

Section 5

HACKNEY CARRIAGE PROPRIETOR (VEHICLE) LICENCES

Town Police Clauses Act 1847

Local Government (Miscellaneous Provisions) Act 1976

1. This document contains the policy, byelaws, conditions and legislation relating to a hackney carriage proprietor (vehicle) licence. The legislation refers to hackney carriage proprietor licences, but as these are often referred to as hackney carriage vehicle licences, for the avoidance of doubt the term "hackney carriage proprietor (vehicle)" will be used throughout this policy.
2. As hackney carriage proprietor (vehicle) licences can be held by limited companies, limited liability partnerships (LLP) and conventional partnerships as well as individuals, this policy must be read to give effect to that. Any reference to a "person", "you", "licensee" or "proprietor" is taken to mean the proprietor of the hackney carriage.
3. The Council has the power to make byelaws relating to hackney carriages under the legislation, and it has done so.
4. There is also a power to attach conditions to hackney carriage proprietor (vehicle) licences, and the Council has standard conditions which attach to these licences. These are contained within this document.
5. There is also a list of the main law and byelaws that apply to hackney carriage proprietors.

INTRODUCTION

6. The purpose of licensing hackney carriage vehicles is to protect the public, including passengers and others who may otherwise be placed at risk from unlicensed and potentially dangerous vehicles.
7. It is a privilege to hold a hackney carriage proprietor (vehicle) licence and licensees have responsibilities to their drivers, passengers and customers, other road users and the public generally. The Council has to have been satisfied that when you applied for your licence the vehicle was suitable and safe for use as a hackney carriage and that you were a safe and suitable person to have that licence granted. In assessing that, the Council took into account the type of the vehicle, the condition of the vehicle and your entire character and behaviour.
8. As a vehicle proprietor this assessment of your character not only includes times when you are working within the hackney carriage trade, but at all other times as well. This can include your use of social media as well as

Section 5

other forms of communication. The requirement to satisfy the Council that you are a safe and suitable person continues throughout the duration of the licence. If at any time the standard of the vehicle or your behaviour falls below the standards expected for new applications, the Council will consider taking action against that licence. This could be suspension, revocation or refusal to renew that licence. In relation to your personal actions, it is no defence to argue that your actions took place when you were not working within the hackney carriage trade. You should appreciate that under the Previous Convictions Policy, if the unacceptable or criminal behaviour took place whilst you were working within the hackney carriage trade, that will be viewed as an aggravating feature by the Council.

9. In many cases a hackney carriage is the first vehicle that a visitor to the county will encounter following arrival at a railway station or bus station. As a consequence, the appearance of hackney carriages can affect a person for their entire visit. Hackney carriage proprietors should be aware of this and ensure that their vehicle is maintained to the highest standard at all times.
10. Please note, this section reminds you of some of the important legal requirements with which you must comply. This is not a comprehensive list. You should familiarise yourself with the Town Police Clauses Act 1847, Local Government (Miscellaneous Provisions) Act 1976 and all other relevant legislation.
11. The Council has decided to attach conditions to hackney carriage licences that it considers reasonably necessary under the powers contained in section 47(1) of the 1976 Act. The conditions are in addition to the statutory requirements of the legislation. Section 47(3) of the 1976 Act gives the right of appeal to the Magistrates' Court to any person aggrieved by any of the conditions attached to their licence within 21 days of receipt of the licence.
12. You must understand and comply with the legal requirements relating to the hackney carriage licensed in your name, a limited company in which you are a director or secretary, a limited liability partnership in which you are a partner, or in joint names when you are one of the named individuals. Failure to comply with the requirements may result in your hackney carriage proprietor (vehicle) licence being suspended or revoked.
13. The Council office for hackney carriage and private hire licensing purposes is The Licensing Section, Herefordshire Council, 8 St Owen Street, Hereford HR1 2PJ, telephone: 01432 261761, email: taxi-licensing@herefordshire.gov.uk.

Section 5

14. This is the address to which all applications, notices, reports of incidents and any other communications with the Council must be sent.

Sanctions against the Hackney Carriage Proprietor (Vehicle) Licence

15. Where a proprietor breaches any legislation, byelaw or condition of the licence, they may be referred to the Regulatory Committee.
16. The Council also runs its own Penalty Points Scheme as a method of enforcing the requirements for hackney carriage and private hire licensees.
17. Whenever, and in what circumstances a proprietor is brought before the Regulatory Committee, the Committee will decide each case on its merits, after hearing the facts.
18. The Committee may also suspend or revoke the hackney carriage proprietor (vehicle) licence or impose further penalty points.

Power to take action against a Hackney Carriage Proprietors (Vehicle) Licence

19. Under section 60 of the 1976 Act, the Council may suspend, revoke or refuse to renew a hackney carriage proprietor (vehicle) licence on the following grounds:
 - a) that the hackney carriage vehicle is unfit for use as a hackney carriage;
 - b) any offence under, or non-compliance with, the provisions of the Act of 1847 or of this Part of this Act by the operator or driver; or
 - c) any other reasonable cause.
20. An authorised officer of the Council, an authorised officer of another council where there is a reciprocal arrangement, or a police constable can immediately suspend a hackney carriage proprietor (vehicle) licence under section 68 of the 1976 Act on the grounds of:
 - a) the vehicle is unfit
 - b) the taximeter is inaccurate
21. Failure to comply with any hackney carriage legislation (including byelaws), or other road traffic legislation is an offence and you may be liable to prosecution. In addition (irrespective of whether you were prosecuted or convicted of the offence(s)), the Council may take action against your licence which could lead to your hackney carriage proprietor (vehicle) licence being suspended, revoked or the renewal refused.

Section 5

22. Failure to comply with the Council's conditions may result in your hackney carriage licence being suspended, revoked or the renewal refused.
23. If any information given by you on the application form for this licence proves to be false, or you fail to disclose any relevant information on your application form, the licence may be revoked, and you may also be prosecuted under section 57(3) of the 1976 Act.
24. The hackney carriage proprietor (vehicle) licence remains the property of the Council.
25. In the event that you lose your proprietor licence, hackney carriage proprietor (vehicle) licence plates or additional signage, or if they are damaged or defaced, you must get a replacement licence or plates on payment of a fee determined by the Council, and you cannot use the hackney carriage until such replacements are obtained and fitted.
26. It must be understood that a decision to grant a Hackney Carriage proprietor (vehicle) licence is made on the basis of the condition and suitability of the vehicle and the suitability of the proprietor(s) on the particular facts of the case on the day of the decision. That suitability can be lost at any time in the future and you must ensure that the condition of your vehicle and your behaviour remains of the highest standard to protect your vehicle licence and therefore your livelihood.

POLICY

Applicants

27. Hackney carriage proprietor (vehicle) licences can be held by individuals, limited liability partnerships (LLP), conventional partnerships (two or more people in business together) or limited companies. Usually the vehicle must be registered to one of those, but there will be occasions where the vehicle is leased or hired. In all cases the applicant(s) must demonstrate that they have ownership of the vehicle, a financial interest in the vehicle or permission to use the vehicle on an extended basis (in the case of a lease or hire). A V5 registration document is not proof of ownership and other documentation will be required. This can include, but is not limited to:
 - a) Receipt for the purchase of the vehicle
 - b) Lease/hire contract
 - c) Partnership agreement between 2 or more individuals.

