



LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

DUAL HACKNEY CARRIAGE/PRIVATE HIRE DRIVER'S LICENCE CONDITIONS

These conditions must be read in conjunction with all relevant provisions of:-

- Local Government (Miscellaneous Provisions) Act 1976
- Town Police Clauses Act 1847
- Transport Act 1980

The terms 'Operator', 'Private Hire Vehicle', 'Hackney Carriage', 'Proprietor' and 'Taximeter' are defined as by the above legislation.

1 General

- 1.1 The driver shall within 7 days, notify the Council of any change of their name or home address.
- 1.2 The driver must deposit their Private Hire/Hackney Carriage driver's licence with the operator/proprietor of the vehicle at all times that they are employed/permitted to drive by the operator/proprietor.

2 Conduct

The driver shall at all times whilst the vehicle is available or being driven for Hire

- 2.1 Attend punctually at the time and place appointed for hire unless delayed or prevented by sufficient cause.
- 2.2 Behave in a civil and orderly manner.
- 2.3 Take all reasonable steps to ensure the safety of passengers when entering or leaving the vehicle, giving assistance as required.
- 2.4 Afford all reasonable assistance with the hirer's and other passengers' possessions.
- 2.5 Smoking in the vehicle, and the use of electronic cigarettes are **Strictly Prohibited**, at all times, this applies to both drivers and passengers.

3 Driver's Identification Badge

3.1 The driver shall, at all times when working wear the driver's Identification badge supplied by the Council so as to be plainly visible at all times.

4 Medical Fitness

4.1 The driver must produce a medical certificate in the form prescribed by the Council:-

- on first application.
- on every other renewal thereafter until the driver's 65th birthday.
- on the driver's 65th birthday, and annually thereafter.
- at any time reasonably required by the Council.

4.2 Whether a certificate has been produced or not applicants may be required to submit themselves for examination by a registered practitioner of the Council's choice as to their fitness to be a driver, the Council to bear the cost.

4.3 The driver must stop driving vehicles for hire and contact the Council immediately if they know/become aware of any medical condition which may affect their ability to drive safely.

5 Knowledge test

5.1 All new applicants must pass a written and oral knowledge test prior to being licensed.

5.2 You will receive an information pack about the test on receipt of your application and given a date to take the knowledge test.

6 Disclosure Barring Service

6.1 Due to the changes with the above service, the Council no longer receive copies of your personal data. However in order for you to continue, as a driver, then you must present the whole document to the Council within 7 days of you receiving it.

6.2 In order to complete the application, the Council will take a copy and keep it no longer than is necessary, as per the requirements of the Data Protection Act.

7 Fares / Taximeters

- 7.1 The driver shall not demand from any hirer any fare in excess of that previously agreed for that hiring between the hirer and the operator or if the vehicle is fitted with a taximeter the fare shown on that meter, whichever is the lesser amount.
- 7.2 The driver shall not cause the fare recorded on the taximeter be concealed or cancelled until the hirer has had sufficient time and opportunity of examining it and has paid the fare.
- 7.3 The driver shall, when requested, provide the hirer with a written receipt for the fare paid.
- 7.4 The driver shall proceed to the destination by the shortest possible route unless: (a) he/she receives express directions given by the hirer; or (b) he/she receives express consent of the hirer to an alternative route.

8 Passengers

- 8.1 The driver shall not convey in the vehicle a greater number of passengers than prescribed on the Vehicle Licence and Licence Plate.
- 8.2 The driver shall not, without the express consent of the hirer convey any person other than the hirer in the vehicle.

9 Animals

The driver must **not carry any** animal in the vehicle, whilst the vehicle is in the course of trade, including his/her own or the operator's/proprietor's animal **except that:-**

- The driver may at his/her discretion carry the animal of a fare paying passenger but the animal must be carried in the rear of the vehicle.
- Assistance dogs **MUST** be carried unless the driver has applied for and been granted an exemption certificate.

10 Wheelchair Accessible Vehicles

Drivers of wheelchair accessible vehicles must:-

- 10.1 Be fully conversant with the correct method of operation of all ramps, lifts and wheelchair restraints fitted to the vehicle.
- 10.2 Before the commencement of any journey ensure that all wheelchairs are firmly secured and that the brakes of the wheelchair have been applied.

11 Lost Property

- 11.1 The driver shall immediately after the termination of each hiring, or as soon as practicable thereafter, search the vehicle for any property that may have been left there.
- 11.2 The driver must report it to the Operator, then take any property left in the vehicle to a

police station, wherever possible within twenty four hours and in any event no longer than within forty-eight hours, and obtain a receipt for the property.

- 11.3 The driver shall notify the Council of the whereabouts of the property, and whenever possible of the details of the hirer, the journey and the date found.

12 **Criminal Convictions**

- 12.1 The driver shall inform the Council in writing and within 7 days of any conviction, caution, warning or Fixed Penalty Notice imposed on them during the period of the licence.



Requirements for Hackney Carriage/Private Hire Driver's Licence

Licences are issued for three years providing the applicant passes a medical with Occupational Health and also a written and oral knowledge test.

Applicants are also required to have a Enhanced Criminal Records Bureau (CRB) check.

To make a Hackney Carriage or Private Hire Driver Application

You must hold a full licence for the class of vehicle that you are intending to drive.

All applicants must make an appointment with the Licensing Section (01785 619745) in order to submit the required documentation as indicated below.

- Completed Driver Application form
- Both parts of your DVLA driving licence
- Completed CRB Application
- Original documents for the Licensing Service to verify and send to the CRB (See Guide to applying for a Disclosure)
- Payment for the Licence, CRB, Medical fee & knowledge test
- One passport type photograph in colour

You will be given a Medical form, on receipt of a completed application form **and** payment of the current fees (**non-refundable**). You will also be given a date to take your Knowledge test.



**Application for a Dual Hackney Carriage/Private Hire Drivers Licence
under the Local Government (Miscellaneous Provisions) Act 1976**

I, the undersigned, do hereby apply to Stafford Borough Council for a licence to act as the driver of any vehicle licensed within the said Borough.

Full Name (BLOCK LETTERS)MR/MRS/MISS/MS

Address

Post Code Phone Number Date of Birth

I have held a full driving licence under the Road Traffic Acts permitting me to drive the class of vehicle in question foryear.

Have you at any time been convicted of any **motoring** or **criminal** offence including **formal cautions**? YES/NO

NB: Before completing this you should read the attached notice regarding the Rehabilitation of Offenders Act 1974

If **YES** please state:-

OFFENCE	SENTENCE	COURT	DATE

Have you any prosecutions or formal cautions pending against you? YES/NO

If **YES** please state:-

ALLEGED OFFENCE	DATE OF COURT HEARING

It will be my intention to work for the following Operator/Proprietor

Applicants are reminded that to make a false declaration or to omit any particulars for the purpose of obtaining a licence may make them liable to prosecution for a criminal offence.

In the event of a licence being granted to me, I undertake:-

- (a) To observe all Byelaws, Rules, Orders and Regulations for the time being in force;
- (b) To wear the badge provided by the Council in such a manner as to be plainly visible at all times when standing or plying for hire or driving.

I declare to the best of my knowledge and belief the answers given above are true and complete.

Signature of Applicant Dated.....

FOR OFFICE USE ONLY

Fee Paid £ Receipt/Sheet No Dated

CRB Ref No

Date Sent

Badge/Licence No