

INFORMATION

TAXI AND PRIVATE HIRE LICENSING

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Licensing Section Contact Details

Personal visit to: Stroud District Council Offices Ebley Mill, Westward Road, Stroud. (Please ring first to make an appointment)	Writing to us at: The Licensing Section, Environmental Health Service, Stroud District Council, Council Offices, Ebley Mill, Westward Road, Stroud, Glos. GL5 4UB
Email: licensing@stroud.gov.uk	Phone: 01453 754440 / 754404 9.00 to 17.00 Monday to Thursday 9.00 to 16.30 Friday
Internet: www.stroud.gov.uk	Fax: 01453 754963



STROUD DISTRICT COUNCIL

General Information about Taxis and Private Hire Licences

1. Introduction

This information guide is for general information only; it does not cover all of the law relating to hackney carriages (taxis) and private hire vehicles.

The Licensing Section at Stroud District Council deal with all matters relating to licensing of taxis and private hire vehicles, drivers and operators.

The laws, Council byelaws and conditions that relate to licensing are:

- Town Police Clauses Act 1847
- Part 2 of the Local Government (Miscellaneous Provision) Act 1976
- District Council Byelaws relating to Hackney Carriages (Taxis)
- Conditions relating to Taxis and Private Hire Licensing

2. Licensing

There are two types of vehicle that carry fare paying passengers that are licensed by Stroud District Council. They are Hackney Carriage (taxis) and Private Hire. The maximum number of seats that a vehicle can be licensed to carry is 8. The main difference between the two types of vehicle is that a Hackney Carriage can be flagged down and use designated taxi ranks whereas Private Hire must be booked in advance of a journey. Hackney Carriages must have a meter and the maximum tariff (fare) is set by the council. The Council does not control the tariff for Private Hire Vehicles.

There are five types of Licence issued by Stroud District Council:

- a) Hackney Carriage (Taxi) and Private Hire Drivers Licence
This is dual licence that allows you to drive both Hackney Carriage and Private Hire Vehicles. This licence is renewable annually.
- b) Private Hire Drivers Licence.
This licence allows you to drive a Private Hire Vehicle. This licence is renewable annually.
- c) Hackney Carriage (Taxi) Vehicle Licence
As a taxi operator, you must have a Taxi Vehicle Licence for each taxi you own. This licence is renewable annually.
- d) Private Hire Vehicle Licence
You must have a Private Hire Vehicle Licence for any vehicle, other than a taxi mentioned above, that you use for private hire. This licence is renewable annually. A Private Hire vehicle must be operated under a Private Hire Operators Licence
- e) Private Hire Operators Licence
If you take bookings for a private hire business, you must have a Private Hire Operators Licence. This licence is renewable annually

3. Renewing your Licence

If you do not renew your licence annually you will become unlicensed. Three months after your licence expires if you do not reapply you will be treated as a new applicant. It is your responsibility to make sure you renew your licence(s) as required.

4. Taxi and Private Hire Drivers Licence

You must have a full drivers licence for at least 12 months before you can apply. You must have a 'clean' drivers licence for at least 12 months.

You can apply for a Taxi and Private Hire dual licence or a Private Hire only Licence.

When you apply you will need to include the following documents:

- Full Drivers licence, if photo card include paper counterpart
- 2 passport sized photographs
- Criminal Records Bureau and DVLA forms
- Passport
- National Insurance Documentation
- Medical

For a new Taxi and Private Hire Driver application you will have to do a multiple choice and a driving knowledge test. We cannot accept your application if you fail this test. For a Private Hire only application you do not require a knowledge test.

For all new applications you will have to do a Gloucestershire County Council Taxi Driver's Assessment. Please telephone 01452 425600 for further information.

5. Knowledge Test –Taxi and Private Hire dual Drivers Licence

The knowledge test comprises of two parts, a written multiple choice examination and practical driven examination accompanied by the Taxi Licensing Officer. You must get over 80% to pass. You may request to do the multiple choice as a verbal test. This test is a multiple choice exam based on destinations both inside and outside the district of Stroud and relevant conditions and byelaws.

The written examination is multiple choice and will test you on your knowledge of Bed & Breakfast/Hotels, Pubs, Clubs, Eating places, Churches, Public buildings and offices, Schools, streets within the District, Taxi and Private Hire Licensing Law and conditions, Highway code and legislation, Hackney Carriage Conditions and Byelaws, Towns and Villages within the District, routes to other Cities, Airports.

Written multiple choice tests are carried out on the last working Friday of each month; and are expected to take one hour. You will be advised of your results in writing. If you fail your test you will be allowed to retake your test after one month. A retake fee will be charged.

The practical test will test you on destinations within the District. You will be asked to provide a motor vehicle, not a Taxi or Private Hire Vehicle for the test. The vehicle must be taxed, MOT'd and covered by insurance, proof will be required. You will be required to drive the Licensing Officer to four destinations within the District. You will be required

to take the shortest route to each destination. Use of a map is permitted at the commencement of up to 2 of the journeys; however use of the map during a journey will count as a failure.

You cannot undertake the practical test until a satisfactory criminal record check has been returned and you have successfully completed the County Councils Taxi Drivers Assessment. The practical test is expected to take up to 2 hours. You will be advised of your results in writing. If you fail your test you will be allowed to retake your test. A retake fee will be charged.

