

Appendix D

Private Hire Vehicle Conditions of Licence

The following conditions will be applied to all Private Hire Vehicles:

Notification of Information to Licensing Authority

1. The licence holder must notify the Licensing Authority within 48 hours of any changes to their name (including trading name), address, telephone number or email address.
2. If the operator is a limited company or partnership, change of partners, directors, registered office address or intention to dissolve must be notified to the Licensing Authority within 48 hours.
3. If the operator is a limited company or partnership and it is proposed that a new director or partner joins, the new director or partner must provide a basic DBS certificate dated within the last three months to the Licensing Authority for consideration prior to them being appointed or joining the partnership.
4. If the operator, directors or partners change their name, they must notify the Licensing Authority and apply for a new DBS certificate declaring their current name and all previous names within 48 hours.
5. The licence holder must notify the Licensing Authority within 48 hours of any:
 - a. Arrest, police investigations charge, bail conditions, bail extension summons, convictions (including foreign convictions), caution, warning, voluntary interview or interview under caution, child abduction warning notice, domestic violence prevention order, anti-social behaviour order, immigration penalty, fixed penalty notices or community resolution for any offence. This is applicable both for matters in the UK and overseas.
 - b. A notice of intended prosecution, driving licence points, endorsements and disqualifications.
 - c. Public Service Vehicle (PSV) Operator licence written warning, refusal, suspension or revocation.
 - d. Invitation to attend a licence review or licence refusal, suspension or revocation by any other Licensing Authority. If

the other licence is suspended or revoked immediately, Taxi Licensing must be notified immediately.

- e. Being added to the DBS Children's or Adults' Barred List.
- f. The vehicle being seized by police.
- g. Receipt of certificate of good conduct/character

The licence holder must make this notification themselves, even if a third party has already notified the Licensing Authority of the information. If the licence holder is a limited company or partnership, full details should be given for any of the above imposed on the company, directors or partners. This is applicable both for matters in the UK and overseas and any information provided should be truthful and accurate.

6. The licence holder must report the loss of their plate to the authority within 48 hours and purchase a replacement.
7. The licence holder must notify the Licensing Authority as soon as reasonably practicable, and in any case within 72 hours, of the occurrence of any road traffic collision involving the vehicle and complete an accident reporting form.
8. The licence holder must return the licence plates to the Licensing Authority when surrendering or within seven days of the licence's expiry.
9. The licence holder must submit a copy of the certificate of insurance, covering the vehicle for hire and reward at any point in the licence's duration, to an authorised officer of the Licensing Authority within 48 hours of a request.
10. The proprietor must submit the licence number of the private hire driver who was authorised and insured to use the vehicle at a specific time(s) to an authorised officer of the Licensing Authority within 48 hours of a request.
11. If the vehicle is wheelchair accessible, the licence holder must ensure that anyone driving is properly trained in advance on the safe embarkation, transport and disembarkation of wheelchair users.
12. If the vehicle is wheelchair accessible, the licence holder must ensure that they provide up to date information to the council for the

public register, to include all operators that invite bookings for the vehicle.

13. The licence holder is required to submit to the Licensing Authority, within 48 hours, information as the authority may reasonably consider necessary to determine whether the proprietor remains fit and proper to hold a licence.

Maintenance of Vehicle

14. The licence holder must ensure that the vehicle is maintained in a safe and roadworthy condition throughout the duration of the licence.
15. The licence holder must ensure that the signage required to be displayed by the Licensing Authority on and in the vehicle remains in place and in good condition at all times.
16. No material alteration or change in the specification, design, condition or appearance of the vehicle shall be made without the prior consent of the Licensing Authority. Where consent is obtained, the letter of approval must be kept within the vehicle.
17. The licence holder must ensure that no signs, flags, mascots, notices, advertisements, plates, marks, numbers, letters, figures, symbols, emblems or devices whatsoever are displayed on, in or from the vehicle.
18. No items are to be hung from or attached to the rear-view mirror.
19. The licence holder must ensure that the vehicle is equipped to allow the vehicle to be driven safely and legally following a tyre puncture. All tyres, including the spare/kit must comply with the vehicle manufacturer's specification and the requirements of the Road Vehicles (construction and Use) Regulations 1986, as amended. This includes tyre condition and the minimum tread depth of 2 mm required by Sandwell Council. Tyres must not have been manufactured more than ten years ago.
20. Unless an exemption is issued by the Licensing Authority, the private hire vehicle licence plate must be wholly visible and legible, securely and permanently fixed to the rear exterior of the vehicle, without obscuring the vehicle registration plate. Where an exemption is obtained, the exemption letter must be kept within the vehicle.

21. The licence holder shall not fix or cause to be fixed any advertisement or other stickers/lettering without the express consent of taxi licensing, except for the Operator's door signs/stickers.

Additional Private Hire Vehicle Licence Conditions

22. CCTV in the vehicle is permitted as long as it has been notified to the taxi licensing team and complies with all relevant legislation
23. The licence holder shall permit the vehicle to be inspected by an authorised officer, or police officer at any reasonable time
24. The licence holder shall permit the vehicle to be tested/inspected by the Licensing Authority's nominated testers as and when required.
25. The licence holder shall ensure that any roof rack or trailer attached to the vehicle is approved for use by the Licensing Authority and present at all required inspections i.e. for the pre licence test and any interim safety checks.
26. The licence holder shall ensure that tinted or blacked out windows are not fitted to the vehicle after manufacture and that tint films are not applied to any of the windows in the vehicle.
27. The licence holder shall ensure that the words Taxi (s), Cab (s), For Hire, or any other terminology that may lead the public to believe that the vehicle is a hackney carriage, are NOT displayed anywhere on or in the vehicle at any time.
28. 3D/4D/gel lettering, sticker registration plates or any stealth vehicle registration plates are not permitted on licensed vehicles.
29. The licence holder must notify the Licensing Authority in writing of any change of operator through whom he/she works within 48 hours.