

Hackney Carriage and Private Hire Vehicle Licensing Policy

TABLE OF CONTENTS

Introduction	page 3
Private Hire Vehicles.....	page 5
Hackey Carriage Vehicles.....	page 7

APPENDICES

Appendix 1 private hire vehicle licence criteria.....	page 13
Appendix 2 private hire vehicle licence conditions	page 21
Appendix 3 'Hackney Carriage vehicle licence criteria.....	page 37
Appendix 4 Hackney Carriage vehicle licence conditions	page 47

1. INTRODUCTION

- 1.1. Knowsley Council recognises that hackney carriage and private hire vehicles have a specific role to play in an integrated transport system. They are a flexible form of transport that can play an increasingly important role in improving accessibility and sustainable travel. They are used by all social groups and are able to provide safe, secure and comfortable transport, providing an on request 'door to door' service in various circumstances, including where public transport may not be available e.g. outside 'normal' hours of operation such as in the evenings or on Sundays, in rural locations or for those with mobility difficulties.
- 1.2. The provision is undoubtedly considered valuable not just by those who work or reside in the borough, but also by our visitors. They are often the first point of contact that many visitors have when arriving in Knowsley and as such it is essential that standards are high so that those accessing the service can be confident of the quality and safety of that service.
- 1.3. The licensing of hackney carriages dates back to 1847 and for private hire vehicles (outside London) to 1976. The Local Government (Miscellaneous Provisions) Act 1976, as amended ('the 1976 Act') places on Knowsley Council, ('the council'), the duty to carry out its licensing functions in respect of hackney carriage and private hire vehicles.
- 1.4. This Statement of Licensing Policy is written pursuant to the powers conferred by the Town Police Clauses Act 1847, the Local Government (Miscellaneous Provisions) Act 1976, as amended, and the Transport Act 1985, which place on the council a duty to carry out its licensing functions in respect of hackney carriage and private hire vehicles.
- 1.5. This policy is intended to advise and assist applicants and licence holders on the law relating to the operation of hackney carriages (taxis) and private hire vehicles and to set out the administrative procedures involved in applying for and renewing licences.
- 1.6. The policy shall apply to all new applications, renewal applications, transfers and other areas connected to the following licences.
 - Hackney Carriage Vehicle Licences
 - Private Hire Vehicle Licences

- 1.7. In carrying out its regulatory functions relating to private hire and hackney carriage licensing, the Licensing Authority will have regard to this policy document. Notwithstanding the existence of this policy, each application, or enforcement action, will be considered on its own merits.
- 1.8. This policy sets out the requirements and standards which are expected of all those who licence hackney carriage and private hire vehicles in Knowsley.
- 1.9. This policy does not replace the legislation governing hackney carriage and private hire operations, nor does it set out what the legislation is. It gives guidance on this council's particular requirements in complying with that legislation. It is expected that hackney carriage and private hire operations will always be conducted lawfully.
- 1.10. This policy sets out the approach the Licensing Authority will undertake in exercising its discretion in carrying out its regulatory functions in respect of hackney carriage and private hire vehicle licensing.
- 1.11. Nothing in this policy will undermine the rights of any person to apply for authorisations under the licensing regime and have the application considered on its own individual merits. However, the Licensing Authority will expect all applicants to comply with the requirements set out in this policy.
- 1.12. Where it is necessary for the Licensing Authority to deviate from this policy clear reasons for doing so will be provided. It is however the responsibility of the applicant to submit evidence to prove they meet the requirements to obtain a licence.
- 1.13. The Licensing Authority will keep this policy under review and will, where appropriate, consult on any proposed revisions to the policy.
- 1.14. When applying for a Private Hire or Hackney Carriage Vehicle Licence it is an absolute requirement for an applicant to disclose all information requested on the Application Form.
- 1.15. Failure to fully disclose any information as requested will usually lead to an application being refused and to a prosecution or a licence being suspended or revoked.

PRIVATE HIRE VEHICLES

2. APPLICATION REQUIREMENTS

- 2.1. The following documents must be submitted with an application to license a private hire vehicle:
- V5C in applicant's name OR, V5C/2 new keeper supplement OR purchase invoice from a dealership
 - MOT pass certificate from a DVSA facility located within the Knowsley MBC area
 - Current Insurance certificate/cover note showing hire and reward cover

3. VEHICLE EMISSIONS AND AGE POLICY

- 3.1. A new vehicle presented for the grant of a Private Hire Vehicle Licence with Knowsley Council must have been compliant with Euro 6 emission standards at the date of first registration.
- 3.2. A vehicle presented for the grant of a Private Hire Vehicle Licence via a vehicle change application with Knowsley Council must have been compliant with Euro 6 emission standards at the date of first registration.
- 3.3. An existing Private Hire Vehicle that is 8 years old or more from the date of first registration may be licensed by the council and will be granted a licence for no more than 6 months and will therefore be required to pass an MOT and suitability test every 6 months.

4. VEHICLE SPECIFICATION

- 4.1. Every vehicle presented for licensing must comply with the Licensing Authority's criteria for licensing private hire vehicles. The criteria for licensing private hire vehicles are set out in Appendix 1.
- 4.2. Local licensing authorities have a wide range of discretion over the types of vehicles that they can license as private hire vehicles. Should a make/model of vehicle be presented for licensing that is not currently licensed, it may be referred to the Licensing Panel for determination as to whether it should be licensed.

5. VEHICLE SIGNAGE AND ADVERTISING

- 5.1. It is important that the public are able to identify and understand the difference between a hackney carriage and private hire vehicle.

- 5.2. Private hire vehicles cannot legally display roof-mounted signs that include the words 'taxi' or 'cab' or 'for hire' (Section 64 Transport Act 1980)
- 5.3. Vehicle identification plates are a key feature in helping to identify vehicles that are properly licensed. Licensed vehicles shall display identification plates on both the front (internal) and rear (external) of the vehicle.
- 5.4. All private hire vehicles must display two mandatory door signs containing the words 'KMBC or Knowsley MBC Private Hire Only', unless they are exempt in accordance with the conditions attached to the Private Hire Vehicle licence. The design of such sign must also include the name and preferred method of contact of the private hire company. All signs must be a minimum size of 590mm x 220mm.

6. FARES FOR PRIVATE HIRE VEHICLES

- 6.1. There are no statutory controls over the fares for private hire vehicles. Fare tariffs for private hire vehicles are set by the private hire operator for whom the driver is working.

7. DEVICE FOR CALCULATING FARES

- 7.1. If a device is used for calculating fares, the device must be maintained in good working order.
- 7.2. The device used for calculating fares must be set to reflect the fare table of the private hire operator for which work is being undertaken.
- 7.3. The device for calculating fares must not at any time display the words "FOR HIRE" or other words to the same effect.

8. PRIVATE HIRE VEHICLE CONDITIONS

- 8.1. The Local Government (Miscellaneous Provisions) Act 1976 gives the Council powers to attach to the grant of a Private Hire Vehicle Licence such conditions as they may consider reasonably necessary. The Private Hire Vehicle Licence conditions are set out in Appendix 2.

9. WHEELCHAIR ACCESSIBLE VEHICLES

- 9.1. Any vehicle to be licensed as a Private Hire Vehicle that is wheelchair accessible and is a rear loading wheelchair accessible vehicle, must load the wheelchair using a tailgate system.

HACKNEY CARRIAGE VEHICLES

10. APPLICATION REQUIREMENTS

- 10.1. The following documents must be submitted with an application to license a hackney carriage vehicle:
- V5C in applicant's name OR, V5C/2 new keeper supplement, OR purchase invoice from a dealership
 - MOT Certificate from a DVSA facility located within the Knowsley MBC area
 - Current Insurance certificate/cover note showing hire and reward cover
 - Taximeter Calibration Certificate

11. VEHICLE EMISSIONS AND AGE POLICY

- 11.1. A new vehicle presented for the grant of a Hackney Carriage Vehicle Licence with Knowsley Council must have been compliant with Euro 5 emission standards at the date of first registration.
- 11.2. A vehicle presented for the grant of a Hackney Carriage Vehicle Licence via a vehicle change application with Knowsley Council must have been compliant with Euro 5 emission standards at the date of first registration.
- 11.3. An existing Hackney Carriage Vehicle that is 8 years old or more from the date of first registration may be licensed by the council and will be granted a licence of no more than 6 months and will therefore be required to pass an MOT and suitability test every 6 months.

12. VEHICLE SPECIFICATION

- 12.1. Every vehicle presented for licensing must comply with the Licensing Authority's criteria for licensing hackney carriage vehicles.
- 12.2. The criteria for licensing hackney carriage vehicles are set out in Appendix 3.
- 12.3. Licensing Authorities have a wide range of discretion over the types of vehicles that they can license as hackney carriage vehicles. Should a make/model of vehicle be presented for licensing that is not currently licensed it will be referred to the Licensing Panel for determination as to whether it should be licensed.

13. PLYING AND STANDING FOR HIRE

- 13.1. The driver of a hackney carriage vehicle standing on an appointed rank must, unless they have a reasonable excuse, drive to any place within Knowsley Council's area to which he is directed to drive by the hirer. It is an offence to fail to do so without reasonable cause.
- 13.2. Licensed hackney carriage vehicles may ply for hire on any street in Knowsley Council's area. They may only stand on an appointed taxi rank.

14. FARES FOR HACKNEY CARRIAGE VEHICLES

- 14.1. The table of fares issued by Knowsley Council must be displayed in a prominent position where it can be easily read by passengers.
- 14.2. The fare must be calculated in accordance with the current rates set by the Licensing Authority. Rates cannot be more than the maximum currently permitted by the Licensing Authority.
- 14.3. The rates set by the Licensing Authority are effective within the Borough and up to 4 miles beyond the district boundary. Unless a separate fare has been agreed in advance for a hiring to a destination beyond 4 miles of the district boundary, the fare payable is that shown on the taximeter.

15. HACKNEY CARRIAGES USED UNDER CONTRACT FOR PRIVATE HIRE

- 15.1. When used for private hire purposes hackney carriage vehicles must charge from the pick-up point of the hirer to the drop off point and the meter must be used. The fare cannot be any greater than that displayed on the meter unless the journey extends more than 4 miles beyond the borough boundary and the fare or rate of fare is agreed before the journey commences.

16. HACKNEY CARRIAGE STANDS / RANKS

- 16.1. The purpose of hackney carriage stands (taxi ranks) is to provide the public with a set location at which they can hire a licensed hackney carriage. Only hackney carriage vehicles licensed by Knowsley Council can stand on a taxi rank.

17. HACKNEY CARRIAGE VEHICLE LICENCE CONDITIONS

- 17.1. The Local Government (Miscellaneous Provisions) Act 1976 gives the council powers to attach to the grant of a Hackney Carriage Vehicle Licence such conditions as they may consider reasonably necessary. The Hackney Carriage Vehicle Conditions are set out in Appendix 4.

