

## 1. OPERATOR LICENCE

- (a) The Operator licence is not transferable and the person to whom it is issued must display it in a prominent position at the business premises recorded on the licence at all times during the currency of the licence, so as to be on view to members of the public, except on such occasions as the licence is presented to the Licensing Authority for amendment or if it is required to be produced for inspection by an Authorised Officer of the Council or a Police Officer.
- (b) A separate licence will be issued in respect of each approved secondary booking office, if any.
- (c) Application must be made in writing in relation to any intended change of business premises and approval obtained before being so used.
- (d) The Operator shall prior to any change in partnership, directorship, ownership, management or control of the business, notify the Council *in writing* of such change within 7 days.
- (e) Any applicant not currently licensed by the Council as an Operator or driver shall submit to the Council a Basic Criminal Records Disclosure as to unspent convictions. Such Disclosure to be no more than 1 month old at the time of submission.
- (f) The Operator must notify the Council *in writing* within 7 days of any other material change affecting the licence during its validity.

## 2. BUSINESS PREMISES

- (a) The Operator shall only conduct business from the Office at the address specified on the Licence. Any Operator wishing to conduct business from any additional address(es) (ie secondary booking offices) must make application in writing to the Council's Licensing Office, and await approval from the Licensing Office before making use of any additional premises, in addition to any other consents required. *The Council reserves the right for an Authorised Officer to inspect all such premises for suitability and compliance with the requirements of these Conditions.*
- (b) The Operator shall not cause or permit the business premises to be used by any other person(s) for any other purpose than that connected with the conduct or operation of the private hire business. (An application which involves the use of facilities on, or within the grounds of, premises licensed for the sale or supply of alcohol will not be deemed acceptable.)
- (c) The Operator shall not conduct his business, nor employ or utilise any person to conduct his business in any premises, the use of which have not been approved by the Council, nor in the doorway to any premises or in any street, road or other place in the 'open air' or in any vehicle or mobile structure.
- (d) Every applicant for an Operator licence shall obtain all necessary planning consents and any other permissions necessary in relation to the intended business premises and shall produce such on demand to the Council's Licensing Office or any Authorised Officer of the Council.
- (e) The Operator shall provide at the business premises an area to which the public have access for the purpose of making a booking for the services of a licensed private hire vehicle, and for the purpose of awaiting the arrival of such vehicle subsequent to any booking.
- (f) The business premises shall be kept clean, be adequately lit, heated and ventilated and shall conform to any other relevant legal requirements.

## 3. RECORD OF BOOKINGS

- (a) The Operator shall keep a true and proper record of every booking of a private hire vehicle invited or accepted by him/her. The loss of records by theft or otherwise shall be reported to the Council in writing within 24 hours, and also immediately to the police in the event of theft being suspected. ***Separate records must be kept at each premise from which the Operator conducts business. The records must be kept at all times at the business premises and not removed***  
All such records shall be in English, indelible, legible, and preserved for a period of not less than 12 months following the date of the last entry.

Records shall be kept in one of the following forms :-

- i a **bound book** with consecutively numbered pages (loose leaf registers are not acceptable).
  - ii a **computerised recording system** which automatically generates a permanent entry onto a recordable CD or DVD at the same time the booking is entered onto the system. Satisfactory certification from the program supplier/installer shall be produced to the Council before using any such system for the recording of bookings required by law to be maintained. Such certification shall confirm that the system automatically records entries directly onto a removable CD or DVD in addition to any Hard Drive; that the system is secure in that data stored or recorded is tamper-proof; and, once inputted cannot be altered, amended, deleted or added to in any way. Any change to the recording system shall only be by way of prior written agreement from the Council.
  - iii The removable CD/DVD shall be changed on the first day of every month and kept in a secure place at the premises for production on demand by the Police or an Authorised Officer.
- (b) **In respect of whichever system is used the Operator shall, at the time the booking is taken, enter therein:-**
    - i **the date and time the booking was received, any subsequent cancellation, and the signature (or in the case of a computer system, the identity) of the person taking the booking;**
    - ii **the name and address of the hirer;**
    - iii **the time of the journey, together with the journey date if different from the booking date; the address or name of the premises from which it is to commence (ie the point of pick up of the passenger(s)) and the address or place of destination;**
    - iv **the private hire plate number of the vehicle to be used for the journey (personal code systems are not acceptable);**
    - v **the badge number of the driver of the vehicle used;**
    - vi **remarks (including details of any sub-contracting to another licensed operator).**  
(A specimen layout sheet and explanatory notes are supplied with the licence).
  - (c) Entries in the bound book, or on the digital copy generated by a computerised system, shall cover a 24 hour period and shall contain information in relation to only one private hire firm and no details in connection with the bookings of other private hire firms. The Operator shall ensure that any booking clerk involved is competent in the recording of bookings and operating the system used.
  - (d) The records of bookings shall be maintained and kept up-to-date at all times and shall be made available for inspection at all reasonable times without notice by any duly Authorised Officer of the Council or any Police Officer. Such Officers shall be empowered to photograph and/or remove such records howsoever kept from the premises if so required.
  - (e) The Operator shall not fail or refuse to accept a booking by or on behalf of a disabled person accompanied by an 'assistance dog' when the reason for failure or refusal is that the disabled person will be accompanied by the 'assistance dog'.

## 4. OTHER RECORDS TO BE KEPT

The Operator shall keep records of the particulars of all private hire vehicles and drivers operated by him/her. Such records must include details of the owners, registration numbers and drivers of such vehicles, together with any radio communications equipment fitted.

