

Appendix E

Hackney Carriage Vehicle Conditions of Licence

This licence is granted subject to the Local Government (Miscellaneous Provisions) Act 1976, Town Police Clauses Act 1847 and Public Health Act 1875 and in addition the following conditions:

Notification of Information to the 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 and must ensure that all documents e.g. log-book, DVLA licence and insurance certificate are amended to display the new address and are produced to the Licensing Office within 8 weeks of the notification
2. If the licence holder 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 licence holder 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 company/partnership.
4. If the licence holder, director or partners change their name, they must notify the Licensing Authority and apply for a new DBS certificate declaring their current and all previous names within 48 hours.
5. The licence holder must notify the Licensing Authority within 48 hours of any:
 - a. Arrest, police investigation, charge, bail conditions, bail extension, summons, conviction (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 order for any offence. This is applicable both for matters in the UK and overseas.

- b. A notice of intended prosecution, driving licence points, endorsements or 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 another Licensing Authority. If the other licence is suspended or revoked immediately, this Licensing Authority must be notified immediately.
- e. Addition to the DBS Children's or Adults' Barred List.
- f. The vehicle is seized by the police.
- g. Receipt of a further certificate of good conduct.

The licence holder must make this notification themselves, even if a third party has already notified the Licensing Authority of the information. This is applicable both for matters in the UK and overseas and where the licence holder has committed an offence overseas, the information they provide should be truthful and accurate. 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.

- 6. The licence holder must report the loss of their plate to the Licensing 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. The accident reporting form available on the taxi licensing webpages should be completed and returned to taxi_licensing@sandwell.gov.uk
- 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 licence holder must ensure that anyone driving is properly trained in advance on the safe embarkation, transport and disembarkation of wheelchair users.
11. The licence holder is required to submit to the Licensing Authority, within 48 hours, information as the Licensing Authority may reasonably consider necessary to determine whether the proprietor remains fit and proper to hold the licence.

Maintenance of Vehicle

12. The licence holder must ensure that the vehicle is maintained in a safe and roadworthy condition throughout the duration of the licence.
13. 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.
14. No material alteration or change in specification, design, condition, appearance of the vehicle shall be made without the prior approval of the Licensing Authority. Where approval is obtained, the letter of approval must be kept within the vehicle.
15. No material alteration or change in the specification, design, condition or appearance of the vehicle shall be made subsequent to the inspection of the vehicle by the Council at any time while the licence is in force. Vehicles which have been modified in any way from the manufacturer's standard of construction may not be considered suitable for licensing purposes depending upon the nature of the modification.
16. 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.
17. No items are to be hung or attached to the rear-view mirror.
18. 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.

19. The hackney carriage licence plate must be clearly legible, wholly visible, securely and permanently fixed to the rear exterior of the vehicle, without obscuring the vehicle registration plate. 3D, 4D, ghost or sticker vehicle registration plates are strictly prohibited and will normally result in the revocation of this licence.

Contactless payments

20. The licence holder shall ensure that passengers are able to make payment via contactless card payment.
21. The licence holder shall ensure that all drivers of the vehicle are trained on how to use the contactless card payment device and are aware that passengers must be able to make payment in this manner. Drivers must be trained to support customers to use card readers or count their change.

Vehicle Condition Check

22. The licence holder must ensure that a walkaround check is completed each day by the driver taking charge of the Hackney Carriage. The walkaround check must be recorded and produced to an authorised officer on request. Records must be kept for a minimum of 15 months.

Other Hackney Carriage Vehicle Licence Conditions

23. The licence holder shall not cause the vehicle to which this licence relates, to be driven by any person, for any purpose, who does not hold a valid Hackney Carriage Driver's licence, issued by Sandwell Metropolitan Borough Council.
24. The licence holder shall not cause the vehicle to be used, if it has been suspended under the Local Government (Miscellaneous Provisions) Act 1976.
25. The licence holder shall permit the vehicle to be inspected by an Authorised Officer of the Council or a Police Officer, at any reasonable time
26. The licence holder shall ensure that the number of passengers carried in the vehicle does not exceed that stated in the Licence

27. The licence holder shall ensure that the vehicle complies with the criteria contained in the Policy, throughout the duration of the Licence.
28. The use of heavily tinted or blacked out windows or anything that would obscure seeing the inside of the vehicle is not permitted.
29. The ramp and wheelchair restraints must be carried in the vehicle at all times and must be marked with the vehicle registration number.
30. The licence holder shall ensure that the taxi meter fitted to the vehicle is always set to the current Sandwell hackney carriage tariff, unless a lower rate is being charged. A copy of the current tariff card is to be prominently displayed in the vehicle at all times.
31. The vehicle may only be used to 'ply for hire' in the Borough of Sandwell. It is illegal to 'ply for hire' outside of the Borough. Similarly you may only use Hackney Carriage ranks or stands in the Borough of Sandwell.
32. Where the vehicle is used for prebooked journeys, the journeys must be predominantly in and around the Borough of Sandwell.
33. The licence holder must notify the Licensing Authority in writing of any change of operator through whom he/she works within 48 hours.
34. Vehicles must not be fitted with Dual Fuel or 'after market' Liquid Petroleum Gas (LPG) systems unless they have been tested and certified by a recognised UKLPG Association accredited installer. The licence holder must notify the Licensing Office in writing if their vehicle has an LPG system fitted during the duration of a licence. The notification must be made within 5 working days, and include the production of a certificate referred to above. The licence holder must ensure that the vehicle also appears on the UKLPG register.