



**South
Cambridgeshire
District Council**

Private Hire and Taxi Handbook

Guidance booklet for all drivers,
Operators and vehicle proprietors



www.scambs.gov.uk/taxi-licences

03450 450 063



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Before applying for a licence you must read carefully the Council's licensing conditions and Hackney Carriage Byelaws (if appropriate) and be satisfied that you will be able to comply with these conditions at all times. Failure to comply with these conditions may result in your licence being refused, suspended or revoked and in certain circumstances may lead to prosecution

Introduction

This booklet is intended to assist and advise both new applicants and current licence holders existing applicants on the law and procedures concerning Private Hire and Hackney Carriage Driver, Vehicle & Operator licences, in force to ensure the safety of the general public.

This guide also sets out as simply as possible the necessary procedures for vehicle testing, renewal of licences and the issue of various types of licences.

If after reading this booklet you require further information you are welcome to seek the assistance of the Licensing Office staff.

The Corporate Manager for Head of Service for Health & Environmental Services Environmental Health & Licensing is responsible for the licensing service and all correspondence should be addressed to:

The Licensing Section

South Cambridgeshire District Council
Cambourne Business Park
Cambourne
Cambridgeshire
CB23 6EA

Telephone Enquiries

t: 03450 450 063
w: www.scambs.gov.uk
e: licensing@scambs.gov.uk

Personal Visits

Our offices are open Monday to Friday at Cambourne **by appointment only**.
Visitors turning up without an appointment will be turned away.

Background

South Cambridgeshire District Council licenses both Hackney Carriage and Private Hire Drivers, vehicles & operators under various items of legislation. The main two are the provisions of Part II of the Local Government Miscellaneous Provisions Act 1976 and the Town Police Clauses Act 1847.

This guide is intended to advise and assist applicants and licence holders on the law relating to the operation of Hackney Carriage and Private Hire vehicles and operators. It also sets out the administrative procedures involved in the application for a licence.

It is not a definitive statement of the law relating to hackney carriage and private hire licensing, and therefore should not be considered as such.

It should also be noted that whilst every effort is made to ensure the accuracy of this guidance booklet, South Cambridgeshire District Council cannot be held responsible for any inaccuracies. Please also note that conditions, fees etc. are subject to change at any time.

The application process - Drivers

New Application

All applicants are strongly advised to read this booklet thoroughly before starting the application procedure.

Before issuing a licence, the Council must determine whether an applicant is a “fit and proper” person. Among other criteria, attention should be drawn to **page 35 - 40**, Guidelines on Relevant Convictions for Applicants.

The application process for a new Hackney Carriage/Private Hire Driver licence is in three stages.

The First Stage

- All applicants for Hackney Carriage and Private Hire Driver licences must have held a **DVLA approved driving licence for at least 12 months**
- All applicants must have completed the application **and DVLA mandate** included in this pack in full, and obtained a signature from the operator whom they intend to work for. Make sure to answer every question.
- Any application for a Private Hire or Hackney Carriage Driver licence is exempt from the Rehabilitation of Offenders Act by virtue of the 2002 amendment s75. You are therefore required to confirm any past convictions, cautions or warnings irrespective of when they were issued.
- The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies.
- **PLEASE NOTE - incomplete applications will not be accepted and will be turned away.**
- **Medicals** are required for all new applicants and are recommended every six years thereafter (unless requested on a more frequent basis by the applicant’s doctor). A further medical is compulsory upon reaching the ages of 55, 60 and upon reaching the age of 65 it will last for one year only and be required annually thereafter. The medical examination form is included in this pack, or you can download it from the council’s website at www.scambs.gov.uk (follow the links to licensing). All applicants must meet Group 2 medical standards as recommended by the Medical Commissioners on Accident Prevention. **The medical forms must be completed, signed and stamped by a doctor.** A licensee is obliged to inform the Licensing section of any medical condition affecting their ability to drive, which may arise during the licence period, after a licence has been granted.
- Before any application can be made, new applicants must have successfully completed the **DSA driving test** as outlined in the brochure sent with this guidance, or already hold the Advanced Institute of Motoring Certificate or the RoSPA Certificate of driving.

The application process - Drivers

Driving Skills Assessment (DSA Driving Agency)

All new applicants for a driver licence must take a Driving Skills Assessment Test. These tests are carried out by the Driving Standards Agency. A fee is payable directly to the DSA for this.

You will need to contact the Driving Standards Agency to arrange a date for the assessment. **Please read the information carefully before arranging and paying for your test.** The tests will take place using the applicant's vehicle, apart from in exceptional circumstances. The vehicles must be roadworthy - the Assessor will not do the test if the vehicle appears unroadworthy and the test fee will be lost.

The DSA can be contacted on **0300 200 1122**
or online at **www.gov.uk/book-drivingtest**

The assessment should be regarded as a helpful exercise where minor faults by the applicant will be corrected given the time available. However, if the fault persists during the test, it may be considered sufficient to fail the applicant. The Assessment criteria is set out in the DSA Handbook.

If the test is passed, the applicant will be issued with a certificate. This will only remain valid for 12 Months and must be presented as part of your subsequent application.

If applicants fail the test they may re-take it as soon as it can be arranged.

The application process - Drivers

The Second Stage

You must make an appointment by calling **0345 045 0063**, or emailing us at **licensing@scamb.gov.uk**.

Please be aware - appointments book up fast so there can be a long waiting list.

If you wish to submit a Hackney Carriage driver licence application, you must pass the knowledge test before you can submit an application. Please contact the Council to book a time to complete the test. There is a fee of £50.00 payable at the time of booking.

Documents to bring to your appointment:

Please note - all documents must be the originals. We will not accept photocopies. We will photocopy your documents during your appointment.

- Completed application form
- Completed DVLA Mandate
- Passport or birth certificate
- Proof of right to work in UK eg. UK passport, Right to Work permit issued by HMRC
- DVLA approved driving licence - please note any driver obtaining a Private Hire or Hackney Carriage Driver licence with a foreign EU or exchangeable licence as permitted under the Local Government (Miscellaneous provisions) Act 1976 part II will only be granted a licence for one year. Any subsequent application must be made using a full GB licence.
- National Insurance number
- Certificate of good character if required (see below)*
- DSA pass certificate
- Medical form - signed and stamped by doctor
- 2x proofs of address
- The fee for a new application - see appendix F
- The fee for the DVLA check - see appendix F (Applicants must provide their written permission for the Council to undertake a check with the Driver and Vehicle Licensing Authority at Swansea by signing the DVLA Mandate form).
- The fee for the online DBS (criminal records check) - see appendix F (must be paid by card)

Please note - the council do not accept cash payments.

The application process - Drivers

Disclosure & Barring Service (DBS) - Criminal Records Check

Any application for a Private Hire or Hackney Carriage driver licence is exempt from the Rehabilitation of Offenders Act by virtue of the 2002 amendment s75. You are therefore required to declare any pending prosecutions, convictions, warnings, cautions or bind-overs you may have, irrespective of their age. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies.

A search is carried out by the Disclosure & Barring Service (DBS) for previous non-motoring convictions on all applicants. The procedure is as follows:

- i. An online application for an enhanced DBS check will be conducted at the time of your appointment at the Council offices
- ii. You must produce all relevant documentation to complete the DBS check as identified above. Failure to produce any of the documentation will result in immediate termination of the appointment.
- iii. You need to pay the relevant fees (see appendix F). This will include the driver application fee, the DBS fee and the DVLA fee.
- iv. Please note - the council are not sent a copy of the DBS certificate. Once you have received it, you must bring the certificate to the council offices for review. You do not need an appointment to do this.

Please Note - If you have a DBS certificate issued to you from another authority, we can only accept it if its date of issue is within the last calendar month.

If any convictions/cautions or warnings arise during the term of the licence, the Head of Service for Environmental Health & Licensing must be informed in writing within seven days from the date of conviction, warning, caution being issued.

***Certificate Of Good Character** - Applicants who have not been resident within the British Isles for a full and continuous five years, but with permissions to undertake Hackney Carriage or Private Hire work will be required to submit a certificate of good character signed and stamped by the relative Embassy or Police (as required by individual countries).

The certificate must be translated into English and delivered as part of the application.

The application process - Drivers

The Third Stage

Once we have seen your DBS certificate, your application is complete and will be considered.

If the information provided meets all requirements necessary to prove a person is 'fit and proper', a licence will be issued together with an identification badge which must be worn by the driver at all times in a place where it can be seen by passengers.

The licence will normally be valid for up to 3 years.

Determination of 'Fit and Proper Persons'

Under Taxi licensing legislation, the Council has to ensure that anyone holding a licence is a 'fit and proper person'. Where all the checks and tests set out above are satisfactory, then the applicant is judged to be 'fit and proper' and a licence is granted.

