

SPECIAL EVENT PRIVATE HIRE VEHICLES - LICENSING CRITERIA

GENERAL NOTES

A Special Event Private Hire Vehicle is a non standard luxury vehicle used for occasional special journeys, eg. prestige vehicles

The licensing of any vehicle will be dependant upon the Council being satisfied that the vehicle is suitable in size, type and design for use as a private hire vehicle. The prime consideration of the Council is the safety and comfort of the travelling public.

Before being mechanically inspected for licensing as a private hire vehicle, an appointment must be made at the Licensing Office for a preliminary inspection of the vehicle to ascertain whether it complies with the requirements laid out below. The vehicle proprietor will attend for this preliminary inspection as instructed by Licensing Officers.

Following this preliminary inspection of the vehicle a report will be prepared for the Borough Solicitor and Secretary who in consultation with the Chairman and Vice Chairman of the Council's Licensing Committee will determine whether the vehicle should be licensed as a special events private hire vehicle and whether any special conditions should apply.

The number of passengers which the vehicle is licensed to carry will in all cases be subject to the discretion of the Council.

REQUIREMENTS

Only vehicles complying with the following requirements will be considered for licensing as Special Event Private Hire Vehicles:-

- 1) Vehicles may be left or right hand drive providing that they have proof of full DETR Vehicle Type Approval.
- 2) vehicles capable of carrying at least 5 and not more than 8 passengers in addition to the driver;
- 3) vehicles fitted with at least 4 doors and 4 wheels;
- 4) vehicles which the Council deems suitable, having regard to age, mechanical condition, mileage, appearance, bodywork condition and safety features;
- 5) All paintwork must be free of rust and corrosion and must be of a very high standard
- 6) vehicles with adequate space for luggage within the vehicle;
- 7) vehicles must comply with the Council's test requirements for private hire vehicles, as appropriate.
- 8) the vehicle shall be equipped at all times with seat belts of an acceptable type in respect of every seat which can be used for the carriage of passengers. Seat belts must comply with current legislation and be in proper working order at all times.

Notwithstanding the above the Council reserves the right to take any other relevant considerations into account when deciding on whether to grant a Special Event Private Hire Vehicle Licence

SPECIAL EVENTS PRIVATE HIRE VEHICLE LICENCE CONDITIONS:

- 1 The Special Events Private Hire Vehicle shall not be used for everyday private hire use, only for bookings which are made 24 hours in advance and are for occasional special journeys.
- 2 a) All brakes and machinery must be kept in good order and condition.
b) The vehicle must carry at all times a serviceable spare wheel and tyre, together with the proper tools and equipment to change the wheel in the event of a tyre becoming defective.
c) All tyres (including the spare) must be suitable for the vehicle.
d) No alteration or change in the specification, design, condition or appearance of the vehicle shall be made without the written approval of the Council.
- 3 Should the Special Events Private Hire Vehicle fail to complete a journey for any cause whatsoever, the circumstances and cause of stoppage shall be reported to the Licensing Manager, Knowsley Borough Council, Computer Building, Westmorland Road, Huyton, Knowsley.
- 4 The current Special Events Private Hire Vehicle Licence sticker shall be fixed to the front nearside windscreen in such a manner that it is clearly visible to persons outside the vehicle. A second sticker shall be displayed inside the vehicle in a prominent position where it is clearly visible to all passengers.
- 5 The Plate identifying the vehicle as a Special Events Private Hire Vehicle shall be retained in the vehicle at all times.
- 6 a) The proprietor of a Special Events Private Hire Vehicle shall not permit the said vehicle to be used to carry a greater number of passengers than the number stated in the licence.
b) The proprietor of a Special Events Private Hire Vehicle shall not allow any child under the age of fourteen years to be conveyed in the front of the said vehicle.
- 7 No proprietor or part proprietor of a Special Events Private Hire Vehicle licensed by the Council shall part with or lend the Special Events Private Hire Vehicle Licence Plate issued to the vehicle.
- 8 When a vehicle is submitted for inspection as required by the Licensing Authority, it shall be in a very good condition. The engine, chassis, body, wheels, fittings, furniture and all parts must be in good repair and order. All steering parts and braking linkages must be thoroughly clean. A proprietor must, when presenting his vehicle for inspection at the Council's approved testing station, ensure that the vehicle complies with all test requirements set by the Council for Special Events Private Hire Vehicle.
9. All windows must be etched showing the registration number of the vehicle. The door windows must be so constructed that they can be easily lowered or raised by the hirer and must be fitted with an approved device to enable them to be opened and kept open or partly open as desired by the hirer. Suitable materials must be used to prevent the rattling of windows frames and glasses, whilst ensuring that the vehicle is kept wind and water tight.
- 10 a) The seats shall be covered with leather or other appropriate materials and must be properly upholstered and in good condition, free from rips, tears and holes.
b) The fittings and furniture in the Special Events Private Hire Vehicle must be kept in a clean condition and well maintained.