Character of the applicant

Section 5

28. The licensee of a hackney carriage can exert control over those who drive that vehicle, and as a consequence it is essential that they satisfy the Council that they are a suitable person to hold a hackney carriage proprietor (vehicle) licence.
29. All applicants (new and on renewal) will be required to provide a Basic Disclosure and Barring Service check at their own expense, as part of the application process. The same will be required of all partners in a limited liability or conventional partnership and all directors and secretary of a limited company when the application is made, or the licence is held, by a limited liability or conventional partnership or limited company.
30. The application will then be considered in the light of the Council's Previous Convictions Policy.
31. In addition, the Council will take into account the compliance and maintenance history of previous and existing vehicles licensed by the applicant. The Council does not regard licensees whose vehicles fail regular tests as being a safe and suitable person to have responsibility for hackney carriages. All vehicles must be maintained to a satisfactory standard all times and should pass any test at any point.

Convictions

32. If you or anybody else with an interest in the vehicle or who is named on the licence is arrested in connection with, charged with or convicted of any criminal offence, that must be reported to the Council within 48 hours (including weekends and bank holidays). The same requirement applies in relation to any fixed penalty notices, speed awareness courses, Community Protection Notices, civil injunctions or Criminal Behaviour Orders that you receive or have to attend.

Vehicles

33. It is the applicant's responsibility to ensure that any vehicle presented for licensing as a hackney carriage meets the Council's criteria which are detailed below. As the Council will not be liable for any loss as a result of a vehicle not being licensed, it is vital that applicants ensure that any vehicle that they are considering purchasing meets these criteria.

Limits on the numbers of Hackney Carriages

34. At present there is no limit on the number of hackney carriages that are licensed by the Council. The Council has no plans to alter that approach.

Licensed Vehicle Type, Age and Emissions Policy

Section 5

35. Any vehicle submitted to be licensed as a hackney carriage must be of Category M1 (as shown on the registration document) unless either of the following apply:

Category M2 or N1 vehicles (as shown on the registration document) will be acceptable provided the vehicle has passed an IVA test and there is evidence to show that no modification to be made to that vehicle since the date of that test.

36. Vehicles are constantly being improved by manufacturers, and improved standards are imposed by the Government. Newer vehicles are safer, less environmentally damaging and less likely to break down. Vehicles deteriorate due to a combination of age and use.
37. In order to reduce emissions it is important to set standards that are common to all within the hackney carriage fleet, to ensure consistency and a level playing field for proprietors. The age of vehicles and the exhaust emissions are critical to the level of pollutants emitted. Consequently, to improve air quality and reduce emissions from the hackney carriage fleet, the following standards will apply.
38. From 1 April 2022, licences will not be granted in respect of vehicles that were first registered (or, in the case of imported vehicles, manufactured) more than 5 years prior to the date that the application was made. All such vehicles first registered (or, in the case of imported vehicles, manufactured) before 1 April 2020 must meet or exceed Euro 5 emission standards. Vehicles first registered (or, in the case of imported vehicles, manufactured) after 1 April 2020 must meet or exceed Euro 6 emission standards.
39. From 1 April 2022, licences will not be renewed in respect of any licensed vehicle that was first registered (or, in the case of imported vehicles, manufactured) more than 10 years prior to the date of renewal. This applies to the renewal of licences only. All such vehicles will therefore meet Euro 5 standards
40. A vehicle that does not comply with these emissions requirements may be considered for licensing if it is in 'exceptional condition'. The criteria for 'exceptional condition' are set out below.

Exceptional Condition Criteria

41. A vehicle will be considered to be in 'exceptional condition' if **all** of the following apply:

Section 5

- a) The mileage for the vehicle is no higher than the average mileage that could be expected for a similar vehicle if that vehicle was used solely for social, domestic and pleasure purposes.
- b) The vehicle passes the Council's vehicle inspection.
- c) The bodywork is in near perfect condition with no signs of panel age deterioration, dents, scratches, stone chips, or rust or any other abrasions that may detract from the overall appearance of the vehicle.
- d) The general paint condition should show no signs of fading, discolouration or mismatching that may detract from the overall appearance of the vehicle.
- e) The interior trim, panels, seating and carpets and upholstery are in excellent condition, clean and free from damage and discolouration.
- f) The boot or luggage compartment is in good condition, clean and undamaged.
- g) Passenger areas are free from damp or any other odours that may cause passenger discomfort.
- h) The vehicle must be in excellent mechanical condition and in all respects safe and roadworthy, with no signs of corrosion to the mechanical parts, chassis, underside or bodywork.
- i) The vehicle must have a complete service record to show that it has been properly serviced and maintained in accordance with the manufacturer's service specification.

Low Emission Vehicles

- 42. The Council aims to encourage the uptake of low emission vehicles in the County, and will examine the feasibility of introducing differential licensing fees for electric, hybrid and ultra-low emission vehicles.
- 43. It is anticipated that more Electric Vehicle rapid re-charging points for use by the public will be available at locations in Herefordshire from 2022.

Acquired rights

- 44. If a non-WAV vehicle has been continually licensed as a hackney carriage by the Council since 2002, that licence can continue to be attached to a non-WAV vehicle provided a renewal application is made before the expiry of that hackney carriage proprietor licence. If at any

Section 5

time an application is not made before the expiry of the current hackney carriage proprietors (vehicle) licence, then the rights acquired will be lost and any application will be treated as a new application requiring a wheelchair accessible vehicle as detailed below.

45. Notwithstanding acquired rights, after 31 March 2025 any application to renew a non-WAV vehicle must relate to a vehicle that complies with Euro 6 standards.

Vehicle specification

46. There are 2 different types of vehicle that can be licensed as hackney carriages: those which are Wheelchair Accessible Vehicles (WAV) and those which are not.
47. Non-WAV vehicles can only be licensed in respect of a hackney carriage proprietor licence that has been in continual existence since 2002.
48. All applications for new hackney carriage proprietor licences, or in respect of renewals of licences granted since 2002 must relate to a wheelchair accessible vehicle.
49. The Council maintains a list of all WAV (both hackney carriages and private hire vehicles). Drivers of those vehicles must then provide mobility assistance to wheelchair-bound passengers.
50. The following specifications detail the minimum requirements for each type of vehicle, together with the requirements for all hackney carriages.

Non-Wheelchair accessible vehicles

51. If the vehicle is to be licensed as a Non-WAV (saloons, estate cars, people carriers (MPV), sports utility vehicles (SUV) and any other vehicle that cannot carry a passenger whilst they remain in their wheelchair) it must be approved by the Council and comply with the following specification:
 - a) Be a right-hand drive vehicle.
 - b) Have at least four doors that can be opened from both inside and outside the vehicle. Each door (except the driver's door) must be capable of being opened by passengers.
 - c) Have a minimum seating capacity for at least four adult passengers based on a width of not less than 410 mm per person across the rear seat.
 - d) Must be so constructed as to provide adequate space within its structure for the safe carriage of each passenger's luggage or any

Section 5

equipment. If that is not possible or practical then d. below will apply.

