TAXI GUIDE

November 2024

INTRODUCTION TO HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING IN THE BOROUGH OF HALTON

PURPOSE OF THE GUIDE

The contents of this Guide will assist you in revising for the Taxi Knowledge Test. Therefore, please familiarise yourself with the contents of this Guide and the document previously provided to you headed SSD How to apply.

This Guide was produced following a detailed review of procedures by the Licensing Review Body which was established by the Council's Environmental Health and Consumer Protection Committee. The Review Body involved Members and Officers of the Council together with representatives to the Taxi Trade in Halton, the general public and representatives of the disabled community in Halton. The principles of Best Value have been followed in achieving what is hoped to be a guide which will be of practical help to everyone who is involved or interested in taxi licensing in Halton.

Apart from the Guide itself a number of other matters should be highlighted. The administration of the licensing process has been examined to reduce unnecessary paperwork and streamline the system. This has included the production of user friendly forms.

The Council's Licensing Section can be accessed on the 4th Floor, Municipal Building, Kingsway, Widnes WA8 7QF.

The public counter hours are:
Monday to Friday 10.00 am to 12.00 pm and 2.00 pm to 4.00 pm
(There is no need to make an appointment)

Note: the counter will be closed every day from:
12.00 pm to 2.00 pm

As the Council is committed to the principles of 'Best Value' and continuous improvement we will continue to review the Guide and update it accordingly.

ABBREVIATIONS

In this guide the following abbreviations will often be found:

HC	Hackney Carriage
PH	Private Hire
HCV	Hackney Carriage Vehicle
PHV	Private Hire Vehicle
PHO	Private Hire Operator
LA	Local Authority
1847 Act	the Town Police Clauses Act 1847
1976 Act	the Local Government (Miscellaneous Provisions) Act 1976
Committee	Taxi Licensing Sub Committee/Regulatory Committee

THE BASICS

Hackney Carriages may be used to ply for hire in the street and may be pre-booked.

Private Hire vehicles must be pre-booked through a Licensed Private Hire Operator and may not be hailed in the street.

Strictly speaking a "taxi" is a Licensed Hackney Carriage but in this Guide it is used more informally as in the expressions the “taxi trade” and “taxi licensing”.

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ACCIDENT REPORTING

- Any accident involving damage to a Hackney Carriage Vehicle or Private Hire Vehicle must be reported to the Council within 72 hours of its occurrence.
- The accident must be reported on a standard Accident Report Form. The Form is available for completion online on the Council's web site https://halton.me/taxi-accident-reporting/
  Or a paper copy can be obtained from the Licensing Section.
- An accident applies to any damage whether accidental or deliberate.
- The reason for this requirement is to enable the Council to establish whether a vehicle is in a suitable condition to be used as a Hackney Carriage or Private Hire Vehicle after suffering such damage.

- The 1976 Act requires the proprietor of a HCV or a PHV to report damage to the Council as soon as reasonably practicable and in any case within 72 hours of its occurrence.
- Note that this is in addition to the general obligation under the Road Traffic Act 1988 to stop and report accidents and exchange information following an accident.

ADVERTISING POLICY

- Subject to what is set out below no advertisements will be permitted on Private Hire Vehicles except for authorised operator door and rear windscreen signs. The reason for this being that since they are pre-booked there is no necessity to draw attention to them. This policy also minimises the chance that they will be hailed in the street as a taxi.
- Hackney Carriage Vehicles that are London style vehicles (TX, FX or Metro Cabs) may be allowed to have “all-over” adverts subject to prior approval from the Council. The reason for this is that their shape denotes them as taxis and adverts do not detract from this.
- All Hackney Carriage Vehicles may be permitted to have adverts on side panels and the rear windscreen subject to prior approval from the Council. Adverts will be restricted to spaces which do not detract from the overall appearance of the vehicle.
- Hackney Carriage Vehicles and Private Hire Vehicles will be permitted without requiring approval to have small adverts in the rear windows which advertises the licensed operator (if any) through whom they are operating. These small adverts will be permitted in the form of a one line advertisement on the rear windscreen (top or bottom so as not to interfere with rear visibility). The letters within the advertisement shall not exceed two inches (5.08mm) in height, and shall only relate to a telephone number and the identity of the licensed operator. This information may be displayed around the door signs of a PHV subject to conditions and the consent of the Council.
- NOTE: The door signs must be permanently affixed (not magnetic) to the front doors of Private Hire Vehicles. These signs which are described in the Private Hire Vehicle Conditions are not advertisements but notices designed to make it easier for members of the public to identify those vehicles as being Licensed Private Hire Vehicles. Approved adverts on rear windscreens will only be allowed where one way film is used to allow the driver a better view of the road through his rear mirror.

APPLICATION FOR LICENCES

- This Guide contains information on application procedures for your information. Please also refer to the Council's website. https://www3.halton.gov.uk/Pages/business/Licences/Taxis.aspx
- Applicants are advised that they will need to be prepared to spend as much time as is necessary to familiarise themselves with the rules associated with taxi licensing. This Guide and the document, SSD How to Apply, will assist you.
- It should be noted that applications for Single Status Driver Licences may only be made by individuals and not, for example, limited companies. In the case of partnerships and co-operatives nominees may make applications provided that they qualify under the Council's normal criteria.
- Applications should be made to:-
  Licensing Section, 4th Floor, Municipal Building, Kingsway, Widnes, WA8 7QF
- Privacy notices under the General Data Protection Regulations for Legal Services, Licensing Section is can be found at the following link: https://www4.halton.gov.uk/Pages/councildemocracy/privacynotices.aspx
- Please note that we will be checking your details against the NR3 Register. For more information please check the Council's Licensing Privacy Policy which can be found on our website.
- The Government has put in place new tax requirements for anyone applying for a licence to drive hackney carriages or private hire vehicles from 4th April 2022. If you hold a licence with another Authority we will need to check your HMRC Tax Code for your first application with this Authority...
  Please refer to the Tax Check Factsheet at the following link: https://www.gov.uk/government/publications/licence-application-tax-check-communications-resources/tax-check-factsheet.
  Further information can be found via the Gov.UK website: https://www.gov.uk/guidance/changes-for-taxi-private-hire-or-scrap-metal-licence-applications-from-april-2022.

AUTHORISED OFFICERS

- There are Authorised Officers who may be varied by the Council Solicitor.
- The 1976 Act defines an "Authorised Officer" as "any officer of a District Council authorised in writing by the Council for the purposes of this Part of this Act."
- Authorised Officers have a number of rights including the following:
  - Require drivers to produce licences
  - Require operators to produce records
  - To remove plates from vehicles
  - To inspect and test vehicles
  - Obstruction of Authorised Officers is a criminal offence

BYE-LAWS

- The Council has made bye-laws under the 1847 Act which apply to Hackney Carriages. Byelaws 17 and 18 have been modified by the 1976 Act.
- Some bye-law provisions have also been applied to Private Hire by means of special conditions attached to relevant licences.
- The Hackney Carriage Bye-laws are set out in this Guide.

CERTIFICATE OF COMPLIANCE

In law Hackney Carriages require to be tested annually from being one year old.
However, all licensed vehicles require a Certificate of Compliance. These "Compliance" tests take the form of an M.O.T. test with additional conditions.

- Halton Council is authorised to issue certificates of compliance
- This means that Hackney Carriage and Private Hire Vehicle licence holders receive the benefit of not having to go through separate M.O.T. tests.
- Non-statutory Certificates of Compliance will be issued until the age of vehicles requires statutory certificates. This is for ease of administration in keeping a record of the full history of vehicles licensed by the Council.

    - If licence holders leave an application to renew a licence until the last minute they run the risk that it will not be renewed.

CHILD BOOSTER SEATS

Licensed Hackney Carriages and Private Hire vehicles are exempt from the provision and usage of child booster seats. (Unless you hold a contract to transport an individual).

COMPLAINT/INCIDENT REPORTING

- A Complaint/Incident form is available to assist members of the public or licensed drivers, operators or vehicle proprietors in making accurate reports of complaints or incidents to the Council and to assist the Council in the investigation of these matters.
- The form is available on the Councils website or from the Licensing Section. https://halton.me/halton-borough-council-taxi-licensing-feedback/
- The form will be supplied by the Council to anyone making a report of an incident or complaint on any taxi licensing matter.
- The form may also be used for general observations/comments.

- Incidents or complaints will not be investigated unless put in writing. If help or advice is needed to complete the form please contact the Licensing Section.
- All vehicles have details of how feedback good or bad can be fed back to the Council's Licensing Section.

CONVICTIONS

- The Council will not grant a Single Status Drivers Licence or a Private Hire Operators Licence unless satisfied that the applicant is a "fit and proper person".
- Since 2002 criminal offences have been checked through the Criminal Records Bureau (now known as Disclosure and Barring Service – "DBS") and all applicants for license applications and renewals will, without exception, be subject to an enhanced DBS check.
- The Council requires applicants to disclose both spent and unspent convictions (as defined by the Rehabilitation of Offenders Act 1974). Motoring offences are requested to be listed separately, including fixed penalty offences.
- The Government has advised Licensing Authorities to make policy statements regarding convictions and has given guidance on the relevance of convictions. A copy of the Council's policy statement is available on the website. The Council have adopted this Police which gives guidance of how we treat applicants/licence holders who have historical convictions and/or driving points.
  https://www3.halton.gov.uk/Documents/business/licencing/Taxis/AssessmentofPreviousConvictions.pdf

CRIMINAL OFFENCES (summary of main provisions are on the Council's web site and in this Guide)

- There are a number of specific offences which apply to the Hackney Carriage and Private Hire trades.
- The Town Police Clauses Act 1847 (and bye-laws made under that Act) and the Local Government (Miscellaneous Provisions) Act 1976 are the main Acts to be aware of.
- A summary of the main provisions of these Acts is available on the website.
- Apart from the above legislation it should be apparent that all concerned with these trades should also be familiar with relevant Road Traffic Legislation.

CROSS BORDER WORKING

A driver of private hire vehicle licensed by Halton may undertake a journey that either starts and/or ends outside of the Borough providing the journey was booked with their operator prior to commencing.

A hackney carriage driver can also be hailed or start his journey on a rank from within the Borough of Halton and end it outside the Borough. They cannot legally sit on a rank or be hailed outside of their licensing area.

DBS UPDATE SERVICE INFORMATION

Halton Borough Council, like other authorities has adopted a policy requiring all licensed drivers to subscribe to the DBS Update Service.

The Update Service is an online subscription that allows you to keep your enhanced certificate up-to-date and allows Halton Borough Council to check a certificate online more frequently than every 3 years.

Instead of having to apply for a new certificate every 3 years you make a single payment (currently £13) to the DBS Update Service every year.

Details of how you subscribe to the Update Service can be found at the following link: www.gov.uk/dbs-update-service

When you have received the certificate back from the DBS you will have 30 days from the date of the certificate to register on the update service. Once the registration is complete you will receive a confirmation email and a reference number. You must provide the reference number to the Licensing Section only then will your licence be renewed.

IMPORTANT POINTS TO REMEMBER

- If after 30 days you have not provided the DBS update service reference number to the Licensing Section your licence will be suspended until the information is received. You will have to apply for another DBS check and pay a further fee for the same. This would result in a delay in your SSD licence being renewed and if the process is not completed by the expiry date of your SSD licence you will be unlicensed and unable to drive as a taxi driver for a period of time. There will be no exceptions to this rule.
- You must renew your subscription each year (the Licensing Section will not be sending out reminders, this is your responsibility).
- Keep your original certificate and reference number safe as this is required on each SSD renewal application going forward.
- If you do forget to renew your subscription please contact the Licensing Section immediately.

DELEGATION SCHEME

The Council cannot take all decisions directly or through its Boards and Committees. The Operational Director – Legal and Democratic Services is authorised to take all actions on behalf of the Council which are not specifically reserved to the Council the Executive Board or to the /Taxi Licensing Sub Committee/Regulatory Committee and any authorised officer under the 1976 Act.

DRIVING BY NON SINGLE STATUS DRIVERS LICENCE HOLDERS

- It is very important to note that offences are committed by the driving of licensed vehicles by unlicensed drivers (persons other than licensed SSD).
- Hackney Carriage Vehicles and Private Hire Vehicles remain licensed at all times and cannot be driven otherwise than by a Single Status Driver.
- This extends to any unlicensed driver including members of the family of the licensed driver.
- Contravention of this rule may also result in the offence of driving while uninsured and/or permitting another to drive while uninsured.

DURATION OF LICENCES

- All licences are granted for a fixed period. However, under certain circumstances the Council may suspend or revoke a licence.
- Subject to suspension or revocation in the Borough the length of licences are as follows:

Single Status Driver	3 years
Hackney Carriage Vehicle	1 year
Private Hire Vehicle	1 year
Private Hire Operator	5 years or possibly a shorter period if requested and approved

ENFORCEMENT

- Many rules and regulations apply to the taxi licensing system. A system of enforcement exists to oversee the system.
- If criminal offences are involved prosecutions may be brought either by the Council or the Police (through the Crown Prosecution Service).
- The Council employs an Enforcement Officer and a number of other Authorised Officers. These Officers have the authority to apply and

enforce relevant legislation. The Enforcement Officer is also responsible for investigating incidents or complaints received.

- The Council wishes to stress that the Enforcement Officer is also a valuable resource for the taxi trade: being able to provide information and assistance on a whole range of taxi related matters. The Enforcement Officer can often be in a position to resolves disputes informally and avoid them escalating into serious problems.

EXEMPTION ON MEDICAL GROUNDS FOR ASSISTANCE OF PASSENGERS

If drivers require an exemption (short or long term) on medical grounds from the requirement to give reasonable assistance to all passengers (Single Status Drivers Condition 18 – Assistance to Passengers) they should contact the Licensing Section for advice.

A licence holder cannot be exempt unless you have been issued with a Certificate of Exemption which is issued by the Council.

EXPIRY OF LICENCES

- Hackney Carriage and Private Hire vehicle licences last for 12 months.
- The Council has a fixed number of hackney carriage plates and when “spare” plates become available they will be re-distributed by the Council by lottery.
- Applications to renew hackney carriage vehicle licences must be made before they expire.
- A Hackney Carriage vehicle licence cannot be renewed after it has expired (except under very strict circumstances). If a Hackney Carriage vehicle licence expires it will be issued to someone else.
- There are often requests from new and existing drivers who wish to obtain a Hackney Carriage licence if an existing one is not renewed. Accordingly, if a renewal application is not made in time the Council may decide to grant a new licence to another applicant: should a renewal application then come in the Council could refuse to renew.
- There is no particular period specified in the legislation as to how long the Council should wait but the courts have ruled that it would only be in exceptional circumstances (each exceptional circumstances i.e. those that could reasonably be considered to be outside of the individuals control, being considered on individual merit) that a delay of more than a few days after the expiry of the licence would be permissible.(See the judgment of Collins J in Exeter City Council v Sandle [2011] EWHC 1403 (Admin)).

- After this period the Council can refuse an application to renew the licence and offer the vacant plate to another person.
- The Court has added to the above guidance. In response to the question how long a Council must wait Collins J concluded: “The simple answer to that surely is that certainly a couple of days, perhaps three days, who knows, but a very short period is one which is appropriate just in case there is a good reason for the delay”.
- Whether or not a licence may be renewed during this very limited period unless and until there is a renewal the vehicle is unlicensed as soon as it expires. In addition an MOT may be required.

FEES

The Council is entitled to charge fees in respect of the various licences which it administers. Fees are normally increased annually in accordance with Council policy.

Single Status Driver Fees

The Council is entitled to recover such fees as it considers reasonable with a view to recovering the costs of issue and administration.

Vehicle and Operator Fees

Unlike fees for Single Status Driver licences (which can be varied by the Council at any time) proposed variations to the level of fees for vehicle and operator licences must be advertised in a local paper for at least 28 days and be kept on deposit at Council offices and be available for public inspection for the same period. If objections are received the Council then has two months to confirm the proposed fees or modify them.

