

## ANNEX 4

### Licence Conditions – Private Hire Operator Licence

1. The licensee shall keep a suitable record of each journey noting the following particulars of every booking of a private hire vehicle invited or by request of another operator and whether or not the vehicle to be hired is provided by the licensee himself, such records must be maintained for at least two years, all entries must be made in ink, or stored digitally, and be available to an authorised officer upon request:
  - a) Date of booking;
  - b) Time of booking;
  - c) Whether direct from hirer or at request of another operator (in the latter instance give name of operator)
  - d) Name of hirer;
  - e) Place, date and time at which vehicle is to pick up;
  - f) Place, date and time of the vehicle destination;
  - g) Place and registration number of vehicle, and the name of proprietor if not the licensee himself; and
  - h) Name of the vehicle driver
  
2. The licensee shall keep a record of the following particulars of any private hire vehicle for which he or she invites or accepts bookings:
  - a) Vehicle registration number
  - b) Private hire plate number
  - c) Permitted number of passengers to be carried as shown on the private hire licence plate;
  - d) Make and model of vehicle;
  - e) Name and address of vehicle proprietor;
  - f) Date the vehicle was first licensed for motor taxation purposes;
  - g) Date the vehicle was first licensed by the council for private hire work;
  - h) Date on which the vehicle was added to the operator's fleet; and
  - i) Date on which the vehicle was withdrawn from the fleet.
  
3. The licensee shall keep a record of the following particulars of all licensed private hire vehicle drivers engaged to drive any private hire vehicle operated by him or her:

- a) Full name of driver;
  - b) Full permanent address of the driver;
  - c) Date of birth of driver
  - d) Drivers private hire badge number
  - e) Date that engagement/employment commenced; and
  - f) Date that engagement/employment terminated.
4. The licensee shall produce all or any of the records specified in conditions (1) (2) and (3) on request to any authorised officer of Huntingdonshire District Council (The Council) or to any Constable for inspection.
5. The licensee shall not invite or accept bookings for private hire work for any vehicle which has not been licensed by the Council for such work.
6. The licensee shall not employ or otherwise engage whether directly or indirectly any person to drive any private hire vehicle for which the licensee invites or accepts bookings unless they holds a current private hire driver licence issued by the Council and there is appropriate insurance policy in place which covers personal injury to passengers.
7. The licensee shall provide a prompt, efficient and reliable service to members of the public at all reasonable times and for this purpose shall in particular;
- a) Ensure that when a private hire vehicle has been hired to pick up at an appointed time and place the vehicle shall, unless unavoidably delayed or prevented by from being able attend at the appointed time and place;
  - b) Ensure that when a private hire vehicle has been hired, the vehicle shall be clean inside and display on the external rear of the vehicle, the current private hire vehicle licence plate provided by the council;
  - c) Ensure that when a private hire vehicle has been hired the price of the journey shall be given to the hirer at the time of the booking.
  - d) Ensure that at the time of the booking the hirer will be informed that in the case of a lone person travelling they shall be informed that they are required to travel in the rear of the vehicle unless requested otherwise at the time of the booking.
  - e) Keep clean, adequately heated, ventilated and lit any premises provided and to which the public have access whether for the purpose of booking or waiting;
  - f) Ensure that any waiting area provided has adequate seating facilities; and
  - g) Ensure that any telephone facilities and radio equipment provided are maintained in a sound condition and that any defects are repaired promptly.
8. The licensee shall immediately on receipt of any information or complaint as listed in HDC convictions policy notify the Licensing Officer and provide details of the action taken.
9. A record of all complaints will be kept by the operator and made available to the public and an authorised officer on request in the case of an investigation

10. The licensee shall notify the Licensing Officer in writing of any conviction arising out of court action imposed upon him or her or; if the licensee is a company or partnership, on any of the directors or partners

**NOTE: FAILURE TO COMPLY WITH THESE CONDITIONS INCLUDING THE GENERAL CONDITIONS RELATING TO PRIVATE HIRE VEHICLES AND DRIVERS MAY RESULT IN THE COMMENCEMENT OF CRIMINAL PROCEEDINGS, AND/OR IN THE SUSPENSION OR REVOCATION OF AN EXISTING LICENCE, OR IN THE REFUSAL TO ISSUE A NEW LICENCE.**