

WREXHAM COUNTY BOROUGH COUNCIL
POLICY GUIDELINES FOR PRIVATE HIRE DRIVERS

1. This policy has been adopted by Wrexham County Borough Council in respect of applications for private drivers' licences. The policy is not intended to be applied rigidly. If circumstances justify a departure from the policy the Council will act accordingly, and each case will be dealt with on its own facts and merits.
2. The Authority will grant a licence to drive a private hire vehicle to an applicant providing that:-
 - (i) the Authority is satisfied that the applicant is a fit and proper person to hold a private hire driver's licence; and
 - (ii) the applicant holds a current driving licence and has held one for at least twelve months.The Council has resolved that, in normal circumstances, and subject to the provisions of the Rehabilitation of Offenders Act, 1974 applications from anyone convicted of the following offences will be refused:-

Dishonesty	Dangerous Driving
Indecency	Driving under the influence of drink or drugs
Violence	Using an uninsured vehicle
Driving while unqualified	Driving a dangerous or defective vehicle
3. All applicants are required to provide the following details on their application:-
 - (i) Name and address and period of residence at present address.
 - (ii) Number of years full driving licence held.
 - (iii) Details of all previous convictions recorded against them (subject to the provisions of the Rehabilitation of Offenders Act, 1974). The information given will be treated in confidence and will only be taken into account in relation to the application.

The licensing authority is empowered in law to check with the police for existence and content of any criminal record held in the name of the applicant. Information received from the police will be kept in strict confidence while the licensing process takes its course and will be retained for no longer than is necessary. The disclosure of a criminal record or other information will not debar an applicant from gaining a licence unless the authority considers that the conviction renders the applicant unsuitable.
 - (iv) Full details of driving experience.
 - (v) #Details of present or last full-time employment.
 - (vi) Name and address of the proprietor for whom the applicant is to drive (in addition the Council will need to be satisfied that a licensed private hire vehicle exists for the applicant to drive).
 - (vii) Name and address of two persons who have known the applicant personally for at least five years and who can also provide references as to their suitability for a licence. Such persons would include an employer, member of the clergy, doctor or justice of the peace. References will not be accepted from relations, neighbours or persons engaged in the private hire or hackney carriage trade.

If necessary, an applicant may be required to provide further information regarding any of the above.
4. Before an applicant is granted a licence they will also need to produce a medical certificate signed by a doctor certifying that they are fit to drive a private hire vehicle.
5. A Private Hire Driver's Licence is normally issued for a period of one year but will be issued for a shorter period where it is felt that an applicant may need to prove himself before being given a full one year licence.
6. In considering whether an applicant is a fit and proper person to hold a private hire driver's licence, the Council will also have regard to the applicant's ability to understand and comply with the conditions attached to a private hire driver's licence which are reproduced in the Schedule hereto.

SCHEDULE
CONDITIONS OF LICENCE

1. Conduct Driver

The driver shall:-

- (a) afford all reasonable assistance with passengers' luggage;
- (b) at all times be clean and respectable in his dress and person and behave in a civil and orderly manner;
- (c) take all reasonable steps to ensure the safety of passengers conveyed in, entering or alighting from the vehicle;
- (d) not without the express consent of the hirer smoke, drink or eat in the vehicle;
- (e) not without the express consent of the hirer play any radio or sound reproducing instrument or equipment in the vehicle other than for the purpose of sending or receiving messages in connection with the operation of the vehicle;

(f) at no time cause or permit the noise emitted by any radio or other previously mentioned equipment in the vehicle which he is driving to be a source of nuisance or annoyance to any person whether inside or outside the vehicle.

2. Passengers

(1) The driver shall not convey or permit to be conveyed in a private hire vehicle a greater number of passengers than that prescribed in the licence for the vehicle.

(2) The driver shall not without the consent of the hirer of a vehicle convey or permit to be conveyed any other persons in that vehicle.

3. Lost Property

The driver shall immediately after the termination of any hiring of a private hire vehicle or as soon as practicable thereafter carefully search the vehicle for any property which may have been accidentally left there. If any property, accidentally left in a private hire vehicle by any person who may have been conveyed therein, is found by or handed to the driver, he shall 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 a police station in the district and leave it in the custody of the officer in charge on his giving a receipt for it.

4. Written receipts

The driver shall if requested by the hirer of a private hire vehicle provide him with a written receipt for the fare paid.

5. Animals

The driver shall not convey in a private hire vehicle any animal belonging to or in the custody of himself or the proprietor or operator of the vehicle and any animal belonging to or in the custody of any passenger which in the driver's discretion may be conveyed in the vehicle shall only be conveyed in the rear of the vehicle.

6. Prompt Attendance

The driver of a private hire vehicle, shall if he is aware that the vehicle has been hired to be in attendance at an appointed time and place or he has otherwise been instructed by the operator or proprietor of the vehicle to be in attendance at an appointed time and place punctually attend at that appointed time and place, unless delayed or prevented by sufficient cause.

7. Copy of Conditions

The driver shall at all times when driving a private hire vehicle carry with him a copy of these conditions and shall make it available for inspection by the hirer or any other passenger on request.

8. Deposit of Licence

If the driver is permitted or employed to drive a private hire vehicle of which the proprietor is someone other than himself, he shall before commencing to drive that vehicle deposit this licence with that proprietor for retention by him until such time as the driver ceases to be permitted or employed to drive the vehicle or any other vehicle of his.

9. Taximeter

If a private hire vehicle being driven by the driver is fitted with a taximeter, the driver shall not cause the fare recorded thereon to be cancelled or concealed until the hirer has had a reasonable opportunity of examining it and has paid the fare (unless credit is to be given).

10. Fare to be demanded

The driver shall not demand from any hirer of a private hire vehicle a fare in excess of any previously agreed for that hiring between the hirer and the operator or, if the vehicle is fitted with a taximeter and there has been no previous agreement as to the fare, the fare shown on the face of the taximeter.

11. Change of Address

The driver shall notify the Council in writing of any change of his address during the period of the licence within seven days of such change taking place.

12. Convictions

The driver shall within seven days disclose to the Council writing details of any conviction imposed on him during the period of the licence.

13. Return of Badge

The driver shall upon the expiry (without immediate renewal), revocation or suspension of this licence forthwith return to the Council the driver's badge issued to him by the Council when granting this licence.

14. Disability

The driver shall as soon as practicable notify the Council of any disability to himself which might impair or affect his ability to drive and shall not drive any private hire vehicle whilst suffering from any such disability or whilst certified medically unfit to drive.