- e) Roof racks and tow bars will be permitted. Any vehicle using a roof rack must be fitted with a second roof sign, with one sign in front of the roof rack, and one behind, allowing the signs to be seen in the same way as a vehicle without a roof rack. Any luggage carried on the roof rack must be protected from the elements by a waterproof cover and properly secured. A properly fitted roof box is an acceptable alternative, subject to the additional signage as detailed above.
- f) Tow bars (if fitted) must be fitted in accordance with the manufacturer's instructions.
- g) Trailers can be used, but only when fulfilling a pre-booked hiring. Any trailer that is used must meet the following requirements and be tested by the Council (the charge to be paid by the licensee) and will be issued with a "trailer plate" which must be displayed on the rear of the trailer and clearly visible whenever the trailer is being used by the hackney carriage. The trailer can only be used on the specified hackney carriage. Trailers must comply with the following standards:
 - i. Unbraked trailers must be less than 750kgs gross weight.
 - ii. Trailers over 750kgs gross weight must be braked, acting on at least two road wheels.
 - iii. The towing vehicle must have a kerb weight of at least twice the gross weight of the trailer.
 - iv. A suitable lid or other approved means of enclosure must be fitted to secure the contents within the trailer whenever in use.
 - v. The maximum permissible length of the trailer cannot exceed 7 metres, including the drawbar and coupling.
 - vi. The width of the trailer must not be greater than the width of the towing vehicle, subject to no trailer being wider than 2.3m.
 - vii. The maximum length for braked twin axle trailers is 5.54m.
 - viii. The trailer must at all times comply with all Road Traffic legislation requirements
 - ix. The vehicle insurance must cover towing a trailer.
 - x. Trailers must not be left unattended anywhere on the highway.
 - xi. The speed restrictions applicable to trailers must be observed at all times.

Section 5

- xii. The registration number plate of the hackney carriage and the Council issued "trailer plate" must be attached to the rear of the trailer.
 - xiii. The trailer must be inspected annually and must be considered to be satisfactory by the Licensing Authority.
 - xiv. Only drivers with the appropriate DVLA driving licence category may drive a vehicle with a trailer. The vehicle proprietor must check any driver's DVLA licence for the required category, prior to allowing the use of a trailer.
- g) Passengers must be able to communicate with the driver via a sliding screen, mesh or hole in any division between the drivers and passenger compartments
 - h) Any vehicle which is a convertible must meet all other requirements and have a waterproof roof and side windows which must be raised at the request of any passenger.

Additional requirements for minibus and MPV type vehicles

52. In order to be licensed as a hackney carriage, any Minibus/MPV-type vehicles must be fitted, in addition to the front driver and passenger doors, with at least:
- a) one other side loading door plus a rear door/doors or tailgate that can be opened from inside the vehicle, or
 - b) two side loading doors that can be opened from the inside.

Wheelchair Accessible Vehicles (WAV)

53. The vehicle must be a purpose built hackney carriage capable of carrying a wheelchair bound passenger which complies with the current Transport for London "Conditions of Fitness" or it meets the following specification.
54. Any vehicle, before it can be considered to be licensed as a Wheelchair Accessible Vehicle, must have European Community Whole Vehicle Type Approval (ECWVTA), or Individual Vehicle Type Approval, including an inspection certificate issued by the Driver and Vehicle Standards Agency (DVSA) as a minimum standard.
55. In addition:
- a) The interior of the vehicle must be able to accommodate a wheelchair and its user riding seated within the wheelchair itself.
 - b) The passenger compartment must have a minimum unobstructed available width of 0.74 metres (including at the point of entry)

Section 5

- c) The passenger compartment must have a minimum unobstructed available length of 1.2 metres for a wheelchair and user
- d) The passenger compartment must have a minimum unobstructed available height for a wheelchair and user of 1.3 metres at the point of entry and 1.4 metres when in the travelling position.
- e) The passenger compartment must be fitted with suitable wheelchair anchorages, either chassis or floor linked.
- f) The passenger compartment must be fitted with a suitable 3-point belt or harness, either chassis or floor linked, for a wheelchair and its user. The belt/harness must be independent of the wheelchair anchorages.
- g) The vehicle must have suitable ramps for a wheelchair user. The vehicle must have a secure and safe place for the ramps to be stored when they are not being used. Alternatively, the vehicle may be fitted with a tail lift or some other mechanical means of access, approved by the Council.
- h) Where the vehicle is a rear loading wheelchair accessible vehicle a suitable ramp will be carried in the vehicle to be used at the commencement and end of a journey to ensure that the passenger is delivered safely onto the pavement.
- i) At least one door entrance must be designed and constructed to help elderly and disabled passengers get in and out of the vehicle. The door entrance and any steps must be conspicuously marked where appropriate, to help visually impaired passengers.
- j) All passenger door entrances must have grab handles or rails suitably located to help elderly and disabled passengers. All handles/rails must be conspicuously marked to help visually impaired passengers.
- k) To assist elderly and disabled passengers, at least one passenger seat must be of a "swivel" or other design and construction, approved by the Council.

All vehicles

56. The following are the minimum requirements for all hackney carriages, irrespective of their type:
- a) The vehicle must be wind and water-tight.
 - b) The vehicle must have a floor properly covered with carpet or other suitable covering.
 - c) The vehicle must have an adequate internal light to enable passengers to enter and leave the vehicle safely.
 - d) The vehicle's bodywork and paintwork must be in good condition, free from dents or other damage or rust.

Section 5

- e) The vehicle must not be fitted with any additional external accident protection devices (e.g. bull bars or additional bumpers).
- f) The vehicle must carry a spare wheel and tyre of the correct size to fit the vehicle, together with equipment to change the wheel including a spare wheel and tyre, jack and wheel brace, all of which must be securely stored. If the manufacturer's specification when the vehicle was new did not include a spare wheel, the manufacturer's alternative (e.g. spray can) will be acceptable.
- g) The vehicle must be fitted with tyres which meet the specifications detailed by the manufacturer in terms of size and speed rating. They must have at least 2 mm of tread across the entire contact surface.
- h) The vehicle must be fitted with nearside and offside exterior rear view mirrors
- i) The vehicle must have at least one window on each side of the passenger compartment which is capable of being opened and closed
- j) All seats must be permanently fixed to the vehicle and must be factory fitted with a 3-point seat belt or, where that was not a manufacturer's option when the vehicle was manufactured, a factory fitted lap belt. Any retrospectively fitted seat belts must be approved by the Council
- k) The vehicle must be fitted with glass which complies with current Construction and Use Regulations (the Road Vehicles (Construction and Use) Regulations 1986 as amended). These regulations require that the front windscreen allows 75% of light to be transmitted and the front door windows allow 70% of light to be transmitted. In addition, the remaining glass within the vehicle must have a minimum light transmittance of not less than 70%. The rear of the vehicle must be fitted with at least one window (or one window per rear door fitted), the light transmission capacity of which must be a minimum of 70%. No self-adhesive material (tinted or clear) can be affixed to any part of the glass without the approval of the Council.
- l) The vehicle's power output must not be less than 100 bhp or 74.5 kw.
- m) The vehicle must carry a 1 kg dry powder extinguisher or a 2 litre AFFF extinguisher approved to BS EN3: 1996, with the licence number painted on it. The fire extinguisher must have been properly maintained in accordance with BS 5306: Part 3 and be secured in such a position in the vehicle as to be accessible for immediate use in an emergency. There must also be adequate signage visible to all passengers to identify the location of the fire extinguisher.
- n) The vehicle must carry a first aid kit in a suitable container, with the licence number painted on it. There must also be adequate

Section 5

signage visible to all passengers to identify the location of the first aid kit.

- o) The vehicle must not be fitted with any additional lights other than those originally fitted by the manufacturer unless they have been approved by the Council.
- p) The minimum unobstructed distance between the uncompressed seat cushion and the roof must be 0.9 metres (measured 0.25 metres from and parallel with the seat back) in relation to the front passenger and driver seats, and 0.84 metres in relation to any other passenger seats.
- q) The minimum unobstructed distance between the seat back and the footwell bulkhead/facing seat back must be 0.95 metres in relation to the front passenger and driver seats, and 0.6 metres in relation to any other passenger seats.
- r) The minimum unobstructed interior width of the vehicle must be 1.3 metres (excluding any arm rests).
- s) Any vehicle that has been converted to run on liquid petroleum gas (LPG) must be accompanied by a certificate stating that the conversion was undertaken in accordance with the LPG gas Association's code of practice, and if the conversion was undertaken more than one month before the application for the licence, an annual installation check which is not more than one month old.