18. WHEELCHAIR ACCESSIBLE VEHICLES

- 18.1. Any vehicle to be licensed as a Hackney Carriage Vehicle must be a side loading wheelchair accessible vehicle.

19. INSURANCE AND VEHICLE TAX

- 19.1. All hackney carriage and private hire vehicles must be licensed and insured for that specific purpose. Proof of current insurance must be submitted with each application for a licence and at any point when the council issues a notice to produce further insurance.
- 19.2. Proof of change or renewal of insurance during the period the vehicle is licensed must also be provided to the Licensing Authority. There must be continuous insurance for the period of the vehicle licence. Unless the vehicle is first declared subject to a Statutory Off-Road Notification (SORN).
- 19.3. The proprietor must produce the current valid certificate of insurance for the vehicle when requested to do, in writing by a Notice issued by an Authorised Officer.
- 19.4. The vehicle must be taxed whilst it is licensed, and the proprietor must be able to demonstrate that the vehicle has valid vehicle tax.

20. CLOSED CIRCUIT TELEVISION (CCTV) / DASHCAM

- 20.1 CCTV and/or dashcams may be installed in licensed vehicles to aid the prevention and detection of crime. If CCTV is installed in a vehicle the following conditions apply:
- If a vehicle is fitted with CCTV or a dashcam the vehicle proprietor(s) must notify the Licensing Authority.

- the proprietor of the vehicle must register as a Data Controller with the Information Commissioners Office (ICO) and ensure their registration is valid at all times that CCTV and/or a dashcam is fitted in the vehicle.
- The Data Controller must comply with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR), and any guidance issued by the Information Commissioners Office (ICO).
- If CCTV and/or a dashcam is installed in a Private Hire Vehicle or Hackney Carriage vehicle the proprietor of the vehicle must ensure signs advising that CCTV is in operation are prominently displayed in such a position that it can be seen from both outside and inside the vehicle.
- CCTV and/or dashcam cameras must not be fitted in locations that are likely to affect the safety or dignity of any person travelling in the vehicle and must be located as securely and discreetly as possible to avoid passengers travelling in the vehicle from tampering with them.

21. VEHICLE TESTING

- 21.1. All vehicles must undergo both an MOT and a Suitability Assessment before the grant of an initial licence or when required by notice during the term of a vehicle licence.
- 21.2. Testing must be undertaken at one of the DVSA approved MOT testing stations located in the Borough of Knowsley. A list of Knowsley based MOT Testing Stations can be identified by following this link: [Active MOT test stations - GOV.UK](#)
- 21.3. Copies of the testing criteria can be obtained from Knowsley Council's website at [Private hire vehicle plate | Knowsley Council](#)
- 21.4. MOT Pass Certificates submitted more than 28 days after the date of test, or from a garage based outside the Borough of Knowsley will not be accepted.
- 21.5. If a licensed vehicle fails either the MOT and/or Suitability Assessment the licence may be suspended by an Authorised Officer.

- 21.6. If a vehicle fails an MOT test on a serious defect, the vehicle licence will be immediately suspended as the existing MOT will be considered null and void as per DVSA advice.

22. VEHICLE INSPECTIONS

- 22.1. Proprietors of both hackney carriage and private hire vehicles are periodically requested to present their vehicles for inspection by a Licensing Officer. The purpose of the inspection is to ensure the vehicle remains in such a condition that it continues to meet the required standard for use as a licensed vehicle.
- 22.2. Where an officer is not satisfied as to the fitness of the vehicle the officer may suspend it from use under Section 68 of the Local Government (Miscellaneous Provisions) Act 1976. In order to ascertain its fitness, the Authorised Officer may require the vehicle to be examined by a Knowsley Council vehicle inspector at the Council's Stretton Way DVSA approved MOT test station, or by an Authorised Officer.
- 22.3. If an officer is not satisfied as to the fitness of the vehicle before the expiration of a period of two months from this suspension, the vehicle licence shall be deemed to have been revoked, and a new licence would have to be applied for if wanting to re-license the vehicle – Section 68 Part II of the Local Government (Miscellaneous Provisions) Act 1976 refers.
- 22.4. If there is good reason why a particular time or date is not suitable for the presenting of the vehicle the vehicle proprietor should contact the Licensing Service to advise and request an alternative time and date. Failure to do this may result in further action being taken by the Licensing Service which may include the suspension or revocation of the vehicle licence.

23. FEES AND CHARGES

- 23.1. The Licensing Authority is entitled to charge fees in respect of the various licences it administers, and legislation provides that the fees charged to applicants should cover the cost of application and administration; and in relation to vehicles this extends to inspection, creation/maintenance of hackney stands, administration, enforcement and training.

- 23.2. Licences surrendered prior to their expiry shall not be eligible for any refund. If a proprietor is replacing the vehicle, then a discretionary fee reduction may be made if appropriate
- 23.3. A list of fees is available on Knowsley Council's website at [Taxi/Private Hire fees | Knowsley Council](#)

24. ENQUIRIES

- 24.1. Licensing Officers are available to provide advice and guidance to the licensed trade in order to promote the highest level of safety and protection to the public. Licence holders should therefore seek advice if they have any doubt as to how they should comply with the conditions of their licence or find themselves in a situation where their conduct may be brought into question. The Licensing Authority can be contacted via the Contact Centre on 0151 443 2300.
- 24.2. This policy has been produced having regard to the Statutory Taxi and Private Hire Vehicle Standards issued pursuant to the Policing and Crime Act 2017 as well as guidance published by DfT Statutory Guidance and the Institute of Licensing. The purpose of this policy is to explain how the Licensing Authority will carry out its licensing functions in respect of hackney carriage and private hire vehicles.

25. DECISION MAKING

- 25.1. The powers of the Licensing Authority will be exercised in accordance with the Council's Constitution. Each application for a licence will be considered on its individual merits with due regard to both Statutory Guidance and this Council's adopted policy

APPENDIX 1 - PRIVATE HIRE VEHICLE LICENCE CRITERIA

- 26.1. The legislation gives local authorities a wide discretion over the types of vehicles that can be licensed as private hire vehicles.

- 26.2. Knowsley Council must be satisfied that vehicles licensed as private hire vehicles are suitable in type, size and design for use as private hire vehicles, are in a suitable mechanical condition and are safe and comfortable.
- 26.3. In this document the “Licensing Authority” means Knowsley Council, its Licensing Committee, its Licensing Panel and its Officers.
- 26.4. Although the criteria set out in this document may have been met, a licence may be withheld if the Licensing Authority is of the opinion that the vehicle is unsuitable for use as a private hire vehicle to transport members of the public for hire and reward.
- 26.5. A vehicle that meets the criteria to be licensed as a private hire vehicle must have passed the MOT and Suitability Test in accordance with the Licensing Authority’s procedure for testing vehicles before it can be licensed as a new vehicle. Each vehicle presented for a renewal will also be required to pass a Suitability Test as part of the renewal process. Further tests and inspections may be carried out as directed by the Licensing Authority or Merseyside Police.
- 26.6. MOT Test Pass Certificates submitted more than 28 days after the date of test will not be accepted. If the vehicle test facility was based outside Knowsley that test certificate will also not be accepted.

27. VEHICLE EMISSIONS AND AGE POLICY

- 27.1. A vehicle presented for the grant of a Private Hire Vehicle Licence with Knowsley Council must have been compliant with Euro 6 emission standards at the date of first registration.
- 27.2. A Private Hire Vehicle that is 8 years of age or more from the date of first registration will be subject to a licence of no more than 6 months and will therefore be required to pass an MOT and Suitability test every 6 months.

28. GENERAL CONSTRUCTION

- 28.1. The vehicle must be fitted with at least 4 doors and 4 wheels.

- 28.2. The vehicle must be capable of carrying at least 4 and not more than 8 passengers in addition to the driver.
- 28.3. The vehicle must be fitted (in addition to the front drivers and passenger doors) with at least two side/rear opening doors and all doors must be easily accessible to all passengers and capable of being opened from inside.
- 28.4. A vehicle with a top tread for the entrance which exceeds 38cm from the ground must be fitted with a step to allow easy access into and egress from the vehicle. Any vehicle that does not have a step fitted cannot be licensed. Both a fitted and portable step must be robust to carry the weight of a passenger and covered with a non-slip surface. The step height must be no more than 38cm from the ground. The driver of the vehicle must risk assess the use of a portable step on each occasion it is requested by a passenger.
- 28.5. The vehicle must comply in all respects with the requirements of the Motor Vehicle (Type Approval) Regulations 1980 and the Motor Vehicle (Type Approval) Regulations (Great Britain) 1984 and be M1 type approved in accordance with European Whole Vehicle Type Approval 70/156/EEC as amended.
- 28.6. The vehicle presented for approval must, as a minimum, comply with the Road Vehicles (Construction and Use) Regulations 1986 (as amended).
- 28.7. The steering wheel must be on the offside of the vehicle.
- 28.8. Unless approved by the Licensing Authority no fittings outside of the manufacturer's specification may be attached to or be carried upon the inside or outside of the vehicle.
- 28.9. Any vehicle that has been the subject of significant damage rectification repairs will not be licensed unless such repairs have been carried out to the satisfaction of the Licensing Authority.
- 28.10. Any vehicle which has been disposed of under an insurance salvage agreement category A or B will not be licensed.

- 28.11. Where bench seats are fitted to the rear of the vehicle one person will be counted for each complete length of 16" or 41 cm of seat width per passenger for three passengers, or 48 inches or 1220cm for the full width of the bench when measured horizontally across the usable seating area of the bench, half way between the seat back and the front edge.

29. BODYWORK

- 29.1. The vehicle must be free from corrosion, damage, or unsatisfactory repairs.
- 29.2. Paintwork must be of a high standard and the quality of the paintwork on all panels must match exactly.

30. WHEELS AND TYRES

- 30.1. Where a vehicle is supplied with alloy wheels, all four road wheels must be of the same type and pattern.
- 30.2. Where a vehicle is supplied with wheels intended to be fitted with wheel trims, all four road wheels must be fitted with wheel trims of the same pattern.
- 30.3. Alloy wheels, wheel rims, and fitted wheel trims must be free from damage and defects which affect the safety, appearance, or integrity of the wheel.
- 30.4. Vehicles must not be fitted with tyres that are more than ten years old.
- 30.5. Part-worn and remould tyres must comply with the Motor Vehicle Tyres (Safety) Regulations 1994.
- 30.6. All tyres, including the spare where applicable, must be the correct size, speed, and load rating for the vehicle as per the manufacturer's specification.