However, where there is any doubt as to whether the applicant is a 'fit and proper' person, for instance because the DBS or DVLA checks have shown the applicant has criminal or motoring convictions, the Council has the right to refuse the application under the Local Government (Miscellaneous Provisions) Act 1976. Any such refusal will carry a right of appeal by the applicant to the Council's Licensing review panel for determination. Applicants are entitled to attend the Panel meeting to explain the circumstances of their conviction (or other reason for referral to the Committee) and speak in support of their application. They are entitled to be accompanied by their legal representative or a friend or a supporter.

After considering the applicant's representations, the Panel will determine the matter. If not satisfied with the decision, applicants have the right of appeal to a Magistrates Court within 21 days of being notified of the decision.

Renewal of existing driver licence

You must make an appointment by calling **0345 045 0063**, or emailing us at **licensing@scambs.gov.uk**

You need to attend the Council offices to submit your application before the expiry of your existing licence.

Please be aware - appointments book up fast and there can be a long waiting list. Be sure to leave plenty of time before your licence expires.

Documents to bring to your appointment:

Please note - all documents must be the originals. We will not accept photocopies. We will photocopy your documents during your appointment.

- Completed application form
- Completed DVLA Mandate
- Passport or birth certificate
- Proof of right to work in UK e.g. UK passport, Right to Work Permit issued by HMRC
- DVLA approved driving licence
- National Insurance number
- Medical form if required (see below*) – signed and stamped by doctor
- DSA certificate if required (see below**)
- Certificate of good character if required (see below***)
- 2x proofs of address
- The fee for a renewal application (see appendix F)
- The fee for the DVLA check (see appendix F) (Applicants must provide their written permission for the Council to undertake a check with the Driver and Vehicle Licensing Authority at Swansea by signing the DVLA Mandate form).
- The fee for the online DBS (criminal records check) (see appendix F) (must be paid by card)

Please note - the council do not accept cash payments.

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- iv. Please note - the council are not sent a copy of the DBS certificate. **Once you have received it, you must bring the certificate to the council offices for review. You do not need an appointment to do this.**

If any convictions/cautions or warnings arise during the term of the licence, the Head of Service for Environmental Health & Licensing must be informed in writing within seven days from the date of conviction/caution or warning being issued.

Once we have seen your DBS certificate, your application is complete and will be given to a Licensing Officer for review.

If all the information provided meets all requirements necessary to prove a person is 'fit and proper', a licence will be issued together with an identification badge which must be worn by the driver at all times in a place where it can be seen by passengers.

The licence will normally be valid for up to 3 years.

Renewal of existing driver licence

Determination of 'Fit and Proper Persons'

Under licensing legislation, the Council has to ensure that anyone holding a licence is a 'fit and proper person'. Where all the checks and tests set out above are satisfactory then the applicant is judged to be 'fit and proper' and a licence is granted.

However, where there is any doubt as to whether the applicant is a 'fit and proper' person, for instance because the DBS or DVLA checks have shown the applicant has criminal or motoring convictions, the Council has the right to refuse the application under the Local Government (Miscellaneous Provisions) Act 1976. Any such refusal will carry a right of appeal by the applicant to the Council's Licensing review panel for determination. Applicants are entitled to attend the panel meeting to explain the circumstances of their conviction (or other reason for referral to the Committee) and speak in support of their application. They are entitled to be accompanied by their legal representative or a friend or a supporter.

After considering the applicant's representations, the Panel will determine the matter. If not satisfied with the decision, applicants have the right of appeal to a Magistrates Court within 21 days of being notified of the decision.

Medical Reports

Medicals are required for all new applicants and are recommended every six years thereafter (unless requested on a more frequent basis by the applicant's doctor). A further medical is compulsory upon reaching the ages of 55, 60 and upon reaching the age of 65 it will last for one year only and be required annually thereafter.. The medical examination form is included in this pack or from the council's website at www.scambsgov.uk (follow the links to licensing).

It is the Council's policy that all drivers must meet Group 2 medical standards as recommended by the Medical Commissioners on Accident Prevention. The medical forms must be completed and signed by a doctor. A licensee is obliged to inform the Licensing section of any medical condition affecting their ability to drive, which may arise after a licence has been granted.

DSA Certificate

The DSA driving test will not ordinarily be required for a renewal application unless in the opinion of the Head of Service for Env Health & Licensing it is necessary to prove the applicant is still a fit and proper person to hold a licence. Applicants who have allowed their licence to lapse will not be able to renew it, and will have to begin the application process again as a new

Renewal of existing driver licence

applicant, which will include the requirement to take the DSA driving test.

If complaints are received from the public about the driving of a Hackney Carriage/Private Hire Driver, the Council may require him/her to take the Driving Skills Assessment Test as applied to new drivers. If as a result of this test the Council considers the driver to be unfit to hold a driver licence, the licence may be revoked under the Local Government (Miscellaneous Provisions) Act 1976.

***Certificate Of Good Character** - Applicants who have not been resident within the British Isles for a full and continuous five years, but with permissions to undertake Hackney Carriage or Private Hire work will be required to submit a certificate of good character signed and stamped by the relative Embassy or Police (as required by individual countries).

The certificate must be translated into English and delivered as part of the application.

Please see Appendix A for full conditions relating to drivers

Hackney Carriage Vehicle Licence

This licence is valid for one year and entitles licensed Hackney Carriage drivers to ply for hire within the boundaries of South Cambridgeshire only. It does not entitle the driver to ply for hire or be hailed outside the District. Doing so is a serious breach of conditions and legislation.

The vehicle must be under five years old in order to be licensed as a Hackney Carriage (Taxi).

The vehicle licence can only be issued in the name of the owner of the vehicle. Proof of ownership is required. Where a vehicle is leased the details of the owner and driver should be declared.

Once a vehicle licence has been granted the vehicle remains a Taxi until the licence expires or is revoked. Only drivers licensed by South Cambridgeshire District Council may drive the vehicle. **This restriction remains whether or not the vehicle is being used as a hackney carriage.**

A vehicle that is already licensed as a Taxi with a different authority **CANNOT** be licensed by South Cambridgeshire District Council, as the vehicle would be unable to meet the conditions of the vehicle licence.

Please note that currently there are no taxi ranks located within the South Cambridgeshire District Council area.

Licensed vehicles must comply with the conditions attached as APPENDIX B

- Plate Replacements - A replacement plate will only be issued in exceptional circumstances and will be charged (see appendix F). All replacement plates are issued from our Cambourne Offices.
- Fares - All Hackney Carriage vehicles must be fitted with a taximeter, which should be calibrated in accordance with the Council's approved scale of fares. The meter will then be tested as part of the vehicle inspection. The table of fares is to be displayed at all times in a Hackney Carriage vehicle. The level of fares is normally reviewed annually.
- Roof Sign - All Hackney Carriages must have a roof sign before they go to the garage for testing, and at all times when working.
- Fire Extinguishers - the current conditions require that a 0.6kg fire extinguisher should be in the vehicle at all times. Extinguishers should be replaced when they are no longer serviceable (i.e. they are rusty or broken). They must be replaced with a 0.6kg or 1kg dry powder extinguisher.
All fire extinguishers must be indelibly marked with the plate number of the vehicle.

See page 14 for details on how to make your application.

Private Hire Vehicle Licence

This licence is valid for one year and all journeys have to be pre-booked through a booking office known as the Operators base. Private Hire Vehicles are not allowed to ply for hire or be hailed in the streets.

The vehicle must be under five years old in order to be licensed as a Private Hire Vehicle.

The vehicle licence can only be issued in the name of the actual owner of the vehicle. Proof of ownership is required. Where a vehicle is leased the details of the owner and driver should be declared.

Once a vehicle licence has been granted the vehicle remains a Private Hire vehicle until the licence expires or is revoked and only drivers licensed by South Cambridgeshire District Council may drive the vehicle. **This restriction remains whether or not the vehicle is being used as a Private Hire vehicle.**

A vehicle that is already licensed as a Private Hire vehicle with a different authority **CANNOT** be licensed by South Cambridgeshire District Council as the vehicle would be unable to meet the conditions of the vehicle licence.

Licensed vehicles must comply with the conditions attached as APPENDIX B for Private Hire

- Plate Replacements - A replacement plate will only be issued in exceptional circumstances and will be charged (see appendix F) All replacement plates are issued from our Cambourne Offices.
- Vehicles are licensed to carry a specified number of passengers up to a maximum of eight.
- Fire Extinguishers - the current conditions require that a 0.6kg fire extinguisher should be in the vehicle at all times. Extinguishers should be replaced when they are no longer serviceable (i.e. they are rusty or broken). They must be replaced with a 0.6kg or 1kg dry powder extinguisher. All fire extinguishers must be indelibly marked with the plate number of the vehicle.
- If you intend to operate a Private Hire business you will require an Operators licence, a licence for each vehicle operated and a driver licence for each driver (see section on Operators on page 16).

