

PRIVATE HIRE/HACKNEY CARRIAGES DRIVER'S LICENCES

ALL YOU NEED TO KNOW ABOUT BECOMING A HACKNEY CARRIAGE/PRIVATE HIRE DRIVER IN THE COUNTY BOROUGH OF WREXHAM

To become a driver you will need to get a licence from the Council. The licence is issued under an Act of Parliament called the Local Government (Miscellaneous Provisions) Act 1976 and is referred to as a DRIVER'S LICENCE. To get a driver's licence the Council have to determine whether or not you are a "fit and proper person" under the terms of the Act. This involves a series of tests and checks being carried out with various organisations so that the Council can determine your application fairly and consistently.

Application forms can be obtained from the Transport Depot, Abbey Road South, Wrexham Industrial Estate, Wrexham, LL13 9PW.

The application procedure is as follows:

To apply for a Private Hire / Hackney Carriage Driver's Licence you must undertake the following:

1. Be at least 18 years of age and have held either a full British or European (EC or EEA) Driving Licence for at least One Year.
2. Complete the appropriate application form and Disclosure & Barring Services Disclosure form. **Both forms should be submitted together.** Applicants who do not hold British Citizenship must provide evidence of criminal record checks from their country of origin/previous residency.
3. Undergo a Group 2 Medical examination by your doctor, the cost of which will be borne by yourself. This should be undertaken when you have confirmation from the department that your application has been approved. The Council will supply you with the Group 2 Medical Form. **Note – Applicants with Epilepsy or Complete Loss of Vision in an Eye will not be able to meet the Group 2 Medical Standard. Insulin Diabetics will be required to meet the DVLA's current Qualifying Conditions.**

(28/06/2018)

4. The “Knowledge Test” is designed to confirm that you have a good working knowledge of the area, of working conditions as set by the Council, of traffic regulations and the ability to read, write and converse in English. This test will last half an hour and will comprise of 30 questions. You must answer 25 of those questions correctly in order to pass. To assist you however, you will have prior information regarding the actual questions.

Should you fail; a retest can be arranged on payment of a fee. If English is not your first language, Yale College, Wrexham conduct English courses and these may assist you in preparation for a retest, their telephone number is 01978 311794.

Residency Permits & Work Permits -

Applicants from Outside the European Economic Area (EEA)

Applicants who hold citizenship in countries which are outside the European Economic Area must produce a Valid Residency Permit and a Valid Work Permit when submitting their applications. Applications without a Valid Residency Permit and a Valid Work Permit cannot be considered. **Please note licences cannot be issued beyond the expiry of your UK Residency Permit / Work Permit.**

WHAT HAPPENS WHEN THE CHECKS HAVE BEEN CARRIED OUT AND THE TESTS SUCCESSFULLY COMPLETED?

Whilst the checks are being carried out by the Licensing Office, The Council will determine your application and undergo such enquiries which are deemed necessary. If further information is required in order to complete your application you will be notified. Upon satisfactory completion you will be issued with your Drivers Licence and your Hackney Carriage/Private Hire Drivers Badge, this is normally on the day of the “Knowledge Test”.

When submitting your Application Form together with the DBS Disclosure Form you will need to **produce the following Original Documentation** (Copies not acceptable) **in person:**

- **UK DVLA Driving Licence** - (Full, held for a minimum of 12 months, and with current address.)

“Photo Card” with DVLA Online View Driving Licence “One Time Access Code” & DVLA D906 Driving Entitlement Consent Form.

- **Current Passport**
- **UK Birth Certificate or UK Residency Permit**
- **Proof of National Insurance Number e.g. P45/P60 etc**
- **Proof of current address** (utility bill etc.)
- **2 No. Colour Passport Size Photographs**
- **The appropriate fee**

We will always aim to deal with your application as quickly as we can, but because we are reliant on other organisations providing us with information the process can sometimes take longer than expected. Apart from in exceptional circumstances we will attempt to determine all applications within six weeks of receipt of the application. It should be noted however that in general an application will not be accepted until all relevant paperwork and DBS Disclosure fee has been received.