The Council is entitled to set the level of fees in respect of vehicles and operators so as to be sufficient to cover:

- Inspection fees
- Providing hackney carriage stands
- Administrative costs
- Supervision costs

HMRC TAX CHECK CODE

REQUIRED FROM NEW APPLICANTS IF LICENSED WITH ANOTHER AUTHORITY

The Government has put in place new tax requirements for anyone applying for a licence to drive hackney carriages or private hire vehicles from 4th April 2022. This is supported by a new digital service, developed by HMRC. It helps people who drive hackney carriages and/or private hire vehicles to complete a new tax check.

Most people are registered to pay tax and this is about ensuring everyone pays the tax they should, creating a level playing field for the compliant majority. HMRC are working with industry bodies to make this as straightforward as possible. The check should take a few minutes every few years and is simply to confirm that someone is appropriately registered for tax.

You'll need to complete a tax check when you renew your licence as a driver of a taxi (hackney carriage) and/or private hire vehicle.

Please refer to the Tax Check Factsheet at the following link: https://www.gov.uk/government/publications/licence-application-tax-check-communications-resources/tax-check-factsheet so you understand what is required as this will apply to all renewals and new applicants. Further information can be found via the Gov.UK website: https://www.gov.uk/guidance/changes-for-taxi-private-hire-or-scrap-metal-licence-applications-from-april-2022.

HORSE DRAWN CABS

- Horse drawn cabs are now very rare. They can only be licensed (and indeed only require licensing) as Hackney Carriages. If they are not to be used for plying for hire (i.e. they are 100% pre-booked businesses) they are outside of the licensing system. This is because a Private Hire vehicle is defined in the 1976 Act as "a motor vehicle".
- Horse drawn cabs require special licensing procedures and the Council will follow a modified version of the procedures adopted by Blackpool Borough Council. Essentially this involves the same elements as a normal application with the following additional considerations:
  - Welfare of horses
  - Fitness of the carriages being used
  - Competence of the driver in handling horses and carriages
- The normal limitations on the issue of plates should not apply to horse drawn cabs in view of their very special nature.

INSURANCE "WRITE OFF" VEHICLES

The Council will not licence any vehicles which have been "written off" by an Insurance Company.

The only exception to this condition is where **all** the following criteria are met:

- The vehicle held a valid licence issued by Halton Borough Council when the incident happened that lead to the insurance company deciding to write the vehicle off. This only applies where the vehicle was "written off" due to non-structural damage only (category N).
- The vehicle licence-holder can provide written evidence of the damage assessment that was used by the insurance company to decide to write-off the vehicle.
- A detailed receipt or invoice for repair work can be provided to verify that the accident damage has been repaired.

LEGAL SERVICES LICENSING SECTION

- The Licensing Section of the Council's Legal Services Department administers taxi Licensing in Halton and are based at:

  4th Floor, Municipal Building, Kingsway, Widnes, WA8 7QF

- Access to the Licensing Section by a public counter is as follows:

Monday – Friday	10.00 am to 12.00 pm 2.00 pm to 4.00 pm
Closed each day	12.00 pm to 2.00 pm

(no prior appointments are necessary)

Direct Dial Telephone numbers:
Licensing Section 0151 511 8066 / 8771 / 8206

Email address Legalservices@halton.gov.uk

LIMITING NUMBERS OF VEHICLES

- The number of Private Hire Vehicles cannot be limited.
- Local Authorities have had a right to limit the number of Hackney Carriages.
- The Council still has the right to limit the number of Hackney Carriage Licences within the Borough.

- If a Hackney Carriage plate is temporarily surrendered the Council will hold the plate with a view to returning it but only until the licence is due for renewal.
- The 2004 OFT report on the national taxi trade made a number of recommendations regarding the limitation of numbers of Hackney Carriages. This is a matter which remains under review.
- Should you wish to view a copy of the most up to date report please see the Council's web site. https://www3.halton.gov.uk/Documents/business/licencing/Taxis/unmetdemandsurv.pdf

LIMOUSINES

- Limousines are classified as Private Hire Vehicles and are subject to the Conditions for Licensed Private Hire Vehicles.
- Drivers exclusively driving limousines licensed by the Council will be treated in exactly the same way as other drivers and will not qualify for exemption from any qualification requirement. The Council will not permit long limousines or other long vehicles to be licensed as Hackney Carriage vehicles

MEDICAL STANDARDS

- There are two standards of medical fitness for drivers depending on what type of vehicle is being driven.
- The DVLA Group 1 medical standard is the minimum standard and is applicable to all drivers.
- The higher Group 2 medical standard applies to all Large Goods Vehicles (LGV) or Passenger Conforming Vehicles (PCV).
- The Council has adopted the Group 2 medical for all drivers of hackney carriage and private hire vehicles as the required standard.
- The medical certificate required by the Council requires medical practitioners to have regard to the recommendations of the Medical Commission for Accident Prevention in their booklet "Medical Aspects of Fitness to drive" and/or to The Notes for the Guidance of Doctors conducting these examinations prepared by the British Medical Association.
- Medical certificates must be issued by either the applicant's own General Practitioner (or by a doctor in the same Practice or group practice who has access to the applicant's medical records) or they can undertake a medical with one of the Council's authorised medical providers, Just Health or 5 Boroughs NHS Foundation Trust.
- A medical certificate is required on first application for a driver's licence.

- Further information on medical requirements can be found on the following website: https://www.gov.uk/government/publications/assessing-fitness-to-drive-a-guide-for-medicalprofessionals
- Further certificates are required every six years after a licence holder reaches 45 (or will be 45 during a licence period).
- On attaining the age of 65 (or will be 65 during a licence period) medicals will be required every 2 years.

MOBILE PHONES

Using a phone, sat nav or other device when driving

It's illegal to hold and use a phone, sat nav, tablet, or any device that can send or receive data, while driving or riding a motorcycle. This means you must not use a device in your hand for any reason, whether online or offline. For example, you must not text, make calls, take photos or videos, or browse the web.

The law still applies to you if you're:

- stopped at traffic lights
- queuing in traffic
- supervising a learner driver
- driving a car that turns off the engine when you stop moving
- holding and using a device that's offline or in flight mode

Exceptions

You can use a device held in your hand if:

- you need to call 999 or 112 in an emergency and it's unsafe or impractical to stop
- you're safely parked
- you're making a contactless payment in a vehicle that is not moving, for example at a drive-through restaurant
- you're using the device to park your vehicle remotely

Using devices hands-free

You can use devices with hands-free access, as long as you do not hold them at any time during usage. Hands-free access means using, for example:

- a Bluetooth headset
- voice command
- a dashboard holder or mat
- a windscreen mount
- a built-in sat nav

The device must not block your view of the road and traffic ahead.

Staying in full control of your vehicle

You must stay in full control of your vehicle at all times. The police can stop you if they think you're not in control because you're distracted and you can be prosecuted.

Penalties
You can get 6 penalty points and a £200 fine if you hold and use a phone, sat nav, tablet, or any device that can send and receive data while driving or riding a motorcycle.
You'll also lose your licence if you passed your driving test in the last 2 years.
You can get 3 penalty points if you do not have a full view of the road and traffic ahead or proper control of the vehicle.
You can also be taken to court where you can:

- be banned from driving or riding
- get a maximum fine of £1,000 (£2,500 if you're driving a lorry or bus)

MULTIPLE VEHICLES – LICENSING

- There is no limit on the number of Vehicle licences which may be held by a single person.

NOVELTY VEHICLES

- The Council does not licence "Novelty Vehicles" (eg converted Fire Engines, Prison Vans and Ambulances etc.)

OPERATORS

- Operators of **Private Hire vehicles** are required to be licensed under the 1976 Act.
- No person may operate a vehicle as a Private Hire vehicle if the vehicle or the driver is unlicensed.
- "Operate" means in the course of business to make provision for the invitation or acceptance of bookings for a Private Hire vehicle.
    - The Council must grant a licence unless the applicant is not considered to be a fit and proper person.
    - An operator's licence in Halton will be issued for a period of five years. Halton Borough Council may issue a licence for a shorter period but only where good reason is given by the applicant. Although a licence may contain such conditions as the Council may consider necessary the main requirements are as follows:

- Every contract of hire is deemed to have been made with the operator not the driver. For example, a driver must not act as an agent for an operator.
- Records of journeys must be made before they begin and in a form prescribed by the Council.
- Records of vehicles as prescribed by the Council must be kept.

RANKS

- Council and private ranks.
  A distinction must be made between ranks (or stands as they are more properly called) which are provided by the Council under the 1976 Act[1] and private ranks. The ranks provided by the Council are listed in this Guide.
- Bye-law Requirements
  There is an obligation on drivers when plying for hire in any **STREET** and not actually hired to proceed to one of the stands fixed by the 1976 Act. But for the Bye-law requirement there would be no restriction on plying for hire by driving around on the highway or (subject to landowner consents) standing on any land either as a single vehicle or with others.
- Numbers of stands
  The provision of stands by the Council is discretionary – but if Bye-laws are to be effective sufficient designated stands must be provided.
- What is a “street”?
  The 1847 Act defines a **street** as extending to and including any “road, square, court, alley and thoroughfare or public passage …” Land will only be a street if the public has the **legal right** to be there.
- Railway stations
  The Public Health Act 1925 gives special status to railway stations and other railway land. Railway stations are deemed to be stands and (provided that drivers have the consent of the railway company) drivers may return to railway stations without contravening bye-laws. However, the Council cannot formally designate stands at a railway without the consent of the railway company.
- Examples of Private ranks
  The following are examples of types of ranks which do not have to be formally designated under the 1976 Act but which may be used by Hackney Carriage drivers without contravening bye-laws:
  - Ranks on private land
  - Ranks at supermarket premises
  - Ranks at other premises to which the public does not have access as of right

REGISTERS

- The Council is required by the 1847 Act to maintain a register of drivers and proprietors of Hackney Carriage Vehicles.
- A register of Private Hire Drivers must be kept by virtue of the 1976 Act. The Council maintains a register of Single Status Drivers.

RIGHTS OF APPEAL

- Persons aggrieved by a requirement, refusal or other decision of any officer of the Council in relation to a licence application may appeal to the Committee as provided for in legislation.
- There may in most cases be a right of appeal to the Halton Magistrates against a requirement, refusal or other decision of any officer of the Council or the Committee. Any requirement, refusal or other decision of the Committee will be confirmed in writing and such confirmation shall set out any right of appeal and the time limit during which such right may be exercised.
- The 1976 Act makes special provisions relating to rights of appeal. These provisions apply if any requirement, refusal or other decision of the Council involves **either** the execution of any work (or the taking of any action) **or** makes it unlawful for a person to carry on a business which he was lawfully carrying on up to the time of the requirement, refusal or decision. Until the time for appeal to the magistrates has expired (which is 21 days from the events being appealed against) or, if an appeal to the magistrates is made, until the appeal is disposed of the Council cannot take any proceedings in respect of any failure to execute work or take any action. And during this period the person involved may carry on with the business.
- As to the right to carry on the business pending appeal it is important to note that there are two exceptions. Firstly, this right only applies if the business was being lawfully carried on at the relevant time. Secondly, if a vehicle is deemed unfit or a taximeter is deemed inaccurate, any suspension on written notice under section 68 of the 1976 Act takes effect immediately.

RIGHT TO WORK IN THE UK

You must provide evidence that you have the right to work in the UK.

Following the introduction of the Immigration Act 2016, a SSD Licence will not be issued to any person who is unable to provide evidence that they have the Right to work in the UK. If your right to work is time restricted a SSD licence will not be issued beyond the date stated in your evidence.

SEAT BELTS - DRIVER & PASSENGER

Seatbelts - Drivers

Licensed drivers are exempt from the requirement to wear seatbelts by virtue of the Motor Vehicles (Wearing of Seatbelts) Regulations 1993.

	Hackney Carriage Drivers	Private Hire Drivers
Exempt	When seeking hire When driving to a location to be hired When hired	When carrying passengers that have been pre-booked
Not Exempt	When not working	When not carrying passengers that have been pre-booked

Should you be involved in a road traffic accident, the fact that you were not wearing a seatbelt may mean that you sustained injuries you might otherwise not have if you'd been wearing one.

It may also mean that some of your injuries are more severe than they would have been because you failed to wear a seatbelt. This is known as contributory negligence and can result in a percentage of any potential compensation being reduced.

Seatbelts - Passengers

Seatbelts are also a major safety device for every person who is carried in a licensed vehicle. With this in mind it is also a legal requirement for passengers to wear their seatbelts.

Type of Passenger	Requirement	Responsible Party
Child Under 3	Carried in front seat only where the correct child restraint is used and the airbag is de-activated (this is not recommended due to forgetting to re-activate the airbag). May travel unrestrained in rear if correct child restraint is not available *	Driver Driver
Child from 3 years of age up to the height of 135cms (approx. 4'5") or 12th birthday,	Carried in front seat only where the correct child restraint is used. Must use an adult seatbelt in rear especially where correct	Driver Driver

whichever is reached first	child restraint is not available *	
Child 12 or 13, or over 135 cm (approx. 4' 5") in height	Seatbelt must be worn in front and rear	Driver
Passengers aged 14 years and over	Seatbelt must be worn in front and rear	Passenger

* The exemption from a child being carried in a correct restraint only applies where the journey is unexpected. Where a driver is aware they will be picking a child up frequently (either part of a contract or not) then the exemption no longer applies.

SECURITY CAMERAS IN VEHICLES

- Security cameras are permissible in vehicles subject to certain safeguards.
- No vehicle equipped with a security camera shall be used unless the existence of the camera is clearly indicated by a notice displayed on the passenger window.
- The Council recognises the sensitive nature of security surveillance in general but also recognises the legitimate security concerns of Single Status Drivers.
- Images obtained from security cameras shall not be used for commercial purposes.
- Cameras may only be positioned for head and shoulder shots and the positioning shall be agreed with the Licensing Authority.

SINGLE STATUS DRIVERS

- The Council has adopted a system of Single Status Drivers. This means that a single licence is granted to allow a person to drive a Hackney Carriage Vehicle and a Private Hire Vehicle.
- Such a system will not create a distinction between public and private hire as drivers must follow all the rules relevant to the type of vehicle being driven at any given time.
- The advantages of such a system are:
  - Reducing the cost for those who wish to drive both Hackney Carriage and Private Hire vehicles.
  - Emphasising that the same standard of driving is expected from both codes.
  - Simplifying administration.

SMOKING

The Health Act 2006 requires all Hackney Carriage and Private Hire vehicles to be smoke free at all times. This means that:

- No person can smoke in the vehicle even when it is not being used for work purposes.
- A no-smoking sign must be displayed in a prominent position in all vehicles.

Should any driver or passenger be found smoking in a licenced vehicle it is the driver who will incur a fixed penalty or prosecution. It is also an offence to fail to display a no smoking sign which will also result in either a fixed penalty or prosecution.

Halton Borough Council does not allow the use of electronic cigarettes (to include vaping) in licensed vehicles and introduced a Single Status Driver's Licence Condition to ensure compliance.

STYLE OF PLATES AND BADGES

- The style of plates, identity cards, badges and the like will alter from time to time.
- The Council will keep up to date with new developments and with current health and safety best practice.
- The principles of value-for-money and the promotion of a good image for the Borough and the taxi trade will also be followed by the Council.
- The 1976 Act requires the Council to issue "plates identifying the vehicle as a PHV" in respect of which a vehicle licence has been granted.
- The1976 Act (PH) requires drivers to wear badges. This is also required by The Taxi Bye-laws (HC).

SUB-CONTRACTING

Prior to 1st October 2015 a private hire operator was able to accept a booking and either complete the job with one of their own drivers and vehicles or to sub-contract the booking to another operator from within the same licensing area.

From 1st October 2015 a private hire operator may also sub-contract the booking to another licensed operator from England, Scotland or Wales (excluding Plymouth).

TABLE OF FARES

The procedure for fixing a table of fares is set out at Section 65 of the 1976 Act. Proposed alterations must be advertised and not less than 14 days must be given for objections to be made.