- c) Seat belts shall be provided for every passenger the Special Events Private Hire Vehicle is licensed to carry
- 11 No roof fittings will be permitted other than a wireless aerial.
- 12 No advertisements shall be displayed on or extending from the vehicle, without prior written consent from the Council.
- 13 a) No animal belonging to the Proprietor, Operator or Driver of the Special Events Private Hire Vehicle shall be conveyed in the vehicle.
- b) Any animal belonging to a passenger must be conveyed in the rear seating area of the vehicle and shall when necessary, be contained so as not to present a nuisance or hazard to the occupants of the vehicle
- c) Notwithstanding anything in section (b) above, a partially sighted or otherwise disabled passenger shall be entitled as of right to be accompanied by a guide dog in the vehicle unless the driver has been granted exemption from the Disability Discrimination Act 1995.
- 14 The vehicle must be equipped with at least three rear vision mirrors, one of which shall be fitted internally and the other two externally on the nearside and offside.
- 15 The Proprietor of a Special Events Private Hire Vehicle shall ensure that all times there is in force a Certificate of Insurance for the Special Event Private Hire Vehicle, which covers Special Event Private Hire use and on which;
- a) the Special Events Private Hire Vehicle Proprietor is the policy holder; and
- b) any other licensed Special Events Private Hire Vehicle Drivers who drive the vehicle, are clearly covered
- c) the terms of cover taken out should also include:
- (i) Unlimited indemnity for injury and death to passengers and other third parties.
- (ii) Indemnity of at least £250,000 for damage to third party property - other than that being carried in or on the insured vehicle.
- (iii) Cover of up to at least £200 for damage to property belonging to persons being carried in the insured vehicle.
- The Proprietor of the Special Events Private Hire Vehicle shall produce the said insurance document to the Council within 5 working days of any request by an authorised officer.
- 16 The Proprietor of a Special Events Private Hire Vehicle shall ensure that only drivers currently licensed by Knowsley Council are permitted to drive the vehicle and shall retain a copy of the private hire driver's licence of any person driving their vehicle.
- 17 A Proprietor or part Proprietor of a Special Events Private Hire Vehicle must notify the Council in writing of any material damage caused to the vehicle as the result of an accident, as soon as practicable and in any case, no later than 72 hours of the occurrence thereof. Where the damage to the Special Events Private Hire Vehicle materially affects the safety, performance or appearance of the vehicle, it shall not be used for hire until the damage is repaired to the satisfaction of the Licensing Manager.

- 18 A Proprietor or Part Proprietor must notify the Licensing Office of any change of address within 7 days of the change.
- 19 The Proprietor shall in the event that he/she transfers his/her interest in the Special Events Private Hire Vehicle:
- a) notify the Council in writing within 14 days, giving details of the name and address of the person to whom the interest has been transferred and
 - b) complete any documentation required by the Council.
 - c) if at any time during the period of the Special Events Private Hire Vehicle Licence the proprietor for any reason does not wish to retain the Special Events Private Hire Vehicle Licence or transfer the vehicle in accordance with condition 18 or if at any time during the period of the licence the Special Events Private Hire Vehicle Licence is suspended or revoked the proprietor must immediately surrender and return the Special Events Private Hire Vehicle Licence to the Council
- 20 The Proprietor or part Proprietor of a Special Events Private Hire Vehicle shall disclose to the Council in writing , details of any conviction imposed on him whilst the licence is in force, within 7 days of conviction.
- 21 The Proprietor of the Special Events Private Hire Vehicle shall at the request of an authorised officer produce for his/hers inspection;
- (a) the vehicle registration document
 - (b) the current vehicle insurance certificate
 - (c) the current vehicle Ministry of Transport (MOT) Certificate (if applicable)
 - (d) his drivers licence (if applicable)
- 22 The Special Events Private Hire Vehicle must be fitted with **two** portable type fire extinguisher which conforms to British Standards 5423 of the following type:-
- (a) A BCF (green Halon type) extinguisher minimum capacity 1kg; or
 - (b) A dry powder 34B rated extinguisher minimum capacity 1kg; or
 - (c) An AFFF foam 21b rated extinguisher minimum capacity 0.9 litres
- One extinguisher should be mounted on brackets in a convenient position in the drivers compartment, if practicable. The other extinguisher should be mounted on brackets in a convenient position within the boot of the vehicle.
- 23 There shall be provided and maintained in the Special Events Private Hire Vehicle a suitable first aid kit containing, as a minimum, the following items;
- (a) six individually wrapped sterile adhesive dressings;
 - (b) one medium sized unmedicated dressing approximately 100mm by 80mm (eg, standard dressing No 8 or No 13 BPC);
 - (c) one triangular bandage sterile;