- 30.7. All tyres, including the spare where applicable, must be properly inflated in accordance with both the vehicle and tyre manufacturer's specification.
- 30.8. All tyres, including the spare where applicable, must have a continuous tread depth of at least 1.6mm across the central three quarters of the breadth of the tyre, and visible tread across the remaining breadth of the tyre.
- 30.9. All tyres, including the spare where applicable, must be free from cuts and other defects.
- 30.10. The vehicle must carry a method for dealing with a tyre should it become defective. This method must be in accordance with the manufacturer's specification which may be one of the following:
- a. full size spare wheel - which must be the same size and type as the four road wheels and be fitted with a tyre of the same size, speed, and load rating as the four road wheels. Proper tools and equipment for changing the wheel must also be carried and must be securely fitted.
 - b. space saver spare wheel - which must be the correct size and type for the vehicle and be fitted with a tyre of the correct size, speed, and load rating. The tyre must be correctly inflated in accordance with the manufacturer's specifications. Proper tools and equipment for changing the wheel must also be carried and must be securely fitted. run-flat tyres - which must be fitted to all four road wheels. Run-flat tyres may only be used if the vehicle is fitted with an appropriate and serviceable tyre pressure monitoring system (TPMS).
 - c. emergency tyre sealant and compressor/inflator pack – which must be permanently marked with the vehicle registration number.

In the event any of the above options are used, the driver must terminate the journey immediately and must arrange a replacement vehicle to ensure the passenger(s) are able to get to their destination.

31. ELECTRICAL EQUIPMENT

- 31.1. Any additional electrical installation to the original vehicle equipment must be adequately insulated and be protected by suitable fuses. Any electrical installation and components within the vehicle must meet the electromagnetic compatibility (EMC) requirements of United Nations Economic Commission

for Europe (UNECE) Regulation 10 covering electromagnetic compatibility for motor vehicles and automotive electronic / electrical systems and be marked accordingly.

32. INTERIOR LIGHTING

- 32.1. All interior lights must be in good working order and be automatically activated upon the opening of a door.

33. SEATS

- 33.1. Seats must be secure and covered with an appropriate material which must be properly upholstered and in good and clean condition, free from rips, tears and holes.
- 33.2. If seat covers are used, they must be correctly fitted, in a good and clean condition and free from rips, tears and holes.

34. SEAT BELTS

- 34.1. Vehicles must be fitted with lap and diagonal seatbelts on all seats, including rear facing seats, as per the manufacturer's specification.
- 34.2. Seatbelts and seatbelt mechanisms must be in good working order and free from frays, cuts, and other damage, and show no evidence of repair.
- 34.3. For the avoidance of doubt any cut, frayed or damaged seatbelt must have been replaced and not repaired.

35. WINDOWS

- 35.1. Windows must be provided at the sides and at the rear of the vehicle.
- 35.2. All windows must be secure and free from cracks, damage, or other defects.

- 35.3. The front windscreen must allow at least 75% of light through, the front side windows must allow at least 70% of light through and the windows rear of the B-pillar must allow a minimum light transmission of 30%.
- 35.4. No windows or glass fitted to the vehicle may have been subject to an enhanced film/after-market tinting post manufacture. This is to maintain the break glass characteristics of manufacturer fitted glass.
- 35.5. Passenger door windows must be capable of being easily opened by passengers when seated. The control for opening a door window must be clearly identified so as not to be mistaken for any other control.

36. DOORS

- 36.1. All doors must be easily accessible to all passengers and capable of being opened from inside.
- 36.2. Where hinged doors are fitted:
- 36.3. When the vehicle is stationary, the passenger doors must be capable of being opened from the inside and outside of the vehicle.
- 36.4. It must be clear to passengers how to operate the doors of the vehicle.
- 36.5. Where sliding doors are fitted:
- 36.6. When the vehicle is stationary, the passenger doors must be capable of being opened from the inside and outside of the vehicle.
- 36.7. There must be a sign within the passenger compartment, clearly visible to all passengers, giving instructions on the correct operation of the passenger door.

- 36.8. An audible or visual warning system must be fitted in the driver's compartment indicating when any door is open. This system must be in good working order.
- 36.9. Where electric doors are fitted:
- 36.10. When the vehicle is stationary, the passenger doors must be capable of being opened from the inside and outside of the vehicle.
- 36.11. A sign must be clearly displayed inside the vehicle providing instructions on the correct operation of the door opening and closing mechanism.
- 36.12. An audible or visual warning system must be fitted in the driver's compartment indicating when any door is open. This system must be in good working order.
- 36.13. The door system design shall incorporate a method to detect an obstruction in the path of a closing door. When an obstruction is detected, the door system shall react in a manner that will allow the obstruction to be released. This door system must be in good working order.

37. FLOOR COVERING

- 37.1. The floor of the vehicle must be covered in an appropriate non-slip material which must be free from rips, tears, and holes.
- 37.2. All floor covering fitted must be of uniform colour and material.

38. LUGGAGE

- 38.1. There must be provision for the safe and secure carrying of luggage commensurate with the number of passengers being carried in the vehicle.

- 38.2. Provision must be made for luggage to be kept separate and secured from the passenger seating area.

39. APPENDIX 2 - PRIVATE HIRE VEHICLE LICENCE CONDITIONS

- 39.1. Legislation gives Local Authorities a wide discretion over the types of vehicles that can be licensed as Private Hire Vehicles and the conditions that can be attached to a Private Hire Vehicle Licence.
- 39.2. In this document the "Licensing Authority" means Knowsley Council, its Licensing Committee, its Licensing Panel, and its Officers.
- 39.3. The Licensing Authority must be satisfied that vehicles licensed by them as Private Hire Vehicles are suitable in type, size, and design for use as Private Hire Vehicles, that the vehicle is in a suitable mechanical condition and is safe and comfortable.
- 39.4. The Licensing Authority may require you to present your vehicle for inspection or test during the period that the vehicle is licensed. The proprietor or licensed driver of the vehicle shall at all reasonable times permit an Authorised Officer or Police Officer to inspect the vehicle for the purpose of ascertaining its fitness and shall comply with any direction given. Should a Private Hire Vehicle fail to be presented for inspection on request by an Authorised Officer, the Private Hire Vehicle Licence may be suspended.
- 39.5. Once a Private Hire Vehicle Licence has been issued it remains in force at all times until the licence expires or it is surrendered, suspended, or revoked. Therefore, the vehicle can only be driven by a licensed Private Hire Driver at all times.
- 39.6. In accordance with Section 48(2) of the Local Government (Miscellaneous Provisions) Act 1976, the Council may attach to the grant of a licence such conditions as they may consider reasonably necessary.
- 39.7. Should any of the conditions below not be complied with, the licence holder may be issued with a Condition Notice, or the Private Hire Vehicle Licence may be suspended or revoked, and legal action may be taken in accordance with relevant legislation. Appropriate action may also be taken against the Private Hire Driver who uses the vehicle for hire and reward. (See the Licensing Authority's Policy relating to the conduct of Private Hire and Hackney Carriage Driver Licence Holders for further information)
- 39.8. Notwithstanding the conditions below, if there is anything in the construction, form, working, or general appearance of the vehicle which, in the opinion of the Licensing Authority or an Authorised Officer working on behalf of the Licensing Authority, renders a vehicle unfit for use as a Private Hire Vehicle, it may be suspended, revoked, or an application to renew a licence may be refused.
- 39.9. If you are aggrieved by any of the requirements contained in the conditions below, you have the right of appeal to a Magistrates' Court within 21 days of the issue of the licence to which these conditions are attached.

40. CHANGE OF DETAILS

- 40.1. The proprietor(s) of a Private Hire Vehicle must notify the Licensing Authority in writing of any change of name, address, telephone number, or email address within 7 days of such change taking place.
- 40.2. The proprietor(s) of a Private Hire Vehicle must notify the Licensing Authority of any intention to change the vehicle registration number, prior to any such change taking place. The proprietor(s) shall produce the DVLA Number Plate Authorisation Certificate for the new vehicle registration number, an updated copy of the vehicle's motor insurance showing the new vehicle registration number, a copy of the vehicle's V5C (logbook) showing the new vehicle registration number (if this has been received), and confirmation from the DVLA stating that the new vehicle registration plates can be affixed to the vehicle.
- 40.3. The proprietor must notify the Licensing Authority of any change to the vehicle that requires the DVLA to be notified and must provide an updated copy of the V5C within 7 days of such change taking place.

41. THEFT OF VEHICLE

- 41.1. If the vehicle is stolen, the proprietor(s) must notify the Council in writing within 24 hours of such event taking place. The proprietor(s) shall provide to the Council any crime reference number provided to them by the Police.

42. ACCIDENTS AND DAMAGE TO THE VEHICLE

- 42.1. In every case where a Private Hire Vehicle sustains damage that is above what can be considered reasonably as wear and tear, the details of the vehicle and the damage sustained must be reported by the proprietor(s) or driver of the vehicle to the Licensing Authority within 72 hours of the damage having been sustained. The proprietor(s) or driver of the vehicle must provide details, in writing, of the damage and arrange for the vehicle to be inspected as appropriate. The insurance certificate covering the date of the damage occurring and current insurance certificate, if different, must be produced.

42.2. In every case where a Private Hire Vehicle is involved in a road traffic collision, the details of the collision must be reported by the proprietor(s) or driver of the vehicle to the Licensing Authority as soon as practicable and in any case no later than 72 hours after the collision occurring. The proprietor(s) or driver of the vehicle must provide details, in writing, of the incident and arrange for the vehicle to be inspected as appropriate. The insurance certificate covering the date of the damage occurring and current insurance certificate, if different, must be produced.

42.3. Where damage to the Private Hire Vehicle materially affects the safety, performance or appearance of the vehicle, the vehicle must not be used for hire and reward until such damage is repaired to the satisfaction of the Licensing Authority.

43. LOST AND/OR STOLEN PLATES

43.1. If any licence plate is lost or stolen from the vehicle the loss or theft must be reported to the Licensing Authority within 24 hours of such loss taking place.

44. TRANSFER OF OWNERSHIP OF VEHICLE

44.1. If the proprietor(s) of a Private Hire Vehicle wishes to transfer ownership of the vehicle to another person, the proprietor(s) must notify the Licensing Authority in writing of the name and address of the new proprietor within 14 days of the transfer of ownership.

45. SURRENDER OF LICENCE

45.1. If at any time during the period of the licence the proprietor(s), for any reason, does not wish to retain the Private Hire Vehicle Licence, the proprietor(s) must immediately surrender the Private Hire Vehicle Licence and return the front and rear plates to the Licensing Authority.

46. INSURANCE AND VEHICLE TAX

46.1. At all times the Private Hire Vehicle Licence is in force, there must be a valid hire and reward insurance policy in place which includes the use of the

vehicle as a Private Hire Vehicle. For the avoidance of doubt there must be no gaps in this type of insurance cover, including times when the vehicle is not being used for hire and reward.