6. Eligibility and Medicals

You have to be over 18 to apply for a licence.

When you apply you will have to pass a medical examination. When you reach the age of 46, you will have to have another medical examination. You will be required to have a medical examination every 5 years from the age of 46, until you reach 65. From 65, you will have a medical examination every year. If you are over the age of 70, the council has discretion whether or not to licence you.

If you have recently had a medical examination for a Passenger Carrying Vehicle (PCV) or Large Goods Vehicle (LGV) licence, you can use the results of this medical for a taxi or private hire licence.

7. Unauthorised drivers

Once a vehicle is licensed it can at any time only be driven by a Hackney Carriage Driver for a Hackney Carriage Vehicle or by a Hackney Carriage Driver or Private Hire Driver for a Private Hire Vehicle. It is an offence to let anyone drive your Hackney Carriage or Private Hire vehicle that does not have the correct licence.

8. Hackney Carriage and Private Hire Vehicle Licences

Your car, whether used as a hackney carriage or private hire vehicle, must conform to all Council conditions and have an up to date MOT. This includes all new vehicles.

We will consider the licensing of older vehicles subject to it passing the required test, and the condition of car.

When you apply for a licence, you must include the vehicle registration documents, MOT test certificate; you will also be required to submit your vehicle to a designated testing station for a Council Inspection report. The fee must be paid at time of inspection. The Council Inspection report must be obtained no more than 14 days prior to application. Contact the Licensing Section for your nearest designated testing station.

Before you are granted a licence you will be required to show a valid certificate of insurance.

All cars that are licensed have to be right hand drive. They have to be four door saloons; five door estates, multi purpose vehicles (people carriers) or purpose built Taxis. We will not licence Metropolitan type taxis as private hire vehicles.

If you own a minibus, or similar type of vehicle, which is not registered with DVLA as a people carrier, that you wish to licence for hire or reward, in addition to the drivers door

such vehicles must have two other doors that provide adequate entry/egress to the vehicle for use by passengers. These doors must permit easy access for passengers entering and exiting the vehicle and be readily opened from inside the vehicle. They may consist of,

- either two sliding doors, one to either side of the vehicle, or
- a door on the 'near side' of the vehicle and a door at the rear of the vehicle.

Stroud District Council will only licence vehicles for hire and reward that are either:

- Compliant with UK and European vehicle regulations and of a type approved to M1 Whole Vehicle Type Approval, or M1 (Low volume) Type Approval standard or any approval standard that may supersede this in the future, and have not been altered since type approval;

or (in the case of vehicles that have been subject of conversion since manufacture or registration),

- Have been subject of a Voluntary Single Vehicle Approval test under class P (Personal Import) and, if fitted with a wheelchair access and seating position, class D (Disabled persons vehicle) or any approval standard that may supersede this in the future and been issued with a certificate of compliance; and have not been altered/modified or converted since that certificate of compliance was obtained.

Proprietors of vehicles currently licensed by this Council that may be affected by this change in criteria shall continue to be able to licence that vehicle and the licence shall remain in effect until 31 December 2009. Thereafter the Council will not renew the vehicle licence unless it complies with the above requirements at the time of renewal

Your private hire vehicle should not be designed to look like a taxi.

If your car has severe accident damage or a major mechanical breakdown, you can nominate a replacement car. The replacement car must conform to all the regulations for taxis and private hire vehicles. You will not be allowed to use a replacement car until you have permission from the Licensing Officer to use it. You will be required to submit a valid MOT test certificate, council inspection report insurance and pay the appropriate fee, prior to using the car.

9. Identification Plates and Discs

Unless your vehicle has been exempted by this Council from the need to display an external licence plate you must make sure that your licence plate is visible at all times. Your licence plate should be attached to the outside of the vehicle, adjacent to the rear vehicle number plate.

When your licence is granted you will be required to display 3 x Taxi or Private hire identification discs in your vehicle (unless you are exempted). One in the front by your licence (tax) disc and two in the rear of the vehicle by the rear quarter windows.

10. Vehicle Inspection

If your vehicle is due a MOT test certificate or council inspection report, it is up to you to arrange these tests. You must provide proof of MOT, or council inspection report as soon as they have been completed. Failure to do so could result in your licence being suspended or cancelled.

If your vehicle develops a fault after it has been passed fit for use, you should inform the Licensing Section. If they think it is too dangerous to use as a taxi or private hire vehicle, you must not use your car until the fault is repaired.

You must ensure that your vehicle complies with all laws passed by Parliament, regulations and byelaws made by the Council.

Taxi and private hire vehicle licences should be renewed every year. At the time of the renewal you will be required to provide proof that your vehicle has a valid MOT test certificate, council inspection report and insurance.

Vehicle under 5 years old will be required to produce a valid MOT test certificate and council inspection report on a yearly basis. Vehicles over 5 years will be required to produce a MOT test certificate on a yearly basis and a council inspection report on a 6 monthly basis.

If your vehicle fails the MOT or council inspection report, it must be withdrawn from service immediately.

11. Taxi Byelaws

A copy of the taxi byelaws has been included in this pack.

12. Conditions for Taxi Licensing

A copy of the Hackney Carriage Conditions has been included in this pack.

13. Private Hire Licensing

A copy of the Private Hire Licensing conditions has been included in this pack.