57. In addition, in all types of hackney carriage the following requirements must be met.

Seating

58. In any vehicle all exits must be easily accessible and not obstructed by another seat. Access to all doors must be free from obstruction. Any seats that require passengers to move any part of another seat to gain access or egress will not be licensed for carrying passengers. The seating configuration and number of passengers that can be carried is subject to assessment by the Council.

Documents

59. A vehicle licence will only be issued where the vehicle has evidence of:

- a) A valid vehicle insurance certificate specifically stating that the vehicle is to be used for public hire/hackney carriage use.
- b) An MOT Certificate issued by a garage approved by the Council which is less than 2 weeks old.

Section 5

- c) A V5 vehicle registration document. In the case of a new vehicle, the sales invoice which must show engine and chassis numbers, shall be produced at the time of application and the registration document when it is received from DVLA. The registration document must in all cases be produced within 6 weeks of the licence being issued.
 - d) The complete service history for the vehicle.
60. Before or on the date of expiry of any certificate, the certificate about to expire must be produced together with the relevant renewal certificate to the Council.
61. All documentation must be originals.

Engine/Chassis Numbers

62. The Chassis/Vehicle Identification Number Plates and engine numbers must match the numbers recorded with the DVLA as detailed on the V5 Document. Vehicle applications cannot be accepted without a copy of the vehicle registration document, or in the case of new vehicle purchase, the sales documentation indicating the engine and chassis numbers. In the event of a vehicle being presented with numbers that do not correspond to the paperwork the Council will inform the Police Vehicle Identification Section who may undertake checks to ensure the vehicle is not stolen. If the engine is changed at any time whilst the vehicle is a licensed hackney carriage, the Council must be notified within 72 hours of that change and the updated V5 must be produced as soon as it is received from DVLA.

Maintenance and servicing

63. Vehicles must be maintained correctly and serviced in accordance with the manufacturer's recommendations. The service history of the vehicle will be inspected at first application and on every renewal of the licence

Vehicle tests

64. A licence will be granted or renewed only if the vehicle is considered by the Council to be roadworthy, fit for purpose and meets the criteria specified.
65. Vehicles will be tested before the licence is initially granted, then every 6 months for vehicles up to 5 years old and every 4 months for vehicles older than that.
66. Tests in relation to new applications, renewals and interims are carried out at the Council's testing centre at Rotherwas in Hereford.

Section 5

67. The vehicle must have an MOT certificate from one of the Council's approved garages (a list is available from the Licensing Section) which is less than 2 weeks old.
68. The applicant or licensee must make an appointment for the vehicle to be tested as part of the application process. It is the responsibility of the applicant/licensee to do this and then to ensure that the vehicle is presented at the specified location and time. If the vehicle is presented late, there is no guarantee that the test will be able to be conducted on that day and a further test must be arranged. In that case the initial test fee will be forfeited and a second fee must be paid for the rearranged test.
69. A test appointment can be cancelled only if at least two clear working days' notice (excluding Saturday, Sunday and Bank Holidays, the day on which notice is given and the day of the test) is given to the Council.
70. If the consequence of missing the test means that the licence cannot be renewed before expiry, this will prevent the vehicle being used until such time as the licence is renewed, with loss of income to the licensee. If the delay is considerable, this may result in the renewal application being treated as a new application for a hackney carriage proprietor licence, in which case any acquired rights will be lost.

Dual Plating

71. Once a vehicle has been licensed as a hackney carriage by the Council, it cannot be licensed as a hackney carriage (or private hire vehicle) by any other local authority or Transport for London during the duration of the Herefordshire licence.
72. The Council will not licence a vehicle that is licensed as a hackney carriage or private hire vehicle by another local authority or Transport for London

Insurance "write-offs"

73. The Council will not licence any vehicle as a hackney carriage that has been written off by an insurance company.

Vehicle Use

74. You must maintain a policy of insurance for your licensed vehicle in accordance with section 143 of the Road Traffic Act 1988.

Section 5

75. If your vehicle has an accident which results in damage which may affect its safety, performance, appearance or the comfort or convenience of your passengers, you must report this to the Council within 72 hours (including weekends and bank holidays) (section 50(3) of 1976 Act). The vehicle must not be driven, apart from to a garage for assessment, repair or testing until the council confirm that it is satisfactory
76. You must not obstruct any Authorised Officer or Police Officer. You must provide any assistance or information they may reasonably require (section 73) of the 1976 Act).
77. Any person driving a hackney carriage vehicle at any time, for any purpose and anywhere in the United Kingdom, must be licensed to drive a hackney carriage under section 46 of the 1847 Act, even if the vehicle is not being used for hackney carriage or pre-booked purposes. Any person driving a hackney carriage without the required hackney carriage driver licence will be committing an offence under section 47 of the 1847 Act. The only exceptions to this are when the vehicle is being tested by the Council or a mechanic in connection with vehicle maintenance, and driving the vehicle to and from any such test.
78. If any hackney carriage proprietor permits a person who does not hold a hackney carriage driver licence to drive the vehicle at any time (other than in accordance with the exceptions detailed above) the proprietor commits an offence and the Council will consider this a serious matter and action may be taken against the hackney carriage proprietor (vehicle) licence (whether or not a criminal prosecution or conviction ensued).
79. Once a vehicle has been licensed as a hackney carriage by the Council, it retains that status at all times for the duration of the licence (24 hours a day, 7 days a week). In addition to the requirement that it is only driven by a hackney carriage driver licensed by the Council (see above) the proprietor must ensure that at all times and wherever it may be located it complies with all requirements contained within the legislation and conditions. This includes the cleanliness of the vehicle, display of licence plates and additional signage.
80. If the hackney carriage proprietor (vehicle) licence is suspended, revoked or not renewed, the proprietor must return the licence plates and additional signage to the Council. This must be done immediately after the end of the appeal period (21 days from the written notification of the decision, or after any such appeal is determined or abandoned). If the suspension is immediate (under section 68 of the 1976 Act) this requirement must be complied with immediately.

Section 5

81. If the proprietor refuses to surrender the vehicle plates and additional signage, tamperproof "Vehicle Licence Suspended" stickers will be affixed to the vehicle plates. These will destroy the plates, and replacements must be purchased from the Council if and when the suspension is lifted.

WARNING NOTICE

82. If there is anything in the design, construction, form or working appearance of a vehicle which, in the opinion of the Council or its Authorised Officers or testers renders the vehicle unfit for hackney carriage use (which includes pre-booked work), then the Council will not licence that vehicle.
83. The Council is not liable for any expense incurred in preparing or testing a vehicle which cannot be licensed for whatever reason.
84. Any unauthorised modifications made since a previous licence was issued may lead to the suspension, revocation or refusal to renew a licence.

Taximeters

85. All vehicles must be fitted with a Council approved taximeter.

Duration and renewal of the licence

86. The licence expires 12 months from the date of issue. Any application for renewal must be made at least one month before the licence expires. If you do not apply to renew the vehicle licence in time there may be a period when you will be unable to use the vehicle as a hackney carriage. If the renewal application is not received before the expiry of the current hackney carriage proprietor (vehicle) licence, it will be treated as a new application rather than a renewal and you will have to provide all the information that is required for a new application. In that case any acquired rights will be lost.
87. Renewals are generally dealt with by officers under delegated powers, and can be processed quite quickly. However, if there have been any changes since the last grant of the licence (e.g. if the vehicle's age or emissions exceed the policy or you or any of your joint proprietors (or directors or secretary in the case of a limited company) have been convicted of any offence, or there have been complaints or causes for concern about your behaviour) the renewal application may need to be considered by the Regulatory Committee. If this is the case, then a 2 month temporary licence may be issued, without prejudice to any decision the Committee might make.