- 46.2. Details of any change to the insurance held in respect of the vehicle must be reported to the Licensing Authority, including a copy of the insurance policy within 72 hours of any change taking place.
- 46.3. The proprietor must produce the current valid certificate of insurance for the Private Hire Vehicle when requested to do so by an Officer.
- 46.4. If the certificate cannot be produced on demand it must be presented within 72 hours to the Licensing Authority.
- 46.5. The vehicle must always hold the appropriate Vehicle Tax while the licence is in force and the proprietor(s) must be able to demonstrate that the vehicle is taxed if requested to do so by an Officer.

47. GENERAL SPECIFICATIONS

- 47.1. No material alterations or change in the specification, design, condition or appearance of the Private Hire Vehicle shall be made without the prior approval of the Licensing Authority. This includes the addition of lights, signs, symbols, numbers, or letters inside or outside of the vehicle.
- 47.2. The Private Hire Vehicle must comply with the Road Vehicles (Construction and Use) Regulations 1986 (as amended) at all times.
- 47.3. A vehicle with a top tread for the entrance which exceeds 38cm from the ground must be fitted with a step to allow easy access into and egress from the vehicle. Any vehicle that does not have a step fitted must carry a portable step to be available for passengers.

48. GENERAL

48.1. Engine capacity/ sizes

48.2. No vehicle with an engine below 1100 cc engine may be licensed unless the applicant proves that the vehicle is rated to produce at least 100 BHP or 98 PS or 75 KW or higher

48.3. Use of Filler/ Tape

48.4. Filler is only acceptable on minor repairs to body panels but not in seams. Any protrusions or irregularities in the panel surface will not be accepted. Repairs to seams or gaps require the use of metal. Tape used on door/wind edges will not be accepted and will be removed by the vehicle inspectors during the test. Any person wishing to protect their doors should use proper rubber door edgings;

49. Paintwork

49.1. Paintwork should be of a high standard and uniform throughout the vehicle. No dissimilar coloured panels or dissimilar finish on panels will be accepted. Resprays to vehicles must be of a high standard and satisfy the vehicle inspector that it will endure the term of the licence;

50. Underseal

50.1. Excessive use of underseal will not be accepted and the vehicle inspectors may request that underseal be removed prior to testing;

51. Welding

51.1. Welding must not be used to substitute for the manufacturer specification panel and/or wing fastenings;

52. Additional Minibus and tail-lift equipped Vehicle Test Requirements:

- 52.1. The vehicle must have at least 4 doors and an alternative means of exit from the vehicle in an emergency. The emergency exit must not be situated on the offside of the vehicle. All doors must afford sufficient access to and from the vehicle and must be capable of locking in a fixed position when opened.
- 52.2. The main passenger entrance to the vehicle shall be equipped with a step light which operates at all times when the entrance is opened or shall have suitable internal lighting which illuminates the entrance when the doors are opened.
- 52.3. The interior floor surface of the vehicle must be fitted with a non-slip covering and any steps to the vehicle must be fitted with anti-slip tread.
- 52.4. There must be adequate, secure storage space for all passengers' luggage preferably within the vehicle. The arrangements for storing luggage must not obstruct access to the vehicle exits or affect passenger comfort.
- 52.5. If when the vehicle is fully occupied there is insufficient space within the vehicle for storage of luggage, then a roof rack may be fitted providing the luggage is stored in a purpose-built luggage carrier and the vehicle has a maximum roof load (as recommended by the vehicle manufacturers) equivalent to 12.5kg (28 lbs) per passenger.
- 52.6. The manufacturer gross vehicle weight for the tyres and suspension actually fitted to the vehicle must be sufficient for a minimum payload equal to the driver, the number of passengers for which the vehicle licence is requested (at 70kg [154 lbs] per person), a full tank of fuel and luggage (at 16kg [36 lbs] per passenger).
- 52.7. Any tail-lift equipped vehicle must have its lift inspected and certified fit in accordance with the manufacturer's specifications and current Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) certification at all times.

53. EXTERIOR OF THE VEHICLE

- 53.1. The vehicle must be maintained with the paintwork, bodywork, fittings, lights, and other mechanical and electrical components locks, and latches in good order in accordance with the Licensing Authority's Vehicle Inspection Policy.
- 53.2. The vehicle must be free from corrosion, damage or unsatisfactory repairs.
- 53.3. Paintwork must be of a high standard and the quality of the paintwork on all panels must match exactly.
- 53.4. The vehicle must be maintained in a mechanical and structural condition which is roadworthy and capable of satisfying the Licensing Authority's inspection at any time during the period of the vehicle licence.
- 53.5. The interior and exterior of the vehicle must be maintained in a clean and safe condition.
- 53.6. There must be no visible leaks of fuel, oil, or other fluids from the vehicle.
- 53.7. The vehicle must not emit excessive smoke from the exhaust.

54. DOOR SIGNS AND LIVERY

- 54.1. A magnetic or adhesive door sign must be affixed on either both front or both rear doors of the vehicle at all times when the vehicle is available for use as a Private Hire Vehicle. The door sign must measure at least 590mm wide by 220mm tall, be complete in one piece, and shall contain the following information:
 - a. the words "KMBC or Knowsley MBC PRIVATE HIRE ONLY" - in uppercase letters measuring at least 50% of the height of the name of the operator on the door sign and in all cases at least 30mm high. This wording must be positioned above all other information contained on the door sign.
 - b. the name of the private hire operator for which work is being undertaken. The word "taxi", "cab", "hire" or any word of similar meaning or appearance to any of those words must not be included.

- c. the preferred method of contact of the private hire operator for which work is being undertaken. This may include a telephone number, website address, smartphone/web app name, or similar.

55. INTERIOR OF THE VEHICLE

- 55.1. Private Hire Vehicles must be wind and watertight when all doors and windows are closed.
- 55.2. All fittings and furniture inside the Private Hire Vehicle must be in a clean and well-maintained condition.
- 55.3. Seats must be secure and covered with an appropriate material which must be properly upholstered and in good and clean condition, free from rips, tears and holes.
- 55.4. If seat covers are used, they must be correctly fitted, in a good and clean condition and free from rips, tears and holes.
- 55.5. Seatbelts and seatbelt mechanisms must be in good working order and free from frays, cuts, and other damage.
- 55.6. If a seatbelt sustains any frays, cuts, or other damage the seatbelt must be replaced - not repaired.
- 55.7. The floor of the vehicle must be covered in an appropriate non-slip material which must be free from rips, tears and holes.
- 55.8. Nothing must be placed in front of or on any windows that would obscure the clear vision of the driver or passengers other than those authorised by the Licensing Authority.
- 55.9. The private hire driver's badge must be displayed in a prominent position within the vehicle so that all details can easily be read by passengers at all times.

55.10. The dimensions of the vehicle seats must meet the following minimum standards:

All saloon/ estate/hatchback vehicles must at least measure:

- a) Front Passenger Headroom 35 inches (889 mm) min - Cushion not compressed
- b) Front Passenger Legroom 37 inches (940mm) min - Seat full rearward
- c) Rear Passenger Legroom 7 inches (178mm) min - Front seat fully rearward.
- d) Rear Passenger Headroom 34 inches (864mm) min - Cushion not compressed
- e) Wheelbase - 98 inches (2490mm) min
- f) Rear Seating Space – rear bench seat 48 inches (1220mm) min for the bench OR 16 inches (406mm) of seat width per passenger for three passengers. measured from left to right horizontally across the usable seating area of the bench, halfway between the seat back and the front edge.

56. LUGGAGE

56.1. There must be provision for the safe and secure carrying of luggage commensurate with the number of passengers being carried in the vehicle.

56.2. The dimensions of the sample luggage used for determination when being inspected are length 21 inch / 53 cm – width 14 inch / 36 cm – height 8 inch / 20cm.

56.3. Provision must be made for luggage to be kept separate and secured from the passenger seating area.

57. VEHICLE LICENCE PLATES

57.1. The large vehicle licence plate identifying the vehicle as a Private Hire Vehicle (rear plate) must at all times be securely fixed externally to the rear of the

vehicle in a prominent position ensuring that the whole plate is clearly visible at all times. The plate must be fixed in a manner approved by the Licensing Authority in a prominent position ensuring that the whole plate is clearly visible and it does not obscure or alter any of the information printed thereon.

- 57.2. The small internal vehicle licence plate identifying the vehicle as a Private Hire Vehicle (front plate) must at all times be securely fixed to the front of the vehicle in a prominent position ensuring that the whole plate is clearly visible at all times. The plate must be fixed in a manner approved by the Licensing Authority in a prominent position ensuring that the whole plate is clearly visible and it does not obscure or alter any of the information printed thereon.
- 57.3. At no time must the licence plates be wilfully or negligently concealed from public view.
- 57.4. Vehicle licence plates must be free from damage and must not be altered in any way with regards their appearance or size.
- 57.5. The Private Hire Vehicle licence plates remain the sole property of the Licensing Authority.

58. INTERIOR LIGHTING

- 58.1. All interior lights must be in good working order and be automatically activated upon the opening of a door.

59. NOTICES

- 59.1. Any notice that the Licensing Authority may require must be displayed inside the vehicle as directed.

60. FARE TABLE AND DEVICE / METER FOR CALCULATING FARES

- 60.1. The proprietor(s) shall cause any statement of fares supplied by the relevant Private Hire Operator to be displayed inside the Private Hire Vehicle in such a position as to be clearly visible at all times to the hirer.
- 60.2. If the Private Hire Vehicle is fitted with a device/meter for calculating the fare the device/meter must be maintained in good working order.
- 60.3. The device/meter for calculating fares must be securely fitted in such a position that the display is clearly visible and is sufficiently illuminated when in use. It must not be placed in a position that interferes with the driver's vision through the windscreen.
- 60.4. If the Private Hire Vehicle is fitted with a device/meter for calculating the fare, the fare recorded thereon must not be cancelled or concealed until the hirer has had an opportunity to examine the device/meter and has paid a fare.
- 60.5. If the Private Hire Vehicle is fitted with a device/meter for calculating the fare, the device/meter must be set to reflect the fare prescribed by the Private Hire Operator.
- 60.6. When a device/meter for calculating fares is in use the fare and permitted extras must be shown legibly on the face of the device/meter.

61. CLOSED CIRCUIT TELEVISION (CCTV) / DASHCAM

- 61.1. CCTV and/or dashcams may be installed in Private Hire Vehicles to aid the prevention and detection of crime. If a vehicle is fitted with CCTV or a dashcam the vehicle proprietor(s) must notify the Licensing Authority.
- 61.2. If CCTV and/or a dashcam is installed in a Private Hire Vehicle the proprietor of the vehicle must register as a Data Controller with the Information Commissioners Office (ICO) and ensure their registration is valid at all times that CCTV and/or a dashcam is fitted in the vehicle.

- 61.3. The Data Controller must comply with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR), and any guidance issued by the Information Commissioners Office (ICO).
- 61.4. If CCTV and/or a dashcam is installed in a Private Hire Vehicle the proprietor of the vehicle must ensure signs advising that CCTV is in operation are prominently displayed in such a position that it can be seen from both outside and inside the vehicle.
- 61.5. CCTV and/or dashcam cameras must not be fitted in locations that are likely to affect the safety or dignity of any person travelling in the vehicle and must be located as securely and discreetly as possible to avoid passengers travelling in the vehicle from tampering with them.