See page 14 for details on how to make your application.

How to apply for a Hackney Carriage or Private Hire Vehicle licence

If you are submitting a private hire vehicle licence application, you do not require an appointment. Supply all the correct documentation (as below) to our offices in Cambourne. We will then notify you when the licence and plate is ready (normally within three working days from receipt of all correct documentation). If the application is incomplete, we will either send it back to you or contact you. The application will be on hold until we have the missing documentation.

If you are submitting a hackney carriage licence application, you need to submit all the correct documentation to us, you will be contacted to book an appointment in order for you to bring the vehicle to our offices to be inspected by a licensing officer.

- The fee for a new vehicle licence (see appendix F) will be payable on collection of the licence and plate
- The fee for a renewal of a vehicle licence (see appendix F) will be payable on collection of the licence and plate

Please note - fees for the vehicle test are separate and at the discretion of the testing station

It is essential that vehicle applications are submitted either before the existing licence expires or at least 3 working days prior to the intended start date for new applicants.

If a vehicle licence is allowed to lapse, it will be treated as a new application.

Once the vehicle is licensed, the plate must be affixed to the vehicle with the bracket as supplied by South Cambridgeshire District Council (for vehicles subject to exemptions please refer to Appendix B)

Please note that renewals may only be done up to one calendar month before expiry.

In order to licence a vehicle, you need to submit to us:

- Completed application form, signed by your operator (Private Hire). The application form is available by calling us on 03450 450 063 or downloaded from the council's website at www.scamb.gov.uk (follow the links to licensing).
- The full vehicle registration document (VQ5) or proof of ownership (this can be in the form of a receipt for payment). The registration document must be in the name of the applicant or licensee. If you can only submit the VQ5's green slip, then we require proof of ownership/payment as well.
- MOT certificate. Must be no more than one calendar month old.
- Insurance certificate - this certificate must cover hire and reward. Only one cover note will be permitted on application or renewal of a vehicle licence. Subsequently the Council will require sight of an original full insurance document or certificate.
- Certificate of Compliance (Must be no more than one calendar month old)

All vehicles over one year of age from first registration will be required to obtain a Certificate of Compliance and MOT prior to licensing at the Council Offices in Cambourne. It is the responsibility of the applicant to book their vehicle in at a South Cambridgeshire District Council approved garage for Certificate of Compliance testing.

Before an applicant takes a vehicle for an inspection they must ensure that it is roadworthy and that it complies with all of the Council vehicle conditions which are listed as Appendix B.

Should the vehicle fail the test for any reason, then a re-test including a fee may be necessary in accordance with M.O.T guidelines.

The garages currently approved to carry out this inspection are:

A G Motors, Unit C2 Atria Court, Papworth Everard (01480) 831807

Above All Autocentre Ltd, Sand Rd Ind Estate, Gt Gransden, Beds.
(01767) 679000

Andys kars Ltd, 6 Viking Way, Bar Hill (01954) 782666

AutoKare Motors, Unit 20a, Mercers Row, Cambridge (01223) 363030

Barr Tech Specialist Cars, 90-92 Cowley Road, Cambridge (01223) 425300

Cambridge Performance Tyres, Unit 53, Clifton Road, Cambridge (01223) 411441

Cambridge Vehicle Services, Unit A, The Global Centre, Swanns Road, Cambridge
(01223) 566475

CRG (Cambridge) Ltd T/A - Bar Hill Motors (01954) 781132

CSC, 217 St Neots Rd, Hardwick (01954) 210248

KJL Motor Co, Unit 4 London Rd Ind Estate, Pampisford (01223) 836208

Linton Village Motors, Unit 3 Bourne Bridge, Great Abington (01223) 830550.

Melbourn Garage, 118 - 120 High Street, Melbourn, Royston, Herts (01763) 263344

Murketts of Cambridge, 137 Histon Rd, Cambridge (01223) 706706

Nationwide Auto Centre, Unit 1a, Coral Park, Henley Road, Cambridge
(01223) 352373

P & R Coachworks T/A - N F Clarke Motor Engineer, Units 3-6 Breckenwood Road,
Fulbourn (01223) 881518.

Panther Taxis, Convent Drive, Waterbeach (01223) 727272

Regency Autos, 120 Church End, Cambridge (01223) 324050

Reed Autos Ltd, 27 Royston Road, Foxton (01223) 874400)

Sawston Motor Co, Unit 8a, Common Lane, Sawston (01223) 839666

South Cambs Motor Co, 7-9 Station Road, Melbourn Nr Royston, Herts.
(01763) 260246

Station Garage, Wilbraham Rd, Fulbourn (01223) 880747

Swavesey Garage, 20 Middlewatch, Swavesey (01954) 230264

Vindis, 383 Milton Road, Cambridge (01223) 424472

Private Hire Vehicle Licence

Change of ownership

Where there is a change of ownership of a Vehicle already licensed with this authority, the licence must be transferred to the new owner by completing a new application form and returning it to the Council. The licence must be transferred within 14 days of the change of ownership taking place. There will be an administration charge for this process to cover the cost of issuing an amended licence.

Where the vehicle is changed, this will be treated as a new application.

Definition of Private Hire

The Council occasionally receives enquiries about the circumstances in which the use of a vehicle effectively makes it a Private Hire Vehicle and therefore one which requires a licence.

A Private Hire Licence is not needed:

- i. for a vehicle bringing passengers or goods into the District following a contract (i.e. booking) made outside the District, provided that it is not available for hire whilst it is in the Council's area;
- ii. for a vehicle while it is being used in connection with a funeral or for a vehicle used wholly or mainly by a funeral director for funerals;
- iii. for a vehicle while it is being used in connection with a wedding.
- iv. The Council's advice is that in all other cases of carrying passengers for hire or reward a licence is needed.

We strongly advise that if you undertake any journeys where you take persons by a pre booking either directly or through a third party then you contact the licensing section to discuss whether a licence is required

This may also known as a Base Licence and is required to run a Private Hire business. This licence is for the operation of the business only. Separate licences for vehicles and drivers must also be obtained. The base should normally be located within the South Cambridgeshire District. Persons who wish to operate a business from outside the District would ordinarily be expected to apply to the Licensing Authority in which their operating premises are based. Applications from outside of the district will only be granted under exceptional circumstances.

How to apply

You must complete the Council's application forms which are available either by phone at **03450 450 063** or from the Council's website at **www.scambs.gov.uk** (follow the licensing link). Assistance in completing these forms can be obtained from the Licensing Section.

The application form should be returned to the address on page two of this booklet together with the fee (see Appendix F for fees)

If the property is a Council property, Housing Association or rented privately you may need written permission from the landlord to operate a Private Hire business from your premises.

Applicants should ensure that they obtain any necessary planning consents relating to the use of premises in connection with the operation of the business. Please contact the Council on **03450 450 500** if you require any advice on planning consent.

Please see Appendix C for conditions relating to Operators Licences.

General information for operators

The records that are required to be kept by the operator under Section 56(2) of the Local Government (Miscellaneous Provisions) Act 1976 shall be kept in a suitable book, the pages of which are numbered consecutively.

Records to be kept by the operator (for 1 year) shall contain details of all Private Hire Vehicles operated, including the names and addresses of the owners and drivers, registration numbers and drivers of the vehicles, together with any radio call sign used.

The operator shall notify the Council in writing of any change of address during the period of the licence within seven days of such change taking place.

The operator shall within seven days disclose to the Council in writing details of any conviction imposed (or if the operator is a company, on any of its directors) during the period of the licence.

All Licensees - General Points

Before applying for a licence

You should carefully read the Council's licensing conditions and Hackney Carriage Byelaws (if appropriate) and be satisfied that you will be able to comply with these conditions at all times. Failure to comply with these conditions may result in your licence being suspended or revoked and in certain circumstances may lead to prosecution.

Refusal or Revocation or Suspension of a Licence

Where there is any doubt as to whether a licence should be granted, for instance in the case of a driver licence where a disclosure from the DBS has revealed criminal convictions, the licensing officer has the right to refuse to grant a licence, or refer the application to the Council's Licensing and Appeals Panel for determination by elected Councillors. Similarly, where there may be grounds for revoking a licence, e.g. a serious conviction, after being granted a licence. The licence may be revoked or referred to the Licensing and Appeals Panel. Whilst each application will be considered on its individual merits a convictions policy exists which this Authority uses to guide it in considering cases referred to it.

This is attached at Appendix D.

Where a licence holder is reported or charged with an offence which may result in the revocation of their licence the licensing officer has the authority to suspend that licence pending the outcome of the relevant case.