- The table of fares applies within the Borough and only applies to Hackney Carriages.
- The 1976 Act also applies the Table of Fares to long journeys undertaken by Hackney Carriages unless a fare is agreed before the hiring is affected. A long journey is one which begins in the Borough but ends outside the Borough. When a Hackney Carriage is used for private hire in the Borough (i.e. it is pre-booked and not "hailed" in the street while it is standing or plying for hire) the 1976 Act does not permit a fare to be charged which is greater than that set out in the Table of Fares (it may be less). Also, in these cases fares are calculated from the point where the journey commences and not with reference to distance from the last journey to the pick-up point.
- Private Hire Vehicles are not subject to the Council's Table of Fares unless fitted with a taximeter. All vehicles fitted with taximeters are subject to the Councils Table of Fares.
- Note that although Hackney Carriages may be used for private hire they are not deemed to become Private Hire Vehicles when so doing (they always remain Hackney Carriages).
- The Council is currently entitled to express Tables of Fares in imperial or metric units (i.e. yards or metres). The consensus at present is to remain with imperial units (although approximate metric equivalents will be stated as well).
- The policy of the Council is as follows:
  - The Table of Fares is to be set as a maximum level which must not be exceeded.
  - Fare increases will be permitted from time to time.
  - These will be expressed in decreasing distances and in time intervals which can be had for given fixed unit prices.

TAXI CONSULTATIVE GROUP

- The Council is committed to the principles of best value. One important aspect of this is consultation with users of the Council's services.
- The Council has established a Taxi Consultative Group which meets at least three times a year. The purpose of the Group is to discuss any matters of concern or interest in the area of taxi licensing and to make appropriate recommendations to the Council.
- The Group comprises:
  - Members of the Council.
  - Nominated representatives from the Taxi Trade or Representative Groups.

- Invited members of the public (including a representative from disabled members of the public) and
- Officers of the Council.
- In addition any member of public who expresses a wish to speak to the Group may be invited so to do by the Group's Chairman.

TAXIMETERS

- Taximeters are simply a mechanism for applying the Table of Fares within the Borough.
- Specific brands of meter may have to be approved by the Council, but others cannot be refused if they comply with EU requirements. However all meters used in Halton must be of the "Calendar" type. This means that the meters alter the tariffs automatically without the need of any intervention from the driver.
- The 1976 Act defines a taximeter as "any device for calculating the fare to be charged in respect of any journey in a Hackney Carriage or Private Hire Vehicle by reference to distance travelled or time elapsed since the start of the journey or a combination of both".
- The definition of an approved taximeter is set out in the standard vehicle licence conditions.
- A taxi meter cannot be fitted in a Private Hire Vehicle unless the Private Hire Operator from where jobs are dispatched uses the Hackney Carriage Vehicle tariff set by Halton Borough Council as its fare structure.

TRANSFER OF VEHICLES

- Vehicle licences are granted to vehicles and not to the proprietors of vehicles: and on change of ownership the new owner is entitled to have his or her name entered on the licence and (if it is a HCV) on the register of licences kept under the 1847 Act. However, when the vehicle licence comes up for renewal the Council is entitled to refuse to renew it if the applicant does not comply with all of the Council's conditions.
- Where there is a change of ownership during the currency of a licence the transferring proprietor (i.e. the licence holder) must notify the Council of the change of ownership within 14 days. Note that there is a separate obligation on Single Status Drivers to inform the Council of any change of vehicle and to complete a Vehicle Consent Form.
- The new proprietor must then complete a Vehicle Transfer Application Form in order to have his or her details entered into the Council's records.
- Once a licence has been transferred, the original licence holder will have no Interest in that licence.
- In practice, transfers of vehicles should only apply to HCVs. This is due to the restriction on HCV numbers.

NOTE:

A "transfer" only occurs when a licensed taxi is transferred from one licence holder to another.

- If a licence holder simply replaces one licensed vehicle with another vehicle this is not a transfer: it is a change of vehicle.
- A simultaneous transfer occurs when the transferee simultaneously completes the transfer of an original vehicle then immediately transfers the licence to another vehicle.

TEMPORARY TRANSFERS

- Following a serious road traffic accident or incident whereby serious damage is caused to a licenced vehicle it may be necessary for that vehicle to be replaced for a short period whilst investigations/repairs are completed. A facility is in place to transfer a licence on a temporary or short-term basis so that a driver will not be unduly inconvenienced whilst the vehicle is off the road. This transfer system is normally initiated by an Insurance Company.

TYPES OF VEHICLE

- The 1976 Act entitles the Council to require Hackney Carriages to be of “such design or appearance or bear such distinguishing marks as shall clearly identify it as a Hackney Carriage.”
- The impact of the Disability Discrimination Act 1995 has still to be felt. The Act was designed to introduce national standards. Because of difficulties in establishing those standards it is not yet known when the Act will be fully in force. In the meantime it should be noted that not all purpose built vehicles are better than saloon cars in the area of disability.
- See under “Limiting number of vehicles”
- Full details of permitted vehicle types are set out in the relevant vehicle conditions. The Council has not attempted to provide a list of manufacture type. Vehicles which are deemed to be suitable for licensing purposes must comply with strict colour and measurement criteria. If a vehicle does not comply with these criteria it may require to be modified or may not be licensed.
- Vehicles may also be disqualified by reason of age restriction.
- Before acquiring a vehicle or replacement vehicle applicants/licence holders should contact the Council to establish whether the vehicle meets the Council’s criteria. This will avoid what could be a very expensive mistake if an unacceptable vehicle is acquired and then rejected by the Council.

VEHICLE TESTING

- Hackney Carriages and Private Hire Vehicles are tested by Halton Borough Council Testing Station, Lower House Lane, Widnes, WA8 7AW.

- The Council's policy with regard to vehicle testing is as follows:

1. Halton Borough Council Testing Station, Lower House Lane, Widnes, WA8 7AW is the mandatory testing facility to be used for vehicle testing.
2. All Hackney Carriage and Private Hire Vehicles shall be subject to a test prior to the issue of any Hackney Carriage Vehicle Licence or Private Hire Vehicle Licence.
3. In the interests of public safety (and subject to the right of the Council to call for more frequent tests in appropriate cases) all Hackney Carriage and Private Hire Vehicles 3 years or above in age shall be subject to six monthly tests.

- Brand new vehicles (being submitted for a test for the first time) shall be exempt from the requirement for a full test and shall be subject to a reduced test fee to cover the cost of testing taximeters and compliance with conditions other than those relating to the mechanical and electrical condition of such vehicles.
- The way that vehicle testing is administered is as follows:
  - All appointments must be arranged through the M.O.T Reception at the Testing Station, Lower House Lane, Widnes.
  - All test dates must be booked in advance.
  - The next six-monthly test must be pre-booked prior to completion of the previous test.
  - Tests may be taken up to 1 calendar month prior to the expiry date.
- It is the responsibility of applicants/licence holders to inform the Testing Station of any disposal or replacement of vehicles so that pre-booked tests can be cancelled.
- A minimum of 24 hours' notice must be given for the cancellation of tests.
- Failure to give notice of cancellation will give rise to a liability to pay a cancellation fee subject to the absolute discretion of the Maintenance Manager to waive this in exceptional circumstances.
- Applicants/licence holders who purchase new vehicles will be given special consideration for test appointments.
- Re-tests will be completed on request.
- It is extremely important that six-monthly tests are both taken and passed.
  - If a vehicle should fail to satisfactorily pass the six monthly tests as required or the proprietor should fail to present the vehicle for such test without good reason the vehicle will be deemed to be unroadworthy and the vehicle licence will be suspended with immediate effect until such time as the vehicle test is passed.
  - In the case of a proprietor failing to attend a pre-booked test without giving prior notice a further fee will be charged
  - A driver or proprietor may not cancel a six monthly test without prior consultation with the Licensing Section.

DOCUMENTS CONTAINED IN THIS GUIDE FOR INFORMATION

1. Single Status Drivers Conditions
2. How to Apply for a Hackney Carriage/Private Hire Vehicle Licence
3. Hackney Carriage Vehicle Conditions
4. Private Hire Vehicle Conditions
5. How to Apply for a Private Hire Operators Licence
6. Private Hire Operator Licence Conditions
7. Bye Laws
8. Town Police Clauses Act 1847 – Offences
   Local Government (Miscellaneous Provisions) Act 1976 – Sections and Offences
9. Schedule of Taxi Ranks
10. Taxi Knowledge Test information

SINGLE STATUS DRIVER CONDITIONS

- Throughout these conditions “the Council” means Halton Borough Council
- “the holder” means the holder of the Licence issued by the Council
- “Council Solicitor” means Operational Director Legal, Organisational Development and Human Resources

1. Single Status

This Licence permits the holder to drive a licensed hackney carriage vehicle as well as a licensed private hire vehicle.

The holder shall comply fully with the rules and regulations applicable with the type of vehicle being driven at any given time. For example, when driving a licensed private hire vehicle the holder SHALL NOT ply for hire.

2. Wearing and displaying identity cards (SSD badge)

The holder will be provided with two identity cards. The first identity card shall be worn by the driver in a conspicuous position at all times when driving. The second identity card shall be displayed at all times on the dash board of any licensed hackney carriage or private hire vehicle being driven by the holder (unless the vehicle is fitted with a passenger compartment partition in which case the identity card shall be displayed on the partition).

3. Dress Code

While driving a licensed hackney carriage or private hire vehicle the holder shall present himself or herself in a clean and tidy condition at all times.

The minimum standard of dress shall be as follows:
For men a short sleeved shirt with sleeves not less than 11cm (4.5” approx.). Trousers and shorts are acceptable but shorts must be knee-length tailored shorts. Footwear shall be appropriate for driving vehicles (e.g. no flip-flops or loose sandals).
For women as for men except that skirts, dresses and blouses may be worn.

4. Notifying changes in medical condition

The licence holder must notify the Council **in writing without undue delay** of becoming aware of any change in medical condition which may affect the continued fitness to drive in accordance with the Council’s current medical standards.

5. Driving when not medically fit

The holder shall not drive any licensed hackney carriage or private hire vehicle at any time during which his or her medical condition falls below the medical standard prescribed by the Council.

6. Duty to disclose important information

The holder shall where possible, immediately disclose to the Council's Taxi Licensing Manager in writing (to include email) details of any of the following circumstances. Where it is not possible to do so immediately, notification of any of the following **MUST** be received within 48 hours:

- Arrest and release (or charged) for any matter
- Convictions by any Court
- Road Traffic Offences whether the DVLA licence is endorsed or not
- Cautions (of any kind including simple and conditional)

Important: Failure by a licence holder to disclose any of the above within 48 hours might be seen as behaviour that questions their honesty and therefore the suitability of the licence holder regardless of the outcome of the initial allegation.

7. Duty to notify change of address

The holder shall give notice in writing to the Council Solicitor of any change of his or her address during the currency of this Licence within 7 days of such change taking place.

8. Delivery of Licence to vehicle proprietor

The holder shall give his or her Single Status Driver's Licence to the proprietor of any licensed hackney carriage or private hire vehicle being driven by the holder for retention by the proprietor while the holder is driving such vehicle.

9. Deposit of copy of Licence with operator

The holder shall give a copy of his or her Single Status Driver's Licence for retention by the operator of the radio system from which the holder is working.

10. Duty to notify change of vehicle

The holder shall give notice in writing to the Council Solicitor of any change of licensed vehicle (if any) used by the holder during the currency of this licence before such change taking place. The Council's standard Vehicle Consent Form shall be used for this purpose.

11. Deposit of copy insurance certificate with operator

The holder shall give a copy of the current certificate of insurance for any licensed hackney carriage and/or private hire vehicle to be driven by the holder for retention by the operator (if any) of the radio system from which the holder is working.

12. Duty to notify change of operator

The holder shall give notice in writing to the Council Solicitor of any change of operator (if any) used by the holder during the currency of this licence within 7 days of such change taking place.

13. Application of bye-laws when driving hackney carriage vehicles

When driving a licensed hackney carriage vehicle the holder shall comply fully with all bye-laws relating to hackney carriages which are for the time being in force within the Borough.

14. Application of bye-laws when driving private hire vehicles

When driving a private hire vehicle the holder shall comply with the hackney carriage bye-laws listed below (which were confirmed by the Secretary of State and came into operation on 8th August 1975) as if references therein to a "hackney carriage" were deemed to be references instead to a "private hire vehicle" and as if all references to "standing or plying for hire" were deemed instead to be references to "driving in the course of business":

Bye-laws numbered -

8 - civil behaviour
10 - Use of shortest routes
12 - Helping with luggage
15 - Use of vehicle for immoral purposes etc.
16 - Passengers in excess of licensed number

15. Guide Dogs etc.

- The holder when driving any private hire vehicle shall at the request of any passenger carry a guide dog hearing dog or other assistance dog belonging to a passenger free of charge unless the driver has a proven medical condition that would preclude such action and which has been previously registered by the Council Solicitor.

- The holder when driving any hackney carriage vehicle shall comply with the requirements relating to carrying guide dogs or other assistance dogs under the Disability Discrimination Act 1995 and the Disability Discrimination Act 1995 (Taxis) (Carrying of Dogs etc.) (England and Wales) Regulations 2000.

16. Assistance to passengers

- The holder shall afford reasonable assistance to **all** passengers to enable them to get to and from the entrance of any building, station or place at which he may take up or set down such passengers unless the holder has a proven medical condition that would preclude such action and which has been previously registered by the Council Solicitor. (In addition to this requirement the holder is reminded of their obligations in respect of luggage).

- Passengers using wheelchairs must not be discriminated against and must be carried on request provided that in the case of powered wheelchairs this requirement shall only apply to vehicles which are physically capable of accommodating powered wheelchairs.

- Wheelchairs belonging to a passenger shall be carried free of charge.

17. Obstruction and failure to comply with requirements

The holder shall take note that it is an offence for any person to:

- Wilfully obstruct an Authorised Officer of the Council or a Constable acting in pursuance of Part II of the Local Government (Miscellaneous Provisions) Act 1976 or the Town Police Clauses Act 1847:
- Fail to comply with any requirements properly made by such Officer or Constable:
- (Without reasonable cause) fail to give such an Officer or Constable any other assistance or information which may be required.

18. Applications after expiry of licences

- Where a holder purports to renew a licence after the expiry of the licence this shall not be allowed. In these circumstances the holder shall be treated as a new applicant and shall comply with all the preconditions which are applicable to any new applicant.

- Where the holder applies to renew a licence at least 6 weeks before the expiry of the licence but the licence renewal application is not renewed before the expiry of the licence the licence will be renewed on a temporary licence basis pending the completion of the renewal.

- Where the holder applies to renew the licence less than 6 weeks before the expiry of the licence and the licence is not completed by the renewal date no temporary licence shall be issued and no renewal is allowed. When the application is completed "the renewal" shall be issued from the date of completion and shall extend to the expiry of the existing licence.

19. Suspension, revocation and refusal to renew Licence

The Council may suspend, revoke or refuse to renew a Licence on the grounds: -

(a) that the holder has since the grant of the Licence –
  (i) been convicted of an offence involving dishonesty, indecency or violence: or
  (ii) been convicted of an offence or has failed to comply with the provisions of the Town Police Clauses Act 1847 or Part II of the Local Government (Miscellaneous Provisions) Act 1976:

(b) Any other reasonable cause.

20. Return of identity cards etc.

If this licence is suspended, revoked or not renewed the holder shall forthwith return it to the Council together with the identity cards issued with this licence.

21. Spare Tyre/Space Saver Tyre

When driving a licensed Hackney Carriage or Private Hire Vehicle equipped with a space saver tyre the holder must be aware of and adhere to the VOSA requirements for the use of space saver tyres.

22. Electronic Cigarettes

When in a licensed Hackney Carriage or Private Hire Vehicle the holder must not smoke any electronic cigarette.

The holder must not permit any passenger to smoke any electronic cigarette in any licensed Hackney Carriage or Private Hire Vehicle being driven by the holder.

