

CONDITIONS OF PRIVATE HIRE VEHICLE LICENCE

In these conditions, unless the subject or context otherwise requires "the Proprietor" means the holder of a Private Hire Vehicle Licence, "the Council" means the Council of the City of Newcastle upon Tyne, "the Licence" means a Private Hire Vehicle Licence issued by the Council and "the Act" means the Local Government (Miscellaneous Provisions) Act 1976.

PRIVATE HIRE LICENCES **EXPIRE 12 MONTHS FROM THE DATE OF ISSUE**

Exterior Identification Plate (or Disc)

1. Subject to Section 75 of the Act and to any notice thereunder given by the Council, the Proprietor shall at all times:
 - (a) Securely fix and display the Licence Plate issued by the Council on the rear exterior of the vehicle if that vehicle is not in the opinion of the Head of Regulatory Services and Public Protection, a limousine, "Securely Fix" includes fixing by bolts and screws but does not include fixing by magnets, ties or straps.
 - (b) If the vehicle is a limousine, display the disc issued by the Council on or adjacent to the nearside corner of the interior of the windscreen of the vehicle so that all particulars thereon are clearly visible by daylight from the nearside of the road.
2. The Proprietor shall not wilfully or negligently cause or suffer the said plate or disc attached in pursuance of this condition to be concealed from public view or to be so defaced that any figure or material particular is illegible.
3. The Proprietor shall report the loss of any plate or the licence to the Council as soon as the loss becomes know and in the event of ceasing to use his vehicle for Private Hire purposes, shall return the licence plate to the Council within 7 days.
4. In the event of a licence plate being stolen, lost, damaged or destroyed, the full cost of the replacement of the plate shall be payable by the Proprietor.

Interior Markings

5. The Proprietor shall cause to be clearly marked and maintained inside the vehicle in such a position as to be visible at all times to persons conveyed therein, the number of the licence and the number of passengers prescribed in this licence on a numbered decal which will be supplied by the Council. In the event of the Proprietor ceasing to use the vehicle for private hire purposes, he shall return the numbered decal to the Council within 7 days.

Other Signs and Markings, etc.

6. Advertising is not permitted except for:

- (a) A strip of indeterminate length and of a maximum depth of three inches which may be displayed in the front windscreen and/or rear window, showing either the trading name of the operator or a logo design approved by the Council representing the operator's name and the telephone number of the operator of the vehicle.
- (b)(i) A strip of indeterminate length showing the name of the Private Hire Operator and the Operator telephone number may be fixed to the rear panel and/or rear door of the vehicle. Where the Operators name or telephone number is displayed the words "Private Only" must be incorporated below the Operator name. The maximum permitted height for the lettering and telephone number is 150 mm. the minimum height for the Private Only lettering is 100 mm.
- (b)(ii) The boot area of the vehicle may have a Private Hire Operator name displayed providing it adheres to the specification laid out in condition 6.(b)(i).

Approval must be sought from the Licensing Office for the inclusion of an Operator name in this format prior to the sign being used.

- (c) A roof sign, maximum length 15 inches, maximum height 6 inches, showing either the trading name of the operator or a logo design approved by the Council representing the operator's name, the words "private only" and may incorporate the telephone number of the operator, all in black letters on white on both sides of the sign. Where the operator's name is used, the lettering style and size shall be as set out below. The roof sign shall be white on both sides during the day and if illuminated at night, the rear shall be illuminated red. It shall be constructed and affixed in a manner approved at the time the vehicle is submitted for examination by the Vehicle Test Centre.

Roof sign letters to be as follows:

	<u>Maximum Size</u>		
	<u>Height</u>	<u>Width</u>	<u>Type Style</u>
Name of Company	42mm	30mm	Universe 75
Telephone No.	25mm	15mm	Grotesque 9

	<u>Minimum Size</u>		
	<u>Height</u>	<u>Width</u>	<u>Type Style</u>
"Private Only"	25mm	15mm	Grotesque 9

The three signs permitted by this condition shall not include the words "Taxi", "Cab", "Hackney Carriage", "Hire" or any other similar words.

7. Proprietors shall not attach or affix or cause to be attached or affixed to the vehicle any sign or mark other than those allowed under conditions 1, 5 and 6.

Maintenance of Vehicle

8. A Proprietor shall ensure:
 - (a) That the vehicle is maintained in a clean, comfortable, safe watertight and mechanically sound condition and is in all other respects suitable for the purpose for which it is intended.
 - (b) The vehicle should be provided with a suitable multi-purpose dry powder (or other suitable alternative) controlled discharge fire extinguisher of 1.00kg or greater capacity to European Standard BSEN3. The extinguisher shall be located in a position approved when the vehicle is submitted for examination by the Council. The Private Hire Proprietors Licence number shall be painted on the extinguisher.
9. Any accident or occurrence materially affecting the safety, performance or appearance of the vehicle must be reported to the Council within 72 hours of such occurrence.
10. The Proprietor of a Private Hire Vehicle shall on application for grant or renewal of the vehicle licence state the address of the place where the vehicle is kept when not in use and shall allow access for any necessary inspection or testing by any Authorised Officer of the Council.
11. The Proprietor of a vehicle in which a meter is installed shall not cause or permit the vehicle to be used unless:
 - (a) The Table of Fares has been deposited with the Council, and
 - (b) The Table of Fares is exhibited in the vehicle in a position to be approved when the vehicle is submitted for examination by the Vehicle Test Centre.
12. The Proprietor shall not tamper with or permit anyone to tamper with any taximeter with which a vehicle is provided, with the fittings thereof or with the seals affixed thereto.
13. The Proprietor shall use his best endeavours to ensure that:
 - (a) During the continuance of such hiring the display face of the taximeter is not concealed in any manner or by any means and that such display is distinctly and plainly visible to any person hiring or being conveyed in the vehicle.
 - (b) The display face of the taximeter is kept properly illuminated throughout the hiring.