14. Criminal Records Bureau (CRB) Application form

Initial application for grant of a driver's licence.

As part of your initial application for the grant of either a hackney carriage or private hire driver's licence, you will be required to show that you are a 'fit and proper' person to hold a licence. To help Stroud District Council determine your application you will be required to complete a Criminal Records Bureau application form and provide the Council with a current CRB disclosure. Please ensure that you read the CRB guidance notes booklet and Guidance Notes for Completing an Application prior to completing the Criminal Records Bureau application form.

Renewal applications.

As part of your renewal application for the grant of either a hackney carriage and private hire driver's licence, you will be required to show that you are a 'fit and proper' person to hold a licence. To help Stroud District Council determine your application you will be required to complete a Criminal Records Bureau application form and provide current CRB disclosure every three years from the

date of your initial application for the grant of a driver's licence. Please ensure that you read the CRB guidance notes booklet and Guidance Notes for Completing an Application prior to completing the Criminal Records Bureau application form.

CRB disclosures provided in respect of applications for an initial grant of a drivers licence must be no more than 6 months old at the time of determining the application.

A copy of Stroud District Council's conviction policy is included in this pack, if you have any concerns with your application please arrange a confidential appointment with a member of the Licensing Section

Once you have completed your application please make an appointment with the Licensing Section to process your application form. At the appointment you will be required to present three forms of original identification, photocopies will not be accepted. You will also be required to pay the appropriate fee to the Council.

15. Driver and Vehicle Licensing Agency Driving Licence Check

As part of your application for a hackney carriage and private hire driver's licence, you will be required to show that you are a 'fit and proper' person to hold a licence. To help Stroud District Council determine your application you will be required to complete the Driver and Vehicle Licensing Agency Driving Licences Mandate form.

This form allows Stroud District Council to carry out a check on your Drivers licence. Please complete the relevant parts to the form and return it to the Licensing Section with your DVLA driver's licence, including the photo card and paper counter part if it is a new style licence, photocopies will not be accepted.

16. Smoke Free Legislation

Hackney Carriages and Private Hire Vehicles are smoke free vehicles by law. This means that neither you as the driver or your passengers are able to smoke in the vehicle at any time. Even when you are driving without passengers you cannot smoke in the vehicle.

You must by law display a no smoking sign in the vehicle which shows the international no smoking symbol (a minimum of 70 mm in diameter).

17. Seat Belts and Child Restraints in Taxis and Private Hire Vehicles

The driver of a vehicle is responsible for ensuring that all passengers under the age of 14 are wearing the correct seat belts or restraints.

There is an exemption in legislation for licensed Taxis and Private Hire vehicles that if the correct size child restraints are not available in the vehicle then the following apply:

- under 3s may travel unrestrained but in the rear seat only
- those 3 years and above in the rear seat must use an adult belt if the appropriate child seat or booster is not available.
- A child up to 12 years old or up to 135 cms in a front seat of any vehicle including taxis and private hire vehicles must use the correct child seat or booster.

18. National Transport Tokens

Every April, Stroud District Council provides National Transport Travel tokens to elderly and other eligible persons. Elderly and other eligible persons can use these tokens, as payment or part payment for travel within the district area on most forms of public transport including taxis and private hire vehicles. Please contact National Transport Tokens Limited on 01254 680180 if you wish to register to be able to accept National Transport Tokens.

19. Guide, Hearing and Assistance Dogs

You must permit, without additional payment, guide, hearing and certain prescribed assistance dogs accompanying disabled people to be carried in your Taxi or Private Hire Vehicle unless an exemption certificate has been issued to you on medical grounds by the Licensing Section.

20. General Information

If you wish to proceed with your application please contact the Licensing Section to arrange an appointment to discuss your application. New applicants can only be seen by prior appointment.

Stroud District Council aims to make a decision on your licence application within 20 working days, upon final receipt of all documentation.

20. Useful Contact Details

Licensing Section Environmental Health Service Stroud District Council Ebley Mill, Stroud Glos, GL5 4UB	Telephone: 01453 754440 Fax: 01453 754963 Email: licensing@stroud.gov.uk Website: www.stroud.gov.uk
Criminal Records Bureau	Telephone: 0870 90 90 844
County Council Road Safety Unit (Taxi Drivers Assessments)	Telephone: 01452 425600
Designated Council Test Inspection garages	Contact the Licensing Section for further details.
National Transport Tokens	01254 680180

Dates of amendments to General Information for Taxi and Private Hire

15.11.2006 Licensing and Regulation Committee meeting - approved - To classify Purpose Built Taxis and Multi Purpose Vehicles (People Carriers) as suitable for licensing as Hackney Carriage or Private Hire Vehicles.

31.10.2007 –Amendment to new driver applicant requirements– Under delegated powers and agreed by cabinet member and chair and vice chair of Licensing and Regulation Committee - Removal of requirement for First Aid Certificate for all new applications for Drivers and removal of Written Knowledge Test for Private Hire Driver only applications .

5.12.2007 – Amendment to door requirement for minibuses – Licensing and Regulation Committee meeting. Replacement of paragraph that required minibuses to have, in addition to the driver and passenger doors, either 2 sliding doors to either side of the minibus or a sliding door on the side and a door at the back of the vehicle that can be opened from inside the vehicle. See Paragraph 8 for new wording.