23. Council's discretion

The Council reserves the right to exercise its discretion at any time in connection with any of these conditions.

HOW TO APPLY FOR A HACKNEY CARRIAGE/PRIVATE HIRE VEHICLE LICENCE

Any person driving a licensed vehicle MUST hold a current Single Status Drivers Licence

BEFORE YOU ACQUIRE OR CHANGE A VEHICLE YOU SHOULD CHECK THE VEHICLE CONDITIONS TO ENSURE THAT THE VEHICLE COMPLIES WITH THE CRITERIA.

THE VEHICLE CONDITIONS PROVIDE FULL DETAILS OF QUALIFYING VEHICLES SO IT IS IMPORTANT THAT YOU REFER TO THE CONDITIONS.

THIS MAY SAVE YOU MAKING AN EXPENSIVE MISTAKE.

THE MINIMUM AGE LIMIT FOR LICENSED VEHICLES IS AS FOLLOWS:

Standard Vehicles (Non fully wheelchair accessible vehicles)	NO MORE THAN 7 years old WHEN FIRST LICENSED
Fully wheelchair accessible vehicles	NO MORE THAN 13 years old WHEN FIRST LICENSED

THE MAXIMUM AGE LIMIT FOR LICENSED VEHICLES IS AS FOLLOWS:

Standard Vehicles (Non fully wheelchair accessible vehicles)	12 years old
Fully wheelchair accessible vehicles	18 years old

The Licensing Section will provide you with:

1. Application Form
2. How to Apply – guidance notes
3. List of fees

INITIALLY WE WILL REQUIRE THE FOLLOWING:

- Application form

- Fee - The Licensing Section will advise you of the fee payable. A member of staff will make arrangements to ring you to take payment of the fees over the telephone. You can pay either by debit or credit card and a receipt will be provided to you.

- Fully wheelchair accessible vehicles only – Certificate of European Community Whole Vehicle Type Approval (ECWVTA).

CERTIFICATE OF EUROPEAN COMMUNITY WHOLE VEHICLE TYPE APPROVAL
(CERTIFICATE OF CONFORMITY)

The ECWVTA Certificate of Conformity is the document that was issued by the coach builder and verifies the standard of the vehicle.

This Certificate must be produced when licensing a vehicle for the first time.

IMPORTANT: IF A CERTIFICATE CANNOT BE PROVIDED A LICENCE WILL NOT BE GRANTED.

Vehicles holding a European Community Small Series Type Approval or a National Small Series Type Approval Certificate will not be automatically allowed to be licensed. However, should a request to licence a vehicle with one of these Certificate be made, the Authority may consider the vehicle's suitability.

INSURANCE "WRITE OFF" VEHICLES

The Council will not licence any vehicles which have been "written off" by an Insurance Company.
Continued

The only exception to this condition is where **all** the following criteria are met:

- The vehicle held a valid licence issued by Halton Borough Council when the incident happened that lead to the insurance company deciding to write the vehicle off. This only applies where the vehicle was "written off" due to non-structural damage only (category N).
- The vehicle licence-holder can provide written evidence of the damage assessment that was used by the insurance company to decide to write-off the vehicle
- A detailed receipt or invoice for repair work can be provided to verify that the accident damage has been repaired

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VEHICLE TEST

Once you have submitted your application an appointment for a vehicle test will need to be arranged.

- You should attend the Council's Testing Station, Lower House Lane, Widnes and book the vehicle test. The fee for the vehicle test is payable at the Depot. When you book the test you will need to produce the receipt for the application fee which you paid to the Licensing Section, therefore please ensure that you take the receipt with you.

If you are renewing a vehicle licence you should take the current Certificate of Compliance along to the Testing Station at the time the vehicle test takes place.

BEFORE THE LICENCE CAN BE ISSUED THE FOLLOWING IS REQUIRED:

- Certificate of Insurance or cover note covering the date the licence is issued.

- Vehicle Registration Document in your name or Bill of Sale (ie receipt for the vehicle).

- Certificate of Compliance – issued by Lowerhouse Lane Testing Station

Once the vehicle has passed the test and the application is fully completed ie all documentation has been received by the Licensing Section, the Licence and plates will be issued – 24 hours from COMPLETION of the application process.

The Licensing Section will advise you regarding collection of the Licence and plates.

If the application is for a renewal, the Licence and internal plate will be forwarded to you in the post.

RENEWALS

Hackney Carriage/Private Hire Vehicle Licences are issued for a one year period. When the Licence needs to be renewed reminders will normally be sent out by the Licensing Section. Remember this is a courtesy only – it is entirely the responsibility of the Licence holder to submit their renewal application on time.

The procedure is the same as for a first application except that no Bill of Sale/receipt is needed.

TRANSFERS

Hackney Carriage Vehicle Licences may be transferred to another person whilst the Licence is in force.

Care should be taken with transfers because although the Council cannot refuse to register the transfer the Council would be entitled to refuse to renew the Licence on expiry if the applicant did not meet the Council's criteria.

For full details on transfer applications please refer to the guidance notes on Transfers/Change of Vehicle contained in this Guide.

PLEASE REFER TO THE FOLLOWING DETAILED GUIDANCE ON SELECTED ITEMS:

FEE

The appropriate fee is payable when you make your application. A member of staff will make arrangements to ring you to take payment of the fees over the telephone. You can pay either by debit or credit card and a receipt will be provided to you.

SYSTEM OPERATOR

Single Status Drivers are required to inform the Council as to which Operator in the Borough they work for. If a driver changes to a different Operator they should inform the Council within 7 days of any change.

INSURANCE

You are required to produce an original valid Insurance Certificate/Cover Note in respect of the vehicle you intend to licence. You are entitled to produce a Cover Note but it is your responsibility to ensure that insurance cover is maintained for public hire or, as the case may be, private hire for the whole of the Licence period.

The period of the Insurance Certificate/Cover Note must cover the date the Licence is granted.

For a renewal application the Insurance must cover the date the licence is renewed.

VEHICLE REGISTRATION DOCUMENT or BILL OF SALE

If the VRD is in your name we will require this Document. However, if the VRD is not in your name you will need to produce a receipt for the vehicle.

CERTIFICATE OF COMPLIANCE

This document will be issued by Lower House Lane Testing Station when the vehicle has passed the test.

The Testing Station may email the Certificate to the Licensing Section but please note that it is your responsibility to ensure that the document is produced to the Licensing Section in order to issue the vehicle licence.

HACKNEY CARRIAGE VEHICLE CONDITIONS

THESE CONDITIONS APPLY TO ALL TYPES OF HACKNEY CARRIAGE VEHICLES UNLESS INDICATED OTHERWISE

1. Qualifying Proprietors

1.1 The applicant must be the proprietor of the vehicle which is the subject of the application.

1.2 The word “proprietor” includes a part proprietor and, in relation to a vehicle which is the subject of a hiring agreement, means the person in possession of the vehicle which is under that agreement.

1.3 No person including the proprietor of a licensed hackney carriage vehicle may drive the same unless he holds a current single status driving licence issued by the Council.

2. Qualifying Vehicles

2.1.1 in these conditions:

“Minimum useable luggage space” means minimum internal usable luggage space which must be calculated with reference to the comfort and needs of passengers and may result in less passengers being carried at any particular time than the permitted maximum allowed under the licence.

Minimum useable luggage space shall mean that the vehicle must be capable of accommodating as a minimum within its boot space two large suitcases and one fold up wheelchair (“the luggage requirement”).

In establishing compliance with the minimum useable luggage space requirement there shall be disregarded any ‘boot space’ higher than the top of any rear seat within the vehicle.

The luggage requirement is in addition to any boot space which may be taken up by any spare wheel or space saver tyre.

The calculations for establishment compliance with the luggage requirements shall be as follows:

1) A folded wheelchair shall be assumed to be not less than (in inches) (43.5 x 12.5 x 13) = 729 cubic inches (or 11.95 litres)

2) One large suitcase shall be assumed to be not less than (in inches) 30 x 19 x 12 = 14409 cubic inches (or 236.1 litres)

"**Vehicle**" means the vehicle which is the subject of a Hackney Carriage Vehicle Licence.
"Standard vehicle" means any saloon, hatchback, estate or multi-purpose vehicle that is not fully wheelchair accessible and meets the criteria required by Halton Borough Council.
"Fully wheelchair accessible" means any vehicle capable of carrying a wheelchair in a folded and stored condition with the wheelchair passenger seated in a standard seat or at the election of the wheelchair passenger capable of carrying the passenger while sitting in the wheelchair and meets the criteria required by Halton Borough Council.

2.1.2 To qualify for a Hackney Carriage Vehicle Licence the vehicle must:

2.1.3 Fully Wheelchair Accessible Vehicles

(1) have a full M1 type approval and
(2) Must have European Community Whole Vehicle Type Approval. If a vehicle holds a European Community Small Series Type Approval or a National Small Series Type Approval then permission must be obtained before a licence may be granted.
(3) A ramp for the loading of a wheelchair and occupant via the nearside passenger door (or in the case of rear loading fully wheelchair accessible vehicles, via the rear door) must be carried in the vehicles at all times. The ramp must be of a design that is able to be effectively secured to the vehicle when being used.
(4) The vehicle must be fitted with a suitable independent restraint system for both wheelchair and passenger.
(5) Doorways which are to be used by passengers in wheelchairs (nearside only) must be constructed as to permit an unrestricted opening across the doorway of at least 75cm. The height of the doorway must be at least 120cm. Where a hinged door is fitted, it must open to a minimum angle of 90 degrees.
(6) Be no more than **13** years old when first licensed by Halton Borough Council.
(7) Be under **18** years old (this will be calculated on the basis of the expiry of the vehicle licence which falls within the **eighteenth** anniversary of first registration of that vehicle).
(8) Be painted black except where the vehicle is a London style vehicle (TX, FX or Metro Cab) where it can be any solid colour.
(9) Have a minimum of 4 useable wheels.

2.1.4 Standard Vehicles (Non Fully Wheelchair Accessible)

(1) Be no more than **7** years old when first licensed by Halton Borough Council

(2) Be under **12** years old (this will be calculated on the basis of the expiry of the vehicle licence which falls within the **twelfth** anniversary of first registration of that vehicle.
(3) 4/5 doors.
(4) Minimum knee room spacing (the distance between the front surface of all seat backs and the back(s) in front): 650mm (25.61”).
(5) Minimum front knee room spacing (the distance between the front surface of the front seat back(s) and the surface of the front console: 650mm (25.61”).
(6) Minimum foot space (the clear space in front of the seat): 300mm long, 250mm wide and 80mm high (11.82” x 9.85” x 3.15”).
(7) Minimum rear cabin width: 1346mm (53”).
(8) Painted manufacturer’s black.
(9) Be wheelchair accessible.
(10) Fold up seats within the boot area of any vehicle must be kept in the folded down position and covered with a suitable boot mat, carpet or liner.

2.1.5 Be any other type of vehicle, such as a limousine, which may be approved by the Council from time to time subject to any special requirements deemed appropriate to such vehicle.

2.1.6 Horse drawn vehicles are subject to special conditions.

2.1.7 Calculation of Age (For the avoidance of doubt)
Vehicle ages shall be calculated using the following principles:

- Ages shall be calculated from the date of first registration of the vehicle.
- The maximum and minimum ages specified in these conditions relate to the date when the first application is made in respect of the vehicle or (as the case may be) the date when the current licence applicable to a vehicle is due to expire:
- Where a vehicle has not reached its maximum age when the first application is made in respect of the vehicle a licence granted in respect of such vehicle shall continue for a period of 12 months notwithstanding that the vehicle shall have exceeded its maximum age by the date of expiry of such licence:
- Where a vehicle has not reached its maximum age when the date when the current licence applicable to such vehicle is due to expire a licence granted in respect of such vehicle shall continue for a period of 12 months notwithstanding that the vehicle shall have exceeded its maximum age by the date of expiry of such licence provided that no renewal licence shall be granted in respect of such vehicle if the vehicle shall not have qualified for renewal by such date of expiry.

2.2 Passenger numbers and seat configuration

2.2.1 The permitted number of passengers shall be one passenger per permitted passenger seat and the number of permitted passenger seats shall be calculated in accordance with the following rules:

- Fold up seats within the boot area of any vehicle must be kept in the folded down position and covered with a suitable boot mat, carpet or liner.
- In all vehicles the permitted passenger seats shall be in accordance with manufacturer's specifications except where a vehicle has 3 rows of seats in which case the nearside seat on the middle row shall be permanently removed and the connecting points sealed.

2.2.2 In all cases the above rules are subject to (1) the right of proprietors to request fewer passenger numbers to be licensed and (2) to the minimum sizes specified elsewhere in these Conditions.

2.3 Trailers

2.3.1 Trailers shall be subject to prior approval by the Council.
2.3.2 An identity plate supplied by the Council shall be affixed to the rear of the trailer.
2.3.3 A trailer shall only be used in conjunction with one licensed vehicle.
2.3.4 Trailers shall be tested initially before use at the Council's testing facility and thereafter shall be tested annually at the same time as the towing vehicle.
2.3.5 Trailers shall not be used while the towing vehicle is standing or plying for hire i.e. trailer may only be used while the towing vehicle is being used for Private Hire.

2.4 Storage Roof Pods

2.4.1 Storage roof pods shall not be allowed on any Hackney Carriage Vehicles.

2.5 Privacy glass

Privacy glass shall be permitted subject to the following rules:

- The permitted degree of tinting of glass in front of the 'B – Pillar' shall be in accordance with national standards.

- The permitted degree of tinting of glass behind the vehicles 'B – Pillar' shall not exceed the vehicle manufacturer's specification for the vehicle in question.

3. All Hackney Carriage Vehicles

3.1 The vehicle **must** be fitted with approved permanent mounting brackets which must be positioned externally on the front near side or centre of the vehicle and the rear off side or centre of the vehicle in an upright position above or below the bumper bar where it is clearly visible and not obstructing lights or indicators.

3.2. The vehicle must be fitted with an approved roof sign and mounting as approved which must be fitted and maintained in a clean and good working order, positioned above the centre pillars of the vehicle so as to display the red light to the rear. (Vehicles with sunroofs may be subject to special approval for minor positional changes to roof signs).

3.3. The vehicle must be fitted with an approved “For Hire” sign which must be positioned by suction to the top near-side of the front windscreen and in such a manner as to conceal all wiring.

3.4. Roof signs and “For Hire” signs shall be illuminated at any time when the vehicle is available for hire but not be illuminated at any time when the vehicle is not available for hire.

3.5 The vehicle must be equipped with a full size spare tyre, a space saver tyre or an emergency tyre sealant kit (manufacturers specifications applies) with the necessary tools for their use as a minimum requirement.

3.6 There is no requirement for a full size spare tyre, a space saver tyre or emergency tyre sealant kit to be carried where the vehicle is fitted with 4 approved run-flat tyres and is equipped with a tyre pressure monitoring system. In the case of a run-flat tyre getting a puncture, the tyre must be replaced (or repaired in accordance with the manufacturers guidelines) prior to carrying any further clients or before the maximum number of miles recommended by the manufacturer is travelled.

3.7 Tyres that are 10 years old or over from the date of manufacture must not be fitted to any licensed vehicle or used as a spare/space-saver tyre. This applies to both new and re-treated tyres.

4. Vehicle testing

4.1 Prior to the issue of a Hackney Carriage Vehicle Licence all vehicles other than brand new vehicles will be tested to ascertain their condition. Brand new vehicles will be checked to establish compliance with

taximeter (and its sealing), signs, fire extinguishers and seat belts requirements only.

4.2 All vehicles three years old and over will be subject to automatic six-monthly testing.

4.3 Vehicle tests and checks will take place at the Council's Vehicle Testing Facility at Lower House Lane, Widnes. On passing the annual test a Certificate of Compliance will be issued by the tester in lieu of an MOT Certificate.