62. ROOF RACKS, ROOF BOXES AND TRAILERS

- 62.1. Private Hire Vehicles are not permitted to use roof racks, roof boxes, or trailers, whilst the vehicle is being used for hire and reward purposes. Unless the item is within the vehicle manufacturers specified limits.

63. WHEELS AND TYRES

- 63.1. Where a Private Hire Vehicle is fitted with alloy wheels, all four road wheels must be of the same type and pattern.
- 63.2. Where a Private Hire Vehicle is fitted with wheels intended to be fitted with wheel trims, all four road wheels must be fitted with wheel trims of the same pattern.
- 63.3. Alloy wheels, wheel rims, and fitted wheel trims must be free from damage and defects which affect the safety, appearance, or integrity of the wheel.
- 63.4. Part-worn and remould tyres must comply with the Motor Vehicle Tyres (Safety) Regulations 1994.
- 63.5. Vehicles must not be fitted with tyres that are more than ten years old.

- 63.6. All tyres, including the spare where applicable, must be the correct size, speed, and load rating for the vehicle as per the manufacturer's specification.
- 63.7. All tyres, including the spare where applicable, must be properly inflated in accordance with both the vehicle and tyre manufacturer's specifications.
- 63.8. All tyres, including the spare where applicable, must have a continuous tread depth of at least 1.6mm across the central three quarters of the breadth of the tyre, and visible tread across the remaining breadth of the tyre.
- 63.9. All tyres, including the spare where applicable, must be free from cuts and other defects.
- 63.10. The Private Hire Vehicle must carry a method for dealing with a wheel or tyre should it become defective. This method must be in accordance with the vehicle manufacturer's specification which must be one of the following:
- a. full size spare wheel - which must be the same size and type as the four road wheels and be fitted with a tyre of the same size, speed, and load rating as the four road wheels. Proper tools and equipment for changing the wheel must also be carried
 - b. space saver spare wheel - which must be the correct size and type for the vehicle and be fitted with a tyre of the correct size, speed, and load rating. The tyre must be correctly inflated in accordance with the manufacturer's specifications. Proper tools and equipment for changing the wheel must also be carried.
 - c. run-flat tyres - which must be fitted to all four road wheels. Run-flat tyres may only be used if the vehicle is fitted with an appropriate and serviceable tyre pressure monitoring system (TPMS).
 - d. emergency tyre sealant and compressor/inflator pack – which must be permanently marked with the vehicle registration number.
- 63.11. If a wheel or tyre becomes defective and one of the above methods is used to rectify the fault this is a temporary measure only. The vehicle must not be used for hire and reward purposes, and the driver must arrange for a replacement vehicle to ensure that any passenger(s) are able to get to their destination.

64. DOORS

- 64.1. All doors must be easily accessible to all passengers and capable of being opened from inside.
- 64.2. Where hinged doors are fitted:
- 64.3. When the vehicle is stationary, the passenger doors must be capable of being opened from the inside and outside of the vehicle.
- 64.4. It must be clear to passengers how to operate the doors of the vehicle
- 64.5. Where sliding doors are fitted:
- 64.6. When the vehicle is stationary, the passenger doors must be capable of being opened from the inside and outside of the vehicle.
- 64.7. There must be a sign within the passenger compartment, clearly visible to all passengers, giving instructions on the correct operation of the passenger door.
- 64.8. An audible or visual warning system must be fitted in the driver's compartment indicating when any door is open. This system must be in good working order
- 64.9. Where electric doors are fitted:
- 64.10. When the vehicle is stationary, the passenger doors must be capable of being opened from the inside and outside of the vehicle.
- 64.11. A sign must be clearly displayed inside the vehicle providing instructions on the correct operation of the door opening and closing mechanism.
- 64.12. An audible or visual warning system must be fitted in the driver's compartment indicating when any door is open. This system must be in good working order.

64.13. The door system design shall incorporate a method to detect an obstruction in the path of a closing door. When an obstruction is detected, the door system shall react in a manner that will allow the obstruction to be released. This door system must be in good working order.

65. WINDOWS

65.1. All windows must be secure and free from cracks, damage, or other defects.

65.2. The front windscreen must allow at least 75% of light through, the front side windows must allow at least 70% of light through and the windows rear of the B-pillar must allow a minimum light transmission of 30%.

65.3. No windows or glass fitted to the vehicle may have been subject to an enhanced film/after-market tinting post manufacture.

65.4. Passenger door windows must be capable of being easily opened by passengers when seated. The control for opening a door window must be clearly identified so as not to be mistaken for any other control.

66. MIRRORS

66.1. All mirrors and mirror housing units must be secure and free from cracks damage or other defects.

67. PASSENGERS

67.1. The proprietor(s) and/or driver must not cause or permit the vehicle to be used to carry a greater number of passengers than prescribed in the Private Hire Vehicle Licence whilst the vehicle is being used for hire and reward.

67.2. The proprietor(s) and/or driver must not cause or permit children under the age of 10 years to be conveyed in the front of the Private Hire Vehicle whilst the vehicle is being used for hire and reward.

The Licensing Authority may alter these conditions upon giving 28-days' notice in writing to the licence holder that any of these conditions are deleted, any new ones inserted, or existing conditions altered. The licence holder, if aggrieved, will have the right to appeal to the Magistrates' Court within 21 days of being notified of the proposed change.

68. APPENDIX 3 - HACKNEY CARRIAGE VEHICLE LICENCE CRITERIA

- 68.1. In this document the “Licensing Authority” means Knowsley Council, its Licensing Committee, its Licensing Panel and its Officers.
- 68.2. Although the criteria set out in this document may have been met, a licence may be withheld if the Licensing Authority is of the opinion that the vehicle is unsuitable for public use.
- 68.3. Although the Licensing Authority may extend its approval of any particular type of hackney carriage vehicle to all other hackney carriage vehicles conforming to the design of that type, the Licensing Authority may withdraw such general approval if, in their opinion, any unsuitable features arise.
- 68.4. The criteria set out in this document are made under Section 47 of the Local Government (Miscellaneous Provisions) Act 1976.
- 68.5. MOTs and compliance test pass certificates will only be accepted up to 28 days from the date of the test. If the vehicle test facility was based outside Knowsley that test certificate will also not be accepted.

69. VEHICLE EMISSIONS AND AGE POLICY

- 69.1. A vehicle presented for the grant of a Hackney Carriage Vehicle Licence with Knowsley Council must have been compliant with Euro 5 emission standards at the date of first registration.
- 69.2. A Hackney Carriage Vehicle that is 8 years of age or more from the date of first registration will be subject to a licence of no more than 6 months and will therefore be required to pass an MOT and Compliance test every 6 months.

70. GENERAL CONSTRUCTION

- 70.1. The vehicle must be fitted with at least 4 doors and 4 wheels.
- 70.2. The vehicle must be capable of carrying at least 4 and not more than 8 passengers in addition to the driver.
- 70.3. In addition to the front driver and passenger doors, the vehicle must be fitted with at least two side/rear opening doors.

- 70.4. All vehicles must be purpose built and built to accommodate disabled passengers whilst seated in wheelchairs in the rear passenger compartment.
- 70.5. Any vehicle to be licensed as a Hackney Carriage Vehicle must be a side loading wheelchair accessible vehicle.
- 70.6. The vehicle must hold European Community Whole Vehicle Type Approval (ECWVTA) or GB Vehicle Type Approval category M1. A vehicle that does not hold M1 type approval must be presented with approved certification that the specific vehicle meets the requirements of M1 category.
- 70.7. All vehicles must have separate driver and rear passenger compartments, separated by a transparent partition in accordance with the manufacturer or vehicle converter's original specification.
- 70.8. Vehicles presented for approval must comply with the Road Vehicles (Construction and Use) Regulations 1986 (as amended).
- 70.9. The steering wheel must be on the offside of the vehicle.
- 70.10. Unless approved by the Licensing Authority no fittings outside of the manufacturer's or vehicle converter's specification may be attached to or be carried upon the inside or outside of the vehicle.
- 70.11. Any vehicle that has been the subject of significant damage rectification repairs will not be licensed unless such repairs have been carried out to the satisfaction of the Licensing Authority.

71. BODYWORK

- 71.1. The vehicle must be free from corrosion, damage, or unsatisfactory repairs.
- 71.2. Paintwork must be of a high standard and the quality of the paintwork on all panels must match exactly.

72. WHEELS AND TYRES

- 72.1. Where a hackney carriage vehicle is supplied with alloy wheels, all four road wheels must be of the same type and pattern.
- 72.2. Where a hackney carriage vehicle is supplied with wheels intended to be fitted with wheel trims, all four road wheels must be fitted with wheel trims of the same pattern.
- 72.3. Alloy wheels, wheel rims, and fitted wheel trims must be free from damage and defects which affect the safety, appearance, or integrity of the wheel.
- 72.4. Vehicles must not be fitted with tyres which are more than ten years old.
- 72.5. Part-worn and remould tyres must comply with the Motor Vehicle Tyres (Safety) Regulations 1994.
- 72.6. All tyres, including the spare where applicable, must be the correct size, speed, and load rating for the vehicle as per the manufacturer's specification, and be compatible with the taximeter.
- 72.7. All tyres, including the spare where applicable, must be properly inflated in accordance with both the vehicle and tyre manufacturer's specifications.
- 72.8. All tyres must have a continuous tread depth of at least 1.6mm across the central three quarters of the breadth of the tyre, and visible tread across the remaining breadth of the tyre.
- 72.9. All tyres, including the spare, where applicable, must be free from cuts and other defects.
- 72.10. The hackney carriage vehicle must carry a method for dealing with a tyre should it become defective. This method must be in accordance with the manufacturer's specification which may be one of the following:

- full size spare wheel - which must be the same size and type as the four road wheels and be fitted with a tyre of the same size, speed, and load rating as the four road wheels. Proper tools and equipment for changing the wheel must also be carried.
- space saver spare wheel - which must be the correct size and type for the vehicle and be fitted with a tyre of the correct size, speed, and load rating. The tyre must be correctly inflated in accordance with the manufacturer's specifications. Proper tools and equipment for changing the wheel must also be carried.
- run-flat tyres - which must be fitted to all four road wheels. Run-flat tyres may only be used if the vehicle is fitted with an appropriate and serviceable tyre pressure monitoring system (TPMS).
- emergency tyre sealant and compressor/inflator pack – which must be permanently marked with the vehicle registration number.

In the event any of the above options are used, the driver must terminate the journey immediately and must arrange a replacement vehicle to ensure the passenger(s) are able to get to their destination.