Your Licence must be issued within Two Months of your application being approved. Once you have received your badge you are licensed to drive either a Private Hire Car or a Hackney Carriage in the County Borough of Wrexham. (Subject to which test you have passed) These vehicles must be licensed by Wrexham Council, although the vehicle you drive does not necessarily have to be owned by you. Along with your badge you will receive a paper licence, which any Operator with whom you are to work will wish to see. Your first badge will last for 3 Years after which, on payment of a fee, you may renew it. You will receive a reminder for renewal around eight weeks prior to expiry. It is important to note however that it is YOUR responsibility to ensure that your DBS Disclosure, DVLA D906 Driving Entitlement Consent Form & Badge is renewed on time.

Applications made after a licence has expired will be treated as a new application and you will need to go through the same procedure as that specified for the grant of a new licence.

The application fee is a single fee that covers the whole of your application and is broken down into separate parts for administration and accountancy purposes only. The fee is non-refundable.
(08/11/2016)

HELP AND ADVICE

We are always willing to give advice regarding licensing. You can call into:
Abbey Road Depot (Licensing Administration), Wrexham Industrial Estate 01978 729600
Or the Licensing Enforcement Section 01978 298990, Public Protection Offices, Lord Street, Wrexham.

Staff are normally available 8.30 am–4.00 pm (Closed Noon to 13:00h) Monday to Friday.

Hackney Carriage/Private Hire Driver's Knowledge Test

In order to ensure that all applicants for a driver's licence are conversant with the area in which they will be mainly operating, and what drivers can and cannot do according to the regulations and conditions, each applicant is required to sit and pass an oral knowledge test. The Knowledge Test comprises a series of 100 questions. You will be asked 30 questions of which you must correctly answer 25. This pack includes the licence conditions on which some of the questions are based. The remainder of the questions will be based on the location of Hospitals, Hotels and Public Houses, Driving Theory questions and the Shortest Route between two points. There will also be multiple choice questions on the Wrexham area, drivers and vehicle conditions. All the information required to answer the questions asked can be obtained from an A-Z street map, the telephone directory and the Conditions for Private Hire / Hackney Carriage Drivers and Vehicles. If you fail the test, you may try again as often as you wish – on payment of a fee for each attempt.
(08/11/2016)

CRITERIA TO BE USED WHEN DETERMINING A HACKNEY CARRIAGE/PRIVATE HIRE DRIVER'S LICENCE

The Rehabilitation of Offenders Act 1974 provides that "spent convictions" as a general rule are not considered in evidence since a rehabilitated person is treated as a person of previous good character. However the Rehabilitation of Offenders Act 1974 (Exceptions)(Amendment) Order 2002 specifically makes Private Hire and Hackney Carriages Drivers exceptions to the Act, in that convictions are never considered as spent. This means that all convictions that an applicant has must be recorded on the application form; officers and Members (if the application is to go before the Environmental Licensing Committee) will be entitled to ask questions regarding spent convictions.

The Authority asks the Criminal Records Bureau to undertake an Enhanced Disclosure Check of applications for Driver's Licences. This provides the Authority with details of any live and spent convictions, together with any additional information which the Chief Police Officer believes is relevant to the position sought. This additional information may be a complaint or an incident that involved the applicant in question; it need not involve a prosecution or caution.

The Licensing Committee and/or Officers determine applications in accordance with the Suitability Criteria for Drivers and Operators Policy (see below). Each case will be decided on its own merits. A person with a current conviction for serious crime need not be permanently barred from obtaining a licence but should be expected to remain free from conviction for 3 to 5 years, according to the circumstances, before an application is entertained. Some discretion may be appropriate if the offence is isolated and there are mitigating circumstances. However, the overriding consideration should be the protection of the public.

The information you give will be treated in the strictest confidence and will only be taken into account in relation to your application. You should be aware that the Council is empowered in law to check with the Police (Criminal Records Bureau) for the existence and content of any criminal record held in the name of the applicant. Information received from the Police or the Bureau will be kept in strict confidence whilst the licensing process takes its course and will be retained for no longer than is necessary. A policy statement on the storage, handling, use, retention and disposal of disclosure information is available upon request.