4.4 Vehicle test fees are payable in accordance with the Council's current scale of charges.

4.5 **Arrangements for vehicle testing are entirely the responsibility of the licence holder** and in particular, the dates and times of six-monthly tests shall be arranged at each preceding annual test between the licence holder and the Council's Vehicle Testers. **No further reminders will be issued by the Council's Licensing Services Section.**

4.6 **Expiry of Hackney Carriage Licences**

- Hackney carriage vehicle licences last for 12 months.
- Applications to renew hackney carriage vehicle licences must be made before they expire.
- A hackney carriage vehicle licence may be renewed after it has expired but this is subject to limitations. These limitations may cause no problems for private hire vehicles but for hackney carriage vehicles it is a different matter.
- There are often requests from new and existing drivers who wish to obtain a hackney carriage licence if an existing one is not renewed. Accordingly, if a renewal application is not made in time the Council may decide to grant a new licence to another applicant: should a renewal application then come in the Council could refuse to renew.
- There is no particular period specified in the legislation as to how long the Council should wait but the courts have ruled that it would only be in exceptional circumstances (each exceptional circumstances i.e. those that could reasonably be considered to be outside of the individuals control, being considered on individual merit) that a delay of more than a few days after the expiry of the licence would be permissible.(See the judgment of Collins J in Exeter City Council v Sandle [2011] EWHC 1403 (Admin)).
- After this period the Council can refuse an application to renew the licence and offer the vacant plate to another person.
- The Court has added to the above guidance. In response to the question how long a Council must wait Collins J concluded: "The

simple answer to that surely is that certainly a couple of days, perhaps three days, who knows, but a very short period is one which is appropriate just in case there is a good reason for the delay".

- Whether or not a licence may be renewed during this very limited period unless and until there is a renewal the vehicle is unlicensed as soon as it expires. In addition a MOT may be required (See Condition 4.7 below).
- If licence holders leave an application to renew a licence until the last minute they run the risk that it will not be renewed.

4.7 **Certificate of Compliance**

- Halton Council is entitled to issue Certificates of Compliance.
- Hackney carriage vehicles and private hire vehicles are exempt from having to have an MOT if a Certificate of Compliance has been issued.
- The exemption only applies while (1) the Certificate of Compliance is in force AND (2) the hackney carriage vehicle licence or private hire vehicle licence is in force.
- An MOT is therefore required if a vehicle licence is revoked or expires but not if it is suspended.

5. Taximeters

An approved taximeter is mandatory and shall be fitted in a position approved by the Council. A taximeter shall be deemed to be approved if it bears the EU Pattern Approval Sign or the EU Partial Initial Verification Mark. In other cases specific approval will be required form the Council. All taximeters shall be 'calendar' type. Taximeters must not be used unless sealed by the Council.

6. Display of items supplied by the Council

The following items will be supplied by the Council and must be permanently displayed in an approved manner:

- Licence plates (front and rear)
- An interior licence number plate

7. Return of Vehicle Plates

Licence plates front, rear and internal shall be returned to the Council within 24 hours of a vehicle licence expiring.

8. Fire extinguishers

A fire extinguisher shall be maintained within the vehicle in a position approved by the Council. The extinguisher shall comply with BSEN3 1996, bear a K mark and licence number and have a gauge. The extinguisher shall be subject to annual test by a qualified tester and the test certificate shall be produced to the Council when the vehicle tested by the Council.
The fire extinguisher shall be permanently marked with the vehicle registration number and/or plate number.

9. Display of Table of Fares

The licence holder shall ensure that a copy of the fare table supplied by the Council from time to time is exhibited inside the vehicle at all times and that the same is not concealed from view or rendered illegible while the vehicle plying for hire.

10. Maintenance of the Vehicle

The licence holder shall ensure that the vehicle shall be maintained in a sound mechanical and structural condition **at all times** and be capable of satisfying the Council's mechanical and structural inspection at any time during the continuance of the vehicle licence.

11. Mechanical and Structural alterations to the Vehicle

The licence holder shall not allow the mechanical and structural specifications of the vehicle to be varied without the written consent of the Council's Solicitor. No equipment or object shall be placed above the dashboard in a position contrary to the relevant test regulations.

12. Signs and Advertisements

12.1 Hackney Carriage Vehicles that are London style vehicles (TX, FX and Metro Cabs) may be allowed to have "all-over" adverts subject to prior approval from the Council. (The reason for this is that their shape denotes them as taxis and adverts do not detract from this).

12.2 All other vehicles not referred to in condition 12.1 may be allowed to have adverts on side panels and rear windscreen only where prior approval has been given by the Council. (The reason for this is that, since vehicles must all be black, adverts must be restricted to spaces which do not detract from their overall appearance). In respect of authorised adverts for rear windscreens, only one way film may be used.

12.3 The following shall be allowed on any vehicle without the need for specific consent of the Council: a one line display on the rear windscreen (top or bottom so as not to interfere with rear visibility), provided that letters within

the advertisement shall not exceed two inches in height and provided that the display shall only contain a telephone number and the identity of the system.

12.4 The licence holder may attach a sign advertising the operator from who they receive bookings. If they wish to do so, the following points must be adhered to:

1. Only the design that has been submitted by the operator and approved as a hackney carriage vehicle door sign by the Council may be used

2. The door sign must be attached to the vehicle by appropriate adhesive. The use of magnets is not allowed.

3. The sign must be fitted to the upper half of both the nearside and offside front door panels only.

12.5 The Licence Holder shall ensure that before driving a licensed hackney carriage or private hire vehicle or renting a vehicle to a licensed hackney carriage driver or private hire driver that the customer feedback notice, issued by the Council, is displayed in the vehicle in a prominent location that it can be seen by all passengers.

13. Duration of Licenses

The licence period stated on the vehicle licence shall apply unless the licence is revoked earlier except that the licence period shall expire six months after the commencement of the licence period if for whatever reasons the vehicle requires a six-monthly test and does not pass its six-monthly test.

14. Notification of transfer

The licence holder shall notify the Council in writing immediately of any transfer of the interest in the vehicle.

Licensed Hackney Carriages/Private Hire Vehicles may be “transferred” on payment of a fee, from one proprietor to another on either a permanent or a temporary basis. (See temporary transfers).

In the trade this is known as “transferring the plate” but it is important to clarify that the transfer actually relates to the Licensed Vehicle and to the right to be the proprietor of that vehicle.

The plate is merely a physical indication that a particular vehicle is licensed, and it always remains the property of the Licensing Authority.

Any financial arrangements between transferor and transferee are personal matters in which the Local Authority has no involvement.

PLEASE NOTE IT IS PARTICULARLY IMPORTANT THAT ALL PARTIES ARE FULLY AWARE OF THE EXPIRY DATE OF THE LICENCED VEHICLE WHICH IS THE SUBJECT OF THE TRANSFER.

For renewal of Hackney Carriage licences please refer to point 4.6 of these Conditions.

15. Temporary transfers

In certain circumstances, a vehicle licence may be subject to a temporary transfer.
This would occur if the licensed vehicle was “off the road” for an extended period. (For example, this situation might arise if the licensed vehicle was involved in a road traffic collision and required extensive repairs.)

The temporary transfers will normally be instigated by the Insurance Company which is dealing with the incident, and will only be permitted between Official bodies who are directly concerned with any incident.

A temporary transfer will last for an initial period of 2 months.

Should the period of repair take longer than 2 months the licence holder should contact the Licensing Section and a further fee will be payable for a further temporary licence to be issued for 2 months. A second compliance test is not required.

Failure to contact the Licensing Section and pay the required fee will result in the temporary vehicle being unlicensed.

16. Temporary Plates

All temporary licence plates (front, rear and internal) shall be returned to the Council in exchange for permanent licence plates. No new licence will be issued to a proprietor unless the temporary plates have been returned.

17. Notification of damage to the Vehicle

The licence holder shall report to the Council within 72 hours of the occurrence thereof any damage to the vehicle (whether involving an accident or otherwise).

18. Notification of change of address

The licence holder shall give notice in writing to the Council’s Solicitor on any change of address during the period of the licence within seven days of such change taking place.

19. Retention of Single Status Drivers Licences

The licence holder shall retain a copy of the Single Status Drivers Licence of all drivers using the vehicle and produce the same to an authorised Officer of the Council or Constable on request.

20. Security Cameras in vehicles

Security cameras in the vehicle shall be permitted provided that:

- The existence of the camera is clearly indicated by a notice displayed on the passenger window.
- Images obtained from the security cameras shall not be used for commercial purposes or in contravention of data protection legislation.

21. Compliance with legislation

This licence is issued subject to compliance with the current Hackney Carriage By-laws, and relevant provisions in the Town, Police Clauses Act 1847, and the Local Government (Miscellaneous Provisions) Act 1976 and the Transport Act 1985.

22. Non-compliance with conditions

Failure to comply with any of the conditions attached to this licence may result in prosecution.

23. Discretion of the Council

The Council reserves the right to exercise its discretion at any time in connection with any of these conditions.

NOTE: Failure to make a fully completed application for renewal of a licence in sufficient time for the renewal licence to be granted immediately following the expiry of an earlier licence will result in permanent loss of the plate and the Council may at its absolute discretion allocate the plate to another applicant. Except in exceptional circumstances and in any event if there are exceptional circumstances the renewal period cannot be extended for more than 3 working days. (This is derived from and is a summary of the implications of Exeter City Council and Sandle 2011. As to how this will apply in detail please refer to that judgement)

PRIVATE HIRE VEHICLE CONDITIONS

THESE CONDITIONS APPLY TO ALL TYPES OF PRIVATE HIRE VEHICLES UNLESS INDICATED OTHERWISE

1. Qualifying Proprietors

1.1 The applicant must be the proprietor of the vehicle which is the subject of the application.

1.2 The word “proprietor” includes a part proprietor and, in relation to a vehicle which is the subject of a hiring agreement, means the person in possession of the vehicle which is under that agreement.

1.3 No person including the proprietor of a private hire vehicle may drive the same unless he holds a current single status driving licence issued by the Council.

2. Qualifying Vehicles

2.1.1 In these conditions:

“Minimum usable luggage space” means minimum internal usable luggage space which must be calculated with reference to the comfort and needs of passengers and may result in less passengers being carried at any particular time than the permitted maximum allowed under the licence.

Minimum useable luggage space shall mean that the vehicle must be capable of accommodating as a minimum within its boot space two large suitcases and one fold up wheelchair (“the luggage requirement”).

In establishing compliance with the minimum useable luggage space requirement there shall be disregarded any ‘boot space’ higher than the top of any rear seat within the vehicle.

The luggage requirement is in addition to any boot space which may be taken up by any spare wheel or space saver tyre.

The calculations for establishment compliance with the luggage requirements shall be as follows:

1) A folded wheelchair shall be assumed to be not less than (in inches) (43.5 x 12.5 x 13) = 729 cubic inches (or 11.95 litres)

2) One large suitcase shall be assumed to be not less than (in inches) 30 x 19 x 12 = 14409 cubic inches (or 236.1 litres)

"Vehicle" means the vehicle which is the subject of a Private Hire Vehicle Licence.
"Standard vehicle" means any saloon, hatchback, estate or multi-purpose vehicle that is not fully wheelchair accessible and meets the criteria required by Halton Borough Council.
"Fully wheelchair accessible" means any vehicle capable of carrying a wheelchair in a folded and stored condition with the wheelchair passenger seated in a standard seat or at the election of the wheelchair passenger capable of carrying the passenger while sitting in the wheelchair and meets the criteria required by Halton Borough Council.

2.1.2 To qualify for a Private Hire Vehicle Licence the vehicle must:

2.1.3 Fully Wheelchair Accessible Vehicles

(1) Have a full M1 type approval.
(2) Must have European Community Whole Vehicle Type Approval. If a vehicle holds a European Community Small Series Type Approval or a National Small Series Type Approval then permission must be obtained before a licence may be granted.
(3) A ramp for the loading of a wheelchair and occupant via the nearside passenger door (or in the case of rear loading fully wheelchair accessible vehicles, via the rear door) must be carried in the vehicles at all times. The ramp must be of a design that is able to be effectively secured to the vehicle when being used.
(4) The vehicle must be fitted with a suitable independent restraint system for both wheelchair and passenger.
(5) Doorways which are to be used by passengers in wheelchairs (nearside only) must be constructed as to permit an unrestricted opening across the doorway of at least 75cm. The height of the doorway must be at least 120cm. Where a hinged door is fitted, it must open to a minimum angle of 90 degrees.
(6) Be no more than **13 years** old when first licensed by Halton Borough Council.
(7) Be under **18 years** old (this will be calculated on the basis of the expiry of the vehicle licence which falls within the **eighteenth** anniversary of first registration of that vehicle).
(8) Be painted any colour other than black.
(9) Fold up seats within the boot area of any vehicle must be kept in the folded down position and covered with a suitable boot mat, carpet or liner.
(10) Have a minimum of 4 useable wheels.

2.1.4 Standard Vehicles (Non Fully Wheelchair Accessible Vehicles)

(1) Be no more than 7 years old when first licensed by Halton Borough Council
(2) Be under 12 years old (this will be calculated on the basis of the expiry of the vehicle licence which falls within the twelfth anniversary of first registration of that vehicle.
(3) 4/5 doors.
(4) Minimum knee room spacing (the distance between the front surface of all seat backs and the back(s) in front): 650mm (25.61”).
(5) Minimum front knee room spacing (the distance between the front surface of the front seat back(s) and the surface of the front console: 650mm (25.61”).
(6) Minimum foot space (the clear space in front of the seat): 300mm long, 250mm wide and 80mm high (11.82” x 9.85” x 3.15”).
(7) Minimum rear cabin width: 1346mm (53”).
(8) Be wheelchair accessible.
(9) Painted any colour other than black.
(10)Fold up seats within the boot area of any vehicle must be kept in the folded down position and covered with a suitable boot mat, carpet or liner.

2.1.5 Be any other type of vehicle, such as a limousine, which may be approved by the Council from time to time subject to any special requirements deemed appropriate to such vehicle.

2.1.6 Calculation of Age (For the avoidance of doubt)

Vehicle ages shall be calculated using the following principles:

- Ages shall be calculated from the date of first registration of the vehicle.
- The maximum and minimum ages specified in these conditions relate to the date when the first application is made in respect of the vehicle or (as the case may be) the date when the current licence applicable to a vehicle is due to expire:
- Where a vehicle has not reached its maximum age when the first application is made in respect of the vehicle a licence granted in respect of such vehicle shall continue for a period of 12 months notwithstanding that the vehicle shall have exceeded its maximum age by the date of expiry of such licence:
- Where a vehicle has not reached its maximum age when the date when the current licence applicable to such vehicle is due to expire a licence granted in respect of such vehicle shall continue for a period of 12 months notwithstanding that the vehicle shall have exceeded its maximum age by the date of expiry of such licence provided that no

renewal licence shall be granted in respect of such vehicle if the vehicle shall not have qualified for renewal by such date of expiry.

2.2 Passenger numbers and Seat configuration

2.2.1 The permitted number of passengers shall be one passenger per permitted passenger seat and the number of permitted passenger seats shall be calculated in accordance with the following rules:

- Fold up seats within the boot area of any vehicle must be kept in the folded down position and covered with a suitable boot mat, carpet or liner.
- In all vehicles the permitted passenger seats shall be in accordance with manufacturer's specifications except where a vehicle has 3 rows of seats in which case the nearside seat on the middle row shall be permanently removed and the connecting points sealed.

2.3 In all cases the above rules are subject to (1) the right of proprietors to request fewer passenger numbers to be licensed and (2) to the minimum sizes specified elsewhere in these Conditions.

2.4 Trailers

2.4.1 Trailers shall be subject to prior approval by the Council.
2.4.2. An identity plate supplied by the Council shall be affixed to the rear of the trailer.
2.4.3 A trailer shall only be used in conjunction with one licensed vehicle.
2.4.4 Trailers shall be tested initially before use at the Council's testing facility and thereafter shall be tested annually at the same time as the towing vehicle.

