private hire vehicle operated:-
 - (a) Licence plate number;
 - (b) registration number;
 - (c) make and model of vehicle;
 - (d) name and address of owner of vehicle;

6. The Licensee shall keep a record in a format approved by the Council of the following particulars of all licensed private hire vehicle drivers engaged to drive any private hire vehicle operated by him or her:-
 - (a) full names of the driver;
 - (b) full permanent address of the driver;
 - (c) Private Hire Driver's badge number;
 - (d) date employment commenced;
 - (e) date employment terminated.
7. The records in Conditions 4, 5 and 6 above must be kept for a minimum period of twelve months following the date of the last entry.
8. The Operator shall produce all or any of the records specified in Conditions 4, 5 and 6 above on request of any authorised officer of the Council, or of any Police Officer.
9. The Operator shall not operate any vehicle for private hire work which is not subjected to a current Private Hire Vehicle Licence granted by the Council.
10. The Operator shall not employ, whether directly or indirectly, any driver to drive any private hire vehicle unless the driver has a current Private Hire Driver's Licence granted by the Council.
11. This Licence only permits the Operator to operate private hire vehicles from the authorised premises mentioned in the Licence.
12. The Operator shall notify the Council's Licensing Section of any material change in the particulars originally supplied to the Council when this Licence was applied for within seven days.
13. The Licence is not transferable.
14. The Licence is usually granted for a period of 12 months.
15. The Operator shall exhibit this Licence in a conspicuous position at the authorised premises.
16. The Operator shall produce this Licence on request to any authorised officer of the Council, or to any Police Officer for inspection.
17. The Operator shall not permit or cause or suffer to be conveyed in a private hire vehicle a greater number of persons than that specified in the current Private Hire Vehicle Licence.
18. The Operator will ensure that any vehicle hired shall, unless delayed or prevented by sufficient cause, punctually attend the appointed place.

19. The Operator must notify the Council in writing within seven days of any caution or conviction being imposed.
20. Any change in the home address of the Operator must be notified within seven days to the Council's Licensing Section.
21. The Operator shall not, in the name or description of his or her firm, or in the description of the service supplied in the course of business use the words "For Hire" "Taxi" "Cab" or "Taxi-Cab" or any other words or combination of letters so as to lead any person to believe the operator is providing a hackney carriage service.
22. The Operator shall not cause or permit any vehicles operated for private hire work to be painted in any colour(s) other than the manufacturer's original colour(s) without the prior approval in writing.
23. The Operator shall ensure that the vehicle, when available for hire is safe, clean and complies with the relevant statutory requirements.
24. No advertisement or sign may be placed either inside or outside the licensed vehicle except:-
 - (a) A Central Bedfordshire designed self-adhesive vinyl door sign permanently displayed on the front door panels of each private hire vehicle stating 'Advance Bookings Only to Validate Insurance (unless an exemption certificate has been granted following written application);
 - (b) An advertisement identifying the proprietor of the licensed vehicle or the association of proprietors to which he or she belongs, together with a telephone number on the exterior of the licensed vehicle;

There shall not be included in the inscription of any of the advertisements referred to in these Conditions the words "Cab" "Taxi" "Taxi-Cab" or "For Hire" or any other word or combination of letters which when pronounced would sound similar to such words or a form of wording which is in any way such as to suggest that the licensed vehicle is presently available to take passengers wishing to hire it or will be so available if not already hired.

25. The Operator shall ensure:-
 - (a) that any private hire vehicle operated by him or her is in a suitable mechanical condition, safe, comfortable, clean and presentable and that the private hire vehicle plate provided by the Council is affixed in a conspicuous position on the rear exterior of the vehicle and that the identifying disc issued by the Council is affixed inside the vehicle to the near side front windscreen so that the information thereon is plainly and distinctly visible from the exterior of the vehicle;
 - (b) that the vehicle is insured for the carriage of passengers for hire or reward at all times.

26. All new Private Hire Operator applicants, including part owners or other persons with an interest in the Operators' Licence, are required to submit a signed Statutory Declaration, listing all convictions, with their application form (unless they are already in possession of a hackney carriage / private hire driver licence in which case an Enhanced Criminal Record Bureau check will already have been carried out).
27. All new Private Hire Operator Applicants, including part owners or other persons with an interest in the Operators' licence, are required to submit a Certificate of Good Conduct, or equivalent, if they have not been resident in the UK for the previous 5 years.
27. All new Private Hire Operator applicants, including part owners or other persons with an interest in the Operator's Licence, must submit two passport type photographs.
28. The Council reserve the right to vary delete or waive any of the foregoing Conditions.
29. Any requirement of legislation which effect the operations being carried out under the terms of this Licence shall be regarded as if they are conditions of their Licence.