Applicants/licensees are entitled to attend the meeting of the Panel to speak in support of their application or retention of their licence. They may also be accompanied by their legal representative or a friend or a supporter. After considering the applicant's representations, the Panel will determine the matter. If not satisfied with the decision, applicants have the right of appeal to the Magistrates Court within 21 days of being notified of the decision.

Licence renewal reminders

All licence holders will be sent a reminder and the necessary renewal forms well in advance of the expiry of the licence. However, please note the **responsibility for renewals rests with the licensee**. Claiming never to have received the renewal pack is not an admissible defence for allowing a licence to lapse. Renewal applications for vehicle licences can only be made up to one calendar month before the old licence expires.

If a licence lapses for any reason then any subsequent application will be treated as a new application.

Driver applications should be received at least six to eight weeks prior to the old licence expiring in order to process the DBS Checks.

All Licensees - General Points

Whilst every effort will be made to issue licences within the time frames mentioned above, the authority cannot be held responsible for delays experienced through failure by outside agencies to respond within the time frames.

The authority will **not** issue licences on demand, but will in exceptional circumstances make every effort to ensure continuity of service.

Loss of Licence, Badge or Plate - Any loss should be reported to the licensing section immediately. A charge will be made for a replacement. If you suspect a theft to have taken place you must also contact the police.

Customer Care Policy - The Council expects all licensees to display the utmost care in all their dealings with the public. Any complaints received from the public will be thoroughly investigated and the appropriate action taken.

The Council is also pleased to receive any complimentary reports of service provided by traders and will always pass these on to licensees.

Minibuses - The Council cannot license any vehicle where there is a capacity to carry nine or more passengers. For such vehicles a PSV licence must be obtained from the Regional Traffic Commissioners.

Wedding and Funeral Cars - A licence is not required for a vehicle while it is being used in connection with a funeral or used wholly or mainly by a person carrying on the business of a funeral director, for the purpose of funerals. Likewise, a licence is not needed for a vehicle while it is being used in connection with a wedding.

Fees - Licence fees are detailed on a separate sheet APPENDIX F.

Temporary Suspension of Licence - where there are circumstances where the vehicle is off the road, i.e. following a road accident or major repair, no credit will be given for the time the vehicle is inoperable.

Declarations - All applicants will be required to declare if they have ever had a licence refused or revoked.

Further information - Please do not hesitate to call us on **03450 450 063** should you require any further information on your licence or any matter contained within this booklet.

As part of the Council's continuing commitment to improving services and reducing costs, suggestions or any other comments are always welcome. Please write to or telephone the Licensing Section. The address and telephone number can be found at the beginning of this booklet.

Smoking legislation - This came into effect in July 2007. All licensed vehicles are affected by the introduction of the Government's smoking legislation. **No persons (including the driver) will be permitted to smoke in a licensed vehicle.**

Licence Conditions - Driver Licences.

It is important that you read these conditions.

As a South Cambridgeshire Private Hire or Hackney Carriage Driver you are NOT permitted to ply for hire in the Cambridge City Boundary or at any of the taxi ranks within that area, which includes the Railway Station.

Any person caught doing so will be subject to investigation for breach of licence conditions with the possibility of suspension or revocation of their licence.

1. Touting or Soliciting

The driver shall not while driving or in charge of a Private Hire Vehicle -

- tout or solicit on a road or other public place any person to hire or be carried for hire in any private hire vehicle;
- cause or procure any other person to tout or solicit on a road or other public place any person to hire or be carried for hire in any private hire vehicle; or accept an offer for the immediate hire of that vehicle while the driver of that vehicle is on a road or other public place except where such offer is first communicated to the driver by telephone or similar device (i.e. radio) fitted to that vehicle.

2. Conduct of Driver

The driver shall -

- afford all reasonable assistance with passengers' luggage;
- at all times be clean and respectable in dress and person and behave in a polite and orderly manner;
- take all reasonable steps to ensure the safety of passengers conveyed in, entering or alighting from the vehicle;
- not without the express consent of the passengers, drink or eat in the vehicle during the course of a hiring;
- not without the express consent of the passengers play any radio or sound reproducing instruments or equipment in the vehicle other than for the purpose of sending or receiving messages in connection with the operation of the vehicle; and
- at no time cause or permit the noise emitted by any radio or other previously mentioned equipment in the vehicle being driven to be a source of nuisance or annoyance to any person, whether inside or outside the vehicle.

3. Passengers

- The driver shall not convey or permit to be conveyed in the vehicle a greater number of persons than that prescribed in the licence for the vehicle, provided however, for this purpose.
- The driver shall not allow there to be conveyed in the front of any licensed vehicle beside the driver:
 - i) any child below the age of ten years; or
 - ii) more than one person.
- At all times the driver shall ensure compliance with any relevant regulations regarding seat belt and restraints.
- The driver shall not without the consent of the passengers convey or permit to be conveyed any other person in that vehicle.
- It is the driver's responsibility to ensure that for every journey there is appropriate third party insurance cover in the event of all passengers' personal injury.
- Unless further authorised by the Council in WRITING, this licence does NOT permit there to be conveyed in the vehicle in the course of business at any time any child under the age of 16, or under the age of 18 who has special needs or under the age of 18 who is looked after by a local authority (for residential care only) if the journey is on behalf of a local authority or a self-governing (grant maintained) school or independent school or further education establishment, whether the journey is under contract directly by them or through volunteer or voluntary body directly engaged by them (including foster parents, adoptive parents or child minders) UNLESS in all of such cases there is another accompanying responsible adult in the vehicle at all relevant times.

4. Lost Property

- The driver shall immediately after the end of any journey, or as soon as practicable thereafter, carefully search the vehicle for any property which may have been accidentally left there.
- If any property accidentally left in a licensed vehicle by any person who may have been conveyed therein is found by or handed in to the driver, he or she shall take it as soon as possible and in any event within twenty-four hours if no sooner claimed by or on behalf of its owner to the Chief Executive officer or to the nearest Police Station and leave it in the custody of the Chief Executive or the Officer in charge of the Police Station on their giving a receipt for it.

Appendix A

5. Written Receipts

The driver shall if requested by the hirer or passenger of a licensed vehicle provide a written receipt for the fare paid.

6. Fare to Be Demanded

The driver of a Private Hire vehicle shall not demand from any hirer of a licensed vehicle a fare in excess of any previously agreed for that hiring between the hirer and the operator or, if the vehicle is fitted with a meter and there has been no previous agreement as to the fare, any fare greater than that shown on the face of the taxi meter.

The driver of a Hackney Carriage shall not demand from any hirer of a licensed vehicle any fare greater than that shown on the face of the taxi meter.

7. Animals

The driver shall not convey in any licensed vehicle any animal belonging to or in the custody of himself or the proprietor or operator of the vehicle and he or she shall ensure that any animal belonging to or in the custody of any passenger is adequately restrained and kept in such a position so as not to distract the driver or otherwise be a cause of danger or nuisance. In the case of hackney carriages guide dogs accompanied by their owners shall be carried free of charge.

The Disability Discrimination Act 1995 - Carriage of Guide, Hearing and other assistance Dogs in Taxis and Private Hire Vehicles came into effect on the 1st April 2001. This act means that no Taxi or Private Hire vehicle in this District may refuse to carry an assistance dog of a passenger, unless they hold a valid medical exemption notice. This exemption order is only issued if you have a medical condition that prevents you from the carriage of animals.

Further details can be obtained from The Department of Environment Transport Regions, Zone 1/18, Great Minister House, 76 Marsham Street, London. SW1P 4DR.

8. Prompt Attendance (Private Hire Vehicles Only)

The driver of a Private Hire Vehicle shall, if he or she is aware that the vehicle has been hired to be in attendance at an appointed time and place or he or she has otherwise been instructed by the operator or proprietor of the vehicle to be in attendance at an appointed time and place, punctually attend at that appointed time and place, unless unavoidably delayed or prevented.

9. Copy of Condition

The driver shall at all times when driving any licensed vehicle carry with him or her a copy of these conditions and shall make it available for inspection by the hirer or any other passenger on request.

10. Deposit of Licence (Private Hire Vehicles Only)

If the driver is permitted or employed to drive a Private Hire Vehicle of which the proprietor is someone other than the driver, he or she shall before commencing to drive that vehicle deposit his or her licence with that proprietor for retention until such time as the driver ceases to be permitted or employed to drive the vehicle or any other vehicle of his or hers.

11. Change of Address

The licensee driver shall notify the Licensing Officer in writing of any change of his or her address during the period of the licence within seven days of such change taking place.

12. Convictions

Any licensed driver shall within seven days disclose to the Licensing Officer in writing details of any conviction arising from Court action imposed on him or her during the period of the licence.