2.5 Storage Roof Pods

2.5.1 Storage roof pods shall be subject to individual prior approval.

2.5.2. Privacy glass

Privacy glass shall be permitted subject to the following rules:

- The permitted degree of tinting of glass in front of the 'B – Pillar' shall be in accordance with national standards.

- The permitted degree of tinting of glass behind the vehicles 'B – Pillar' shall not exceed the vehicle manufacturer's specification for the vehicle in question.

3 Fittings Applicable to all Vehicles

3.1 The vehicle **must** be fitted with approved permanent mounting brackets which must be positioned externally on the front near side or centre of the vehicle and the rear off side or centre of the vehicle in an upright position above or below the bumper bar where it is clearly visible and not obstructing lights or indicators.

3.2. The vehicle must not be fitted with any roof sign and mounting. This includes roof signs or "pods" previously fitted to the vehicle for any reason.

3.3. The vehicle must not be fitted with any signs or adverts using the words "For Hire" or "Taxi" (or any derivative) unless authorised by the Council where it is incorporated into an advertisement or door sign.

3.4. The vehicle must be equipped with a full size spare tyre, a space saver tyre or an emergency tyre sealant kit (manufacturers specifications applies) with the necessary tools for their use as a minimum requirement.

3.5 There is no requirement for a full size spare tyre, a space saver tyre or emergency tyre sealant kit to be carried where the vehicle is fitted with 4 approved run-flat tyres and is equipped with a tyre pressure monitoring system. In the case of a run-flat tyre getting a puncture, the tyre must be replaced (or repaired in accordance with the manufacturers guidelines) prior to carrying any further clients or before the maximum number of miles recommended by the manufacturer is travelled.

3.6 Tyres that are 10 years old or over from the date of manufacture must not be fitted to any licensed vehicle or used as a spare/space-saver tyre. This applies to both new and re-treated tyres.

4. Vehicle testing

4.1 Prior to the issue of a Private Hire Vehicle Licence all vehicles other than brand new vehicles will be tested to ascertain their condition. Brand new vehicles will be checked to establish compliance with taximeter (and its sealing), signs, fire extinguishers and seat belts requirements only.

4.2 All vehicles three years old and over will be subject to automatic six-monthly testing.

4.3 Vehicle tests and checks will take place at the Council's Vehicle Testing Facility at Lower House Lane, Widnes. On passing the annual test a Certificate of Compliance will be issued by the tester in lieu of an MOT Certificate.

4.4 Vehicle test fees are payable in accordance with the Council's current scale of charges.

4.5 Arrangements for vehicle testing are entirely the responsibility of the licence holder and in particular, the dates and times of six-monthly tests shall be arranged at each preceding annual test between the licence holder and the Council's Vehicle Testers. No further reminders will be issued by the Council's Legal Services Division.

4.6 **Expiry of Licences**

- Private hire vehicle licences last for 12 months.

4.7 **Certificate of Compliance**

- Halton Council is entitled to issue Certificates of Compliance.
- Hackney carriage vehicles and private hire vehicles are exempt from having to have an MOT if a Certificate of Compliance has been issued.
- The exemption only applies while (1) the Certificate of Compliance is in force AND (2) the hackney carriage vehicle licence or private hire vehicle licence is in force.
- An MOT is therefore required if a vehicle licence is revoked or expires but not if it is suspended.

5. Taximeters

A taximeter cannot be fitted in a Private Hire Vehicle unless the Private Hire Operator from where jobs are dispatched uses the Hackney Carriage tariff set by Halton Borough as its fare structure. When a taximeter is allowed to be fitted in a Private Hire Vehicle then it must be tested and approved by the Council and shall be fitted in a position approved by the Council. A taximeter shall be deemed to be approved if it bears the EU Pattern Approval Sign or the EU Partial Initial Verification Mark. In other cases specific approval will be required form the Council. All taximeters shall be 'calendar' type. Taximeters must not be used unless sealed by the Council.

6. Display of items supplied by the Council

The following items will be supplied by the Council and shall be permanently displayed on the vehicle in an approved manner:

- licence plates (front and rear)
- an interior licence number plate

- a sign on adhesive plastic of a size, colour, design and wording approved by the Council shall be required to be positioned on the upper half of both front doors (ie immediately below the windows) indicating that the vehicle is a licensed Private Hire Vehicle.
- On 'Chauffeur type' vehicles a 'gold plate' may be fitted following consultation with and permission from the Council. No advertisement whatsoever will be permitted on these vehicles.

7. Return of Vehicle Plates

Licence plates front, rear and internal shall be returned to the Council within 24 hours of a vehicle licence expiring.

8. Fire extinguishers

A fire extinguisher shall be maintained within the vehicle in a position approved by the Council. The extinguisher shall comply with BSEN3 1996, bear a K mark and licence number and have a gauge. The extinguisher shall be subject to annual test by a qualified tester and the test certificate shall be produced to the Council when the vehicle tested by the Council.

The fire extinguisher shall be permanently marked with the vehicle registration number and/or plate number.

9. Display of Table of Fares for vehicles fitted with taximeters

If a taximeter is fitted to the vehicle the licence holder shall ensure that a copy of the fare table supplied by the Council from time to time is exhibited inside the vehicle at all times and that the same is not concealed from view or rendered illegible.

10. Maintenance of the Vehicle

The licence holder shall ensure that the vehicle shall be maintained in a sound mechanical and structural condition **at all times** and be capable of satisfying the Council's mechanical and structural inspection at any time during the continuance of the vehicle licence.

11. Mechanical and Structural alterations to the Vehicle

The licence holder shall not allow the mechanical and structural specifications of the vehicle to be varied without the written consent of the Council's Solicitor. No equipment or object shall be placed above the dashboard in a position contrary to the relevant test regulations.

12. Signs and Advertisements

No signs or advertisements shall be displayed on any Private Hire Vehicle except that:

- a one line display on the rear windscreen (top or bottom so as not to interfere with rear visibility) provided that letters within the advertisement shall not exceed two inches in height and provided that the display shall only contain a telephone number and the identity of the system shall be permitted.

- A sign or advertisement covering the whole (or part) of the rear windscreen may be allowed only where prior approval has been given by the Council. In respect of authorised adverts for rear windscreens, only one way film may be used.

- Where the Private Hire Operator requires a door sign which has been approved by the Licensing Section, they must be fitted to the upper section of the nearside and offside rear door panels. The door signs must be attached by appropriate adhesive and not by magnet. Under these circumstances it becomes a condition of licence and failure to display the signs correctly may result in action being taken against the vehicle licence-holder and/or driver.

12.1 The Licence Holder shall ensure that before driving a licensed hackney carriage or private hire vehicle or renting a vehicle to a licensed hackney carriage driver or private hire driver that the customer feedback notice, issued by the Council, is displayed in the vehicle in a prominent location that it can be seen by all passengers.

13. Duration of Licences

The licence period stated on the vehicle licence shall apply unless the licence is revoked earlier except that the licence period shall expire six months after the commencement of the licence period if for whatever reason the vehicle requires a six monthly test and does not pass its six-monthly test.

14. Notification of transfer

The licence holder shall notify the Council in writing immediately of any transfer of the interest in the vehicle.

Licensed Hackney Carriages/Private Hire Vehicles may be “transferred” on payment of a fee, from one proprietor to another on either a permanent or a temporary basis. (See temporary transfers).

In the trade this is known as “transferring the plate” but it is important to clarify that the transfer actually relates to the Licensed Vehicle and to the right to be the proprietor of that vehicle.

The plate is merely a physical indication that a particular vehicle is licensed, and it always remains the property of the Licensing Authority.

Any financial arrangements between transferor and transferee are personal matters in which the Local Authority has no involvement.

PLEASE NOTE IT IS PARTICULARLY IMPORTANT THAT ALL PARTIES ARE FULLY AWARE OF THE EXPIRY DATE OF THE LICENCED VEHICLE WHICH IS THE SUBJECT OF THE TRANSFER.

For renewal of Hackney Carriage and Private Hire vehicle licences please refer to point 4.6 of the Hackney Carriage and Private Hire Vehicle Conditions.

15. Temporary transfers

In certain circumstances, a Vehicle Licence may be subject to a Temporary Transfer.
This would occur if the Licensed Vehicle was “off the road” for an extended period. (For example, this situation might arise if the licensed vehicle was involved in a road traffic collision and required extensive repairs.)

These Temporary Transfers will normally be instigated by the Insurance Company which is dealing with the incident, and will only be permitted between Official bodies who are directly concerned with any incident.

A Temporary Transfer will last for an initial period of 2 months.

Should the period of repair take longer than 2 months the licence holder should contact the Licensing Section and a further fee will be payable for a further temporary licence to be issued for 2 months.

Failure to contact the Licensing Section and pay the required fee will result in the temporary vehicle being unlicensed.

16. Temporary Licences

All temporary licence plates (front, rear and internal) shall be returned to the Council in exchange for permanent licence plates. No new licence will be issued to a proprietor unless the temporary plates have been returned.

17. Notification of damage to the Vehicle

The licence holder shall report to the Council within 72 hours of the occurrence thereof any damage to the vehicle (whether involving an accident or otherwise).

18. Notification of change of address

The licence holder shall give notice in writing to the Council's Solicitor on any change of address during the period of the licence within seven days of such change taking place.

19. Retention of Single Status Drivers Licences

The licence holder shall retain a copy of the Single Status Drivers Licence of all drivers using the vehicle and produce the same to an authorised Officer of the Council or Constable on request.

20. Copy insurance certificates to system operator

The licence holder shall ensure that a copy of the certificate of insurance in respect of the vehicle is deposited with the licensed operator through which the vehicle is working.

21. Security Cameras in vehicles

Security cameras in the vehicle shall be permitted provided that:

- the existence of the camera is clearly indicated by a notice displayed on the passenger window and
- Images obtained from the security cameras shall not be used for commercial purposes or in contravention of data protection legislation.

22. Compliance with legislation

This licence is issued subject to compliance with relevant provisions in the Town Police Clauses Act 1847, the Local Government (Miscellaneous Provisions) Act 1976 and the Transport Act 1985.

23. Non-compliance with conditions

Failure to comply with any of the conditions attached to this licence may result in prosecution.

24. Discretion of the Council

The Council reserves the right to exercise its discretion at any time in connection with any of these conditions.

HOW TO APPLY FOR A PRIVATE HIRE OPERATOR LICENCE

IMPORTANT:
Before you apply you should check with the Councils Planning Department if planning permission is or is not required.

If you wish to discuss this matter or require further clarification of the requirements please contact the Councils Licensing Section – before you submit your application.

The Licensing Section will explain the full procedure for applying for a Private Hire Operators Licence and provide you with the application form and if required a Disclosure and Barring Services form (DBS form). All applications must be submitted through the Licensing Section.

For your information the link to the privacy notices under the General Data Protection Regulations for Legal Services, Licensing Section is:
https://www4.halton.gov.uk/Pages/councildemocracy/privacynotices.aspx
PLEASE NOTE: We will be checking your details against the NR3 Register. For more information please check the Council's Licensing Privacy Policy which can be found on our website.

You will be required to produce the following documentation in support of your application:

- Application form
- Fee
- DBS application form (Police check form)/DBS Update Service
- Identification documents
- Certificate of good conduct (if required)
- HMRC Tax Code (if required)
- List of vehicles
- Planning permission/letter from the Planning Department

. An explanation of the above follows in this document

Please familiarise yourself with the contents of the Council's Policy on Professional Standards which can be found on our website.

The Council will normally issue the Licence 24 hours from completion of the application process: this means when all outstanding matters have been completed and all documentation has been received by the Licensing Section. Once issued, the licence will be sent to you in the post.

APPLICATION FORM

Please ensure that you answer all questions on the form to avoid any delay in your application being processed.
The form will only be accepted if the declaration is signed and dated.

FEE

The Licensing Section will advise you of the fee payable. Fees may be subject to increase in April of each year. You will be required to pay an application fee together with the DBS fee (if a DBS application is required). A member of staff will make arrangements to ring you to take payment of the fees over the telephone. You can pay either by debit or credit card and a receipt will be provided to you.

DBS FORM (POLICE CHECK) – REQUIRED IF YOU DO NOT HOLD A SSD LICENCE WITH HALTON BOROUGH COUNCIL

You are required to complete the Disclosure and Barring Services form (DBS form) to apply for a Police check. The application to the DBS will be submitted by the Council on your behalf.

You will be required to disclose any convictions or cautions you may have had (however old they may be). For licensing purposes convictions can never become "spent" under the Rehabilitation of Offenders Act 1974. If you fail to disclose any convictions or cautions on your application form then this will be deemed as you making a false declaration and will result in your application either been withdrawn or referred to the Council's Taxi Licensing Sub Committee for a decision.

IF CONVICTIONS ARE REVEALED THEN YOUR APPLICATION WILL NEED TO BE CONSIDERED FURTHER AND COULD BE WITHDRAWN AND/OR YOU MAY BE INTERVIEWED BY THE LICENSING SECTION AND YOU MAY BE REQUIRED TO ATTEND BEFORE THE TAXI LICENSING SUB COMMITTEE.

When completing the DBS form you must:

- Use BLACK INK and CAPITAL LETTERS throughout

- Complete all sections marked in YELLOW – if you do not the form will be returned unprocessed and this will delay the application

- Whatever information you complete in the yellow sections of the form needs to be supported by the original document – i.e. if you put passport details on the form the Licensing Section needs to see the original document as we complete the evidence section confirming that we have seen all the original relevant documents.

- Write clearly and insert only one character in each box

- Keep your signature within the box provided

THE COUNCIL'S LICENSING SECTION HAS NO CONTROL OVER THE PROCESSING OF THE DBS FORMS. THE MORE IDENTIFICATION DOCUMENTATION WE CAN PROVIDE TO THE DBS THE BETTER THE CHANCE OF A QUICK RESULT.

IMPORTANT:
WHEN YOU RECEIVE A REPLY FROM THE DBS YOU NEED TO PROVIDE IT TO THE LICENSING SECTION AS THEY DO NOT RECEIVE A COPY. THE DOCUMENT WILL BE INSPECTED FOR LICENSING PURPOSES AND WILL BE RETURNED TO YOU.

IF THE DBS RESULT REVEALS INFORMATION YOU FAILED TO DISCLOSE ON YOUR APPLICATION FORM THEN THIS WILL BE DEEMED AS YOU MAKING A FALSE DECLARATION AND WILL RESULT IN YOUR APPLICATION BEING REFERRED TO THE COUNCIL'S TAXI LICENSING SUB COMMITTEE FOR A DECISION. IF YOU ARE IN ANY DOUBT WHATSOEVER AS TO WHAT INFORMATION YOU NEED TO DECLARE ON THE APPLICATION FORM PLEASE CONTACT THE LICENSING SECTION WHO WILL ASSIST YOU.

DBS UPDATE SERVICE INFORMATION

Halton Borough Council, like other authorities has adopted a policy requiring all licensed drivers to subscribe to the DBS Update Service.

The Update Service is an online subscription that allows you to keep your enhanced certificate up-to-date and allows Halton Borough Council to check a certificate online more frequently than every 3 years.

Instead of having to apply for a new certificate every 3 years you make a single payment (currently £13) to the DBS Update Service every year.

Details of how you subscribe to the Update Service can be found at the following link: www.gov.uk/dbs-update-service

When you have received the certificate back from the DBS you will have 30 days from the date of the certificate to register on the update service. Once the registration is complete you will receive a confirmation email and a reference number. You must provide the reference number to the Licensing Section only then will your licence be renewed.

IMPORTANT POINTS TO REMEMBER

- If after 30 days you have not provided the DBS update service reference number to the Licensing Section your licence will be suspended until the information is received. You will have to apply for another DBS check and pay a further fee for the same. This would result in a delay in your SSD licence being renewed and if the process is not completed by the expiry date of your SSD licence you will be unlicensed and unable to drive as a taxi driver for a period of time. There will be no exceptions to this rule.
- You must renew your subscription each year (the Licensing Section will not be sending out reminders, this is your responsibility).
- Keep your original certificate and reference number safe as this is required on each SSD renewal application going forward.
- If you do forget to renew your subscription please contact the Licensing Section immediately.