19.3.2008 – Amendment to new driver applicant requirement – Licensing and Regulation Committee meeting. Removal of requirement for new driver applicants to provide 2 references.

31.7.2008 – Added new paragraph about requirement to carry Assistance Dogs and that no additional charge can be made. This a requirement under the Disability Discrimination Act 1995

3.12.2008 – Amendments to Hackney and Private Hire Vehicle Licensing – Licensing and Regulation Committee Meeting.

1. To add the following to section 8:

‘Stroud District Council will only licence vehicles for hire and reward that are either:

Compliant with UK and European vehicle regulations and of a type approved to M1 Whole Vehicle Type Approval, or M1 (Low volume) Type Approval standard or any approval standard that may supersede this in the future, and have not been altered since type approval;

or (in the case of vehicles that have been subject of conversion since manufacture or registration),

Have been subject of a Voluntary Single Vehicle Approval test under class P (Personal Import) and, if fitted with a wheelchair access and seating position, class D (Disabled persons vehicle) or any approval standard that may supersede this in the future and been issued with a certificate of compliance; and have not been altered/modified or converted since that certificate of compliance was obtained.

Proprietors of vehicles currently licensed by this Council that may be affected by this change in criteria shall continue to be able to licence that vehicle and the licence shall remain in effect until 31 December 2009. Thereafter the Council will not renew the vehicle licence unless it complies with the above requirements at the time of renewal’

2: From 1.4.2009 remove Paragraph in section 8 that states ‘you will not be required to pay a transfer fee for your replacement car for 3 months, from the date of accident or major mechanical breakdown. After 3 months, if you are still using your replacement vehicle you will be required to pay a transfer fee’ and to replace with ‘you will be required to pay a change of vehicle fee for your temporary replacement vehicle’.

25.3.2009 – Amendment of paragraph 14, CRB Application – Licensing and Regulation Committee meeting. Renewal applicants for Hackney Carriage and/or Private Hire Drivers licence to provide CRB disclosure every three years instead of every year.

25.3.2009 – Amendment of paragraph 9 Identification plates and discs – Licensing and Regulation Committee meeting. Following introduction of Stroud District Council plate exemption policy wording amended so that plates must displayed unless exemption held.



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Conditions for Taxi Licensing

- These conditions form part of the licence
- You must follow these conditions
- If you do not, the Council can suspend, remove, or refuse to renew your licence

All licences

The licence plate attached to the back of your taxi shows the maximum number of people you can carry in your taxi. You must not carry more than this number.

1. The licensing Officer may visit you, at any reasonable time, to ensure that both you and your vehicle are suitable for licensing purposes.
2. If you are no longer employed as a taxi driver, you must return your licence, taxi plate, badge, and any other related items to the Licensing Officer within 7 days.
3. If you move house or your name changes, or if any other details included on your application form changes, you must write and let the Licensing Officer know within 7 days.
4. If you get any convictions (including fixed penalties), you must let the licensing Officer know as soon as possible. If you have a custodial sentence, you must let the Licensing Officer know as soon as possible.
5. It is your responsibility to make sure that the Licensing Officer has up to date information relating to your licence and insurance.

Conditions Relating to Your Taxi

1. If you drive an estate car you must fit a grille between the boot and back car seat.
2. If you have a roof rack, you must ensure that when you use it, that luggage is safely secured.
3. You must keep your taxi safe, clean and tidy and ensure that it runs efficiently. You should comply with the Motor Vehicles (construction and use) Regulations 1978.
4. You must get the Licensing Officers written approval before you make any changes to the specification, design or appearance of your taxi.
5. You must display your three taxi discs inside your car. One on the passenger side at the top of the windscreen and the other two on either side of the car in the back quarter lights.
6. To make sure you have a good rear vision, you must have wing or door mirrors fitted to each side of your taxi.
7. You must have radial tyres fitted to your taxi and ensure that they conform to legal requirements.
8. You must make sure that your insurance policy covers you use your vehicle as a taxi, complying with Part 6 of the Road Traffic Act 1972. You must ensure that your taxi complies with laws passed by Parliament and regulations or byelaws made by the Council.
9. You must fit an electronic taximeter into your taxi. The Licensing Officer should test and approve this meter.
10. The taximeter must be clearly visible to all passengers and should be able to display 3 rates of fare according to the according tariff.

11. You should display a roof sign saying 'TAXI'. The Licensing Officer will approve the design.
12. This sign should be attached to the meter and should light up when you are available for hire.
13. You may only advertise your own taxi hire, no other form of advertising is allowed, apart from the official plate issued by the Licensing Officer. The letters or figures that you use in advertising should not be any taller than 50mm (2").
14. You can ply for hire anywhere within the Stroud District Council boundary.
15. You should not use a citizens band (CB) radio when you are carrying passengers.
16. If not already fitted, you must fit rear seat belts in your taxi, one for each passenger carried. These must comply with British Standards.

Taxi Drivers Licence

1. When a passenger asks you not to eat, or drink when they are in the taxi, you should comply with their request.
2. If a passenger asks you to turn off the music from your radio, cassette, or CD player, you must comply with their request. You are allowed to use a radio to send or receive messages relating to the hire of your taxi.
3. You must not play your radio so loud that it causes a noise nuisance to anyone inside or outside the taxi.
4. You should only charge the passenger the prescribed rate unless you agree a separate fare with the passenger. The charge should not exceed the Tariff from the Council.
5. You must not carry animals that belong to you in the taxi. It is up to you to decide whether you want to take a passenger who has a pet in your taxi. If you do, they must travel in the back of the taxi.
6. You must carry a copy of your Taxi Drivers Licence in your taxi.
7. You must carry a copy of these conditions of the licence in your taxi in case a passenger wants to see them.