73. INTERIOR LIGHTING

- 73.1. Lighting must be provided for the driver and passengers.
- 73.2. Separate lighting controls for both passenger and driver must be provided.
- 73.3. Passenger compartment light switches and window controls must be within easy reach of all passengers
- 73.4. In the case of the passenger compartment, an illuminated control switch must be fitted in an approved position.
- 73.5. Lighting must be provided at floor level to each passenger door and be activated by the opening of the doors.

74. SEATS

- 74.1. Occasional seats must automatically rise when not in use.

- 74.2. The rear seat dimensions must be adequate to carry the appropriate number of adult passengers comfortably.
- 74.3. Seats must be secure and covered with an appropriate material which must be properly upholstered and in good and clean condition, free from rips, tears and holes.
- 74.4. If seat covers are used, they must be correctly fitted, in a good and clean condition and free from rips, tears and holes.

75. SEAT BELTS

- 75.1. Occasional seats must automatically rise when not in use.
- 75.2. The rear seat dimensions must be adequate to carry the appropriate number of adult passengers comfortably.
- 75.3. Seats must be secure and covered with an appropriate material which must be properly upholstered and in good and clean condition, free from rips, tears and holes.
- 75.4. If seat covers are used, they must be correctly fitted, in a good and clean condition and free from rips, tears and holes.

76. DRIVER COMPARTMENT

- 76.1. Vehicles must be provided with a means of communication between the passenger and the driver.
- 76.2. Vehicles must be fitted with an induction loop system.

77. PASSENGER COMPARTMENT

- 77.1. Suitable means must be provided to assist persons to rise from the rear seat with particular attention to the needs of elderly and disabled persons.
- 77.2. Colour contrasting grab handles must be placed at door entrances to aid passenger access to and egress from the vehicle.
- 77.3. Colour contrasting sight patches are required on all passenger seats.

78. WHEELCHAIRS AND RAMPS

- 78.1. Hackney carriage vehicles must be built to accommodate disabled passengers in wheelchairs and must be so equipped in order that disabled passengers in wheelchairs may be carried comfortably and safely whilst seated in a wheelchair.
- 78.2. Any passenger ramp that was not fitted to the vehicle at the time of manufacture must comply with BS 6109-2:1989 and have a minimum safe working load (S.W.L.) of 250kg for the loading of a wheelchair and occupant.
- 78.3. Anchorages must be provided for the wheelchair and occupant. Anchorages must be either chassis or floor linked.
- 78.4. Restraints must be provided for wheelchairs and occupants which must be independent of each other.
- 78.5. Anchorages must also be provided for the safe stowage of wheelchairs when not in use, whether folded or otherwise.
- 78.6. An adequate locking device must be fitted to ensure that the ramp(s) do not slip or tilt when in use.
- 78.7. The surface of the ramp must be covered with a non-slip material.

78.8. The edges of the ramp's surface must be marked in a high-contrast colour scheme.

78.9. Ramps which are not permanently fixed to the vehicle must be permanently marked with the vehicle registration number.

79. ENTRANCE STEP

79.1. The outer edge of the floor at each entrance must be fitted with non-slip treads.

79.2. Where the top tread for the entrance exceeds 38cm above ground level when the vehicle is un-laden then an intermediate step must be provided at each entrance into the passenger compartment. The intermediate step must not extend outwards beyond the vertical line of the vehicle's wing mirrors. The step must be covered with a suitable non-slip surface with the edges of the step highlighted yellow.

80. WINDOWS

80.1. Windows must be provided at the sides and at the rear of the vehicle.

80.2. All windows must be secure and free from cracks, damage, or other defects.

80.3. The front windscreen must allow at least 75% of light through, the front side windows must allow at least 70% of light through and the windows rear of the B-pillar must allow a minimum light transmission of 30%.

80.4. No windows or glass fitted to the vehicle may have been subject to an enhanced film / after-market tinting post manufacture.

80.5. Passenger door windows must be capable of being easily opened by passengers when seated. The control for opening a door window must be clearly identified so as not to be mistaken for any other control.

81. DOORS

- 81.1. All doors must be easily accessible to all passengers and capable of being opened from inside.
- 81.2. Where hinged doors are fitted:
- 81.3. An automatic locking device must be fitted to passenger doors.
- 81.4. When the vehicle is stationary, the passenger doors must be capable of being opened from the inside and outside of the vehicle by one operation of the latch mechanism.
- 81.5. The interior door handle must be clearly visible, of a contrasting colour to the interior of the vehicle, and easily accessible to passengers.
- 81.6. A hinged door must be capable of being opened to a minimum angle of 90 degrees.
- 81.7. Where sliding doors are fitted:
- 81.8. An automatic locking device must be fitted to passenger doors.
- 81.9. When the vehicle is stationary, the passenger doors must be capable of being opened from the inside and outside of the vehicle by one operation of the latch mechanism.
- 81.10. The interior door handle must be clearly visible, of a contrasting colour to the interior of the vehicle, and easily accessible to passengers.
- 81.11. There must be reflective strips on both the front and rear edges of the door.

- 81.12. There must be an illuminated sign bearing the words "Door Open" clearly visible from the rear of the vehicle. This sign must be automatically linked to the passenger doors in order that when either door handle is activated to open the door, the sign is illuminated.
- 81.13. There must be a sign within the passenger compartment, clearly visible to all passengers, giving instructions on the correct operation of the passenger door.
- 81.14. An audible or visual warning system must be fitted in the driver's compartment indicating when any door is open. This system must be in good working order.
- 81.15. Where electric doors are fitted:
- 81.16. When the vehicle is stationary, the passenger doors must be capable of being opened from the inside and outside of the vehicle
- 81.17. A sign must be clearly displayed inside the vehicle providing instructions on the correct operation of the door opening and closing mechanism.
- 81.18. The door system design shall incorporate a method to detect an obstruction in the path of a closing door. When an obstruction is detected, the door system shall react in a manner that will allow the obstruction to be released. This door system must be in good working order

82. INTERIOR LIGHTBOX

- 82.1. A lightbox must be exhibited in a prominent position within the hackney carriage vehicle.
- 82.2. The lightbox must display the word 'CAB' in uppercase letters and the vehicle licence number below it.
- 82.3. The lightbox must be wired to the ignition so that it will remain lit at all times the vehicle ignition is turned on.

83. FLOOR COVERING

- 83.1. The floor of the vehicle must be covered in an appropriate non-slip material which can be easily cleaned.
- 83.2. The floor covering must not impede the movement of wheelchairs.

84. LUGGAGE

- 84.1. There must be provision for the safe carrying of luggage commensurate with the number of passengers being carried in the vehicle.
- 84.2. Provision must be made for luggage to be kept separate and secured from the passenger seating area.

85. TAXIMETER

- 85.1. A calendar-controlled taximeter must be fitted to the vehicle. The taximeter must be calibrated and sealed to show the tariffs set by Knowsley Council.

86. EXTERIOR ROOF LIGHT

- 86.1. An illuminated roof-sign displaying the word 'TAXI' must be securely fitted to the roof of the hackney carriage vehicle in such a position that it is clearly visible from the front of the vehicle by day and night.
- 86.2. The roof-sign must be connected to the taximeter so that when the vehicle is available for hire the sign is illuminated and it is not illuminated when hired.

87. APPENDIX 4 - HACKNEY CARRIAGE VEHICLE LICENCE CONDITIONS

- 87.1. The legislation gives local authorities a wide discretion over the types of vehicles that can be licensed as Hackney Carriage Vehicles and the conditions that they attach to a Hackney Carriage Vehicle Licence.
- 87.2. In this document the "Licensing Authority" means Knowsley Council, its Licensing Committee, its Licensing Panel and its Officers.
- 87.3. The Licensing Authority must be satisfied that vehicles licensed by them as Hackney Carriage Vehicles are suitable in type, size, and design for use as Hackney Carriage Vehicles, that the vehicle is in a suitable mechanical condition and is safe and comfortable.
- 87.4. The Licensing Authority may require you to present your vehicle for inspection or test during the period that the vehicle is licensed. The proprietor(s) or licensed driver of the vehicle shall at all reasonable times permit an Authorised Officer or Police Officer to inspect the vehicle for the purpose of ascertaining its fitness and shall comply with any direction given. Should a Hackney Carriage Vehicle fail to be presented for inspection on request by an Authorised Officer, the Hackney Carriage Vehicle Licence may be suspended.
- 87.5. Once a Hackney Carriage Vehicle Licence has been issued it remains in force at all times until the licence expires or it is surrendered, suspended, or revoked. Therefore, the vehicle can only be driven by a licensed Hackney Carriage Driver at all times.
- 87.6. In accordance with Section 47(1) of the Local Government (Miscellaneous Provisions) Act 1976 the Council may attach to the grant of a licence such conditions as they may consider reasonably necessary.
- 87.7. Should any of the conditions below not be complied with, the Hackney Carriage Vehicle Licence may be suspended or revoked, and legal action may be taken in accordance with relevant legislation. Appropriate action may also be taken against the Hackney Carriage Driver who uses the vehicle for hire and reward. (See the Licensing Authority's Policy relating to the conduct of Private Hire and Hackney Carriage Driver Licence Holders)
- 87.8. Notwithstanding the conditions below, if there is anything in the construction, form, working or general appearance of the vehicle which, in the opinion of the Licensing Authority or an Authorised Officer working on behalf of the Licensing Authority, renders a vehicle unfit for use as a Hackney Carriage Vehicle, it may be suspended, revoked, or an application to renew a licence may be refused.
- 87.9. If you are aggrieved by any of the requirements contained in the conditions below you have the right of appeal to a Magistrates' Court within 21 days of the issue of the licence to which these conditions are attached.

88. CHANGE OF DETAILS

- 88.1. The proprietor(s) of a Hackney Carriage Vehicle must notify the Licensing Authority of any change of name, address, telephone number or email address within 7 days of such change taking place.
- 88.2. The proprietor(s) of a Hackney Carriage Vehicle must notify the Licensing Authority of any intention to change the vehicle registration number, prior to any such change taking place. The proprietor(s) shall produce the DVLA Number Plate Authorisation Certificate for the new vehicle registration number, an updated copy of the vehicles motor insurance showing the new registration number, a copy of the vehicles logbook (V5C) showing the new registration number (if this has been received), and confirmation from the DVLA stating that the new vehicle registration plates can be affixed to the vehicle.
- 88.3. The proprietor must notify the Licensing Authority of any change to the vehicle that requires the DVLA to be notified and must provide an updated copy of the V5C within 7 days of such change taking place.

89. THEFT OF VEHICLE

- 89.1. If the vehicle is stolen, the proprietor(s) must notify the Council in writing within 24 hours of such event taking place. The proprietor(s) shall provide to the Council any crime reference number provided to them by the Police.