13. Renewal/New Applications

The driver shall, prior to the date of the licence expiry (see guidance notes for process times for applications) make application to the Authority for a renewal. If an application for renewal is not received by the renewal date the licence will lapse.

Where operations continue after a failure to renew, prosecutions are likely to be authorised without notice. In most cases of non-renewal especially with regard to vehicle licensing the third party insurances are placed in jeopardy.

All new drivers are to undertake the DSA (Driving Standards Agency) test before being granted a licence. Existing drivers will normally be exempt from this requirement. However in individual cases where complaints of bad driving or serious driving offences are upheld, The Corporate Manager for Health & Environment may require a driver to take the test to prove they are fit and proper to hold such a licence. A serious driving offence may include persons who have accrued 9 points for totting up offences within a 12 month period.

Any driver obtaining a Private Hire or Hackney Carriage Driver licence with a foreign EU or exchangeable licence as permitted under the Local Government (Miscellaneous provisions) Act 1976 part II will only be granted a licence for one year. Any subsequent application must be made using a full GB licence.

Applicants from the European Union with permissions to undertake Private Hire or Hackney Carriage type work will be required to submit a certificate of good conduct signed and stamped by the relevant embassy. The certificate must be translated into English and delivered as part of the application. This will only apply to applicants who cannot provide a full and continuous 5 year residency in the UK.

Appendix A

14. Driver Badge

The driver shall, when hired, display any badge provided by the Council in such a manner as to be plainly visible to customers using the vehicle.

The driver shall upon the expiry (without immediate renewal), revocation or suspension of his or her licence forthwith return to the Council the driver's badge issued to him or her by the Council when granting the licence. The badge shall remain the property of the Council.

15. Vehicle Licence Disc

- a) The driver shall not drive for hire or reward any unlicensed vehicle, nor any licensed vehicle that is not displaying in the front windscreen or rear of the vehicle a current licence disc for that vehicle.
- b) The driver, unless he or she is a holder of a Private Hire Vehicle Operator's Licence, shall upon the expiry (without immediate renewal), revocation or suspension of his or her licence forthwith return to the Council all vehicle licence discs issued to him or her by the Council.
- c) The licence discs shall remain the property of the Council.

16. Conveyance of Dead Body

If the driver shall knowingly convey in the vehicle the dead body of any person he or she shall, immediately thereafter, notify the fact to the Environmental Health Officer of the Council.

17. Health and Medical Conditions

The driver hereby licensed shall within 7 days or as soon as practicable thereafter disclose to the Council in writing any medical condition which be would likely to adversely affect his/her ability to drive during the period of the licence.

18. Failure to Comply With Conditions

Failure to comply with any of these conditions may result in the Council suspending, revoking or refusing to renew the licence and in certain circumstances prosecution.

19. Right of Appeal

Anyone with a licence under Local Government (Miscellaneous Provisions) Act 1976 or the Town Police Clauses Act 1847 and aggrieved by any of the conditions attached to the licence may appeal to a Magistrates' Court within twenty-one days of the grant of the licence.

Vehicle Licence Conditions

Private Hire Vehicles and Hackney Carriages 2007

These conditions apply to both hackney carriages and private hire vehicles except where stated. The proprietor of the vehicle must ensure that the vehicle complies with the following conditions at all times and that the other requirements set out below are strictly complied with:

1. Type of Vehicle

The vehicle must be safe, comfortable and suitable in type, size and design for use as a private hire vehicle and must be:

- a. Private Hire Vehicle: not of such design and appearance as to lead any person to believe that the vehicle is a hackney carriage; or Hackney Carriage: a “London” type taxi cab finished in the manufacturer’s standard colour; or
- b. a standard vehicle finished in the manufacturer’s standard colour with a minimum of four doors not including the tailgate (unless specifically adapted to be used as an access or egress point); or
- c. a vehicle specially adapted to carry disabled persons and approved by the Council; and d) have an engine, the nominal cubic capacity of which is not less than 1300ccs; (1500cc for diesel cars) Environmentally friendly vehicles such as hybrid vehicles, electric or LPG vehicles will be considered on their individual merits
- d. no more than five years old from the date of its first registration when first presented for licensing. luxury executive vehicles used for chauffeuring work may at the discretion of the licensing officer be given an exemption to this condition. subject to no vehicle being more than seven years of age from the date of its first registration; and
- e. In a condition so as to comply at all times with all relevant statutory requirements. (Testing by the Council or its appointed agents does not avoid the need for CoC (Certificate of Compliance) certificates for all vehicles more than one year old). The CoC certificate must be produced when presenting the vehicle for licensing and must be no more than one calendar month old.
- f. Where, by the removal of seats a vehicles original seating capacity is reduced to the maximum capacity of eight passenger seats, the redundant seat mountings must be rendered unusable. This must be done in such a way as to prevent the easy re-fitment of seats.

Appendix B

2. Maintenance of Vehicle

a) Lighting Equipment

All front and rear lamps including headlamps, stop lamps, directional indicators, hazard lamps and fog lamps shall be fully operational. Also lamp lenses shall be clean and free from any chips or cracks which affect the beam pattern or allow moisture to enter the light casing. Reflectors should be free of corrosion or similar defects.

b) Steering and Suspension

The steering shall be fully operational and comply with VOSA inspection regulations. The suspension shall be fully operational, free from any leaks and with no excessive bounce. All components to be in good working order.

c) Brakes

All brakes including the foot and handbrakes shall be in good working order and pull evenly in accordance with VOSA inspection regulations.

All vehicles shall be fitted with a high level brake light

d) Tyres and Wheels

All vehicles shall carry in accordance with manufacturers' recommendations a correct fitting spare wheel and tyre and all necessary tools for wheel changing. All tyres including the spare tyre should be in a roadworthy condition and comply with all relevant statutory requirements. Tyres shall be of all radial or all cross ply design

e) Seatbelts

All vehicles shall have fully operational seatbelts in the front and rear to accommodate all passengers. Seatbelts should be in good condition and not be frayed or torn. All seatbelts shall be mounted to the vehicle body (not to vehicle seats unless specifically designed to do so) and adequately secured.

f) Horn

The vehicles horn shall be fully operational and be adequately audible.

g) Heater

The vehicle shall be fitted with a fully operational heater, which can be adjusted according to the needs of the passengers

h) Wipers and Washers

The correct size wiper blades shall be fitted and shall not be torn or frayed. The windscreen washers should operate correctly and fully.

3 Coachwork

Vehicles must comply with the following:

- a) the width of the rear part of the body, measured from internal armrest to internal armrest 1.28m, this measurement to be made with both rear doors closed;
- b) the minimum legroom for passengers using the rear seats shall be 22cms, the measurement to be taken from the rear door pillar to the nearest point of the rear seat squab;
- c) all doors shall be capable of being opened from both the inside and the outside and to an angle of at least 60 degrees. Two windows capable of being adjusted and secured in any open or partly open position shall be fitted;
- d) all glass fitted shall be safety glass, i.e. glass that if fractured does not fly into fragments capable of causing severe cuts;
- e) Glass, either in the window, windscreen or other part of the vehicle shall not be broken or discoloured and shall be free from cracks in accordance with VOSA regulations;
- f) All coachwork shall be maintained in a clean condition and in proper state of repair; and
- g) if the vehicle is an estate or hatchback type car it must be fitted with a guardrail or other device of a type approved by the Council to separate the rear loading area from the passengers.

4. General

- a) The vehicle must be fitted with an internal rear view mirror and on both sides with external rear view mirrors;
- b) Two way radio equipment may not be installed without the prior approval of the Council's inspecting officer who may specify the position of the equipment to ensure safe operation;
- c) All parts of the vehicle, its fittings and equipment both internal and external must be kept in an efficient, safe and clean condition and comply at all times with all relevant statutory requirements; and
- d) The vehicle must at all times be insured to the satisfaction of the Council for fare paying passengers.
- e) The vehicle shall ensure that at all times whilst the vehicle is used on public roads there is a current vehicle excise licence in force for the vehicle
- f) Hackney Carriages vehicles shall at all times have a fare table issued by South Cambridgeshire District Council displayed within the vehicle in a clear and prominent manner.

Appendix B

5. Safety Equipment

The proprietor shall provide and maintain in good order in the vehicle:

- a) an efficient fire extinguisher (minimum capacity 0.6 kg) carried in a position so as to be readily available for use; with the identification number issued by the Council indelibly marked upon it and
- b) a suitable first aid kit containing appropriate first aid dressings and appliances.