Dates of Amendments to Taxi Conditions

19.3.2008 - Vehicle Licences – removal of condition that stated 'You must carry a children's booster cushion that conforms to British Standards'—Agreed at Licensing and Regulation Committee.



STROUD DISTRICT COUNCIL

Conditions for Private Hire Licensing

These conditions form part of the licence. You must follow these conditions. If you do not, the Council can suspend, remove, or refuse to renew your licence.

All licences

1. If you are no longer employed as a private hire driver, you must return your licence, car plate, badge and any other related to the Licensing Officer within 7 days.
2. If you move house or your name changes, or if any other details included on your application form change, you must write and let the Licensing Officer know within 7 days.
3. If you get any convictions (including fixed penalties), you must let the Licensing Officer know within 7 days. If you receive a custodial sentence, you must let him know as soon as possible.
4. If you have a private hire licence you must provide somewhere for people to book and wait for a car. It should be clean, well ventilated and heated and have adequate seating.
5. Any telephone and radio equipment you provide must be well maintained. Any defects should be repaired immediately.
6. The Licensing Officer may visit you, at any reasonable time, to ensure that both of you and your vehicle are suitable for licensing purposes.

Driver Licences

1. The licence plate attached to the back of your car will show the maximum number of people you can carry in your car. You must not carry more than this number.
2. If you have a private hire operators licence, you are not allowed to display on your premises or car any of the following words, this includes both singular or plural:
 - Hackney Carriage
 - Taxi
 - Tax
 - Cab
 - For Hire
3. You must have a clean and tidy appearance and be polite to people.
4. You must take reasonable safety measures for the people you carry and when they are getting in and out of your car.
5. If you are able, you must help people to load and unload their luggage.
6. When a passenger asks you not to eat or drink when they are in the car, you should comply with their request.

7. If a passenger asks you to turn off the radio, you should comply with their request. You are allowed to use your radio to send or receive messages relating to the hire of your car.
8. You must not play your radio so loud that it causes a noise nuisance to anyone inside or outside the car.
9. You must not carry animals belonging to you in the car. It is up to you to decide whether you want to take a passenger who has a pet with them in your car. If you do, the animal must travel in the back of the car.
10. The Licensing Officer may visit you, at any time, to ensure that both of you and your vehicle are suitable for licensing purposes.
11. You must carry a copy of your Private Hire Drivers Licence in your car.
12. You must not park your car on the road so it appears to be a taxi. In addition, you are not allowed to use a taxi rank.
13. You must carry a copy of these conditions in your car in case a passenger wants to see them.
14. When someone wants to hire your car or is leaving your car, you should provide as much help as possible in getting their luggage to or from entrance to any building.
15. As soon as possible after someone in your car, you should check to make sure they have not left anything behind.
16. If somebody does leave something in your car and it is not claimed in 48 hours, you should take it to the local police station and get a receipt for it from the duty officer.

Vehicle Licences

1. If your car is over five years old, the Licensing Officer will request your car be tested every six months.
2. If you drive an estate car, you must fit a grille between the boot and back seat.
3. If you have a roof rack, you must ensure that when you use it luggage is safely secured.
4. You must keep your car safe, clean and tidy and ensure that it runs efficiently. You should comply with the Motor Vehicles (Construction and Use) Regulations 1978.
5. You must get the Licensing Officer's written approval before you make any changes to the specification, design or appearance of your car.
6. You should display your three private hire discs inside your car. One on the passenger side at the top of the windscreen and the other two on either side of the car in the back quarter lights.
7. For emergencies, you must carry a fully equipped first aid kit and a fire extinguisher.
8. To make sure you have a good rear vision, you must have either two wing or door mirrors fitted to your car.
9. You must have radial tyres fitted to your car, and ensure that they conform to statutory requirements.
10. You must ensure that your car complies with all legislation passed by Parliament, and regulations or byelaws made by the Council.
11. As a private hire vehicle, you do not have to install a taxi meter, if you do install a meter the Licensing Officer should test and approve it and you must attach a sign stating that, 'This is a Private Hire Vehicle'.

12. The taximeter must be clearly visible to all passengers and should be able to display three rates of fare according to the approved tariff. If you agree a price for the fare, it should not be more than the prescribed rate for that fare.
13. The displaying of signs on or above the roof of private hire vehicles is prohibited.
14. Operators may advertise details of their own private hire company only. Any such advertising may be displayed on the side and rear panels of their vehicles and must be in letters and figures not more than 50 mm (2") tall. Any such advertising must include the words 'pre-booking only'.
15. When you are carrying passengers, you are not allowed to use a citizens' band radio.
16. It is your responsibility to make sure that the Licensing Officer has up to date information relating to your licence and insurance.
17. If not already fitted, you must fit rear seat belts in your car, one for each passenger carried. These must comply with British Standards.