Section 5

88. The licence is issued to you but it can be transferred to another individual, partnership or limited company. Notification of any transfer must be made in writing and indicate the consent of all interested parties. The Council will then issue a revised licence identifying the new licensee(s).
89. Following any transfer of licence to another person, on expiry of that licence, renewal will be at the Council's discretion.

Plates and Additional Signage

90. The licence plates and other additional signage required must be displayed on the vehicle at all times. You must pay a deposit for your licence plates which will only be refunded if the plates are returned to the Council in a satisfactory condition. In addition, wheelchair accessible hackney carriages will be required to display "Wheelchair" stickers at all times. Non-wheelchair accessible Hackney Carriages will be required to display "No wheelchair" stickers at all times.
91. If you lose or damage the plates or additional signage, replacements must be purchased from the Council.
92. The Council has produced a guidance leaflet for customers explaining the complaints procedure. The notice referring to this must be displayed in the vehicle where it can be clearly seen by all passengers, and copies of the leaflet must be available in the vehicle.

Vehicle substitution

93. If you wish to change the vehicle that is licensed the following procedures must be followed:
 - a) If the licence relates to a wheelchair accessible vehicle, the replacement vehicle must also be a wheelchair accessible vehicle. Non-wheelchair accessible vehicles will only be accepted as replacements for licences which have acquired rights.
 - b) You must pay the stated fee for a 12-month period.
 - c) You must surrender the original licence. Any refund against a licence will be calculated by the Council.
 - d) Your replacement vehicle must be presented for test and subsequently pass.
 - e) Written proof of consent to the change of vehicle must be provided from all interested parties.
 - f) You must maintain and produce evidence of a continuous policy of insurance, which clearly states that the vehicle is to be used as a

Section 5

hackney carriage. All such policies must be in the name of the licensee of the vehicle.

Letting/leasing of vehicles

94. You must not lease or let or hire a licensed hackney carriage to any other person, other than a fare paying passenger, without first notifying the Council in writing. If you do enter into a leasing arrangement you will remain the licensee and will still be responsible for the vehicle.
95. You must notify the Council in writing of anyone no longer having an interest in the vehicle within 72 hours of the event.

Advertisements

96. No advertisements may be displayed in or from the vehicle unless prior written approval of the Council has been obtained. Any advertising must comply with all legislation and the British Code of Advertising Practice.

Maps and navigational devices

97. Every hackney carriage must be equipped with a road atlas of the UK which is not more than 5 years old, which must be readily accessible to the driver.
98. Any electronic navigational device which is being used must be securely located within the vehicle and must not be operated by the driver while the vehicle is moving. No handheld devices can be used unless they are securely located in a suitable cradle or other mounting device.

The taximeter and table of fares

99. The vehicle must be fitted with a calendar controlled and sealed taximeter that has been approved by the Council. It must be mounted in such a way as to avoid injury to the driver or passengers in the case of any collision and where it is visible to passengers. This must be in a safe and practical position in the vehicle where all letters and figures displayed on the meter are clearly visible to any passenger. The letters and figures must therefore be illuminated when in use.
100. The Council must approve the location and fixing and test the meter before the vehicle can be used as a hackney carriage.
101. The meter must be set to ensure that the charge will never exceed the amount specified in the Council's Hackney Carriage Table of Fares.

Section 5

102. The meter must be accurate, be capable of showing that the vehicle is or is not hired, it must be fitted with a key or other device that, when turned, will operate the meter and display the word "HIRED". This key or device must be capable of locking the meter so it does not work and no fare is recorded on it.
103. When the meter is in use, the fare must be clearly legible on the face of the meter. This fare must be unambiguous and must not exceed the fare permitted by the Table of Fares.
104. The word "FARE" must be clearly printed on the meter so it clearly indicates the fare displayed.
105. A notice showing the current Table of Fares must be displayed inside the vehicle in a position where any passengers can easily read it.

Radios and other equipment

106. Any radio, booking systems/data heads and/or GPS equipment provided must be maintained in a safe condition and any defects must be repaired promptly. The licensed operator/booking agent must ensure that the licence issued by Ofcom for all radio equipment used is current and valid. All equipment must only be used on the frequencies stipulated in the Ofcom licence and the licensed operator/booking agent must allow the Council access to inspect all equipment and Ofcom licenses.
107. Any radio, booking systems/data heads and/or GPS equipment provided must not interfere with any other radio or telecommunication equipment.
108. Where apparatus for the operation of a two-way radio, booking system/data heads and/or GPS systems are fitted, no part of the apparatus can be situated in a way which could cause accident or injury to a passenger, nor can it be placed in the rear boot compartment if LPG tanks are situated in there.

Signs

109. No sign or advertisement is permitted on the vehicle, and no flag or other emblem can be flown from the vehicle, except as detailed below, unless required by law, or has been agreed by the Council in writing (see above in relation to advertisements).
110. The vehicle (apart from purpose-built hackney carriages with a built in roof sign) must be fitted with the roof sign issued by the Council. The sign must be illuminated when the vehicle is available for hire and switch off automatically when the meter is operating.

Section 5

111. An adhesive sign must be permanently fixed to both front doors. These signs must be a minimum of 60 cm high by 19 cm wide and all lettering must measure at least 6 cm in height. It must incorporate the Council's logo and display the vehicle licence number.
112. You may display the name and telephone number of the company operating your vehicle in its front and rear windows. However, the display must be no more than 10 cm high, must not contravene the Road Traffic (Construction and Use) Regulations, and must not be illuminated.

CCTV

113. All hackney carriages must have a CCTV system capable of recording both audio and video and monitor that meets the Council's specification for taxi camera systems. All such systems must have been installed by a qualified and competent installer before the vehicle can be licensed. The system must be capable of be working at all times as a hackney carriage is always a licensed vehicle.
114. The picture on the CCTV system must be clear and not obstructed by items which cover part of the lens, this includes items hanging from the rear-view mirror.
115. At least 3 approved signs must be displayed in the vehicle (2 within the rear of the vehicle and 1 in the front) warning customers that camera surveillance equipment is in operation. There must also be clear signage indicating where the passenger audio switch(s) are located together with a notice or notices explaining the system where it/they can be easily read by passengers in the front and rear seats.
116. Activation of audio recording must be triggered by the driver pressing a switch/button. Audio recording will continue until such time as the button/switch is pressed again. This switch will activate/deactivate audio recording independent of the passenger's audio activation button/switch. There must also be the facility for the passenger to activate audio recording (independent of the driver) should the passenger wish to do so. Activation of audio recording must be triggered by the passenger pressing a switch/button. Audio recording will continue until such time as the button/switch is pressed again. This switch will activate/ deactivate audio recording independent of the driver's audio activation button/switch. Once activated (by either passenger or driver), the audio recording must continue for an uninterrupted period until it is deactivated. There must be an indicator located within the vehicle that is clearly visible to the passenger and clearly shows that audio recording is taking place
117. The system must be checked at least weekly by the system operator and a record kept of the system being operative. Any failure in the system

Section 5

must be notified to the Council as soon as practicable and in any event within one Business Day and a schedule of repair agreed by them. Failure to notify could result in the vehicle licence being suspended. The vehicle cannot be used as a hackney carriage until the CCTV system is repaired and functioning correctly, and a certificate has been issued by a qualified and competent person confirming that.