6. Exterior Signs

The proprietor shall ensure that:

- a) Except where authorised in writing by the Licensing Officer under Section 75(3) Local Government (Miscellaneous Provisions) Act 1976, at all times the vehicle current licence plate provided by the Council is displayed; and
- b) **Private Hire Vehicle:** No roof sign shall be displayed at any time
Hackney Carriage: The vehicle is fitted with a roof sign not exceeding 500mm in length and 120mm in height and bearing the word "TAXI" illuminated in yellow on a black background and no other lettering to the front and the word "TAXI" or the proprietors' name, trading name and/or telephone number illuminated in red on a black background and no other lettering to the rear. Any alternative sign may not be displayed except with the written authority of the Licensing Officer and must in any event bear the words mentioned above and no others;
- c) **Hackney Carriage:** The roof sign is maintained in good order and displayed at all times on the roof of the vehicle except:
 - i) when the vehicle is on hire for a wedding;
 - ii) when it is necessary to accommodate passenger's luggage by the use of a roof rack;
 - iii) when the vehicle is being used for the proprietor or a person authorised by the proprietor for social, domestic or pleasure purposes;
 - iv) otherwise with the prior approval in writing of the Licensing Officer.
- d) **Hackney Carriage:** The roof sign is illuminated during the hours of darkness except when the vehicle is under hire.
- e) **Private Hire Vehicle:** The vehicle shall not be licensed or be deemed to be licensed at any time if no current vehicle licence plate provided by the Council is displayed on the vehicle or is subject to condition 16.

- f) In certain circumstances the Council may authorise or require alternative or additional exterior signs subject to such further or substituted conditions as the Council may determine.

7. Advertisement

Subject always to the Council's right to disallow any advertisement, no advertisement shall be displayed on the exterior of the vehicle except on advertisement panels with an area not exceeding 0.56sqm on the side doors.

8. Inspection

The proprietor shall submit the vehicle to the Council or its appointed agents for inspection:

- a) annually when the licence is due for renewal;
- b) after any repair made necessary by an accident affecting the safety, performance or appearance of the vehicle or the comfort or convenience of passengers and the proprietor shall notify the Licensing Officer of any such accident within 72 hours; and
- c) at any other time if so requested by the Licensing Officer.
- d) All vehicles shall be subject to a Six monthly exhaust emissions check by a suitably qualified technician, the results of which shall be supplied to the Council on request.

9. Convictions

The proprietor shall, within seven days disclose to the Licensing Officer, in writing, details of any conviction arising from Court action imposed on him or her or, if the proprietor is a company, on any of its directors during the period of the licence.

10. Change of Address

The proprietor shall notify the Licensing Officer in writing of any change of address during the period of licence within seven days of such change taking place.

11. Transfer of Licence

If an owner/proprietor/co-owner of a vehicle in respect of which the Council has granted a licence, transfers his/her interest in the vehicle, he/she shall within 14 days after the transfer give written notice of the transfer to the Council. That notice must contain the name and address of the person to whom the licensed vehicle has been transferred and the written consent to the transfer from the previous proprietor(s)/owner(s)

Appendix B

12. Surrender of Licence

Except in situations to which Section 49 Local Government (Miscellaneous Provisions) Act 1976 applies (transfer of vehicles with licence), if the proprietor ceases to use the vehicle for the purpose for which it is licensed he or she shall surrender the licence and return the plate, which remains the property of South Cambridgeshire District Council, to the Licensing Officer.

13. Deposit of Drivers' Licences

If the proprietor permits or employs any other person to drive the vehicle as a hackney carriage or private hire vehicle he or she shall, before that person commences to drive the vehicle, cause that person to deliver his or her hackney carriage or private hire driver licence for retention until such time as the driver ceases to be permitted or employed to drive the vehicle or any other vehicle of his.

14. Hackney Carriage: Taximeter

- a) The vehicle shall be fitted with a taximeter visibly recording the passenger fare payable in conformity with such table of fares as may from time to time be approved by the Council;
- b) The position of the taximeter shall be agreed by the Council's inspecting officer and shall be maintained at all times so that fare displayed can readily be seen by the passenger; and
- c) The operation of the taximeter shall accord with any Byelaws made by the Council.

15. Hackney Carriage: Byelaws

The vehicle must comply with the relevant provisions of the hackney carriage Byelaws or be taken out of service as a hackney carriage until such time as the vehicle complies with the Byelaws .

16. Disc Conditions (Private Hire Vehicles)

The following condition applies ONLY if the Council has allowed in writing a disc to be used instead of a plate.

The Council has determined that under your Private Hire Vehicle Licence condition 6(f) (Exterior Signs) you may affix a Council approved and supplied disc to the front windscreen (instead of a plate at the rear) for all uses of the vehicle as a private hire vehicle where the driver is acting as a uniformed chauffeur under a written contract for one or more journeys. If any use of the vehicle as a private hire vehicle is made where there is no written contract or where the driver is not in uniform a plate shall be used at the rear of the vehicle.

If neither plate nor disc is affixed or if there is any contravention of this provision the vehicle shall not be deemed to be licensed.

[NB: In Cambridge City, certain Road Traffic Regulation advantages given to licensed vehicles in use as such may not be available unless a plate is used. You will need to observe the relevant requirements if you wish to claim those advantages.]

17 Conditions Specific to Stretch Limousines

- a) All stretch Limousines should meet the Q.V.M (Quality Vehicle Modifier) issued by the Ford Motor Company , C.M.C (Cadillac master Coach builder) or have relevant approval documentation of the originating chassis supplier approving the conversion as presented for licensing.
- b) No vehicle will be licensed when after conversion the increased length is more than 120 inches.
- c) Passenger capacity will be determined by how many forward facing seatbelts are within the vehicle. (Side seatbelts and rear facing seatbelts will not be considered suitable)
- d) Correct tyres as recommended by the manufacturer must be fitted to include appropriate weight loading of the converted vehicle
- e) That no stretch Limousine over 6 years of age from the date of its first registration shall be licensed.
- f) The maximum weight of any converted vehicle should not exceed 7100lbs

Failure to comply with conditions

Failure to comply with any of these conditions may result in the Council suspending, revoking or refusing to renew the licence and in certain circumstances, in prosecution. There is a right of appeal to the Magistrates Court.

These conditions consolidate, amend and update previous vehicle licence conditions and will be effective upon renewals after 1April 2007.

Licence Conditions - Private Hire Operator Licence

1. The licensee shall keep a suitable record and shall enter therein before the commencement of each journey the following particulars of every booking of a private hire vehicle invited or accepted by him or her, whether by accepting the same from the hirer or by undertaking it at the request of another operator and whether or not the vehicle to be hired is provided by the licensee himself, and such record must be maintained for at least the period of one year and all entries must be made in ink:
 - a. date of booking;
 - b. time of booking;
 - c. Whether direct from hirer or at request of another operator (in the latter instance give name of operator);
 - d. Name of hirer;
 - e. Place at which vehicle is to pick up;
 - f. Date and time at which vehicle is to pick up destination
 - g. Place and registration number of vehicle, and name of proprietor if not the licensee himself; and
 - h. Name of driver of vehicle
2. The licensee shall keep a record of the following particulars of any private hire vehicle for which he or she invites or accepts bookings:
 - a. registration number;
 - b. private hire disc number;
 - c. permitted number of passengers to be carried as shown on private hire plate;
 - d. make and model of vehicle;
 - e. name and address of proprietor of vehicle;
 - f. date vehicle was first licensed for motor taxation purposes;
 - g. date the vehicle was first licensed by the council for private hire work;
 - h. date on which vehicle was added to operator's fleet; and
 - i. date on which vehicle was withdrawn from fleet.

3. The licensee shall keep a record of the following particulars of all licensed private hire vehicle drivers engaged to drive any private hire vehicle operated by him or her:
 - a. full name of driver;
 - b. full permanent address of the driver;
 - c. date of birth;
 - d. private hire badge number;
 - e. date that engagement/employment commenced; and
 - f. date that engagement/employment terminated.
4. The licensee shall produce all or any of the records specified in conditions (1) (2) and (3) on request to any authorised officer of the Council, or to any Constable for inspection.
5. The licensee shall not invite or accept bookings for private hire work for any vehicle which has not been licensed by the Council for such work.
6. The licensee shall not employ or otherwise engage whether directly or indirectly any driver to drive any private hire vehicle for which the licensee invites or accepts bookings unless the driver has been granted a private hire driver licence by the Council and there is in force for every journey appropriate third party insurance cover in the event of all passengers' personal injury.
7. The licensee shall provide a prompt efficient and reliable service to members of the public at all reasonable times and for this purpose shall in particular:
 - a. ensure that when a private hire vehicle has been hired to pick up at an appointed time and place the vehicle shall unless delayed or prevented by sufficient cause, punctually attend at the appointed time and place;
 - b. ensure that when a private hire vehicle has been hired, the vehicle shall be clean inside and display the current private hire vehicle licence disc provided by the Council;
 - c. keep clean, adequately heated, ventilated and lit any premises provided and to which the public have access whether for the purpose of booking or waiting;
 - d. ensure that any waiting area provided has adequate seating facilities; and
 - e. ensure that any telephone facilities and radio equipment provided are maintained in a sound condition and that any defects are repaired promptly.