The disclosure of a criminal record or other information will not necessarily debar you from gaining a licence unless the Council considers that the conviction renders you unsuitable. In making this decision, the Authority will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors that may be relevant. You are advised to consider the following guidelines relating to the relevance of convictions.

Any applicant refused a licence on the grounds that he or she is not a "fit and proper person" to hold such a licence has the right of appeal to the Magistrate's Court within 21 days of the receipt of the decision.

SUITABILITY CRITERIA FOR DRIVERS AND OPERATORS POLICY

This policy is referred to by the Licensing Committee and/or Officers when determining licence applications. For a copy of the Policy refer to Appendix 1.

The aim of this policy is to protect the safety of the public. The Licensing Authority is concerned to ensure:

- That a person is a fit and proper person;
- That the person does not pose a threat to the public;
- That the public are safeguarded from dishonest persons;
- The safeguarding of children and young persons;
- The safeguarding of vulnerable persons;
- That the public have confidence in their use of licensed vehicles.

Laws and Conditions Relating to Drivers

All Drivers of Hackney Carriages or Private Hire Vehicles must be licensed by the Council and must have held a full driving licence for over 12 months prior to applying. Refer to Appendix 2 for Licence Conditions.

a) Hackney Carriage Drivers

Town Police Clauses Act 1847

Local Government (Miscellaneous Provisions) Act 1976

Bylaws

b) Private Hire Vehicle Drivers

Local Government (Miscellaneous Provisions) Act 1976

Licence Conditions

There are no restrictions on the number of licences issued;

A licence will be issued provided the applicant fulfils all the Councils requirements.

Drivers' Badges

When a licence is issued the driver will be provided with a Badge which must be worn at all times whilst driving a Private Hire / Hackney Carriage Vehicle, in a position where it can be clearly visible when driving for hire. Drivers who do not wear their badge will be guilty of an offence. A paper licence is also issued giving details of conditions which all licence holders must adhere to.

Suspension and Revocation

The Council have the power to suspend, revoke or refuse to renew a driver's licence if the driver since the grant of the licence has been convicted of an offence under the Town Police Clauses Act 1847 or the Local Government (Miscellaneous Provisions) Act 1976 or for any other reasonable cause.

Plying for Hire

Applicants for a Private Drivers Licence are advised that it is an offence to ply for hire in a Private Hire Vehicle. All hiring's must be pre-booked.

Taximeters

Applicants are advised that it is an offence to tamper with any seal on a taximeter or alter the taximeter with intent to mislead.

OBSTRUCTION OF AUTHORISED OFFICERS AND CONSTABLES

It is an offence under the Local Government (Miscellaneous Provisions) Act 1976 for any person to wilfully obstruct an authorised Officer or Constable acting under the Act, to fail to comply with any requirements of the authorised Officer or Constable or fail to give an authorised Officer or Constable any assistance or information he may reasonably require.



Private Hire and Hackney Carriage Licensing Policy

Suitability Criteria for Drivers and Operators

DATE: August 2019

Contents

- 1.0 Introduction
- 2.0 General Policy
- 3.0 Appeals
- 4.0 Powers
- 5.0 Options when determining an application/licence
- 6.0 Consideration of disclosed criminal history
- 7.0 Violence
- 8.0 Sex and Indecency Offences
- 9.0 Dishonesty
- 10.0 Driving under the Influence of Alcohol and Drugs
- 11.0 Drug related offences
- 12.0 Drunkenness (not in a motor vehicle).
- 13.0 Driving Offences involving the loss of life
- 14.0 Motoring Convictions
 - 14.2 Major Traffic Offences
 - 14.7 Minor Traffic Offences
 - 14.11 Insurance Offences
- 15.0 Disqualification
- 16.0 Non-conviction information
- 17.0 Repeat Offending
- 18.0 Breach of Legislation, Byelaw or Licence Condition
- 19.0 Applicants with periods of residency outside the UK.
- 20.0 Licences issued by other Authorities

- 21.0 Summary

Appendix A – Motoring offences and penalty points

1.0 Introduction

1.1 The purpose of this policy is to provide guidance on the criteria taken into account by Wrexham County Borough Council when determining whether or not an applicant or an existing licence holder is a fit and proper person to hold a hackney carriage and/or private hire driver / vehicle/operator licence.