IDENTIFICATION DOCUMENTS

Identification is required to ensure all relevant checks can be conducted on every applicant. The types of acceptable identification are set by Halton Borough Council, The Disclosure & Barring Service and the UK Home Office.

In order to satisfy the DVLA, DBS and Immigration Act 2016 the following identification is required:

- Current valid UK passport or EU passport/identity card
- Current valid UK driving licence
- Birth/marriage/civil partnership certificate
- One official document confirming your address, the document must be less than 3 months old

- A birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, TOGETHER WITH an official document giving the person's permanent National Insurance number and their name issued by a Government Agency or a previous employer.

If you were born outside of the UK and do not hold a current valid passport then please either contact the licensing section or go to Halton Borough Council's taxi licensing website page for details of other acceptable forms of identification:
www3.halton.gov.uk/Pages/business/Licences/Taxis.aspx

Your identification documents will be inspected and copied and must accompany your application.

Important: Only original documents (not photocopies) will be accepted.
All identification must show the correct spelling of your full name and show your current address (where applicable).

CERTIFICATE OF GOOD CONDUCT

If you have ever lived outside of the UK for a continuous period of 3 months or more you must contact the Consulate or the Embassy of that country and obtain a Certificate of Good Conduct. When the information is received in addition to being in the native language of the country it must also be translated into English and certified as a true copy. The Certificate should be produced to the Licensing Section.

HMRC TAX CODE

ONLY REQUIRED FROM NEW APPLICANTS IF YOU HOLD A LICENCE WITH ANOTHER AUTHORITY

The Government has put in place new tax requirements for anyone applying for a licence to drive hackney carriages or private hire vehicles from 4th April 2022. This is supported by a new digital service, developed by HMRC. It helps people who drive hackney carriages and/or private hire vehicles to complete a new tax check.

Most people are registered to pay tax and this is about ensuring everyone pays the tax they should, creating a level playing field for the compliant majority. HMRC are working with industry bodies to make this as straightforward as possible. The check should take a few minutes every few years and is simply to confirm that someone is appropriately registered for tax.

You'll need to complete a tax check when you renew your licence as a Private Hire Operator or a driver of a taxi (hackney carriage) and or private hire vehicle.

Please refer to the Tax Check Factsheet at the following link: https://www.gov.uk/government/publications/licence-application-tax-check-communications-resources/tax-check-factsheet so you understand what is required as this will apply to all renewals and new applicants. Further information can be found via the Gov.UK website: https://www.gov.uk/guidance/changes-for-taxi-private-hire-or-scrap-metal-licence-applications-from-april-2022.

LIST OF VEHICLES

You must provide a full list of all vehicles and drivers working under your system. We cannot accept an application without the accompanying list.

PLANNING PERMISSION

Applicants may require planning permission to operate from premises.

An applicant needs to check with the Council's Planning Department to ascertain if permission is required. If permission is required you must obtain the necessary permission and produce a copy of the permission to support the application.

If the Planning Department confirm that permission IS NOT REQUIRED, applicants must obtain written confirmation that is it not required from the Council's Planning Department and produce a copy of the confirmation to support the application.

DURATION OF LICENCE

A Licence will be issued for a standard duration of 5 years. If you wish to have the Licence for a shorter period you must provide your reasons in writing when you submit the application. Your request will be considered by the Licensing Section.

ADVERTISING YOUR COMPANY

Halton Borough Council has a policy to allow an Operator to advertise their business on the side of Private Hire and Hackney Carriage Vehicles provided certain criteria is met.

The policy states that only approved door signs can be fitted on vehicles and that they must be specifically fitted in a certain position on vehicles and that they cannot be magnetised.

Please see Private Hire Operators Licence Standard Condition 15 for further details.

Any outdoor advertisements of any kind i.e. banners, posters etc. in the Halton Borough area must be agreed by Officers of this Council from the Planning Department before they are put up/displayed.

Please note that physical advertising is a matter for the planning department. The licensing department only needs to get involved with these matters should the planning department take enforcement action against any person and/or company.

The planning officers can be contacted as follows:

Name: Andrew Evans
Email: andrew.evans@halton.gov.uk Telephone: 0151 5117571
Name: Glen Henry
Email: glen.henry@halton.gov.uk Telephone: 0151 5117584

PRIVATE HIRE OPERATOR'S LICENCE STANDARD CONDITIONS

1. Contract made with operator

Every contract of hire of a private hire vehicle shall be deemed to be made with the operator who accepted the booking.

2. Records of bookings

2.1 The operator shall keep a record of particulars of every booking invited or accepted by him and shall produce such record for inspection on request from any Authorised Officer of the Council or from any Constable.

2.2 The particulars of booking shall be made in writing and be kept for not less than 6 months.

2.3 The particulars of booking shall be on A4 format and contain the following ruled columns on each page; date and time of booking; person called; telephone number and location; destination; plate number of vehicle allocated to call. The date and sheet number shall also be recorded.

2.4 Any other method of keeping particulars of booking shall be subject to prior approval in writing from the Council Solicitor.

3. Other records to be kept

The operator shall keep a record of the following matters and shall produce such record on request from any Authorised Officer of the Council or from any Constable.

3.1 A copy of the current Single Status Drivers licence for every driver using the system.

3.2 The current address of each such driver.

3.3 A copy of the current Private Hire Vehicle Licence for every private hire vehicle using the system.

3.4 A copy of the current Hackney Carriage Vehicle licence for every hackney carriage vehicle using the system.

3.5 A copy of a current certificate of insurance in respect of each vehicle.

4. Responsibility regarding licensing and insurance of system users

The operator shall ensure that every vehicle and driver operated by the operator is fully and adequately licensed and insured at all times.

5. Duty to co-operate

The operator shall co-operate fully with any Authorised Officer of the Council and with any Constable in respect of any enquiries made

whether involving drivers and / or vehicles currently on the system or formerly on the system.

6. Notification of change of address

The operator shall give notice in writing to the Council Solicitor of any change of address or the address of any of the premises from which he/she operates during the period of the licence 14 days prior to the change taking place.

7. Disclosure of convictions

The operator shall immediately disclose to the Councils Solicitor in writing details of any conviction imposed on him/her during the period of this licence.

8. Planning permission

8.1 This licence is issued subject to planning permission (for the use of the premises where he or she operates for private hire operator purposes) remaining in force and to all conditions attached to any such planning permission being complied with provided that this condition shall not apply if such planning permission has been determined to be unnecessary.

8.2 Written proof from the Council's Planning Department is required stating either that Planning Permission is required and obtained or that Planning Permission is not required.

8.3 The cost associated with this confirmation is to be paid by the applicant.

9. Guide Dogs etc.

The operator shall ensure that the driver of all vehicles operated by the operator shall at the request of any passenger carry a guide dog, hearing dog or other assistance dog belonging to a passenger free of charge provided that such carriage shall not be mandatory if the driver has a proven medical condition that would preclude such action which has been previously registered by the Council Solicitor.

10. Assistance to passengers

The operator shall ensure that:

10.1 Drivers afford reasonable assistance to all passengers to enable then to get to and from the entrance of any building, station or place at which he may take up or set down such passengers unless the driver has a proven medical condition that would preclude such action which has been previously registered by the Council Solicitor. (In addition to this requirement, drivers are reminded of their obligations in respect of luggage).

10.2 Passengers using wheelchairs are not to be discriminated against and are carried on request provided that in the case of powered

wheelchairs this requirement shall only apply to vehicles which are physically capable of accommodating powered wheelchairs.

10.3 Wheelchairs belonging to a passenger are to be carried free of charge.

11. Suspension, revocation or refusal to renew licence.

The Council may suspend, revoke or refuse to renew the licence on the following grounds:

11.1 Any offence of non – compliance with Part II of the Local Government (Miscellaneous Provisions) Act 1976.

11.2 Any conduct on the part of the operator which appears to the Council to render him or her unfit to hold an operator's licence.

11.3 Any material changes since the licence was granted in any circumstances of the operator on the basis on which the licence was granted.

11.4 Any other reasonable cause.

12. Offences

Failure to comply with any of the conditions attached to the licence may result in prosecution.

13. Discretion of the Council

The Council reserves the right to exercise its discretion at any time in connection with any of these conditions.

14. Sub-Contracting

14.1 Where the operator has accepted a booking but proposes to arrange for another person to provide a vehicle to carry out the booking (that is, to sub-contract the booking).

14.1.1 The operator shall record both the acceptance of every such booking as well as the sub-contracting of every such booking.

14.1.2 The operator shall not sub-contract any booking unless the operator has a current copy (at the operator's premises) of the other operator's private hire operators' licence whether such other operator is licenced within the Borough of Halton or elsewhere.

14.2 Where the operator proposes to provide a vehicle to carry out a booking which has been accepted by another operator (that is, to act as the sub-contractor for the booking).

14.2.1 The operator shall record the acceptance of every such sub-contracted booking as being a sub-contracted booking.

14.2.2 The operator shall not accept such sub-contract unless the operator has a copy (at the operator's premises) of the other operator's private hire operators' licence whether such other operator is licenced within the Borough of Halton or elsewhere.

14.3 Where a person holds a private hire operator's licence granted by the Council and is also the holder of a private hire operator's licence granted by another controlled district this condition shall apply as if each licence were held by a separate person.

15 .Should the Operator wish to advertise their business on the side of Private Hire Vehicles operated by them they must complete the appropriate form agreeing to the following:

- All Private Hire Vehicles operated by this company will only display the door sign approved by Halton Borough Council.
- The door signs must be fitted to the upper half of both the nearside and offside rear door panels only with appropriate adhesive and not magnetised.
- The design of each door sign must not be altered in any way from the approved version.
- The Operator will ensure all Private Hire Vehicles display the approved door sign at all times.
- Reasonable assistance will be provided by the Private Hire Operator to Officers of Halton Borough Council's Licensing Section to ensure these rules are complied with.
- Where the Operator wishes for all Hackney Carriage Vehicles to advertise the company, only door signs approved for Hackney Carriages by Halton Borough Council will be permitted.
- The above rules will apply until such time that written confirmation to opt out has been received in writing by the Licensing Section.

Design of Private Hire Operator door signs:

- The name of the Operator and how the vehicle can be booked must be clear and legible. The words IF NOT PRE-BOOKED - NOT INSURED must be printed clearly and legible at the top of the sign with the lettering being no less than 2cm in size.
- Must not be too similar to any other operator door sign approved by Halton Borough Council.

Design of Operator door signs where fitted to Hackney Carriage Vehicles:

- The name of the operator and how the vehicle can be booked must be clear and legible.
- The design must differ in colour and or design from the approved Private Hire Vehicle door sign (where applicable) in order to further differentiate between both types of vehicle.

- The design will not make any reference to not being pre-booked then no insurance will apply.
- Must not be too similar to any other operator door sign approved by Halton Borough Council.

16. Complaints

Upon receiving a 'specified complaint' or allegation listed below, regarding any person licensed by this Authority, or otherwise engaged in fulfilling Private Hire bookings on behalf of the licensed Operator, the Operator must notify the Licensing Authority immediately via email to legalservices@halton.gov.uk or by telephone and forward full details of the complaint to the Licensing Section in any event within 72 hours.

The specified complaints or allegations are:

- Of sexual misconduct, sexual harassment or inappropriate sexual attention
- Racist behaviour
- Violence
- Dishonesty
- Breaches of equality

In straight forward terms, allegations of criminal behaviour whilst acting as a Private Hire or Hackney Carriage Driver.

BOROUGH OF HALTON

BYELAWS

Made under Section 68 of the Town Police Clauses Act 1847 and Section 171 of the Public Health Act 1875 with respect to Hackney Carriages in the Borough of Halton

INTERPRETATION

1. Throughout these Byelaws "the Council" means the Council of the Borough of Halton and "the District" means the Borough of Halton

Provisions regulating the manner in which the number of each hackney carriage corresponding with the number of its licence shall be displayed

2. (a) the proprietor of a hackney carriage shall:-

Cause the number of the licence granted to him in respect of the carriage to be legibly printed or marked on the outside and inside of the carriages or on plates affixed thereto

(b) The proprietor or driver of a hackney carriage shall:-

(i) not wilfully or negligently cause or suffer any such number of plate to be concealed from public view whilst the carriage is standing or plying for hire

(ii) not cause or permit the carriage to stand or ply for hire with any such painting, marking or plate so defaced that any figure or material particular is illegible

Provisions regulating how hackney carriages are to be furnished or provided

3. The proprietor of a hackney carriage shall:-

(a) Provide sufficient means by which any person in the carriage may communicate with the driver

(b) Cause the roof or covering to be kept watertight

(c) provide any necessary windows and a means of opening and closing not less than one window on each side

(d) cause the seats to be properly cushioned or covered

(e) cause the floor to be provided with a proper carpet, mat or other suitable covering

(f) cause the fittings and furniture generally to be kept in a clean condition, well maintained and in every way fit for public service

(g) provide means for securing luggage if the carriage is so constructed as to carry luggage

(h) provide an efficient fire extinguisher which shall be carried in such a position as to be readily available for use

(i) provide at least two doors for the use of persons conveyed in such carriage and a separate means of entrance and exit for the driver

(j) cause such carriage to be provided with a satisfactory means of quickly repairing or replacing any punctured or damaged tyre

(k) furnish such carriage with an efficient lamp so constructed and so affixed as to afford sufficient lighting for the interior of the carriage

4. The proprietor of a hackney carriage shall cause the carriage to be provided with a taximeter which shall be so constructed, attached and maintained as to comply with the following regulations that is to say:

(a) The taxi-meter shall be fitted with a key, flag or other device the turning of which will bring the machinery of the taximeter into action and cause the word “HIRED” to appear on the face of the taximeter.

(b) Such key, flag or other device shall be capable of being locked in such position that the machinery of the taximeter is not in action and that no fare is recorded on the face of the taximeter.

(c) when the machinery of the taximeter is in action there shall be recorded on the face of the taximeter in clearly legible figures a fare not exceeding the rate or fare which the proprietor or driver is entitled to demand and take for the hire of the carriage by distance in pursuance of the Byelaw in that behalf.

(d) The word “FARE” shall be printed on the face of the taximeter in plain letters so as clearly to apply to the fare recorded thereon.

(e) the taximeter shall be so placed that all letters and figures ii on the face thereof are at all times plainly visible to any person being conveyed in the carriage, and for that purpose the letters and figures shall be capable of being suitably illuminated during any period of hiring.

(f) The taxi-meter and all the fittings thereof shall be so affixed to the carriage with seals or other appliances that it shall not be practicable for any person to tamper with them except by breaking

damaging or permanently displacing the seals or other appliances.

Provisions regulating the conduct of the proprietors and drivers of Hackney Carriages within the district in their several employments and determining whether such drivers shall wear any and what badges:

5. The driver of a hackney carriage provided with a taximeter shall:

   (a) When standing or plying for hire, keep the key, flag or other device fitted in pursuance of the Byelaw in that behalf locked in the position in which no fare is recorded on the face of the taximeter.

   (b) As soon as the carriage is hired by distance, and before beginning the journey, bring the machinery of the taximeter into action by moving the said key, flag or other device so that the word “HIRED” is legible on the face of the taximeter and keep the machinery of the taximeter in action until the termination of the hiring.

   (c) Cause the dial of the taximeter to be kept properly illuminated throughout any part of a hiring which is during the hours of darkness as defined for the purposes of the Road Transport Lighting Act 1957 and also at any other time at the request of the hirer.

6. A proprietor of a hackney carriage shall not tamper with or permit any person to tamper with the taxi-meter the fittings thereof or the seals affixed thereto.

7. Subject to the requirements of the proviso to Byelaw 17 with respect to stands No.4 and 5 the driver of a hackney carriage shall, when plying for hire in any street and not actually hired.

   (a) Proceed with reasonable speed to one of the stands fixed by the Byelaw in that behalf.