118. The images and audio cannot be monitored and relevant data will only be recovered when necessary. This will include (but this is not an exhaustive list) situations following complaints, road traffic collisions, where there is any police investigation or any other investigation of a criminal offence. The Council is the data controller for the personal data collected via the CCTV system. Owners of vehicles with CCTV installed must cooperate with the Licensing Authority to discharge responsibilities under the Data Protection Act 2018, including reporting any data incidents and providing access to recordings in response to subject access requests.
119. Any image captured by the camera can only be viewed by an authorised officer of the Licensing Authority, by the Police, or by the dedicated System Operator. The dedicated system operator must have a valid DBS enhanced certificate, the details of the operator must be notified in writing to the Licensing Authority.
120. Video recording must be used at all times the hackney carriage is plying or standing for hire, awaiting or travelling to or from a pre-booked hiring, and when carrying passengers. The only time the system does not need to be used is when the hackney carriage is being used for domestic purposes.
121. In addition, audio recording must be used in any of the following circumstances:
 - a) An unaccompanied child (under 18) or vulnerable adult is being carried in the vehicle.
 - b) Where the driver and customer are involved in a dispute or the driver feels threatened by the behaviour of a passenger.
122. At the end of the journey when the passenger(s) leaves the vehicle, audio recording must be deactivated before another passenger enters the vehicle. If appropriate it must be reactivated should any of the situations above arise in relation to this new journey.

Seating Arrangements

123. Any seating arrangement other than the manufacturers original specification, or as approved by the Council will result in the suspension of

Section 5

the licence until such time as either the original or approved arrangement is restored, or the new arrangement is approved by the Council.

Incident logs

124. The proprietor must maintain an incident log in an accessible format (either on a computer, other electronic device or a notebook). This must be used to record all incidents affecting the use of the hackney carriage including, but not limited to,
- a) collisions or accidents
 - b) damage to the vehicle
 - c) problems with the meter
 - d) refusals by any driver to carry a passenger (including the date, time, location, and reason for the refusal)
 - e) any events, circumstances or incidents which lead the driver or proprietor to suspect that a passenger is involved in or is a victim of child sexual abuse or exploitation or any other abuse, modern slavery or trafficking of people, County Lines movements of drugs, any other abuse or supply of drugs, involvement in terrorism or any other criminal activity.
125. Incidents must be recorded immediately, or as soon as possible thereafter and must state the date time and location of the incident, the names (if known) of any third parties and the date and time on which the incident was recorded.
126. This log must be available for inspection by an Authorised Officer of the Council or a police constable at all times on request.

CONDITIONS

127. The following Conditions are attached to your hackney carriage vehicle licence and must be complied with at all times. Failure to comply with conditions may lead to penalty points being imposed on your hackney carriage proprietor (vehicle) licence, suspension, revocation or refusal to renew the hackney carriage proprietor (vehicle) licence.
128. You must return your licence (and the plates and additional signage if requested by the Council) to the Council immediately if:
- a) You change your home or business address
 - b) If the licence expires, or is suspended or revoked
 - c) You wish to surrender your hackney carriage licence
 - d) When required to do so by an Authorised Officer of the Council.

Section 5

129. You must notify the Council within 48 hours of the event (including weekends and bank holidays) if you or anybody named on the licence as a joint proprietor (or any director or secretary of a limited company, or partner in a Limited Liability Partnership when the licence is held by such a body) is arrested in connection with, charged with, investigated in connection with or convicted of any criminal offence. The same requirement applies in relation to any fixed penalty notices, speed awareness courses, community protection notices, civil injunctions that you receive or have to attend.
130. If your vehicle has an accident which results in damage which may affect its safety, performance or appearance or the comfort or convenience of your passengers, you must report this to the Council within 72 hours (including weekends and bank holidays). If you are in doubt as to whether the vehicle is affected you must notify the Council.
131. You must maintain an incident log in an accessible format (either on a computer, other electronic device or a notebook). In this you must record all incidents affecting the use of the hackney carriage including, but not limited to:
- a) collisions or accidents
 - b) damage to the vehicle
 - c) problems with the meter
 - d) refusals by any driver to carry a passenger (including the date, time, location, and reason for the refusal)
 - e) any events, circumstances or incidents which lead the driver or proprietor to suspect that a passenger is involved in or is a victim of child sexual abuse or exploitation or any other abuse, modern slavery or trafficking of people, County Lines movements of drugs, any other abuse or supply of drugs, involvement in terrorism or any other criminal activity.
132. Incidents must be recorded immediately, or as soon as possible thereafter and must state the date time and location of the incident, the names (if known) of any third parties and the date and time on which the incident was recorded.
133. This log must be available for inspection by an Authorised Officer of the Council or a police constable at all times on request.

Drivers

134. You must notify the Council of the details (name, address and taxi driver licence number) of any person who is permitted by you to drive your

Section 5

hackney carriage for any purpose (this does not include mechanics undertaking vehicle maintenance). This notification must be made as soon as possible and in any event within 72 hours of that permission being given. If you no longer permit that person to drive your hackney carriage you must notify the Licensing Section in writing, using the Council's approved forms, within 72 hours.

135. Before you allow anyone to drive your Hackney Carriage you must ask that person for their taxi driver licence and keep it in your possession whilst that person is permitted to drive your vehicle. You must ensure that they understand and will observe the law, byelaws and Code of Conduct that regulate their conduct and the conditions attached to the vehicle licence.
136. Note - No person may drive a hackney carriage, unless they hold a taxi driver licence issued by the Council. Anyone found driving a hackney carriage without a taxi driver licence, may be prosecuted.

Insurance

137. You must ensure that a valid policy of comprehensive insurance for hackney carriage work/public hire is in place for the vehicle and covers anyone who drives your hackney carriage.

Production of Documents

138. You must not obstruct any Authorised Officer of the Council or Police Officer. You must provide any assistance or information they may reasonably require.
139. If an Authorised Officer of the Council (or another council with whom a reciprocal arrangement is in place) or a police officer asks you, you must produce:
 - a) Your licence
 - b) The taxi driver licence of any person authorised to drive your hackney carriage
 - c) The vehicle registration document
 - d) A valid certificate of insurance

within 5 days of the request being made.

Licence Plates

Section 5

140. The licence plates and additional signage remain the property of the Council and must be returned to the Council whenever the vehicle is not licensed as a hackney carriage.
141. You must secure and display the exterior licence plates permanently to the outmost front and rear part of the vehicle using the fittings provided by the Council. The method of fixing must prevent the plates being removed without the need for tools. Both plates must at all times must be displayed so that it can be clearly read by pedestrians and road users. The licence plates must not be displayed in any window of the vehicle.
142. You must display the additional signage on the near side and off side front doors and the internal signs issued by the Council inside the vehicle so that they are visible to front and rear passengers at all times. All wheelchair accessible vehicles must display a wheelchair sticker on the near side and off side rear doors.
143. You must report the theft or loss of the licence plates or additional signage to the Police immediately and as soon as possible, and in any event within 24 hours of becoming aware of the theft or loss, to the Council by email. You must also obtain a crime or lost property number from the Police and present this to the Council. You must then obtain duplicate licence plates and/or additional signage for which a charge will be made.
144. You must not wilfully or negligently cause or suffer any plates or additional signage on your vehicle to be concealed from public view at any time.
145. You must return the licence plates and additional signage to the council if the hackney carriage proprietor (vehicle) licence is suspended, revoked or not renewed.

