

Appendix E

CENTRAL BEDFORDSHIRE COUNCIL

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**CONDITIONS RELATING TO
PRIVATE HIRE (SPECIAL EVENT) VEHICLES**

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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 Nominated Officer" means the Licensing Officer for the time being of the Council
- (d) "the vehicle" means the vehicle subject of the private hire special event vehicle licence to which the conditions are attached
- (e) "the proprietor" means the person for the time being shown on the private hire special event vehicle licence as the proprietor of the vehicle
- (f) "the driver" means the driver for the time being of the vehicle
- (g) "mechanical inspection" means the certificate issued by the Council's nominated garage certifying that the vehicle is mechanically sound
- (h) "nominated garage" means for the time being the garage approved by the Council for the purpose of undertaking mechanical inspections
- (i) 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
- (j) Any reference to any statute or subordinate legislation shall be deemed to include a reference to any amendment or re-enactment.

PRIVATE HIRE (SPECIAL EVENTS) VEHICLE LICENCE

1. General Conditions

- (a) Vehicles shall not be used for every day Private Hire use.
- (b) The proprietor of the vehicle shall:-
 - (i) ensure that the vehicle is at all times only driven by a person who holds a current Hackney Carriage / Private Hire Vehicle Driver's Licence issued by Central Bedfordshire Council;
 - (ii) not permit to be conveyed in the vehicle more than the number of persons for which the vehicle is licensed, regardless of the age or size of the passengers;
 - (iii) not supply any intoxicating liquor in the vehicle unless there is in force an appropriate licence permitting the sale or supply of same.
- (c) Private Hire (Special Event) Vehicles licensed by the Council shall be so licensed for a maximum period of 10 years from the date of first manufacture.
- (d) Such vehicles must comply with the existing Conditions of Licence applicable to all licensed private hire vehicles, except where overridden by the conditions contained in this document, and the private hire licence fee shall be the same.
- (e) Operators will be required to sign a declaration stating that the vehicle will not carry more than 8 passengers and at the time of booking the vehicle, the restriction of carrying no more than 8 passengers shall be explained to the hirer.
- (f) The license holder/driver shall not allow any passengers to be conveyed in the front seat.
- (g) All tyres, (including the spare) must be suitable for the vehicle.

2. Vehicle and Safety Equipment

The Proprietor of a vehicle shall:-

- (a) provide 2 efficient fire extinguishers which conform to British Standards 5423 of the following type:
 - (i) a BCF (green Halon type) extinguisher minimum capacity 1kg; or
 - (ii) a dry powder 34B rated extinguisher minimum capacity 1kg; or
 - (iii) a AFFF foam 21B rated extinguisher minimum capacity 0.9 litres

These items shall have a label provided by the Council affixed to them bearing the registration mark of the vehicle and the date when last inspected and adhere to the following requirements. One fire extinguisher should be mounted on brackets, in a convenient position in the driver's compartment, if practical. The other should be similarly mounted within the boot of the vehicle, so as to be readily available at all times.

- (b) ensure that the vehicle and all its fittings and equipment are at all times kept in a fit, serviceable, efficient, safe and clean condition and all relevant statutory requirements (including those contained in the Motor Vehicles (Construction & Use) Regulations 1978 are fully complied with. Should the vehicle fail to comply with any legal requirement then the vehicle should be removed from service until the reasons for non-compliance is rectified;
- (c) ensure that loose luggage is not carried within the passenger compartment of the vehicle;
- (d) any CCTV cameras installed in the vehicle must have received:-
 - (i) prior written approval of the Council; and
 - (ii) display a Council approved sign, in a position clearly visible to passengers, warning customers that camera surveillance equipment is in operation.
- (e) Vehicles may be left or right hand drive providing that they have proof of full Department of Environment, Transport and Regions (DETR) / Department for Transport (DfT) vehicle type approval.
- (f) Vehicles must be fitted with a life safety hammer which is securely located in the driver's compartment.
- (g) a Council approved first aid kit marked with the vehicle's registration number is to be carried within the driver's compartment at all times.
- (h) The licence holder shall not at any time use or permit to be used in the vehicle a radio scanner or citizen band radio.

3. Vehicle Identification Badges

The proprietor of the vehicle will be issued by the Council with two Private Hire (Special Events) Vehicle Badges on which will be displayed the number of the licence issued for that vehicle and the number of passengers permitted to be carried. The proprietor shall ensure that:-

- (a) one vehicle identification badge will be displayed on the inside and nearside of the front windscreen in a conspicuous position where it can be clearly seen from the outside of the vehicle and all wording and lettering contained thereon read. The other identification badge shall be fixed inside the vehicle in such a position such as the bulkhead or security screen, as to be visible to persons conveyed therein;

- (b) No Private Hire (Special Events) Vehicle badge shall be parted with, lent or used on any other vehicle and the loss or damage of the vehicle badges shall be reported to the Council as soon as the proprietor is aware of the loss. In the event of ceasing to use the vehicle for private hire (special event) purposes the proprietor shall surrender the vehicle badges and licence to the Council within seven days.