Appendix C

8. The licensee shall immediately on receipt notify the Licensing Officer of any complaints received and any proposed action.
9. The Licensee shall notify the Licensing Officer in writing of any change in his or her address (including any address from which he or she operates or otherwise conducts his or her business as an operator) within seven days of such a change taking place.
10. The Licensee shall notify the Licensing Officer in writing of any conviction arising out of Court action imposed on him or her or, if the licensee is a company or partnership, on any of the directors or partners.

Driver Application Guidelines

Minor traffic offences

Where a period of disqualification has been imposed due to the accrual of DVLA penalty points or for a single infringement, an application should not be considered until the DVLA driving licence has been restored for a period of 12 months. Should the DVLA demonstrate a further conviction since the disqualification period then a 12 month period should elapse from the date of the last conviction on the DVLA licence before an application is approved.

Offences covered under this section include:

- MS10 - Leaving a vehicle in a dangerous position
- MS20 - Unlawful pillion riding
- MS60 - Offences not covered by other codes as appropriate
- SP10 - Exceeding goods vehicle speed limit
- SP20 - Exceeding speed limit for type of vehicle excluding goods or passenger vehicles
- SP30 - Exceeding statutory speed limit on a public road
- SP40 - Exceeding passenger vehicle speed limit
- SP50 - Exceeding speed limit on a motorway
- SP60 - Undefined speed limit offence
- PL10 - Driving without "L" plates
- PL20 - Not accompanied by a qualified person
- PL30 - Carrying a person not qualified
- PL40 - Drawing an unauthorized trailer
- PL50 - Undefined failure to comply with conditions of a provisional licence

Major traffic offences

Where a period of disqualification has been imposed an application should not be considered until the DVLA driving licence has been restored for a period of 12 months and no further motoring conviction has been endorsed on it in that period. Should the DVLA demonstrate a further conviction since the disqualification period then a 12 month period should elapse from the date of the last conviction on the DVLA licence before an application is approved.

- CD10 - Driving without due care and attention
- CD20 - Driving without reasonable consideration to other road users

Appendix D

CD30 - Driving without due care and attention or without reasonable consideration for other road users

IN10 - Using a vehicle uninsured against third party risk

BA10 - Driving while disqualified by order of court

BA20 - Driving while disqualified under age

An application received which details one of the following offences on the DVLA driving licence (DD30, DD60, DD70, MS50) will normally be refused or a current licence suspended or revoked. The endorsement for these offences remains on the DVLA licence for a period of 11 years. An application will not normally be approved until the endorsement period has expired and it is shown that no further motoring convictions have been endorsed on it in that period.

DD30 - Reckless driving

DD60 - Manslaughter or culpable homicide while driving a vehicle

DD70 - Causing death by reckless driving

MS50 - Motor racing on the highway

Other offences covered as major offences:

UT10 - Taking or driving away a vehicle without consent or an attempt there at

UT20 - Stealing or attempting to steal a vehicle

UT30 - Going equipped to steal a vehicle

UT40 - Taking or attempting to take a vehicle without consent, driving or attempting to drive a vehicle knowing it to have been taken without consent. Allowing oneself to be carried in or on a vehicle knowing it to have been taken without consent.

UT50 - Aggravated taking of a vehicle

The above offences will be treated under the dishonesty and violence categories.

Driving whilst under the Influence of Alcohol

With a motor vehicle:

An application with one conviction on the DVLA driving licence under this category should not be considered until a period of 36 months has elapsed since the restoration of the DVLA driving licence. More than one conviction of this type and the application should be refused until such time as only one of the convictions remains on the DVLA licence and a period of 36 months has elapsed since the restoration of the licence.

Offences under this section include:

- DR10 - Driving or attempting to drive with alcohol level above limit
- DR20 - Driving or attempting to drive while unfit through drink or drugs
- DR30 - Driving or attempting to drive then failing to supply a specimen for analysis
- DR40 - In charge of a vehicle while alcohol level above limit
- DR50 - In charge of a vehicle while unfit through drink and drugs
- DR60 - Failure to provide a specimen for analysis in circumstances other than driving or attempting to drive.
- DR70 - failing to provide specimen for breath test.

Not in a motor vehicle

An isolated conviction/caution for drunkenness need not debar an applicant from gaining a licence. However a number of convictions/cautions for drunkenness could indicate a medical problem necessitating critical examination. In some cases a warning may be sufficient or the application may be refused until a period of 36 months has elapsed since the last conviction/caution.

Drugs

An application should not be considered until three years from the end of the period of any sentence awarded by a court, whether the sentence has been served in full or not or 5 years after detoxification treatment if he/she was an addict.

Offences in this category will include:

- a. Possessing controlled drug
- b. Possessing controlled drug with intent to supply
- c. Producing controlled drug
- d. Importing drugs

Appendix D

Indecency Offences

An application should not be considered until three years from the end of the period of any sentence awarded by a court, whether the sentence has been served in full or not, or if the applicant has been placed on the sex offender's register until that period of time has elapsed.

Offences within this category will include:

- a. Indecent exposure
- b. Indecent exposure to the annoyance of residents
- c. Indecent exposure with intent to insult a female
- d. Unlawful sexual intercourse
- e. Importuning
- f. Gross indecency with a female
- g. Gross indecency with a male
- h. Indecent assault on a female
- i. Indecent assault on a child under 16 years of age
- j. Living off immoral earnings
- k. Prostitution
- l. Possessing or distributing obscene material
- m. Buggery
- n. Rape
- o. Indecent or nuisance telephone calls.

Violence

An application should not normally be considered until three years from the end of the period of any sentence awarded by a court, whether the sentence has been served in full or not, with the exception of h,i & j below when 2 years for a single offence will be the appropriate period.

Offences in this category will include:

- a. Common assault
- b. Assault
- c. Grievous bodily harm
- d. Actual bodily harm
- e. Assault Police
- f. Affray

- g. Riot
- h. Using threatening words or behaviour
- i. Breach of the peace
- j. Drunk & Disorderly
- k. Common assault
- l. Obstruction
- m. Robbery
- n. Possess offensive weapon/s
- o. Possess firearm/s
- p. Possess firearm/s with intent to use
- q. Criminal damage
- r. Violent disorder
- s. Resist arrest
- t. Arson

Dishonesty

It should be considered that it is comparatively easy for dishonest drivers to defraud the public by demanding more than the legal fare; it should also be noted that the Private Hire is not bound by a set fare structure and therefore is open to potential abuse by unscrupulous drivers. Customers often use the trade for going to airports and drivers are privy to the knowledge that premises are empty for periods of time. In addition 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/caution involving dishonesty. In general a period of not less than three years from the end of the period of any sentence awarded by a court, whether the sentence has been served in full or not should be requested before consideration of an application.

Offences in this category will include:

- a. Theft
- b. Theft - shoplifting
- c. Theft - employee
- d. Theft - from a vehicle
- e. Burglary and theft - from a dwelling
- f. Burglary and theft - non dwelling

Appendix D

- g. Burglary - aggravated
- h. Fraudulent use
- i. Handling
- j. Receiving
- k. Forgery
- l. Conspiracy to defraud
- m. Obtain money by deception
- n. Obtain money by forged instrument
- o. Deception
- p. False accounting
- q. False statement
- r. Going equipped
- s. Taking/driving or attempt to steal a vehicle
- t. Allow to be carried in a stolen vehicle
- u. Touting for hire car services
- v. Perverting the course of justice
- w. Plying for hire

Nothing in this criteria would remove an applicant's right of appeal to the Licensing Review Panel or a Magistrates Court subject to the normal rules currently in place. Additionally the Council must still determine each application on individual merit.

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 South Cambridgeshire District Council.

Interpretation

1. Throughout these Byelaws “the Council” means the South Cambridgeshire District Council and “the district” means the District of South Cambridgeshire.

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

2. The proprietor of a hackney carriage

- a. shall cause the number of the licence granted to him or her in respect of the carriage to be legibly painted or marked on the outside and inside respectively of the carriage, or on plates affixed thereto;
- b. not wilfully or negligently cause or suffer any such number to be concealed from public view while the carriage is standing or plying for hire,
- c. not cause or permit the vehicle to ply for hire with any such plate so defaced that any figure or material particular is illegible.