Vehicle inspection

146. You must allow an Authorised Officer of the Council, or Police Officer, to inspect your vehicle at any reasonable time.
147. You must ensure the vehicle is presented for test in accordance with instructions from the Council
148. You must produce the vehicle registration document and last MOT, and certificate of insurance to the Authorised Officer at the test.

Specification to be maintained during the currency of a licence for a hackney carriage

Section 5

149. No change in the specification, design, condition or appearance, or any modification, conversion or alteration of the vehicle can be made unless prior written approval has been given by the Council.
150. The vehicle must fully comply with all relevant Road Traffic legislation and in addition:
- a) All doors must function correctly and be capable of being opened from outside and within the vehicle.
 - b) All opening windows must function correctly and be capable of being opened from within the vehicle.
 - c) All luggage must be properly secured inside a vehicle that does not have a separate and self-contained boot.
 - d) If a roof rack (or roof box) is being it must be securely fitted to the roof in accordance with the manufacturer's instructions. The additional signs must be correctly fitted to the front and rear of the roof rack (or roof box). All luggage must be properly secured and in the case of a roof rack a waterproof cover must be fitted. Any roof box must be correctly closed before moving off.
 - e) If a trailer is being used (and a trailer can only be used in connection with pre-booked hirings) the driver must ensure that the lights on the trailer are working correctly and that the trailer plate is properly displayed on the rear of the trailer. A waterproof cover must be used to protect any luggage.
 - f) Passengers must be able to communicate with the driver via a sliding screen, mesh or hole in any division which may be fitted between the drivers and passenger compartments.
 - g) If the vehicle is a convertible, the driver must close the roof and raise the side windows if requested to do so by any passenger.
 - h) The vehicle and all seats, door handles and trim, and all internal and external parts of the vehicle must be maintained at all times in a clean, comfortable, safe, and mechanically sound condition and be in every way suitable for public service.
 - i) The floor covering must not be torn or frayed.
 - j) The vehicle must have an adequate functioning internal light to enable passengers to enter and leave the vehicle safely.
 - k) The vehicle's bodywork and paintwork must be maintained to an acceptable standard free of dents or rust.
 - l) The vehicle must carry a spare wheel to fit the vehicle, and the wheel together with equipment to change the wheel, jack and wheel brace must be securely stored. This does not apply if the manufacturers' specification when new did not include a spare

Section 5

wheel, in which case the manufacturer's alternative (e.g. spray can) will be acceptable.

- m) The vehicle must be fitted with tyres which meet the specifications detailed by the manufacturer in terms of size and speed rating. All tyres must have at least 2 mm of tread across the entire contact surface.
- n) The vehicle must be fitted with nearside and offside exterior rear view mirrors which must be maintained in a serviceable condition
- o) The glass in the vehicle must not be replaced with glass that is different from the glass fitted when the vehicle passed the Council's vehicle test. Any unapproved (by the Council) self-adhesive material (tinted or clear) must not be affixed to any part of the glass
- p) The vehicle's power output must not be less than the power output when the vehicle was new, and any replacement engine must be of the same or greater power output. In the case of a replacement engine, the Council must be notified of that within 72 hours of the fitting, and the revised V5 must be presented to the Council as soon as it is received.
- q) At all times the vehicle must carry a 1 kg dry powder extinguisher or a 2 litre AFFF extinguisher approved to BS EN3: 1996, with the licence number painted on it. The fire extinguisher must be properly maintained in accordance with BS 5306: Part 3 and be secured in such a position in the vehicle as to be fit for immediate use in an emergency.
- r) At all times the vehicle must carry a first aid kit in a suitable container, with the licence number painted on it.
- s) The vehicle must not be fitted with any additional lights other than those originally fitted by the manufacturer unless they have been approved by the Council.

Additional Conditions for wheelchair accessible hackney carriages

- 151. At all times, the vehicle must carry in a safe, usable condition suitable ramps for a wheelchair user. If the alternative tail lift or some other mechanical means of access is fitted it must be maintained in a safe, functioning condition.
- 152. The driver must ensure before the commencement of the journey that the passenger is correctly seated and the wheelchair is correctly secured and the passenger is correctly restrained, and at the end of the journey must ensure that the passenger is delivered safely on to the pavement.
- 153. The door entrance and any steps must always be conspicuously marked where appropriate, to help visually impaired passengers.

Section 5

154. All grab handles or rails must always be conspicuously marked to help visually impaired passengers.

Sliding doors

155. Where sliding doors are an integral part of a vehicle and a locking device has not been fitted, the child locking systems must be engaged by the driver at all times when the vehicle is in motion and carrying passengers.

Lost property

156. The driver must search the vehicle after each hiring has been completed, and any lost property found must be recorded. If the driver knows the identity and/or whereabouts of the last passenger, they can return the property to them. If not it must be delivered to the Council's offices within 48 hours.

The meter / table of fares

157. The vehicle must be fitted with a calendar controlled and sealed taximeter that has been approved by the Council. It must be mounted in such a way as to avoid injury to the driver or passengers in the case of any collision and where it is visible to passengers. This must be in a safe and practical position in the vehicle where all letters and figures displayed on the meter are clearly visible to any passenger. The letters and figures must therefore be illuminated when in use.
158. The meter must be set to ensure that the charge will never exceed the amount specified in the Council's Hackney Carriage Table of Fares.
159. The meter must be accurate, be capable of showing that the vehicle is or is not hired, it must be fitted with a key or other device that, when turned, will operate the meter and display the word "HIRED". This key or device must be capable of locking the meter so it does not work and no fare is recorded on it.
160. When the meter is in use, the fare must be clearly legible on the face of the meter. This fare must be unambiguous and must not exceed the fare permitted by Table of Fares.
161. The word "FARE" must be clearly printed on the meter so it clearly indicates the fare displayed.
162. The meter must only be brought into action and the fare or charge must only commence from the point at which the hirer starts his/her journey.

Section 5

163. If the meter fails or does not comply with the conditions, you must ensure the vehicle is not used as a hackney carriage.
164. A notice showing the current Table of Fares must be displayed inside the vehicle in a position where any passengers can easily read it.

Maps and navigational devices

165. The vehicle must be equipped with a road atlas of the UK which is not more than 5 years old, which must be readily accessible to the driver.
166. Any electronic navigational device which is being used must be securely located within the vehicle and must not be operated by the driver while the vehicle is moving. No handheld devices can be used unless they are securely located in a suitable cradle or other mounting device.

Signage

167. No sign or advertisement is permitted on the vehicle, and no flag or other emblem can be flown from the vehicle, except as detailed below, unless required by law, or has been agreed by the Council in writing.
168. The vehicle must at all times be fitted with a sign with the word "TAXI" (minimum size 35 cm wide and 10 cm high) on its roof. This can be combined with a "For Hire" sign, but that can be a separate sign. In either case, a "For Hire" sign must be fitted, in a conspicuous position on the roof of the vehicle. The sign(s) must be illuminated when the vehicle is available for hire and switch off automatically when the meter is operating.

No Smoking

169. The vehicle must have at least 3 "no smoking" signs displayed inside the vehicle clearly visible to passengers.

BYELAWS

- 170.

COUNTY OF HEREFORDSHIRE DISTRICT COUNCIL BYELAWS RELATING TO HACKNEY CARRIAGES

BYELAWS made under section 68 of the Town Police Clauses Act 1847, and section 171 of the Public Health Act 1875, by the County of Herefordshire District Council with respect to hackney carriages in the County of Herefordshire.

Section 5

INTERPRETATION

1. Throughout these byelaws “the Council” means the County of Herefordshire District Council and “the district” means the County of Herefordshire.