1.2 The aim of this policy is to protect the safety of the public. The Licensing Authority is concerned to ensure:

- That a person is a fit and proper person;
- That the person does not pose a threat to the public;
- That the public are safeguarded from dishonest persons;
- The safeguarding of children and young persons;
- The safeguarding of vulnerable persons;
- That the public have confidence in their use of licensed vehicles.

1.3 The term “Fit and Proper Person” for the purposes of taxi and private hire licensing is not legally defined. However, in determining whether a person is fit and proper to hold a licence, those tasked with determining licences/applications are effectively asking themselves:

“Would you allow your son or daughter, spouse or partner, mother or father, grandson or granddaughter or any other person for whom you care, to get into a vehicle with this person alone?”

If the answer to this question is an unqualified “yes”, then the person can be considered to be fit and proper. If there are any doubts in the minds of those who make the decision, then further consideration should be given as to whether a licence should be granted to that person.

In order to assess the suitability of an applicant (and to inform decision makers when answering the question above), the Council will undertake the relevant and necessary checks it considers appropriate to ensure that licences are not issued to, or used by, unsuitable people. In assessing the suitability of an applicant or licence holder, the council will take into consideration the following factors:

- Criminality
- Period of holding a driver's licence
- Number of endorsed driving licence penalty points
- Eligibility to work in the UK.
- Medical fitness
- Standard of driving/driving ability
- The conduct of the applicant in making the application (e.g. whether they have acted with integrity during the application process).
- The previous licensing history of existing/ former licence holders.

In addition the Council will also consider further information sources such as the Police (including abduction notices), Children and Adult Safeguarding Boards, other licensing authorities and statutory agencies.

1.4 This policy aims to provide guidance to any person with an interest in public and private hire licensing. In particular, but not exclusively:

- Applicants for driver / operator licences

- Existing licensed drivers / operators whose licences are being reviewed
 - Licensing Officers and Police
 - Members of the Environmental Licensing Committee/ Panel (or other relevant decision making body)
 - Magistrates and Judges hearing appeals against local authority decisions
- 1.5 Where licensing officers have delegated powers in relation to private hire/hackney carriage licences, they will utilise these guidelines when making a decision to grant a licence. In all other cases applications for licences will be referred to the Environmental Licensing Committee/panel (or other relevant decision-making body). Whilst officers and the committee/panel will have regard to the guidelines contained in the policy, **each case will be considered on its individual merits** and, where the circumstances demand, the committee/officer may depart from the guidelines.
- 1.6 Where applicants fail to disclose any previous convictions; cautions; warnings; penalty notices, orders or reprimands on their application form including any pending court proceedings or other matters they may be referred to the Licensing Committee for determination.
- 2.0 General policy**
- 2.1 In considering this guidance the Council will be mindful that each case must be considered on its individual merits, and where circumstances demand, the committee may depart from these guidelines..
- 2.2 A person with a conviction for a serious offence need not be automatically barred from obtaining a licence, but it would normally be expected that the applicant would be required to:
- a. Remain free of conviction for an appropriate period (as set out below); and
 - b. Show adequate evidence that they are a fit and proper person to hold a licence (the onus is on the applicant to produce such evidence).
- Simply remaining free of conviction may not generally be regarded as adequate evidence that a person is a fit and proper person to hold a licence.
- 2.3 For the purposes of this Policy, “other matters to be considered” may include but are not limited to the following:
- a) Criminal / motoring convictions;
 - b) Court Martial;
 - c) Cautions;
 - d) Fixed penalty notices or other penalty notices;
 - e) Anti-social behaviour orders or other similar orders;
 - f) Breach of licensing conditions;
 - g) Formal Warnings or Reprimands;
 - h) Charges or matters awaiting trial;
 - i) Fitness and propriety.
- 2.4 Where an applicant has a conviction(s) or other matter(s) to be considered for a criminal offence, the council cannot review the merits of the conviction or other matter.
- 2.5 Where an applicant / licence holder has a conviction or other matter to be considered for an offence of aiding, abetting, attempting, conspiring, counselling, procuring, causing, permitting or inciting any of the criminal or motoring convictions / matters specified in this guidance, they will be considered relevant for the substantive matter.