   (b) If a stand, at the time of his arrival, is occupied by the full number of carriages authorised to occupy it, proceed to another stand.

   (c) On arriving at a stand not already occupied by the full number of carriages authorised to occupy it, station the carriage immediately behind the carriage or carriages on the stand and so as to face the same direction.

   (d) From time to time when the carriage immediately in front is driven off or moved forward cause his carriage to be moved forward so as to fill the space previously occupied by the carriage driven off or moved forward.

(e) When the first carriage on the stand, remain with the carriage and be ready to be hired at once by any person.

8. The driver of a hackney carriage shall behave in a civil and orderly manner and shall take all reasonable precautions to ensure the safety of persons conveyed in or entering or alighting from the vehicle.

9. The proprietor or driver of a hackney carriage who has agreed or has been hired to be in attendance with the carriage at an appointed time and place, shall, unless delayed or prevented by some sufficient cause, punctually attend with such carriage at such appointed time and place.

10. The driver of a hackney carriage when hired to drive - to any particular destination shall, subject to any directions given by the hirer, proceed to that destination by the shortest available route.

11. If a badge has been provided by the Council and delivered to the driver of a hackney carriage he shall, when standing or plying for hire, and when hired wear that badge in such position and manner as to be plainly and distinctly visible.

12. The driver of a hackney carriage so constructed as to carry luggage shall, when requested by any person hiring or seeking to hire the carriage:
    (a) Convey a reasonable quantity of luggage.

    (b) Afford reasonable assistance in loading and unloading.

    (c) Afford reasonable assistance in removing the luggage to or from the entrance of any building, station, or place at which he may take up or set down such person.

13. A proprietor or driver of a hackney carriage when standing or plying for hire, shall not, by calling out or otherwise, importune any person to hire such carriage and shall not make use of the services of any other person for the purpose.

14. Under the Smoking Ban that came into force on 1 July 2007 a licensed driver will not be permitted to smoke in the licensed vehicle.

15. A proprietor or driver of a hackney carriage when plying for hire or actually hired shall not use or knowingly permit the carriage to be used or occupied by any other person or persons for any indecent, immoral or improper purpose.

16. (a) A proprietor or driver of a hackney carriage shall not convey or permit to be conveyed in such carriage any greater number of

persons than the number of persons specified on the plate affixed to the outside of the carriage.

(b)For the purposes of this Byelaw two children under the age of ten years shall be counted as one person.

Provisions fixing the stands of Hackney Carriages

17. NOTE: THIS BYELAW HAS BEEN SUPERSEDED BY SECTION 63 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

18. NOTE: THIS BYELAW HAS BEEN SUPERSEDED BY SECTION 65 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

19. (a) The proprietor of a hackney carriage shall:
    (i) Cause a statement of the fares fixed by the Byelaw in that behalf to be exhibited inside the carriage in clearly distinguishable letters and figures and in such position as to be easily read by a passenger.

    (ii) Renew such letters and figures as often as necessary to keep them clearly distinguishable.

    (b) The proprietor or driver of a hackney carriage bearing a statement of fares in accordance with this Byelaw shall not wilfully or negligently cause or suffer the letters or figures in the statement to be concealed or rendered illegible at any time while the carriage is plying or being used for hire.

Provisions securing the safe custody and re-delivery of any property accidentally left in hackney carriages and fixing the charges to be made in respect thereof:

20. The proprietor or driver of a hackney carriage shall immediately after the termination of any hiring or as soon as practicable thereafter carefully search the carriage for any property which may have been accidentally left therein.

21. The proprietor or driver of a hackney carriage shall if any property accidentally left therein by any person who may have been conveyed in the carriage be found by or handed to him.

    (i) Take it as soon as possible and in any event within forty eight hours if not sooner claimed by or on behalf of its owner, to the office of the Council and leave it in the custody of an Officer of the Council on his giving a receipt for it.

    (ii) Be entitled to receive from any person to whom the property is re-delivered an amount equal to five pence in the pound of its

estimated value (or the fare for the distance from the place of finding to the office of the Council, whichever be the greater) but not more than five pounds.

Penalties

22. Every person who shall offend against any of these Byelaws shall be liable on summary conviction to a fine not exceeding twenty pounds and in the case of a continuing offence to a further fine not exceeding five pounds for each day during which the offence continues after conviction thereof.

Repeal of Byelaws

23. The Byelaws relating to Hackney Carriages made on the dates indicated in the first column of the Schedule by the Local Government Authorities detailed in the second column of the Schedule and confirmed on the date indicated in the third column of the Schedule in each case by one of Her Majesty's Principal Secretaries of State are hereby repealed.

Date Byelaws Made Confirmed	By Whom Made	Date
4th October 1965	The former Runcorn Urban District Council	21st Dec1965
13th November 1974	Halton Borough Council (Runcorn)	20th Dec1974
23rd July 1971	The former Whiston Rural Council	27th Sept 971
14th March 1974	The former Whiston Rural Council	29th April 974
30th June 1971	The former Widnes Borough Council	10th Aug 1971
13th November 1974	Halton Borough Council	20thDec 1974

THE COMMON SEAL of THE COUNCIL OF
THE BOROUGH OF HALTON was hereunto
Affixed on the First Day of July 1975

Mayor

LS

Head of Legal Services

The Secretary of state this day confirmed the foregoing Byelaws and fixed the date on which they are to come into operation as the Eighth day of August 1975

An Assistant Under-Secretary
Of State.
Home Office
Whitehall

Eighth August 1975

TOWN POLICE CLAUSES ACT 1847 – Offences

Section 40

(a) A person stating in a document the name of a person not a proprietor or wilfully omitting to specify the proprietor
(b) A proprietor who fails to insure the vehicle
(c) A proprietor who sells his vehicle without the plate

Section 41

A proprietor who fails to display signs indicating it is HC.

Section 44

Any owner of a HC who fails to notify the Local Authority of any change of address in writing.

Section 45

An owner of HC who permits the vehicle to ply for hire within the District without obtaining a licence for its use or if that licence is suspended or using a vehicle without clearly displaying the number of the vehicle or outside the District for which they are licensed.

Section 46

A driver who acts as a driver of HC without obtaining a licence.

Section 47

A proprietor who employs unlicensed persons to drive a HC.

Section 48

A proprietor of HC who neglects to have delivered to him the licence of a driver or fails to retain in his possession such a licence or refused or neglects to produce such licence.

Section 55

A driver of HC who charges any sum over and above the fare allowed.

Section 56

A proprietor or driver of HC who agrees to carry people over a certain distance charges more for the journey than the fare allowed.

Section 58

A proprietor or driver of HC convicted of overcharging.

Section 59

A proprietor or driver of HC which is hired suffers any person to be carried without express consent of the person hiring the vehicle.

Section 60
A driver of HC who allows another person, whether licensed or not, to act as the driver of a vehicle without the consent.

Section 61
A driver of HC or any other person who is intoxicated while driving or who causes injury to any person by wanton and furious driving or by any other misconduct.

Section 64
A driver of HC who obstructs another HC in taking up or setting down passengers or prevents another HC from being hired in a forcible manner.

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

Sections and Offences

Section 46

The following who knowingly contravenes the following provisions shall be guilty of an offence

- The Proprietor of a vehicle who allows it to be used for PH without a licence.
- A person who acts as the driver of PH vehicle without a licence.
- The Proprietor of a vehicle who employs a driver of PH vehicle without a licence.
- A person who operates a PH vehicle without a licence.
- The Operator of a PH vehicle with a licence to operate a PH vehicle if:
  i) The vehicle is not licensed.
  ii) The driver is not licensed.

Section 49

The Proprietor of HC or PH vehicle who, without reasonable excuse, transfers his interest in the vehicle and fails to inform LA of the transfer within 14 days of the transfer.

Section 50

The Proprietor of HC or PH vehicle who without reasonable excuse

- Fails to state in writing place vehicle is kept when not in use and afford facilities for the vehicle to be inspected and tested there.
- Fails to report accident to licensed vehicle to LA within 72 hours.
- Fails to produce licence to a vehicle or certificate of insurance.

Section 53

The Driver of HC or PH vehicle who without reasonable excuse fails to produce his driver's licence when requested by an authorised officer of LA or any Constable either forthwith or within 5 days at the offices of LA or at a Police Station.

Section 54

The Driver of PH vehicle who, without reasonable excuse fails to wear the badge given to them by the LA in such a position and manner as to be plainly and distinctly visible.

Section 56

The Operator of PH vehicle who without reasonable excuse fails to

- Keep records of the hiring of vehicles and produce them when requested by an authorised officer of LA or any Constable.
- Keep any other records as prescribed by LA produce them when requested by an authorised officer of LA or any Constable.
- Produce his licence when requested by an authorised officer of LA or any Constable.

Section 57

Any person who knowingly or recklessly makes a false statement or omits any of the following information:

- Any information LA reasonable considers it requires to decide if a licence should be granted.

  And in respect of Operator's licence

- Name and address of applicant.
- Address from which he intends to carry out business.
- Any trade or business carried out before making the application.
- Details of any previous application.
- Details of the revocation or suspension of any operator's licence previously held by him.
- Any convictions recorded against the applicant.
- If the applicant is or has been a director of a company information regarding any convictions recorded against the company; has any trade or business carried out by the company: details of any previous application by the company: details of the revocation or suspension of any operator's licence previously held by the company.
- If the applicant is a company, information regarding any convictions recorded against the company: has any trade or business carried out by the company; details of the revocation or suspension or any operator's licence previously held by the company.
- If the applicant proposes to operate the vehicle in partnership with any other persons: information regarding any convictions recorded against that persons; has any trade or business carried out by that persons: details of any previous application by that person: details of the revocation or suspension or any operator's licence previously held by that person.

Section 66

The Driver of a HC vehicle requiring fares on long journeys in excess of requirements under this Section.

Section 67

The Driver of a HC vehicle when used for PH requiring fares in excess of the requirements of the Section.

Section 69

The Driver of a HC or PH vehicle, who without reasonable cause, prolongs in distance or time the journey for which the vehicle is hired.

Section 71

Any person who

- Tampers with any seal on a taximeter without lawful excuse: or
- Alters any taximeter with intent to mislead: or
- Knowingly causes or permits a PH vehicle fitted with a taximeter, of which he is the proprietor, to be used without unless the taximeter has been tested and approved by LA.

Section 73

Any person who

- Wilfully obstructs an authorised officer of LA or any constable: or
- Without reasonable excuse fails to comply with any requirement properly made to him by such officer or constable:
- Without reasonable excuse fails to give such an officer or constable, any information he may reasonably require of such person.

OFFICIAL HACKNEY CARRIAGE STANDS REGULATED BY HALTON BOROUGH COUNCIL UNDER SECTION 63 OF THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

WIDNES

Stand number	Location	Order plan number	Permitted maximum number of vehicles	Permitted times of use
1	Market Street	HCS 1	7	2100 - 0600
2	Alforde Street	HCS 2	6	2100 - 0600
3	Hale Road	HCS 3	8	Any
4	Upton Lane	HCS 4	3	Any
5	Dickson Street	HCS 5	5	Any
6	Victoria Square	HCS 6	8	2100 - 0600
7	Prescot Road	HCS 7	4	Any
8	Appleton Village	HCS 8	10	0000 – 0800 & 0930 – 1430 & 1630 - 0000
9	Cronton Lane	HCS 9	4	Any
10	Widnes Road	HCS 10	8	2300 - 0600
11	Albert Road (outside Wetherspoons)	HCS 11	3	1800 - 0600
12	Albert Road (feeder rank to Wetherspoons)	HCS 12	3	1800 - 0600
13	Albert Road (outside Imperial)	HCS 13	3	1800 - 0600

RUNCORN

Stand number	Location	Order Plan number	Permitted maximum number of vehicles	Permitted times of use
14	Public Hall Street	HCS 14	8	Any
15	Shopping City (off Second Avenue)	HCS 15	3	Any
16	High Street (opposite side of road from Chambers)	HCS 16	5	2200 - 0600
17	High Street (in front of Chambers)	HCS 17	5	2200 - 0600
18	Bridge Street (in front of The Wilsons)	HCS 18	4	2200 - 0600
19	High Street (outside Bargain Booze and Mersey Road)	HCS 19	8	2000 - 0600
20	High Street lay-by immediately east of entrance to Co-op car park	HCS 20	6	2000 - 0600
21	Shaw Street	HCS 21	2	Anytime
22	Shaw Street	HCS 22	5	Anytime

KNOWLEDGE TEST

As part of the application process all new applicants must pass the Taxi Knowledge Test which is arranged by the Licensing Section. The Test needs to be passed within the 6 month application period. If for any reason you do not attend the test the missed test will not be carried over beyond the 6 month completion date.

There are no exceptions to this rule.

The contents of this Guide will assist you in revising for the Taxi Knowledge Test. Therefore, please familiarise yourself with the contents of this Guide and the document previously provided to you headed SSD How to Apply.

Please note that the Knowledge Test is taken under examination conditions as follows:

IDENTIFICATION

When attending for the test you must bring with you some form of photographic id. For example, a photocard driving licence or passport. The document will be inspected by the invigilator. You may not be able to sit the test if you do not produce your id.

FIRE/BOMB ALARMS

Candidates will be informed of the procedure in the event of an alarm.

MOBILE PHONES

All phones are to be switched off and left in sight in the centre of the room for the duration of the test.

Candidates are NOT ALLOWED to have the phone by their side whilst undertaking the test.

Any candidate found to be using a phone during the test will have their paper disqualified and will be asked to leave the room.

TOILET FACILITIES

No toilet breaks are allowed once the test begins.

- 1 hour is available to complete the test if the applicant is applying for a FULL SSD licence, if applying for a RESTRICTED licence only Part 2 of the test will be required and only 30 minutes will be available to answer the questions.

- You are not allowed to communicate with other candidates during the test.

- The test is divided into 2 sections:

  Section 1 – 15 questions on routes, boundaries and knowledge of the local area

  Section 2 – 15 questions on Legislation & Conditions

- The requirement is to get 80% in both sections, i.e. 12 questions correct in each section.

- You will be informed of the result once all papers have been marked.

In the case of dispute the decision of the Licensing Section is final.

SECTION 1

ROUTES, BOUNDARIES & LOCAL KNOWLEDGE

IT IS A LEGAL REQUIREMENT THAT HACKNEY CARRIAGE OR PRIVATE HIRE JOURNEYS ARE COMPLETED BY USING THE **SHORTEST ROUTE**. IT IS IMPORTANT THAT ALL LICENSED DRIVERS HAVE A GOOD KNOWLEDGE OF THE LOCAL AREA.

SECTION ONE OF THE KNOWLEDGE TEST INCLUDES QUESTIONS ASKING:

- Where a certain location is
- The shortest route between one location and another
- Boundaries

EXAMPLES OF QUESTION STYLES

Section 1

Q1. What road is ---------- on?

Q2. What is the shortest route from ---------- to ----------?

SECTION 2

ALL LICENSED DRIVERS MUST HAVE A THOROUGH KNOWLEDGE OF THE LAWS AND RULES UNDER WHICH THEY WORK.
FAILURE TO UNDERSTAND AND MAINTAIN THESE LAWS AND RULES COULD RESULT IN PROSECUTION AND CONVICTION OR REVOCATION OF THE LICENCE.

SECTION TWO OF THE KNOWLEDGE TEST RELATES TO THESE "WORKING RULES"

EXAMPLES OF QUESTION STYLES

Section 2

Q. Can a Private Hire vehicle pick up and drop off on a hackney stand?

(Please tick the relevant box/boxes)

A. yes - providing that there is room to stop ❑

B. yes – as long as the journey is pre-booked ❑

C. no – unless the vehicle top sign is lit ❑

D. no – unless there is an exceptional reason ❑

Q. How and where must the plates allocated to a licensed vehicle be displayed?

If you have any queries regarding the contents of this Guide please do not hesitate to contact the Licensing Section or check the Council's website.
https://www3.halton.gov.uk/Pages/business/Licences/Taxis.aspx