## 5. VEHICLES

- (a) The Operator shall not operate a private hire vehicle without the vehicle being licensed by the Council. The Operator must personally examine vehicle licences and insurance certificates to satisfy himself/herself as to their validity.

continued overleaf

- (b) The Operator shall not accept any booking for a private hire vehicle for the purpose of carrying a greater number of persons than the number of persons which such vehicle is licensed to carry as specified on the vehicle licence.

## 6. DRIVERS

- (a) The Operator shall not operate a private hire vehicle without the driver thereof being licensed by the Council. The Operator must personally examine drivers' licences and satisfy himself/herself as to their validity.
- (b) The Operator shall bring to the attention of all drivers their legal obligations regarding the use of seat belts by both adults and children under 14 years of age.

## 7. COMMUNICATIONS EQUIPMENT

- (a) Only equipment licensed by the Department of Trade and Industry (DTI) shall be used for the purpose of conducting the business authorised by this licence. The DTI licence must be produced on request to the police or an authorised officer. CB apparatus shall not be used in connection with any private hire booking at any operating address or in any private hire vehicle available from such operating base.
- (b) The use of mobile/portable/cell phones for private hire bookings is prohibited.
- (c) The use of scanner equipment is prohibited.

## 8. ADVERTISING OF BUSINESS

- (a) Any advertising of the Operator's business, no matter in what form, shall include the Operator's name and/or trade name as approved by the Council in accordance with the name entered on the Operator's Licence issued by the Council.
- (b) The Operator shall not trade under any name for private hire purposes unless such trade name has been approved by the Council and has accordingly been entered on the private hire Operator's Licence issued by the Council.

## 9. INSURANCE

The Operator shall ensure that Public Liability Insurance is in force throughout the validity of the licence for each and every operating base open to the public to a minimum cover of £2M. Certification shall be produced on demand to the Licensing Office or any Authorised Officer.

## 10. OTHER NOTICES TO BE DISPLAYED

The Operator shall affix a properly printed notice in a prominent position inside the business premises, so as to be easily read by any person seeking to hire a private hire vehicle, stating that any complaints regarding a hiring relating to his/her business should be addressed to:

**The Licensing Office, Wakefield Metropolitan District Council, Horbury Community Centre, Cluntergate, Horbury, Wakefield WF4 5DA**

Such notice shall also state that the Council does not control the fares for private hire vehicles and that, in the absence of any fare scale published by the Operator, the fare should be agreed before the journey commences. Any fare scale in operation must be on prominent public display and be an accurate reflection of the charge, including any specific additions ie Bank Holidays and after-midnight loading (including any waiting times) which the customer may be expected to pay.

## 11. CONVICTIONS

The Operator shall notify the Council *in writing* within 7 days, full details of any conviction, binding over, caution, warning or reprimand imposed on him/her (or if the Operator is a Company or partnership on any of the Directors, Secretary or Partners) during the period of the licence.

## 12. CHANGE OF ADDRESS

The Operator shall notify the Council *in writing* within 7 days of any change of home address whether permanent or temporary.

## 13. LOST/FOUND PROPERTY

Where any property is left by a customer in the business premises, or in any vehicle used for any hiring and placed in the Operator's safekeeping by the driver thereof, the Operator shall endeavour to arrange to return such property to its rightful owner, failing which it shall be dealt with in accordance with legal requirements and handed in as found property to the Police within 24 hours.

## NOTES

**In these Conditions** "Operator" means the person who is the current holder of an Operator's Licence  
"business premises" means the operating premises from which the Operator conducts the business

- i. These conditions should be read in conjunction with the provisions of Part II of the Local Government (Miscellaneous Provisions) Act 1976.
- ii. Any person who commits an offence against any of the provisions of the Act shall pursuant to Section 76 be liable on summary conviction to a fine not exceeding Level 3 on the standard scale.
- iii. Part II of the Act does not apply to a vehicle used only for carrying passengers for hire or reward under an exclusive contract for the hire of the vehicle for a period of not less than 7 days and for no other purpose. Other exemptions also apply (see Section 75 of the Act).
- iv. The use of a licensed private hire vehicle to fulfil any private hire booking requires the driver to hold a currently valid private hire driver's licence even if no fare is charged for the journey or irrespective of when, how and to whom any fare is payable. Operators are reminded that the use of free fare cars/courtesy cars which are not licensed as private hire vehicles is not permitted for private hire journeys. Every contract for the hire of a licensed private hire vehicle is deemed to be made with the Operator who accepted the booking for the vehicle whether or not the Operator provided the vehicle.
- v. Any failure on the part of the operator to make appropriate enquiries as to the licensing status of drivers and/or vehicles for any purpose could be construed as reasonable cause to suspend or revoke the licence. **The onus remains with the Operator to clarify any legal requirements which he or she may be required by law to observe.**
- vi. **ANY INFRINGEMENT OF THE LICENSING CONDITIONS COULD LEAD TO SUSPENSION OR REVOCATION OF THE LICENCE.**
- vii. **ANY REQUEST FOR ADVICE FROM THE COUNCIL IN RELATION TO LICENSING LEGISLATION SHOULD BE IN WRITING TO WHICH A WRITTEN RESPONSE WILL BE GIVEN SO AS TO AVOID ANY FUTURE DISPUTE AS TO THE ADVICE GIVEN. THIS DOES NOT PRECLUDE YOU FROM OBTAINING YOUR OWN INDEPENDENT LEGAL ADVICE.**
- viii. **ANY PERSON AGGRIEVED BY ANY CONDITION SPECIFIED IN THE LICENCE MAY APPEAL TO A MAGISTRATES' COURT WITHIN 21 DAYS OF ISSUE.**