90. ACCIDENTS AND DAMAGE TO THE VEHICLE

- 90.1. In every case where a Hackney Carriage Vehicle sustains damage that is above what can be considered reasonably as wear and tear the details of the vehicle and the damage sustained must be reported by the proprietor(s) or driver of the vehicle to the Licensing Authority within 72 hours of the damage having been sustained. The proprietor(s) or driver of the vehicle must provide details, in writing, of the damage and arrange for the vehicle to be inspected as appropriate. The insurance certificate covering the date of the damage occurring and current insurance certificate, if different, must be produced.

- 90.2. In every case where a Hackney Carriage Vehicle is involved in a road traffic collision, the details of the collision must be reported by the proprietor(s) or driver of the vehicle to the Licensing Authority as soon as practicable and in any case no later than 72 hours after the collision occurring. The proprietor(s) or driver of the vehicle must provide details, in writing, of the incident and arrange for the vehicle to be inspected as appropriate. The insurance certificate covering the date of the damage occurring and current insurance certificate, if different, must be produced.
- 90.3. Where damage to the Hackney Carriage Vehicle materially affects the safety, performance or appearance of the vehicle, the vehicle must not be used for hire and reward until such damage is repaired to the satisfaction of the Licensing Authority.

91. LOST AND STOLEN PLATES

- 91.1. If any licence plate is lost or stolen from the vehicle the loss or theft must be reported to the Licensing Authority within 24 hours of such loss taking place

92. TRANSFER OF OWNERSHIP OF VEHICLE

- 92.1. If the proprietor of a hackney carriage vehicle wishes to transfer ownership of the vehicle to another person, the proprietor must notify the Licensing Authority of the name and address of the new proprietor within 14 days of the transfer of ownership

93. SURRENDER OF LICENCE

- 93.1. If at any time during the period of the licence the proprietor, for any reason, does not wish to retain the hackney carriage vehicle licence, or transfer the vehicle licence to another person, the proprietor must immediately surrender and return the Hackney Carriage Vehicle Licence and plates to the Licensing Authority.

94. INSURANCE AND VEHICLE TAX

- 94.1. At all times the Hackney Carriage Vehicle Licence is in force, there must be a valid insurance policy in place which includes the use of the vehicle as a Hackney Carriage Vehicle. For the avoidance of doubt there must be no gaps in this type of insurance cover, including times when the vehicle is not being used for hire and reward.
- 94.2. Details of any change to the insurance held in respect of the vehicle must be reported to the Licensing Authority, including a copy of the insurance policy within 72 hours of any change taking place.
- 94.3. The proprietor must produce the current valid certificate of insurance for the Hackney Carriage Vehicle when requested to do so by an Officer.
- 94.4. If the certificate cannot be produced on demand it must be presented within 72 hours to the Licensing Authority.
- 94.5. The vehicle must always hold the appropriate Vehicle Tax while the licence is in force, and the proprietor(s) must be able to demonstrate that the vehicle is taxed if requested to do so by an Authorised Officer.

95. GENERAL SPECIFICATIONS

- 95.1. No material alterations or change in the specification, design, condition or appearance of the Hackney Carriage Vehicle shall be made without the prior approval of the Licensing Authority. This includes the addition of lights, signs, symbols, numbers, or letters inside or outside of the vehicle.
- 95.2. The Hackney Carriage Vehicle must comply with the Road Vehicles (Construction and Use) Regulations 1986 (as amended) at all times.

96. GENERAL

96.1. Engine capacity/ sizes

96.2. No vehicle with an engine below 1100 cc engine may be licensed unless the applicant proves that the vehicle is rated to produce at least 100 BHP or 98 PS or 75 KW or higher

96.3. Use of Filler/ Tape

96.4. Filler is only acceptable on minor repairs to body panels but not in seams. Any protrusions or irregularities in the panel surface will not be accepted. Repairs to seams or gaps require the use of metal. Tape used on door/wind edges will not be accepted and will be removed by the vehicle inspectors during the test. Any person wishing to protect their doors should use proper rubber door edgings;

97. Paintwork

97.1. Paintwork should be of a high standard and uniform throughout the vehicle. No dissimilar coloured panels or dissimilar finish on panels will be accepted. Resprays to vehicles must be of a high standard and satisfy the vehicle inspector that it will endure the term of the licence;

98. Underseal

98.1. Excessive use of underseal will not be accepted and the vehicle inspectors may request that underseal be removed prior to testing;

99. Welding

100. Welding must not be used to substitute for the manufacturer specification panel and/or wing fastenings;

101. Additional Minibus and tail-lift equipped Vehicle Test Requirements:

- 101.1. The vehicle must have at least 4 doors and an alternative means of exit from the vehicle in an emergency. The emergency exit must not be situated on the offside of the vehicle. All doors must afford sufficient access to and from the vehicle and must be capable of locking in a fixed position when opened.
- 101.2. The main passenger entrance to the vehicle shall be equipped with a step light which operates at all times when the entrance is opened or shall have suitable internal lighting which illuminates the entrance when the doors are opened.
- 101.3. The interior floor surface of the vehicle must be fitted with a non-slip covering and any steps to the vehicle must be fitted with anti-slip tread.
- 101.4. There must be adequate, secure storage space for all passengers' luggage preferably within the vehicle. The arrangements for storing luggage must not obstruct access to the vehicle exits or affect passenger comfort.
- 101.5. If when the vehicle is fully occupied there is insufficient space within the vehicle for storage of luggage, then a roof rack may be fitted providing the luggage is stored in a purpose-built luggage carrier and the vehicle has a maximum roof load (as recommended by the vehicle manufacturers) equivalent to 12.5kg (28 lbs) per passenger.
- 101.6. The manufacturer gross vehicle weight for the tyres and suspension actually fitted to the vehicle must be sufficient for a minimum payload equal to the driver, the number of passengers for which the vehicle licence is requested (at 70kg [154 lbs] per person), a full tank of fuel and luggage (at 16kg [36 lbs] per passenger).
- 101.7. Any tail-lift equipped vehicle must have its lift inspected and certified fit in accordance with the manufacturer's specifications and current Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) certification at all times.

102. EXTERIOR OF THE VEHICLE

- 102.1. The vehicle must be maintained with the paintwork, bodywork, fittings, lights, and other mechanical and electrical components locks, and latches in good order in accordance with the Licensing Authority's Vehicle Inspection Policy.
- 102.2. Paintwork must be of a high standard and the quality of the paintwork on all panels must match exactly.
- 102.3. The vehicle must be maintained in a mechanical and structural condition which is roadworthy and capable of satisfying the Licensing Authority's inspection at any time during the period of the vehicle licence.
- 102.4. The interior and exterior of the vehicle must be maintained in a clean and safe condition.
- 102.5. There must be no visible leaks of fuel, oil, or other fluids from the vehicle.
- 102.6. The vehicle must not emit excessive smoke from the exhaust.

103. INTERIOR OF THE VEHICLE

- 103.1. Hackney Carriage Vehicles must be wind and watertight when all doors and windows are closed.
- 103.2. All fittings and furniture inside the Hackney Carriage Vehicle must be in a clean and well-maintained condition.
- 103.3. Seats must be secure and covered with an appropriate material which must be properly upholstered and in good and clean condition, free from rips, tears and holes.
- 103.4. If seat covers are used, they must be correctly fitted, in a good and clean condition and free from rips, tears and holes.

- 103.5. Seatbelts and seatbelt mechanisms must be in good working order and free from frays, cuts, and other damage.
- 103.6. If a seatbelt sustains any frays, cuts, or other damage the seatbelt must be replaced - not repaired.
- 103.7. The floor of the vehicle must be covered in an appropriate non-slip material which must be free from rips, tears and holes.
- 103.8. The floor of the vehicle must not impede the movement of wheelchairs.
- 103.9. The outer edge of the floor at each entrance must be fitted with non-slip high visibility treads.
- 103.10. A heating and ventilation system with independent controls for the driver and passengers must be maintained in working order to allow passengers to travel in comfort.
- 103.11. The driver of the vehicle must ensure that the Hackney Carriage Driver Badge of the driver of the vehicle is displayed in a prominent position so that all details can easily be read by passengers.
- 103.12. The method of communication between the driver and passenger compartments must be in good working order.
- 103.13. The induction loop system fitted within the vehicle must be in good working order.
- 103.14. Occasional seats must rise automatically when not in use.
- 103.15. Suitable means must be provided to assist persons to rise from the rear seat with particular attention to the needs of elderly and disabled persons.

103.16. Colour contrasting grab handles must be placed at door entrances to aid passenger access to and egress from the vehicle.

103.17. Colour contrasting sight patches are required on all passenger seats.

104. LUGGAGE

104.1. There must be provision for the safe carrying of luggage commensurate with the number of passengers being carried in the vehicle.

104.2. Provision must be made for luggage to be kept separate and secured from the passenger seating area.

105. VEHICLE LICENCE PLATES

105.1. The large vehicle licence plate identifying the vehicle as a hackney carriage vehicle (rear plate) must at all times be securely fixed externally to the rear of the vehicle in a prominent position ensuring that the whole plate is clearly visible at all times. The plate must be fixed in a manner approved by the Licensing Authority in a prominent position ensuring that the whole plate is clearly visible and it does not obscure or alter any of the information printed thereon.

105.2. The small vehicle licence plate identifying the vehicle as a hackney carriage vehicle (front plate) must at all times be securely fixed externally to the front of the vehicle in a prominent position ensuring that the whole plate is clearly visible at all times. The plate must be fixed in a manner approved by the Licensing Authority in a prominent position ensuring that the whole plate is clearly visible and it does not obscure or alter any of the information printed thereon.

105.3. Vehicle licence plates must be free from damage and must not be altered in any way with regards their appearance or size.

105.4. At no time must the licence plates be wilfully or negligently concealed from public view.

105.5. The hackney carriage vehicle licence plates remain the sole property of the Licensing Authority.

106. INTERIOR LIGHTBOX

106.1. A lightbox, which is in good working order, must be exhibited in a prominent position within the hackney carriage vehicle.

106.2. The lightbox must display the word 'CAB' in uppercase letters and the vehicle licence number below it.

106.3. The lightbox must be wired to the ignition so that it will remain lit at all times the vehicle ignition is turned on.

107. INTERIOR LIGHTING

107.1. Lighting must be provided for the driver and passengers.

107.2. Separate lighting controls for both passenger and driver must be provided.

107.3. Passenger compartment light switches and window controls must be within easy reach of all passengers

107.4. In the case of the passenger compartment, an illuminated control switch must be fitted in an approved position.

107.5. Lighting must be provided at floor level to each passenger door and be activated by the opening of the doors.

108. EXTERIOR ROOF LIGHT

108.1. An illuminated roof-sign displaying the word 'TAXI' must be securely fitted to the roof of the hackney carriage vehicle in such a position that it is clearly visible from the front of the vehicle by day and night.

108.2. The roof-sign must be connected to the taximeter so that when the vehicle is available for hire the sign is illuminated and it is not illuminated when hired.

