

Hackney Carriage Vehicle Licence Conditions

1.0 Maintenance of Vehicle

- 1.1 The vehicle and all its fittings and equipment including luggage areas shall at all times when the vehicle is in use or available for hire be kept in an efficient, safe, comfortable, tidy and clean condition and all relevant statutory requirements (including in particular those contained in the Road Vehicles (Construction and Use) Regulations or any subsequent revision amendment or re-enactment thereof) shall be fully complied with. In particular, but without prejudice to the generality of the foregoing:
- 1.2 the seats of the vehicle shall be properly cushioned and covered
- 1.3 the floor of the vehicle shall be provided with a properly fitted carpet, mat or other suitable covering
- 1.4 all paintwork shall be maintained in a high gloss finish of a uniform colour free from dents, scratches or rust.
- 1.5 there shall be provided the means of carrying and securing luggage in the boot
- 1.6 the vehicle shall at all times carry a spare pneumatic tyre which shall comply with the provisions as to the mixing of and condition and maintenance of tyres contained in the Road Vehicles (Construction and Use) Regulations (or a subsequent revision amendment or re-enactment thereof) as if it were actually fitted as a tyre to the vehicle.
- 1.7 the proprietor of the vehicle must at all times ensure the vehicle is regularly maintained to ensure compliance with these conditions. A policy statement relating to vehicle maintenance shall be devised. (A model policy will be devised by the Local Authority). This will need to include for example details of the frequency of maintenance inspections, maintenance procedures, frequency of servicing and location of servicing garage used etc.

The maintenance policy statement and other maintenance records shall be made available at any time without notice to an Authorised Officer of the Licensing Authority or a Police Constable who shall be empowered to take away the records if required.

2.0 Alteration of Vehicle

- 2.1 No material alteration or change in the specification, design, condition or appearance of the vehicle shall be made without the approval of the Council at any time while the licence is in force.
- 2.2 The licence holder must ensure that all drivers of the vehicle are competently trained in the safe embarkment, transportation and disembarkation of passengers using wheelchairs.
- 2.3 The 'child-lock' feature on doors must not be activated at any time.
- 2.4 Where there is an airbag function in the front passenger seat, this must be activated when carrying passengers and children must not be transported facing forwards in this seat.

3.0 Identification Plate

- 3.1 The plate identifying the vehicle as a Hackney Carriage and required to be exhibited on the vehicle pursuant to section 38 of the Town Police Clauses Act 1847 shall be securely fixed to the rear of the vehicle in a conspicuous position and in such manner as to be easily removable by an Authorised Officer of the Council or a constable. Such plate shall not be wholly or partially concealed from public view. The Council may also specify, from time to time as it sees fit, any other plate, sign or marking, together with the location or manner of fixing, designed to identify it as a Hackney Carriage.
- 3.2 The licence holder must report the loss of their licence plate or signage to Licensing Services within 48 hours and obtain a replacement.

4.0 Interior Markings

- 4.1 The proprietor shall cause to be clearly marked and maintained inside the vehicle in such a position as to be visible at all times to persons conveyed therein the number of this licence and the number of passengers prescribed in this licence. Such plate shall not be wholly or partially concealed from public view.

5.0 Signs, Notices etc.

- 5.1 No signs, notices, advertisements, plates, marks, numbers, letters, figures, symbols, emblems or devices whatsoever shall be displayed on, in or from the vehicle except as may be required by any statutory provision or required or permitted by these conditions, provided however that this condition shall not apply to any indication on a fare meter if fitted to the vehicle or to a sign which:-
- 5.1.1 is displayed in, on or from the vehicle while it is stationary;
 - 5.1.2 contains no words or number other than the name and address of an operator of the vehicle or the name under which he carries on his business and its address and, in either case, the number of passengers to be carried in the vehicle; and
 - 5.1.3 is displayed in pursuance of a prior arrangement made for the carriage of a passenger or passengers named in the sign
- 5.2 The proprietor may cause to be displayed on the vehicle in accordance with the directions of the Council such advertisements as the Council may from time to time approve.

6.0 Change of Address

- 6.1 The proprietor must notify the Licensing Services in writing within 48 hours of any change of their name, address, phone number and/or email address during the period of the licence. This must be completed via the My Licence Portal.
- 6.2 The phone number and email address provided by the licence holder will be the primary method of contact. Any blocking of text messages or emails will be a breach of these conditions of licence.

7.0 Convictions

7.1 The holder of this licence shall give full details to Licensing Services via vehicle.lic@wolverhampton.gov.uk within 48 hours of:

- a) being released after any arrest;
- b) being charged with any offence;
- c) being convicted of any offence;
- d) being cautioned for any offence;
- e) being issued with a Fixed Penalty Notice;
- f) being interviewed by the Police, including a voluntary interview;
- g) receiving a notice of intended prosecution;
- h) the vehicle being seized by Police;

during the life of this licence. (If the holder of this licence is a company or partnership, full details should be given for any of the above imposed on the company, directors or partners during the period of the licence)

7.2 If the holder of this licence is a company or partnership, details of any changes in directors or partners shall be provided to Licensing Services via vehicle.lic@wolverhampton.gov.uk within 48 hours. If the company intends to dissolve, Licensing Services must be notified within 48 hours.

7.3 If the holder of this licence is a company or partnership, when a new director or partner joins, the new director or partner must provide a basic DBS certificate dated within the last three months to Licensing Services.

8.0 Road Traffic Accidents, Licensing and Insurance

8.1 The vehicle shall be insured at all times. The policy in force must permit the use of the vehicle as a hackney carriage for public hire use. A copy/image of the current valid current certificate of insurance or cover note effective for the entire period of the licence relating to the vehicle must be submitted, on request, to an Authorised Officer of the Council.

8.2 The proprietor acknowledges receipt of this Hackney Carriage Licence and plates.

8.3 The proprietor must conform to all the conditions of this licence.

8.4 Upon expiry of vehicle licence plates must be returned to the City of Wolverhampton Council Licensing Services within 7 days. Any existing licence plates must be surrendered to the Council before new licence plates for a vehicle will be issued.

8.5 When a Hackney Carriage Vehicle is involved in an accident the Proprietor must report it to Licensing Services within 72 hours as required by Section 50 (3) of the Local Government (Miscellaneous Provisions) Act 1976. This must be completed via the My Licence Portal.

9.0 Contactless Payments

- 9.1 The proprietor shall ensure that passengers are able to make payment via contactless card payments.
- 9.2 The proprietor shall ensure that all drivers of the vehicle are trained on how to use the contactless card payment device and are aware that passengers must be able to make payment in this manner.
- 9.3 Where a fault in the contactless payment system is identified, the proprietor must notify Licensing Services and arrange repair/replacement within 48 hours.

NB. Please note that should you feel aggrieved by any of the conditions in this Licence then you have the right of appeal to the Magistrates' Court within 21 days from the date when this licence is issued.