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

3. Every proprietor of a hackney carriage shall

- a. provide sufficient means by which any person in the carriage may communicate with the driver;
- b. cause the roof or covering to be kept water-tight;
- c. provide any necessary window and means of opening and closing not less than one window on each side;
- d. cause the seats to be properly cushioned or covered;
- e. cause the floor to be provided with a proper carpet, mat, or other suitable covering;
- f. cause the fittings and furniture generally to be kept in a clean condition, well maintained and in every way fit for public service;
- g. provide means for securing luggage if the carriage is so constructed as to carry luggage;
- h. provide an efficient fire extinguisher which shall be carried in such a position as to be readily available for use;
- i. provide at least two doors for use of persons conveyed in such carriage and a separate means of ingress and egress for the driver;

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4. The proprietor of a hackney carriage shall cause the same to be provide with a 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 or other device the turning of which will bring the machinery of the taximeter into action and cause the work “Hired” to appear on the face of the taximeter;
 - b. such key or device shall be capable of being locked in such a position that the machinery of the taximeter is not in action and 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 figures clearly legible a fare not exceeding the rate of fare which the proprietor or driver is entitled to demand the take in pursuance of the tariff fixed by the Council in that behalf for the hire of the carriage by distance;
 - 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 may be at all times plainly visible to any person being conveyed in the carriage, and for that
 - f. purpose the letters and figures shall be suitably illuminated during any period of hiring;
 - g. The taximeter and all the fittings thereof shall be affixed to the carriage with seals or other appliances that it shall not be practicable for any person to tamper with them except by breaking, damaging or permanently displacing the seals or other appliances.

Provisions Regulating the Conduct of the Proprietors and Drivers of Hackney Carriages 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 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 “Hire” is legible on the face of the taximeter and keep the machinery of the taximeter in action until the termination of the hiring;

- c. cause the dial of the taximeter to be kept properly illuminated throughout any part of the hiring which is during the hours of darkness; this being the time between half-an-hour after sunset to 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. The driver of hackney carriage for which stand are fixed by the Council in any village or parish where such stands have been fixed shall, when plying for hire in any street and not actually hired,
 - a. proceed with reasonable speed to and station the carriage on one of such stands;
 - b. if a stand, at the time of his or her arrival, is occupied by the full number of carriages authorised to occupy it, proceed to another stand;
 - c. on arriving at a stand not already occupied by the full number of carriages authorised to occupy it, station the carriage immediately behind the carriage or carriages on the stand and so as to face in the same direction;
 - d. from time to time when any other carriage immediately in front is driven off or moved forward cause his or her carriage to be moved forward so as to fill the place previously occupied by the carriage driven off or moved forward.
8. A proprietor or driver of a hackney carriage, when standing or plying for hire, shall not, by calling out or otherwise, importune any person to hire such carriage and shall not make use of the services of any other person for the purpose.
9. The driver of a hackney carriage shall have 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 shall have agreed or shall have been hired to be in attendance with the carriage at an appointed time and place shall, unless delayed or prevented by some sufficient cause, punctually attend with such carriage at such appointed time and place.

Appendix E

11. If a badge has been provided by the Council and delivered to the driver of a hackney carriage, either with the licence granted to him or her by the Council or afterwards, he or she shall, when standing, plying, or driving for hire, wear the badge in such position and manner as to be plainly and distinctly visible.
12. 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 outside of the carriage.
13. The driver of a hackney carriage so constructed as to carry luggage shall when requested by any person hiring or seeking to hire the carriage
 - a. convey a reasonable quantity of luggage;
 - b. afford reasonable assistance in loading and unloading;
 - c. afford reasonable assistance in removing it to or from the entrance of any house, station, or place at which he or she may take or set down such person.
14. Every Proprietor or driver of a hackney carriage who shall knowingly convey in the carriage the dead body of any person shall knowingly convey in the carriage the dead body of any person shall, immediately thereafter, notify the fact to the Environmental Services Officer of the Council.

Provisions Fixing the Rates on Fares to be paid for Hackney Carriages within the District, and securing the due publication of such Fares.

15. The Proprietor of a hackney carriage plying for hire for which any fares are fixed by the Council shall
 - a. cause a statement of such fares to be exhibited on the inside of carriage, in clearly distinguishable letter and figures;
 - b. renew such letter and figures as often as necessary to keep them clearly visible.
16. Every Proprietor or driver of a hackney carriage shall, immediately after the termination of any hiring, carefully search the carriage for any property which may have been accidentally left therein.
17. Every Proprietor or driver of a hackney carriage in the district shall, if any property accidentally left therein by any person who may have been conveyed in the carriage be found by or handed to him or her:
 - a. carry it within twenty-four hours, if not sooner claimed by or on behalf of its owner, to the Council offices or to the property store at Parkside Police Station, Cambridge and leave it in the custody of the District Secretary or Officer in charge of the station on their giving a receipt for it;

- 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 Council offices or to the Property Store at Parkside Police Station, Cambridge whichever be greater) but not more than five pounds.

Penalties

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

The Common Seal of South Cambridgeshire District Council (was hereunto affixed)

On the 29th day of September 1987)
In the pursuance of a resolution of the)
Council passed on the 24th day of)
September 1987 in the presence of:)

L.S.

Dr. C.M. Attwood
Chairman

Mrs K. J. Letley
Secretary

The foregoing Byelaws are hereby confirmed by the Secretary of State and shall come into operation on 1st day of January 1988.

H. Fawcett
An Assistant Secretary in the Department of Transport on behalf of the Secretary of State for Transport.

**This Printed Copy Of The Byelaws Is A True Copy Of The Byelaws As
Confirmed By The Secretary Of State**

Mrs K. J. Letley
District Secretary

South Cambridgeshire District Council

Hackney Carriage And Private Hire Licence Fees And Charges from 01.04.16

Driver Licence:

Grant £215.00

Renewal £115.00

DSA Driving Test (new applicants see note 3 below).

* **Criminal Records Check** £53.60 (or as set by DBS)

* **DVLA Mandate** £7.00

* These charges are to be added to your application for grant and renewal. The criminal records check fee is subject to change, as the council does not determine the fee.

Replacement Badge £10.00

Knowledge test £50 per test

Operator Licence: 1 year licence

Single vehicle £95.00

Two vehicles £165.00

Three to five vehicles £220.00

Six to ten vehicles £290.00

Eleven to twenty vehicles £350.00

Twenty one vehicles and above £480.00

Name/address change to existing licence £10.00

With effect from 1 April 2016 an option for a five year licence will be available

Single vehicle £395.00

Two vehicles £720.00

Three to five vehicles £955.00

Six to ten vehicles £1190.00

Eleven to twenty vehicles £1350.00

Twenty one vehicles and above £1990.00

Name/address change to existing licence £10.00

Appendix F

Vehicle Licensing

Grant	£125.00
Renewal	£100.00
Replacement Plate	£20.00
Certificate of Compliance	£30.00
(In addition to M.O.T test fee as set by VOSA)	

Vehicle Re-Testing - Certificate of Compliance - As Per M.O.T Regulations up to maximum fee at discretion of garage.

Important Notes

1. Please be advised the Council are unable to accept cash payments. Facilities are in place for customers to make chip and pin payments, or to pay for services over the telephone using a Debit or Credit Card.
2. Certificate of compliance test fee is to be borne by the applicant and is payable directly to the garage.
3. DSA driving test fee will be borne by the applicant and paid directly to the DSA.
4. Costs of DBS and medical checks are to be borne by the applicant.

Policy Statement: Relevant Offences

To the Applicant

You are asked to read the following statement prior to completion of your application form:

1. As of the 1st March 2002 the Disclosure and Barring Service are responsible for providing your Police Disclosure, with regards to your application for a Private Hire Vehicle and/or Hackney Carriage Vehicle Driver Licence.
2. This Council requires you to obtain the Enhanced level of disclosure.
3. There is a fee required for the enhanced disclosure, and payment should be submitted to the Licensing Department at the time of submitting your application.
4. The DBS application will be submitted electronically at the time of your appointment
5. No application for Private Hire or Hackney Carriage Driver will be considered until a Satisfactory Enhanced disclosure has been received by this Council.
6. People applying for Renewal licences are also required to have the Enhanced DBS check done. No applicant is exempt unless they have already acquired the above relevant Enhanced disclosure within one calendar month of submitting their application.
7. The licence for which you are applying is exempt from the Rehabilitation of Offenders Act 1974 by virtue of the 2002 amendment s75. Therefore, should you have any convictions, cautions, warnings or bind-overs, you are required to declare them by ticking 'yes' when asked about convictions, irrespective of how old they may be. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies.
8. The Authority will check with the Disclosure and Barring Service for the existence and content of any criminal record of the applicant. Information received from the Disclosure and Barring Service will be kept in strict confidence.
9. Failure to declare a pending prosecution or a non-spent conviction, or caution or bind-over on your application form may disqualify you from being granted a licence, or result in revocation of the licence if the discrepancy comes to light.

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