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

2. (a) The proprietor of a hackney carriage shall cause the number of the licence granted to, in respect of the carriage, to be displayed on the outside and the inside of the carriage only by means of the plates supplied by the Council.
- (b) A proprietor or driver of a hackney carriage shall not:
 - (i) wilfully or negligently cause or suffer any such number to be concealed from public view while the carriage is standing or plying for hire;
 - (ii) cause or permit the carriage to stand or 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. The 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 watertight;
 - (c) provide any necessary windows and a means of opening and closing not less than in window in 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;

Section 5

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

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

Section 5

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 operating the said key, flag or other device, so that the word "HIRED" is legible on the face of the taximeter and keep the machinery of the taximeter in action until the termination of the hiring;
 - (c) cause the dial of the taximeter to be kept properly illuminated throughout any part of the hiring which is between half-an-hour after sunset and half-an-hour before sunrise and also at any other time at the request of the hirer. 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 the seals affixed thereto.

6. The driver of a hackney carriage shall, when plying for hire in any street and not actually hired:
 - (a) proceed with reasonable speed to one of the stands appointed by the Council;
 - (b) If a stand, at the time of his arrival, is occupied by the full number of carriages authorised to occupy it, proceed to another stand;
 - (c) on arriving at a stand, other than an angled parking 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 so as to face in the same direction; and
 - (d) from time to time when the carriage immediately in front is driven off or moved forward, cause his carriage to be moved forward so as to fill the place previously occupied by the carriage driven off or moved forward.

7. A proprietor or driver of a hackney carriage, when standing or plying for hire, shall not make use of the services of any other person for the purpose of importuning any person to hire such carriage.

Section 5

8. The driver of a hackney carriage shall behave in a civil and orderly manner and shall take all reasonable precautions to ensure the safety of every person conveyed in or entering or alighting from the vehicle.
9. The proprietor or driver of a hackney carriage who has agreed or has been hired to be in attendance with the carriage at the appointed time and place shall, unless delayed or prevented by some sufficient cause, punctually attend with such carriage at such appointed time and place.
10. A proprietor or driver of a hackney carriage shall not convey or permit to be conveyed in such a carriage any greater number of persons than the number of persons specified on the plate affixed to the outside of the carriage.
11. A driver shall when standing or plying for hire and when hired wear the badge provided by the Council in such position and manner as to be plainly and distinctly visible.
12. The driver of a hackney carriage 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; and
 - (c) afford reasonable assistance in removing it to or from the entrance of any building, station or place at which he may take up or set down such person.

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

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

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

Section 5

authorised by the Council which it may not be possible to record on the face of the taximeter.

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

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

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

Penalties

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

Section 5

Repeal of Byelaws

18.

(a) The following byelaws are hereby repealed:

The byelaws relating to hackney carriages which were made by the Hereford City Council on the 21st day of July 1997 and which were confirmed by one of the Majesty's Principal Secretaries of State on the 26th day of August 1997.

The byelaws relating to hackney carriages which were made by the South Herefordshire District Council on the 17th day of December 1986 and which were confirmed by one of her Majesty's Principal Secretaries of State on the 18th day of February 1987.

(b) The following byelaws inasmuch as they relate to the County of Herefordshire only are hereby repealed:

The byelaws relating to hackney carriages which were made by the Malvern Hills District Council on the 6th day of March 1987 and which were confirmed by one of her Majesty's Principal Secretaries of State on the 27th day of April 1987.

UP TO DATE LIST OF HACKNEY CARRIAGE STANDS

171. These are available from the Licensing Section.

UP TO DATE TABLE OF FARES

172. These are available from the Licensing Section.

LEGAL REQUIREMENTS (contained in national legislation) relating to a hackney carriage

173. It is an offence to provide false information when applying for a hackney carriage proprietors licence (section 40 of the 1847 Act).

174. The hackney carriage proprietor must notify the Council of any change of address of yourself or any other Hackney Carriage proprietor (section 44 of the 1847 Act).

Section 5

175. The proprietor of a hackney carriage commits an offence if the vehicle is used to ply or stand for hire other than in the zone or district in which it is licensed (section 45 of the 1847 Act).
176. The hackney carriage proprietor must not employ an unlicensed driver (section 47 of the 1847 Act).
177. The hackney carriage proprietor must hold the driver licence of those driving the vehicle, and must produce that licence if requested to do so by a magistrates' court (section 48 of the 1847 Act).
178. The hackney carriage proprietor must ensure that at all times the vehicle displays the hackney carriage plate (section 52 of the 1847 Act).
179. The hackney carriage proprietor must notify any transfer of the vehicle licence to another proprietor within 14 days (section 49 of the 1976 Act).
180. The hackney carriage proprietor must present the hackney carriage for inspection as required by the Council (section 50(1) of the 1976 Act).
181. The hackney carriage proprietor must inform the Council where the hackney carriage is stored if requested to do so (section 50(1) of the 1976 Act).
182. The hackney carriage proprietor must report any collision that has caused damage to the safety performance or appearance of the vehicle to the Council within 72 hours (section 50(3) of the 1976 Act).
183. The hackney carriage proprietor must produce the vehicle licence and insurance if requested to do so by an Authorised Officer of the Council (sections 50(4) of the 1976 Act).
184. The hackney carriage proprietor must return the plate to the Council once you receive notice to do so after expiry, revocation or suspension of the proprietor licence (section 58(2) of the 1976 Act).
185. It is an offence to interfere with a taximeter (section 71 of the 1976 Act).
186. The hackney carriage proprietor must not obstruct, fail to comply with any requirement made by, or fail to give any information to, an Authorised Officer of the Council, an authorised officer of another council with which there is a reciprocal enforcement arrangement, or a police constable (section 73 of the 1976 Act).
187. The hackney carriage proprietor must not conceal or obscure the number of the hackney carriage whilst standing or plying for hire, or use the vehicle with a defaced or damaged plate (Hackney Carriage Byelaw 2).

Section 5

188. The hackney carriage proprietor must provide a means of communication between passenger and driver (Hackney Carriage Byelaw 3).
189. The hackney carriage proprietor must ensure that the vehicle is watertight (Hackney Carriage Byelaw 3).
190. The hackney carriage proprietor must ensure that the windows open and close (Hackney Carriage Byelaw 3).
191. The hackney carriage proprietor must ensure that the seats are properly covered (Hackney Carriage Byelaw 3).
192. The hackney carriage proprietor must ensure that the floor is properly covered (Hackney Carriage Byelaw 3).
193. The hackney carriage proprietor must ensure that the vehicle is clean well maintained and fit for public service (Hackney Carriage Byelaw 3).
194. The hackney carriage proprietor must ensure that there is a means for securing luggage if required (Hackney Carriage Byelaw 3).
195. The hackney carriage proprietor must ensure that the fire extinguisher is a readily available location (Hackney Carriage Byelaw 3).
196. The hackney carriage proprietor must ensure that the taximeter is plainly visible to passengers and illuminated (Hackney Carriage Byelaw 4).
197. The hackney carriage proprietor must not tamper with the taximeter (Hackney Carriage Byelaw 6).
198. The hackney carriage proprietor must display the table of fares in the vehicle and not conceal it or render it illegible (Hackney Carriage Byelaw 15).
199. The hackney carriage proprietor must search the vehicle after every hiring (usually the responsibility of the driver, but also applies to the proprietor) (Hackney Carriage Byelaw 16).
200. The hackney carriage proprietor must deliver any lost property to the Council or the police station within 48 hours of finding it (Hackney Carriage Byelaw 17).