4. Signs, Notices, Etc

No signs, notices, advertisements, plates, marks, numbers, letters, figures, symbols, emblems or devices whatsoever shall be displayed on, in or from the vehicle, other than those approved by the Council.

5. Insurance/Certificate of Compliance

- (a) The vehicle must not be used to carry passengers for private hire special events unless there is in force for the vehicle:
 - (i) a current Certificate of Compliance test certificate.
 - (ii) a policy of insurance covering the use of the vehicle for private hire special events and the proprietor of the vehicle is shown as the policy holder and any other licensed Hackney Carriage / Private Hire Vehicle Drivers who drive the vehicle are covered.

These documents shall be produced to an authorised officer of the Council or a Police Officer at such time and place as may be required.

- (b) The proprietor shall deposit a valid and original Certificate of Compliance Test Certificate and Certificate of Insurance or cover note with the Operator before the vehicle is used to accept bookings provided by the Operator.
- (c) If the insurance cover on the vehicle is cancelled, expires or fails to cover the use to which the vehicle is being put, the Licence Officer shall be informed immediately and the vehicle shall not be used until appropriate cover is produced to the Licensing Officer.

6. Deposit Of Licences

- (a) If the proprietor permits or employs any other person to drive his Private Hire (Special Events) Vehicle, he shall before that person commences to drive the vehicle, cause the driver to deliver to him a copy of his Hackney Carriage / Private Hire Vehicle Driver's licence, as issued by the Council, for retention until such time as the driver ceases to be permitted or employed to drive that vehicle.
- (b) The proprietor of a vehicle must deposit with the Operator before any bookings are accepted a copy of the Private Hire (Special Events) Vehicle licence.
- (c) The loss of any vehicle or driver licence shall be reported to the Council as soon as possible within 5 working days of discovery of the loss.

7. Convictions and Cautions

The proprietor shall, within 7 days, disclose to the Council in writing, details of any conviction or caution imposed on him (or, if the proprietor is a company or partnership, on any of the directors or partners) during the period of the licence.

8. Vehicle Damage

- (a) The proprietor of the vehicle must notify the Council in writing as soon as possible, or in any event within 72 hours, if the vehicle is involved in any accident or incident causing damage affecting the safety, performance or appearance of the vehicle or the comfort or convenience of persons carried therein. The notification must give details of the extent of the damage and details of how and what occurred. If requested, the vehicle must be presented for inspection by an authorised officer of the Council.
- (b) Where the damage materially affects the safety, performance or appearance of the vehicle, it shall not be used for hire until the damage is repaired and inspected to the satisfaction of an authorised officer of the Council.
- (c) The proprietor must arrange for all accident damage to be repaired with the minimum of delay.
- (d) The proprietor must inform the Council in writing immediately upon satisfactory completion of repairs to allow for a vehicle inspection at the Council's Depot to take place.
- (e) Should a Private Hire (Special Events) Vehicle fail to complete a booking for any cause whatsoever, the circumstances and cause of the failure shall be reported promptly to the Licensing Office.

9. Types Of Vehicles

The vehicle must be approved by the Council. On application for licensing for the first time, the vehicle must have the following:-

- (a) A UK Single Vehicle Approval (SVA) Certificate, or a European Whole Vehicle Approval Certificate
- (b) Limousine Declaration of Condition of Use.

10. Vehicle Testing

- (a) A Private Hire (Special Events) Vehicle will be subject to twice-yearly mechanical examination at intervals to be specified by the Council, at its authorised testing station. When presenting the vehicle for mechanical examination the proprietor will ensure the vehicle is in a good and clean condition.
- (b) A vehicle that has been damaged will not be mechanically examined unless all relevant sections of Condition 8 have been complied with.

- (c) The proprietor shall permit an authorised officer of the Council or Police Officer to inspect the vehicle for the purpose of ascertaining its fitness. Should there be doubt as to the fitness of the vehicle the proprietor shall make the vehicle available for further inspection at such reasonable time and place as specified by the authorised officer or Police Officer.

11. Purchase/Sale Of Vehicle

- (a) The sale or change of ownership of a licensed vehicle must be notified to the Council on the form provided for that purpose within 14 days of such change, if no acknowledgement is received from the Council within 7 days then the proprietor selling the vehicle must inform the Licensing Office by personal visit immediately. If sold out of trade or local authority area the licence and discs must be returned at the time of notifying this sale or change.
- (b) The purchase of an existing Council licensed vehicle must be notified to the Council on the form(s) provided for that purpose within 14 days of such change of ownership occurring. If a replacement licence with the new owner's name and address is not received from the Council within 21 days then the proprietor purchasing the vehicle must inform the Licensing Office by personal visit immediately.