Operators

1. You must make sure that your insurance policy covers you to use your car as a private hire vehicle, complying with Part 6 of the Road Traffic Act 1972.
2. The licence plate attached to the back of your car will show the maximum number of people you can carry in your car. You must not carry more than this number.
3. If you have a private hire licence you are not allowed to display on your premises or car any of the following words, this includes both singular and plural:
 - Hackney Carriage
 - Taxi
 - Tax
 - Cab
 - For Hire
4. You are not allowed to display in your car any form of advertising apart from those relating to your private hire licence, unless you have written permission from the Licensing Officer.
5. Under Section 56(2) of the Local Government (Miscellaneous Provisions) Act 1976 you must keep records of book (not loose-leaf) and the pages should be numbered. The details you should include are:
 - The time and date of booking
 - The name and address of the person making the booking
 - How the booking is made
 - The time of the pick up
 - The point of pick up
 - The destination
 - The time at which the driver is allocated the booking
 - The registration of the vehicle allocated for the booking
 - Remarks, including details of sub-contract
6. You should keep records of all the private hire vehicles you operate. This includes the owner, registration numbers, drivers of the cars and any radio call signs they use.
7. You must keep all these records for six months from the date of the last entry. The Licensing Officer can give you 24 hours notice for inspecting these records.

8. You must not park your car on the road so it appears to be a taxi. In addition, you are not allowed to use a taxi rank.
9. The owner of a private hire vehicle must:
 - a) Ensure that any passenger has sufficient means to communicate with the driver.
 - b) Ensure that the roof (covering) is watertight.
 - c) Provide means of opening and closing windows, ensuring that there is at least one each side of the car.
 - d) Make sure that the seats are properly cushioned and covered.
 - e) Make sure that the floor is covered with proper carpet, mats, or other suitable covering.
 - f) Ensure that the furniture and fittings on the car are kept clean and well maintained, and suitable for public service.
 - g) Provide means for securing luggage.
 - h) Provide a working fire extinguisher that should be located in the car for use in an emergency.
 - i) Provide at least two doors for passengers to use. Provide separate doors for the driver to use.

Dates of amendments to Private Hire Conditions

21.3.2007 - Vehicle Licences - Condition 14 - amended to remove 'For Immediate Hire'– Agreed at Licensing and Regulation Committee

21.3.2007 - Operator Licences – Condition 9 j – removed as no longer a requirement to carry a spare wheel –Agreed at Licensing and Regulation Committee

20.6.2007 - Vehicle Licences – Condition 14 relating to roof sign removed, new condition 14 and 15 re roof signs not permitted on private hire vehicle and advertising. –Agreed at Licensing and Regulation Committee

19.3.2008 - Vehicle Licences – Removal of condition that stated 'You must carry a children's booster cushion that conforms to British Standards'– Agreed at Licensing and Regulation Committee.



STROUD DISTRICT COUNCIL

Hackney Carriage Byelaws

Made under section 68 of the Town Police Clauses Act 1847, and section 171 of the Public Health Act 1875, by the Stroud District Council with respect to hackney carriages in the area of the Stroud District Council.

Interpretation

1. Throughout these byelaws “the Council” means the Stroud District Council and “the district” means the area of Stroud District Council.

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

2. (a) The proprietor of the hackney carriage shall cause the number of the licence granted to him in respect of the carriage to be legibly painted or marked on the outside and inside of the carriage, or on plates affixed thereto.

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

- i. not wilfully or negligently cause or suffer any such number to be concealed from the public view while the carriage is standing or plying for hire;
- ii. not cause or permit the carriage to stand or ply for hire with any such painting, marking or plate so defaced that any figure or material particular is illegible.

Provisions regulating how hackney carriages are to be furnished or provided.

3. The proprietor of the hackney carriage shall:-

- (a) provide sufficient means by which any person in the carriage may communicate with the driver;
- (b) cause the roof or covering to be kept water-tight;
- (c) provide any necessary windows and a means of opening and closing not less than one window on each side;
- (d) cause the seats to be properly cushioned or covered;
- (e) cause the floor to be provided with a proper carpet, mat, or other suitable covering;
- (f) cause the fittings and furniture generally to be kept in a clean condition, well maintained and in every way fit for public service;
- (g) provide means for securing luggage if the carriage is so constructed as to carry luggage;

- (h) provide an efficient fire extinguisher which shall be carried in such a position as to be ready available for use; and
 - (i) provide at least two doors for the use of persons conveyed in such carriage and separate means of ingress and egress for the driver.
4. The proprietor of the hackney carriage shall cause the same to be provided with the taximeter so constructed, attached, and maintained as to comply with the following requirements, that is to say:-
- (a) the taximeter shall be fitted with a key, flag, or other device the turning of which will bring the machinery of the taximeter into action and cause the word "HIRED" to appear on the face of the taximeter;
 - (b) such key, flag, or other device shall be capable of being locked in such a position that the machinery of the taximeter is not in action and that no fare is recorded on the face of the taximeter;
 - (c) when the machinery of the taximeter is in action there shall be recorded on the face of the taximeter in clearly legible figures a fare not exceeding the rate or fare which the proprietor or driver is entitled to demand and take for hire of the carriage by the council;
 - (d) the word "FARE" shall be printed on the face of the taximeter in plain letters so as clearly to apply to the fare recorded thereon;
 - (e) the taximeter shall be so placed that all letters and figures on the face thereof are at all times plainly visible to any person being conveyed in the carriage, and for that purpose the letters and figures shall be capable of being suitably illuminated during any period of hiring; and
 - (f) the taximeter and all the fittings thereof shall be so affixed to the carriage with seals or other appliances that it shall not be practicable for any person to tamper with them except by breaking, damaging or permanently displacing the seals or other appliances.

