

## **PRIVATE HIRE VEHICLE CONDITIONS OF LICENCE**

### **1. MAINTENANCE OF VEHICLE**

- 1.1 The vehicle and all its fittings and equipment including luggage areas shall at all times when the vehicle is in use or available for hire be kept in a safe, comfortable, tidy and clean condition.

The following shall be adhered to:

- a) the seats of the vehicle shall be properly cushioned and covered.
- b) the floor of the vehicle shall be provided with a properly fitted carpet, mat or other suitable covering.
- c) all paintwork shall be maintained to a high standard in a single colour, free from dents, scratches or rust.
- d) All trim, wheel hubs and glass shall be secure and free from damage
- e) Only factory fitted privacy glass (tinted) will be permitted
- f) there shall be provided the means of carrying and securing luggage in the boot.
- g) All tyres including the spare must comply with the vehicle manufacturer's specification and the requirements of the Road Vehicles (Construction and Use) Regulations.
- h) the proprietor of the vehicle shall at all times ensure the vehicle is regularly maintained to ensure compliance with these conditions.

### **2. ALTERATION OF VEHICLE**

- 2.1 No material alteration or change in the specification, design, condition or appearance of the vehicle shall be made without the prior approval of Licensing Services at any time while the licence is in force.

### **3. IDENTIFICATION PLATE/EXTERIOR MARKINGS**

- 3.1 The plate identifying the vehicle as a Private Hire Vehicle shall be securely fixed to the rear exterior of the vehicle:-

- a) immediately adjacent to the number plate area of the vehicle, but must not obscure any part of the vehicle registration plate.
- b) in a conspicuous position and in such manner as to be easily removable by an Authorised Officer of the Council or a Police Constable.

- c) the plate shall not be wholly or partially concealed from public view.
  - d) at no time should the licence plate be removed from the licensed vehicle during the lifetime of the Private Hire Vehicle Licence unless exempted in law.
  - e) the exterior plate must be securely and permanently affixed to the vehicle unless exempted in law.
- 3.2 Private Hire Vehicles shall at all times display a unique Private Hire Vehicle Operators door sign bearing the name, telephone number and/or 'App' on each side of the vehicle, which has been approved by Licensing Services.
- 3.3 The use of magnetic door stickers is prohibited.
- 3.4 No modification or trimming of the approved door stickers is permitted. The door sticker must be fitted towards the top of the door panel.

#### **4. INTERIOR MARKINGS**

- 4.1 The proprietor shall display the interior plate detailing the licence number of the vehicle and the number of passengers permitted to be carried. This shall be located on the upper left hand corner of the front windscreen and must be clearly visible to persons both inside and outside of the vehicle.
- 4.2 The proprietor shall display the 'warning to all passengers' notices provided by Licensing Services informing passengers that the vehicle must be pre-booked or insurance covering the vehicle may be invalidated. These must be positioned clearly and be visible to persons outside of the vehicle at all times.
- 4.3 'No smoking' signs must be displayed at all times.

#### **5. SIGNS, NOTICES, ADVERTISEMENTS**

No signs, notices, advertisements, plates, marks, numbers, letters, figures, symbols, emblems or devices whatsoever shall be displayed on, in or from the vehicle without the express written permission of Licensing Services.

#### **6. CHANGE OF ADDRESS**

The proprietor shall notify the Licensing Services in writing within 7 days of any change of his/her address during the period of the licence.

#### **7. NOTIFICATION OF CONVICTIONS, CAUTIONS AND FIXED PENALTIES**

The proprietor shall **within 14 days of the date of any conviction, caution or issue of a fixed penalty notice**, incurred during the life of this licence give full details in writing to Licensing Services. (If the proprietor is a company or partnership, details should be given for all directors or partners)

## 8. INSURANCE

- 8.1 The proprietor of the vehicle shall at all times ensure there is in force in relation to the use of the vehicle as a private hire vehicle a valid Policy of Insurance or such security as complies with the requirements of the Part VI of the Road Traffic Act 1988.
- 8.2 The proprietor of the vehicle must be the proposer of the insurance policy.
- 8.3 A copy of the current valid current certificate of insurance or cover note effective for the entire period of the licence relating to the vehicle must be submitted by the holder of the licence to their operator and, on request, to an Authorised Officer of the Council.

## 9. REPORTING OF ROAD TRAFFIC ACCIDENT

When a Private Hire Vehicle is involved in an accident the Private Hire Vehicle Proprietor must report it to Licensing Services in writing, within 72 hours as required by Section 50 (3) of the Local Government (Miscellaneous Provisions) Act 1976.

## 10. LICENSING

- 10.1 If the proprietor of the vehicle is an accident management company or a leasing/hiring company the onus is on them to advise Licensing Services who is currently using the vehicle. The vehicle must have the correct livery at all times that it is on hire.
- 10.2 In the event of the holder of this licence ceasing to operate a licensed Private Hire Vehicle, the holder must surrender their private hire vehicle driver's licence and plates **within 7 days** to Licensing Services.
- 10.3 Upon expiry of vehicle licence, plates must be returned to the City of Wolverhampton Council, Licensing Services, Civic Centre, St Peter's Square, Wolverhampton WV1 1DA within 7 days. Any existing licence plates must be surrendered to the Council before new licence plates for a vehicle will be issued.
- 10.4 The holder of this licence must inform Licensing Services of the Operator the vehicle shall be working for at the time of plating and thereafter, in writing, when a change of Operator occurs.

**Please note that should you feel aggrieved by any of the conditions in this Licence then you have the right of appeal to the Magistrates' Court within 21 days from the date when this licence is issued.**