- 2.6 The standards and criteria set out in the paragraphs below are those that would normally be applied to applications and licences. The Council may depart from these criteria; however it must only do so in exceptional circumstances.

3.0 Appeals

- 3.1 Any applicant who has been refused a driver / operator licence, or a licensed driver / operator whose licence has been suspended or revoked has a right to appeal to the Magistrates' Court within 21 days of receipt of the notice.

4.0 Powers

- 4.1 Powers to grant driver / operator licences are contained within Section 51, Section 55 and Section 59 of the Local Government (Miscellaneous Provisions) Act 1976 (the Act).
- 4.2 Powers to suspend, revoke or refuse to renew a driver's licence are contained within Section 61 of the Act, where the applicant/licence holder has been convicted of an offence involving dishonesty, indecency, violence; failure to comply with the provisions of the Town Police Clauses Act 1847; failure to comply with the provisions of Part II of the Local Government (Miscellaneous Provisions) Act 1976; or any other reasonable cause.
- 4.3 Section 61 (2B) allows the Licensing Authority, if it appears that in the interests of public safety, to suspend or revoke a driver's licence with immediate effect. A Decision Notice explaining why this decision has been taken will be issued to the driver and will have effect when the notice is given to the driver. The driver may appeal this decision but may not drive during the appeal period.
- 4.4 Section 62 of the Act allows the Licensing Authority to suspend, revoke or refuse to renew an operator's licence if the applicant/licence holder has been convicted of an offence under or non-compliance with the provisions of Part II of the Act; or grounds of any conduct on the part of the operator which appears to the Council to render him unfit, or due to any material change since the licence was granted in any of the circumstances of the operator on the basis of which the licence was granted or any other reasonable cause.
- 4.5 The Rehabilitation of Offenders Act 1974 (Exceptions)(Amendment) Order 2002, allows the Licensing Authority to take into account all convictions recorded against an applicant or the holder of a private hire vehicle or hackney carriage driver's licence, whether spent or not. Therefore the Licensing Authority will have regard to all relevant convictions, particularly where there is a long history of offending or a recent pattern of repeat offending.

4.6 Protected Cautions and Protected Convictions

- 4.7 The Rehabilitation of Offenders Act (1974) Exceptions Order 2013 now removes "protected convictions" and "protected cautions" from the exemptions.
- 4.8 "Listed Offences" are always disclosed and include more serious offences, sexual offences and those with safeguarding implications etc. Listed offences are detailed in section 5 of The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.
- 4.9 A conviction is a "protected conviction" if:
- It does not relate to a listed offence.
 - No custodial sentence was imposed.

- The individual has no other convictions. (Where the individual has more than one conviction, all convictions will be included on the certificate.)
- It was received by a person aged under 18 at the time of the conviction and **five and a half years or more** have elapsed.
- It was received by a person aged 18 or over at the time of the conviction and **11 years or more** have elapsed.

4.10 A caution is a "protected caution" if:

- It does not relate to a listed offence.
- It was given to a person aged under 18 at the time of the caution and **two years or more** have elapsed.
- It was given to a person aged 18 or over at the time of the caution and **six years or more** have elapsed.