Provisions conduct of the proprietors and drivers of hackney carriages plying within the district in their several employments, and determining whether such drivers shall wear any and what badges.

5. The driver of a hackney carriage provided with a taximeter shall:-
- (a) when standing or plying for hire, keep the key, flag or other device fitted in pursuance of the byelaw in that behalf locked in the position in which no fare is recorded on the face of the taximeter;
 - (b) before beginning a journey for which a fare is charged for distance and time, bring the machinery of the taximeter into action by moving the said key, flag or other device, so that the word "HIRED" is legible on the face of the taximeter and keep the machinery of the taximeter in action until the termination of the hiring; and

- (c) cause the dial of the taximeter to be kept properly illuminated throughout any part of a hiring which is between half-an-hour after sunset and half-an-hour before sunrise and also at any other time at the request of the hirer.
6. A proprietor or driver of a hackney carriage shall not tamper with or permit any person to tamper with any taximeter with which the carriage is provided, with the fittings thereof, or with the seals affixed thereto.
7. A driver of a hackney carriage shall, when plying for hire in any street and not actually hired:-
- i. proceed with reasonable speed to one of the stands appointed by the Council;
 - ii. if a stand, at the time of his arrival, by the full number of carriages authorised to occupy it, proceed to another stand;
 - iii. on arriving at a stand not already occupied by the full number of carriages authorised to occupy it, station the carriage immediately behind the carriage or carriages on the stand and so to face in the same direction; and
 - iv. from time to time when any other carriage immediately in front is driven off or moved forward cause his carriage to be moved forward so as to fill the place previously occupied by the carriage driven off or moved.
8. A proprietor or driver of a hackney carriage, when standing or plying for hire shall not make use of the services of any other person for the purpose of importuning any person to hire such carriage.
9. The driver of a hackney carriage shall behave in a civil and orderly manner and shall take all reasonable precautions to ensure the safety of persons conveyed in or entering or alighting from the vehicle.
10. The proprietor or driver of a hackney carriage who has agreed or has been hired to be in attendance with the carriage at an appointment time and place shall unless delayed or prevented by some sufficient cause, punctually attend with such carriage at such appointed time and place.
11. A proprietor or driver of a hackney carriage shall not convey or permit to be conveyed in such carriage any greater number of persons than the number of persons specified on the plate affixed to the outside of the carriage.
12. If a badge has been provided by the Council and delivered to the driver of a hackney carriage he shall, when standing or plying for hire, and when hired, wear that badge in such position and manner as to be plainly visible.
13. The driver of a hackney carriage so constructed as to carry luggage shall, when requested by any persons hiring or seeking to hire the carriage:-
- (a) convey a reasonable amount of luggage;
 - (b) afford reasonable assistance in loading and unloading; and
 - (c) afford reasonable assistance in removing it to or from the entrance of the building, station, or place at which he may take up or set down such person.

Provisions fixing the rates or fares to be paid for hackney carriages within the district, and securing the due publication of such fares.

14. The proprietor or driver of hackney carriage shall be entitled to demand and take for the hire of the carriage the rate or fare prescribed by the Council, the rate or fare being calculated by distance and time unless the hirer express at the commencement of the hiring his desire to engage by time.

Provided always that where a hackney carriage furnished with a taximeter shall be hired by distance and time the proprietor or driver thereof shall not be entitled to demand and take a fare greater than that recorded on the face of the taximeter, save for any extra charges authorised by the Council which it may not be possible to record on the face of the taximeter.

15. (a) The proprietor of a hackney carriage shall cause a statement of the fares fixed by Council resolution to be exhibited inside the carriage, in clearly distinguishable letters and figures.
(b) The proprietor of a hackney carriage bearing a statement of fares in accordance with this byelaw shall not wilfully or negligently cause or suffer the letters or figures in the statement to be concealed or rendered illegible at any time while the carriage is plying or being used for hire.

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

16. The proprietor or driver of a hackney carriage shall immediately after the termination of any hiring or as soon as practicable thereafter carefully search the carriage for any property which may have accidentally be left therein.
17. The proprietor or driver of a hackney carriage shall, if any property accidentally left therein by any person who may have been conveyed in the carriage be found by or handed in to him:-
- (a) carry it as soon as possible and in any event within 48 hours, if not sooner claimed by or on behalf of its owner, to the office of the Council, and leave in the custody of the officer in charge of the office on his giving receipt for it; and
 - (b) be entitled to receive from any person to whom the property shall be re-delivered an amount equal to five pence in the pound of its estimated value (or the fare for the distance from the place of finding to the office of the Council, whichever be the greater) but not more than five pounds.

Penalties

18. Every person who shall offend against these byelaws shall be liable on summary conviction to a fine not exceeding Level 2 on the standard scale and in the case of a continuing offence to a further fine not exceeding two pounds for each day running which the offence continues after conviction therefore.

Repeal of Byelaws

19. The Byelaws relating to hackney carriages which were made by the Council on the 22nd day of April 1993 and which were confirmed by the Secretary of State for the DETR on the 7th day of July 1993 are hereby repealed.