(d) six safety pins;

(e) pair of protective/surgical gloves

such equipment is to be carried in such a position in the vehicle as to be readily visible and available for immediate use by a qualified person or volunteer in an emergency. Provided that if the design of the vehicle is such that a first aid kit cannot be carried in a position where it is easily visible, a sign shall be displayed on the vehicle dashboard or some other prominent position as approved by an authorised officer of the Council indicating the position of the kit.

- 24 The Proprietor of the Special Events Private Hire Vehicle shall not at any time use or permit to be used in the vehicle a radio scanner or citizen band radio.
- 25 The proprietor shall
- (a) upon request from the Council, present the Special Events Private Hire Vehicle for inspection and testing on behalf of the Council at the Council's approved vehicle testing station.
 - (b) take all reasonable steps to ensure that the vehicle is presented for testing to the Council's approved testing station on the date and time requested by the Council. Should it fail to be so presented a charge may be levied against the proprietor unless 72 hours clear notice of cancellation has been received by the Licensing Office from the proprietor or driver.
 - (c) The proprietor of the vehicle shall permit an authorised officer or police constable to inspect the vehicle for the purpose of ascertaining its fitness.
 - (d) Should the authorised officer or police constable not be satisfied as to the fitness of the Special Events Private Hire Vehicle the proprietor shall make the vehicle available for further inspection and at such reasonable time and place as is specified by notice in writing given by the authorised officer or police constable.
 - (e) The proprietor shall comply with any notice given by an authorised or police constable suspending the vehicle licence until such time as he is satisfied as to the fitness of the vehicle to be used as a Special Events Private Hire Vehicle.
- 26 The hire charge for the Special Events Private Hire Vehicle must not exceed the amount agreed between the hirer and the licensed operator at the time of booking the journey.

PLEASE NOTE

IF THE PROPRIETOR OF A LICENSED SPECIAL EVENT PRIVATE HIRE VEHICLE COMMITS, SUFFERS OR PERMITS ANY BREACH OF THE ABOVE CONDITIONS, OR ANY OF THE GENERAL CONDITIONS, REGULATIONS OR STATUTES FROM TIME TO TIME IN FORCE, THIS LICENCE MAY BE SUSPENDED. NOTWITHSTANDING THE ABOVE CONDITIONS, IF THERE IS ANYTHING IN THE CONSTRUCTION, FORM, WORKING OR GENERAL APPEARANCE WHICH, IN THE OPINION OF THE COUNCIL, RENDERS A VEHICLE UNFIT FOR USE AS A SPECIAL EVENT PRIVATE HIRE VEHICLE, IT WILL NOT BE LICENSED OR RE-LICENSED.

THE LICENCE PLATE STICKERS ISSUED BY THE COUNCIL ARE THE SOLE PROPERTY OF THE COUNCIL AND ARE 'ON DEPOSIT' ONLY AND MUST BE SURRENDERED TO AN AUTHORISED OFFICER OF THE COUNCIL OR POLICE OFFICER ON DEMAND

IF YOU ARE AGGRIEVED BY ANY OF THE REQUIREMENTS CONTAINED IN THE ABOVE CONDITIONS YOU HAVE A RIGHT OF APPEAL TO A MAGISTRATE'S COURT WITHIN 21 DAYS.