109. NOTICES

109.1. Any notice that the Licensing Authority may require must be displayed inside the vehicle as directed.

110. TABLE OF FARES

110.1. The table of fares issued by Licensing Authority displaying the current fares approved by the Licensing Authority must be displayed in a prominent position where it can be easily read by passengers.

110.2. The fare must be calculated in accordance with the current rates set by the Licensing Authority. Rates cannot be more than the maximum currently permitted by the Licensing Authority.

111. TAXIMETER

111.1. The taximeter for recording the fare must be calendar controlled and must be maintained in good working order.

111.2. Any taximeter must only be installed by an approved taximeter provider. Details of the taximeter provider and calibration certificate must be supplied to the Licensing Authority before the meter is used for public hire.

111.3. A taximeter must be fitted to the vehicle, calibrated, and sealed to show the current tariffs set by the Licensing Authority.

- 111.4. When the Hackney Carriage Vehicle is not hired the taximeter must display the words "FOR HIRE" or other words to the same effect.
- 111.5. When the taximeter is in use the fare and permitted extras must be shown legibly on the face of the taximeter.
- 111.6. The taximeter must be securely fitted in such a position that the display is clearly visible to any passenger being carried in the Hackney Carriage Vehicle and is sufficiently illuminated when in use.
- 111.7. The taximeter and all its fittings must be fixed to the vehicle so that it cannot be practicable for any person to tamper with the taximeter except by breaking, damaging, or permanently displacing the seals and other fittings.
- 111.8. The taximeter must be fitted in such a position that it does not cause an obstruction to the Hackney Carriage Driver or hirer(s) vision.
- 111.9. Any modifications or planned modifications to the taximeter must be declared to the Licensing Authority before the meter is used.

112. ADVERTISEMENTS

- 112.1. The proprietor(s) shall not cause or permit any sign, symbol, notice, or advertisement to be displayed in, on, or from the vehicle, except with the prior approval of the Licensing Authority. Where advertisements are displayed without prior approval an Authorised Officer can require the advertisement to be removed.
- 112.2. Advertisements must comply with the UK Code of Non-broadcast Advertising and Direct & Promotional Marketing (CAP Code) published by the Advertising Standards Authority (ASA) and the Committee of Advertising Practices (CAP).
- 112.3. Any advertisement promoting alcohol, tobacco, the sex industry, or any matters considered inappropriate or controversial are not permitted to be advertised in Hackney Carriage Vehicles.

112.4. Electronic advertising screens may be used subject to the prior approval by the Licensing Authority.

112.5. If fitted, the position of the electronic advertising screen must not distract the driver of the vehicle.

112.6. The position of the electronic screen must be such that it cannot be seen from outside the vehicle.

113. CLOSED CIRCUIT TELEVISION (CCTV) / DASHCAM

113.1. CCTV and/or dashcams may be installed in Hackney Carriage Vehicles to aid the prevention and detection of crime. If a vehicle is fitted with CCTV or a dashcam the vehicle proprietor(s) must notify the Licensing Authority.

113.2. If CCTV and/or a dashcam is installed in a Hackney Carriage Vehicle the proprietor of the vehicle must register as a Data Controller with the Information Commissioners Office (ICO) and ensure their registration is valid at all times that CCTV and/or a dashcam is fitted in the vehicle.

113.3. The Data Controller must comply with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR), and any guidance issued by the Information Commissioners Office (ICO).

113.4. If CCTV and/or a dashcam is installed in a Hackney Carriage Vehicle the proprietor of the vehicle must ensure signs advising that CCTV is in operation are prominently displayed in such a position that it can be seen from both outside and inside the vehicle.

113.5. CCTV and/or dashcam cameras must not be fitted in locations that are likely to affect the safety or dignity of any person travelling in the vehicle and must be located as securely and discreetly as possible to avoid passengers travelling in the vehicle from tampering with them.

114. WHEELCHAIRS AND RAMPS

- 114.1. A ramp for the loading of a wheelchair and the occupant must be made available at all times for the safe loading and unloading of passengers.
- 114.2. Any passenger ramp that was not fitted to the vehicle at the time of manufacture must comply with BS 6109-2:1989 and have a minimum safe working load (S.W.L.) of 250kg for the loading of a wheelchair and occupant.
- 114.3. Anchorages must be provided for the wheelchair and occupant. Anchorages must be either chassis or floor linked.
- 114.4. Restraints must be provided for wheelchairs and occupants which must be independent of each other.
- 114.5. Anchorages must also be provided for the safe stowage of wheelchairs when not in use, whether folded or otherwise.
- 114.6. An adequate locking device must be fitted to ensure that the ramp(s) do not slip or tilt when in use.
- 114.7. The surface of the ramp must be covered with a non-slip material.
- 114.8. The edges of the ramp's surface must be marked in a high-contrast colour scheme.
- 114.9. Ramps which are not permanently fixed to the vehicle must be permanently marked with the vehicle registration number.

115. ENTRANCE STEP

- 115.1. The outer edge of the floor at each entrance must be fitted with non-slip high-visibility treads.

115.2. Where the top tread for the entrance exceeds 38cm above ground level when the vehicle is un-laden then an intermediate step must be provided at each entrance into the passenger compartment. The intermediate step must not extend outwards beyond the vertical line of the vehicle's wing mirrors. The step must be covered with a suitable non-slip surface with the edges of the step highlighted yellow.

116. ROOF RACKS, ROOF BOXES AND TRAILERS

116.1. Hackney Carriage Vehicles are not permitted to use roof racks, roof boxes, or trailers whilst being used for hire and reward purposes.

117. WHEELS AND TYRES

117.1. Where a Hackney Carriage Vehicle is fitted with alloy wheels, all four road wheels must be of the same type and pattern.

117.2. Where a Hackney Carriage Vehicle is fitted with wheels intended to be fitted with wheel trims, all four road wheels must be fitted with wheel trims of the same pattern.

117.3. Alloy wheels, wheel rims, and fitted wheel trims must be free from damage and defects which affect the safety, appearance, or integrity of the wheel.

117.4. Part-worn and remould tyres must comply with the Motor Vehicle Tyres (Safety) Regulations 1994.

117.5. Vehicles must not be fitted with tyres which are more than ten years old.

117.6. All tyres, including the spare where applicable, must be the correct size, speed, and load rating for the vehicle as per the manufacturer's specification, and be compatible with the taximeter.

- 117.7. All tyres, including the spare where applicable, must be properly inflated in accordance with both the vehicle and tyre manufacturer's specifications.
- 117.8. All tyres, including the spare where applicable, must have a continuous tread depth of at least 1.6mm across the central three quarters of the breadth of the tyre, and visible tread across the remaining breadth of the tyre.
- 117.9. All tyres, including the spare where applicable, must be free from cuts and other defects.
- 117.10. The Hackney Carriage Vehicle must carry a method for dealing with a wheel or tyre should it become defective. This method must be in accordance with the vehicle manufacturer's specification which must be one of the following:
- a. full size spare wheel - which must be the same size and type as the four road wheels and be fitted with a tyre of the same size, speed, and load rating as the four road wheels. Proper tools and equipment for changing the wheel must also be carried
 - b. space saver spare wheel - which must be the correct size and type for the vehicle and be fitted with a tyre of the correct size, speed, and load rating. The tyre must be correctly inflated in accordance with the manufacturer's specifications. Proper tools and equipment for changing the wheel must also be carried.
 - c. run-flat tyres - which must be fitted to all four road wheels. Run-flat tyres may only be used if the vehicle is fitted with an appropriate and serviceable tyre pressure monitoring system (TPMS).
 - d. emergency tyre sealant and compressor/inflator pack – which must be permanently marked with the vehicle registration number.
- 117.11. If a wheel or tyre becomes defective and one of the above methods is used to rectify the fault, this is a temporary measure only. The vehicle must not be used for hire or reward purposes and the driver must arrange for a replacement vehicle to ensure that any passenger(s) are able to get to their destination.

118. DOORS

- 118.1. All doors must be easily accessible to all passengers and capable of being opened from inside.

118.2. Where hinged doors are fitted:

118.3. An automatic locking device must be fitted to passenger doors.

118.4. When the vehicle is stationary, the passenger doors must be capable of being opened from the inside and outside of the vehicle by one operation of the latch mechanism.

118.5. The interior door handle must be clearly visible, of a contrasting colour to the interior of the vehicle, and easily accessible to passengers.

118.6. A hinged door must be capable of being opened to a minimum angle of 90 degrees.

118.7. Where sliding doors are fitted:

118.8. An automatic locking device must be fitted to passenger doors.

118.9. When the vehicle is stationary, the passenger doors must be capable of being opened from the inside and outside of the vehicle by one operation of the latch mechanism.

118.10. The interior door handle must be clearly visible, of a contrasting colour to the interior of the vehicle, and easily accessible to passengers.

118.11. There must be reflective strips on both the front and rear edges of the door.

118.12. There must be an illuminated sign bearing the words "Door Open" clearly visible from the rear of the vehicle. This sign must be automatically linked to the passenger doors in order that when either door handle is activated to open the door, the sign is illuminated.

118.13. There must be a sign within the passenger compartment, clearly visible to all passengers, giving instructions on the correct operation of the passenger door.

118.14. An audible or visual warning system must be fitted in the driver's compartment indicating when any door is open. This system must be in good working order.

118.15. Where electric doors are fitted:

118.16. When the vehicle is stationary, the passenger doors must be capable of being opened from the inside and outside of the vehicle

118.17. A sign must be clearly displayed inside the vehicle providing instructions on the correct operation of the door opening and closing mechanism.

118.18. The door system design shall incorporate a method to detect an obstruction in the path of a closing door. When an obstruction is detected, the door system shall react in a manner that will allow the obstruction to be released. This door system must be in good working order

119. WINDOWS

119.1. All windows must be secure and free from cracks, damage, or other defects.

119.2. The front windscreen must allow at least 75% of light through, the front side windows must allow at least 70% of light through and the windows rear of the B-pillar must allow a minimum light transmission of 30%.

119.3. No windows or glass fitted to the vehicle may have been subject to an enhanced film / after-market tinting post manufacture.

119.4. Passenger door windows must be capable of being easily opened by passengers when seated. The control for opening a door window must be clearly identified so as not to be mistaken for any other control.

120. MIRRORS

120.1. All mirrors and mirror housing units must be secure and free from cracks, damage, or other defects.

121. PASSENGERS

121.1. The driver must not cause or permit the vehicle to be used to carry a greater number of passengers than prescribed in the Hackney Carriage Vehicle Licence.

121.2. The driver must not cause or permit children under the age of 10 years to be conveyed in the front of the vehicle whilst it is being used as a hackney carriage vehicle.

The Licensing Authority may alter these conditions upon giving 28-days' notice in writing to the licence holder that any of these conditions are deleted, any new ones inserted, or existing conditions altered. The licence holder, if aggrieved, will have the right to appeal to the Magistrates' Court within 21 days of being notified of the proposed change.