STROUD DISTRICT COUNCIL

Conviction Policy Guidelines

General Policy

1. Each case will be decided on its own merits
2. A person with a current conviction for serious crime need not be permanently barred from obtaining a licence but should be expected to remain free of conviction for 3 to 5 years, according to the circumstances, before an application is entertained. Some discretion to the circumstances may be appropriate if the offence is isolated and there are mitigating circumstances. However, the overriding consideration should be the protection of the public.
3. The following examples afford a general guide to the action to be taken where convictions are admitted.

(a) Minor traffic offences

Convictions for minor traffic offences, eg obstruction, waiting in a restricted street, speeding etc, should not prevent a person from proceeding with an application. If sufficient points have been accrued to require a period of disqualification of the applicant's driving licence then a hackney carriage or private hire vehicle licence may be granted after its restoration but a warning should be issued as to future conduct.

(b) Major traffic offences

An isolated conviction for reckless driving or driving without due care and attention etc, should normally merit a warning as to future driving and advice on the standard expected of hackney carriage and private hire vehicle drivers. More than one conviction for this type of offence within the last two years should merit refusal and no further application should be considered until a period of 1 to 3 years free from convictions has elapsed.

(c) Drunkenness

(1) With a motor vehicle

A serious view should be taken of convictions of driving or being in charge of a vehicle while under the influence of drink. An isolated incident should not necessarily debar an applicant but strict warnings should be given as to future behaviour. More than one conviction for these offences should raise grave doubts as to the applicant's fitness to hold a licence. At least 3 years should elapse (after restoration of the driving licence) before an applicant is considered for a licence. If there are any suggestions that the applicant is an alcoholic, a special medical examination should be arranged before the application is considered. If the applicant is found to be an alcoholic a period of 5 years should elapse after treatment is complete before a further licence application is considered.

(2) Not in motor vehicle

An isolated conviction for drunkenness need not debar an applicant from gaining a licence. However, a number of convictions for drunkenness could indicate a medical problem necessitating critical examination (see (1) above). In some cases, a warning may be sufficient.

(d) Drugs

An applicant with a conviction for a drug related offence should be required to show a period of at least 3 years free of conditions before an application is considered, or 5 years after detoxification treatment if he/she was an addict.

(e) Indecency offences

As hackney carriage and private hire drivers often carry unaccompanied passengers, applicants with convictions for indecent exposure, indecent assault, importuning, or any of the more serious offences, should be refused until they can show a substantial period (at least 3 to 5 years) free of such offences. More than one conviction of this kind should preclude consideration for at least 5 years. In either case if a licence is granted a strict warning as to future conduct should be issued.

(f) Violence

As hackney carriage and private hire vehicle drivers maintain close contact with the public, a firm line should be taken with applicants who have convictions for grievous bodily harm, wounding or assault. At least 3 years free of such convictions should be shown before an application is considered and even then a strict warning should be administered.

(g) Dishonesty

Hackney carriage and private hire vehicle drivers are expected to be persons of trust. The widespread practice of delivering unaccompanied property is indicative of the trust that business people place in drivers. Moreover, it is comparatively easy for a dishonest driver to defraud the public by demanding more than the legal fare etc. Overseas visitors can be confused by the change in currency and become 'fair game' for an unscrupulous driver. For these reasons a serious view should be taken of any conviction involving dishonesty. In general, a period of 3 to 5 years free of conviction should be required before entertaining an application.

Taxi and Private Hire Fees

From 1 April 2009

PRIVATE HIRE OPERATORS	Fee
New Operators	
New Private Hire Operator Application Fee	£162
Operator Renewals	
Private Hire Operator Renewal Fee –annual	£162

HACKNEY AND PRIVATE HIRE DRIVERS	Fee
New Drivers	
New Driver CRB and DVLA check (Non refundable)	£41
New Driver Application Fee	£175
Hackney Knowledge (Not required for Private Hire Driver)	
Hackney Knowledge Test – Driven	£75
Hackney Knowledge Test – Written	£50
Driver Renewals	
Driver Renewal Fee - Annual	£64
Driver Renewal CRB check - every 3 years (Non refundable)	£36
Driver Other	
Replacement Driver Badge (if badge is lost or stolen)	£10

HACKNEY AND PRIVATE HIRE VEHICLES	Fee
New Vehicles	
New Vehicle Application Fee (including plate)	£150
New Vehicle Plate Deposit (Refundable on return of plate)	£25
Bracket if required	£11
Vehicle Renewals	
Vehicle Renewal Fee - annual	£120
Change of Vehicle - Replacing the vehicle that is licensed - including temporary changes	
Change of Vehicle Application Fee	£45
Replacement Plate if required	£12
Bracket if required	£11
Transfer of Vehicle - Transferring a licensed vehicle from one owner to another owner	
Transfer of Vehicle Application Fee	£30
Change of Registration of Vehicle (For example putting personal number plates on an already licensed vehicle)	
Change of Registration Fee	£28
Replacement Plate	£12
Vehicle Other	
Replacement Plate – if lost or damaged	£12
Replacement Bracket – if lost or damaged	£11

Please note that the Council reserves the right to suspend or cancel your licence if payment is returned as unpaid

Other costs including medical, road safety driving assessment, and vehicle council tests are payable direct to the supplier