- (c) Any failure of the taximeter is immediately reported to the Council.
 - (d) The meter is fitted with seals so that it is not practicable for any person to tamper with it.
14. The Proprietor shall ensure that the taximeter and table of fares specified in condition 11 are not used on any hiring if the taximeter has failed or does not comply with conditions 12 and 13.

Production of Certificates of Insurance

15. The Proprietor shall produce his Private Hire Vehicle Licence and/or Certificate of Vehicle Insurance:
- a) when presenting the vehicle for test at the Council's Testing Centre.
 - b) when making application for or to renew the Vehicle Licence at the Council's Licensing Office.
 - c) at the request of an Authorised Officer of the Council.

If the documents are not produced on the above occasions the vehicle examination will not be carried out nor the licence granted.

Conduct of Proprietor

16. The Proprietor shall not carry or permit to be conveyed in such vehicle any greater number of persons than that which the vehicle is licensed to carry.
17. The Proprietor of the vehicle, or the driver of the vehicle if he is not the Proprietor, shall before commencing employment, deposit the vehicle licence with the Operator for retention by him until such time as the vehicle ceases to be operated by him.
18. The Proprietor shall notify the Council in writing of any change of his address or Operator during the period of the licence within 7 days of such change taking place.
19. The Proprietor shall ensure that every driver employed by him holds a current Private Hire Driver's Licence and shall ensure that such driver is acquainted with, understands and observes the conditions attached to both his licence and the Private Hire Proprietor's Licence.
20. The Proprietor of a Private Hire Vehicle shall, if any property accidentally left therein by any person who may have been conveyed in the vehicle be found by or handed to him, carry it within twenty four hours, if not sooner claimed or by or on behalf of its owner, to the Lost Property Office, Market Street Police Station, Newcastle upon Tyne and either leave it in the custody of the Officer in charge of the office on his giving a receipt for it or comply with such other reasonable directions as to the property given by such Officer.

21. The Proprietor shall not importune any person to hire such vehicle and shall not make use of the services of any other person for the purpose of such importuning.

Replacement Vehicles

22. Proprietors are reminded that it is an offence to use any unlicensed vehicle for Private Hire purposes and that the licence is granted in respect of the vehicle itself. Replacement vehicles, therefore, cannot be used for private hire purposes unless they have passed the Council's Private Hire Test and the licence has been issued.

Testing of Vehicles and Renewal of Licences

23. Licences are granted subject to the vehicle passing the Council's Private Hire Test as prescribed in the document "Standards and Test Procedures for Hackney Carriage and Private Hire Vehicles". The cost of such test shall be borne by the Proprietor of the vehicle.
24. Any transfer of Private Hire Licence shall be notified in writing to the Council within fourteen days of such transfer taking place by both parties to the said transfer.
25.
 - (a) All licensed Private Hire Vehicles shall be submitted for test in accordance with instructions issued from time to time by the Head of Regulatory Services and Public Protection
 - (b) All licensed Private Hire Vehicles up to 24 months old from the first date of registration including the date of test shall be submitted for test at 12 monthly intervals in accordance with instructions issued from time to time by the Head of Regulatory Services and Public Protection
 - (c) All licensed Private Hire Vehicles over the age of 24 months but not exceeding 60 months of age on the day of test shall be submitted for test at 6 monthly intervals in accordance with instructions issued from time to time by the Head of Regulatory Services and Public Protection
 - (d) All licensed Private Hire Vehicles aged 60 months or over on the day of test shall be submitted for test at 4 monthly intervals in accordance with instructions issued from time to time by the Head of Regulatory Services and Public Protection
26. In the event of the Proprietor failing to submit a vehicle for testing at the appointed time without sufficient cause, the Private Hire Vehicle Proprietor's Licence shall be suspended and the Private Hire Vehicle plate must be returned to the Regulatory Services and Public Protection Department.

27. In the event of any licensed vehicle failing the Council's test, the Proprietor's licence shall be suspended and the Private Hire Vehicle Plate will be removed from the vehicle. The removal of the suspension or the issue of a new licence and the return of the plate to the Proprietor will be conditional upon the subsequent successful re-testing of the vehicle in accordance with instructions issued by the Head of Regulatory Services and Public Protection
28. The cost of all tests and re-tests required in Conditions 23, 25 and 27 shall be borne by the Proprietor of the vehicle.
29. A Proprietor who wishes to make application for the renewal of his licence shall submit his application and the appropriate fee to the Council on or before the date of its expiry.

Refunds

30. Where a Proprietor surrenders his vehicle licence and plate to the Council a refund will be made equivalent to 1/12th of the licence fee for each unexpired month of the surrendered licence subject to a maximum refund equivalent to half of the licence fee.