5.0 Options when determining an application/licence

5.1 When determining an application or reviewing an existing licence the Council have the following options:

- Approve the application or take no further action
- Refuse the application/revoke the licence/suspend the licence
- Issue a warning

6.0 Consideration of disclosed criminal history

6.1 Under the provisions of Sections 51, 55, and 59, of the Act, the Licensing Authority is required to ensure that an applicant for the grant or renewal of a driver / operator licence is a 'fit and proper' person to hold such a licence. However, if an applicant / licence holder has any matters to be considered, the Licensing Authority may take into account:

:

- How relevant the offence(s) are to the licence being applied for;
- How serious the offence(s) were;
- When the offence(s) were committed;
- The date of conviction and age of applicant at time of conviction;
- Sentence imposed by the court;
- Whether they form part of a pattern of offending;
- Any other factors that might be relevant, for example:
 - The previous conduct of an existing or former licence holder,
 - Whether the applicant has intentionally misled the council or lied as part of the application process,
 - Information provided by other agencies/council departments

6.2 Where applicants fail to disclose any previous convictions; cautions; warnings; penalty notices, orders or reprimands on their application form including any pending court proceedings or other matters they may be referred to the Environmental Licensing Committee for determination.

6.3 Existing holders of driver's licences are required to notify the council in writing within seven working days of receiving a driving licence endorsement, fixed penalty notice, warning, reprimand, police caution, criminal conviction or other criminal proceedings (including their acquittal as part of a criminal case). To fail to do so, will raise serious questions for the Council as to the honesty of the licence holder and will be taken into account as part of any renewal application.

6.4 The Council conducts enhanced disclosures from the Disclosure and Barring Service (DBS) of any applicant for a driver's licence. Applicants applying for the grant or a

renewal of a driver's licence will be required to obtain an enhanced disclosure at their expense.

6.5 The Council is also entitled to use other records and information that may be available to it in determining applications or an entitlement to continue holding a licence. This may include information held by the Council or other licensing authorities, and information disclosed by the police under the Common Law Police Disclosure Scheme or other similar arrangements. Examples of such information sources that may be used include social care information, benefits payments etc.

6.6 It is an offence for any person knowingly or recklessly to make a false declaration or to omit any material particular in giving information required by the application for a licence (s57 Local Government (Miscellaneous Provisions) Act 1976). Where an applicant has made a false statement or a false declaration on their application for the grant or renewal of a licence, the licence will normally be refused.

7.0 Violence

7.1 Licensed drivers have close regular contact with the public. A serious view will be taken with those who have a conviction(s) or other matter(s) to be considered involving violence. An application will normally be refused or existing licence revoked if the applicant / licence holder has a conviction for an offence that involved the loss of life.

7.2 In other cases anyone convicted of a violence related offence is unlikely to be licensed until **at least 3 years** free of such conviction(s). However, given the range of the offences that involve violence, consideration must be given to the nature of the offence.

7.3 Unless there are exceptional circumstances, an application will normally be refused or existing licence revoked where the applicant / licence holder has a conviction for an offence such as:

- Murder;
- Manslaughter;
- Manslaughter or culpable homicide while driving;
- Terrorism offences;
- Or any similar offences or offences which replace the above.

7.4 An application will normally be refused where the applicant has a conviction(s) or other matter(s) to be considered for an offence listed below and the conviction(s) or other matter(s) to be considered is **less than 10 years** prior to the date of application or at least 10 years from the completion of sentence (whichever is longer) :

:

- Actual bodily harm which is racially / religiously aggravated;
- Arson;
- Assault Police;
- Common assault which is racially / religiously aggravated;
- Criminal damage which is racially / religiously aggravated;
- Grievous bodily harm with intent;
- Malicious wounding or grievous bodily harm which is racially aggravated;
- Possession of firearm;
- Resisting arrest;
- Riot;
- Robbery;
- Violent disorder;
- Similar offences or offences which replace the above.

- 7.5 An application will normally be refused where the applicant / licence holder has a conviction(s) or other matter(s) to be considered for an offence listed below and the conviction(s) or other matter(s) to be considered is **less than 3 years** prior to the date of application or at least 3 years from the completion of sentence (whichever is longer) :

:

- Affray;
- Assault occasioning actual bodily harm;
- Common assault;
- Criminal damage;
- Obstruction;
- Possession of a weapon (or imitation weapon) or any other weapon related offence other than a firearm;
- S5 Public Order Act 1986 offence (harassment, alarm or distress);
- S.4 Public Order Act 1986 offence (fear of provocation of violence);
- S4A Public Order Act 1986 offence (intentional harassment, alarm or distress);
- Similar offences or offences which replace the above.

