

---

# Chelmsford City Council

## Licensing

### Private hire vehicle

---

#### Licence conditions

1. At all times the private hire vehicle identification plates issued by the Council must be displayed in the following positions:
  - a) one plate shall be affixed to the rear of the vehicle and one affixed to the front of the vehicle so that it is clearly visible to the public
  - b) one driver identification card shall be affixed in the passenger compartment so that it is clearly visible to passengers
2. Private hire door stickers must be permanently attached and displayed centrally within the upper panel of both front doors. Door stickers attached by magnets are not permitted and show the words 'Pre-booked Hirings only'.
3. No private hire vehicle shall have roof signs or display the words "Taxi" or "Cab".
4. Where drivers are required not to accept cheques in any circumstances for payment, then in each private hire vehicle the following notice must be displayed: - 'No Cheques Accepted'.
5. Whilst a vehicle is being used as a private hire vehicle it shall not be driven by anyone other than a private hire vehicle driver licensed as such by the Council and wearing an official badge.
6.
  - a) Where a private hire vehicle is fitted with a meter the private hire vehicle must be made available at the Council's request for the meter to be sealed at the proprietor's expense
  - b) If for any reason the Council's seal on the meter should be broken, this fact and the relevant circumstances shall be reported immediately to the Council in writing
  - c) If a meter is changed for one of a different manufacture the Council shall be informed immediately
7. Private hire vehicles shall be equipped with an effective 'in date' fire extinguisher.

8. Private hire vehicles shall be equipped with a spare wheel that is in a serviceable condition at all times unless otherwise agreed with the Authority.
9. Private hire vehicles shall be equipped with adequate luggage facilities and if the vehicle is an estate or hatchback type car it must be fitted with a guard rail of a type approved by the Council to separate the rear loading area from the passengers.
10. Private hire vehicles shall be kept in a clean and well-maintained condition.
11. No private hire vehicle shall carry more persons than the number specified in this licence.
12. Private hire vehicles shall be made available for inspection by the appropriate officers of the Council as required.
13. No advertising in or on the private hire vehicle shall be displayed unless previously approved by the Council. No circuit information will be so permitted on either front doors.
14. A record of all mileage covered must be kept and retained for a period of 12 months.
15. Where any of the following events occur, a proprietor must notify the Council in writing within seven days of the event, the name and address of
  - a) any person other than the proprietor whose name is specified in this licence to whom an interest in the private hire vehicle has been transferred; and
  - b) any person concerned, either solely or in partnership with any other person with the keeping, employing or letting or hire of the private hire vehicle.
16. A proprietor must report to the Council in writing as soon as reasonably practicable, and in any case within seventy two (72) hours of the occurrence thereof, any accident to the private hire vehicle causing damage materially affecting the safety, performance or appearance of the vehicle or the comfort or convenience of the passengers therein.
17.
  - a) A proprietor must comply with relevant legislation in respect of insurance of the vehicle
  - b) A proprietor shall display a current certificate of motor insurance or cover note in a prominent position in the vehicle so that it can be seen by passengers
18. A proprietor shall be familiar with and at all times comply with the relevant provisions of the Local Government (Miscellaneous Provisions) Act 1976 as the same may be amended and all regulations and Byelaws made by the Council and other relevant statutory provisions for the time being in force. Copies are available for inspection at the Council's Licensing Reception, Civic Centre (Coval Lane Building) Chelmsford during normal office hours.
19. An 'Internal Vehicle Notice' in a form prescribed by the licensing authority must be clearly displayed for the information of passengers giving the vehicle licence number and licensing authority contact details.