- 7.6 An application will normally be refused if an applicant has more than one conviction or other matter to be considered in the last **10 years** for an offence of a violent nature.

8.0 Sex and indecency offences

- 8.1 As licensed drivers often carry unaccompanied and vulnerable passengers, a strong line is to be taken with those who have convictions or other matters to be considered for sexual offences. An application will normally be refused or existing licence suspended or revoked for convictions or other matters to be considered for any offence involving sexual misconduct. In all cases they will be referred to the Licensing Committee for determination.

- 8.2 Unless there are exceptional circumstances, an application will normally be refused or an existing licence suspended or revoked where the applicant / licence holder has a conviction(s) or other matter(s) to be considered for an offence such as:

- Assault by penetration;
- Exploitation of prostitution;
- Indecent assault;
- Offences involving children or vulnerable adults;
- Possession of indecent photographs, child pornography etc.;
- Rape;
- Sexual assault;
- Trafficking for sexual or other exploitation;
- Making obscene/indecent telephone calls
- Sexual Grooming or befriending a child on the internet or by other means with the intention of abusing them.
- Indecent exposure;
- Soliciting (kerb crawling);
- Similar offences or offences that replace the above.

- 8.3 In addition to the above the Licensing Authority will not normally grant a licence to any applicant who is currently on the Sex Offenders Register or any other similar register.

- 8.4 An application will normally be refused if an applicant has more than one conviction or other matter to be considered for a sexual offence.

- 8.5 The Council may wish to consider circumstance, which if they occurred at the time of the consideration of the application would not be a criminal offence.

9.0 Dishonesty

- 9.1 An applicant or existing licence holder is expected to be a trustworthy person. In the course of their working duties drivers will deal with cash transactions and valuable property which may be left in their vehicles. Drivers may well deal with customers who are vulnerable or intoxicated and potentially easily confused. Moreover, it is comparatively easy for a dishonest driver to defraud the public by demanding more than the legal or agreed fare, etc. Overseas visitors can be confused by our currency and may be vulnerable to an unscrupulous driver. For all these reasons, a serious view is taken of any conviction involving dishonesty.

- 9.2 An application will normally be refused or an existing licence suspended or revoked where the applicant / licence holder has a conviction(s) or other matter(s) to be considered for an offence listed below and the conviction or other matter to be considered is **less than 3 years** prior to the date of application or at least 3 years from the completion of sentence (whichever is longer) :

- Benefit fraud;
- Burglary;
- Conspiracy to defraud;
- Forgery;
- Fraud;
- Handling or receiving stolen goods;
- Obtaining money or property by deception;
- Other deception;
- Taking a vehicle without consent;
- Theft;
- Fare overcharging
- Similar offences or offences which replace the above.

- 9.3 Applicants or existing licence holders that are found to have intentionally misled the council, or lied as part of the application/renewal process will be referred to the Environmental Licensing Committee.

10.0 Driving under the Influence of Alcohol or Drugs

- 10.1 Drinking alcohol or taking drugs and driving poses an obvious risk to public safety. Licensed drivers are professional vocational drivers and a serious view is taken of convictions for driving, or being in charge of a vehicle while under the influence of drink or drugs.
- 10.2 At least 5 years, after the restoration of the driving licence following an alcohol/drug driving conviction should elapse before an application will be considered. A conviction for "refusing or failing to provide a specimen when asked" may be treated in the same way.
- 10.3 More than one conviction or other matter to be considered for **driving** under the influence of alcohol or drugs or failing to provide a specimen raises significant doubts as to the applicant's fitness to drive the public. It is unlikely that a licence will be granted.
- 10.4 If there is evidence of persistent alcohol/drugs misuse a specialist medical examination (in accordance with DVLA Group 2 medical standards) and a satisfactory medical report may be required before an application is considered. If an applicant has received

treatment for addiction then they would be required to show evidence of 5 years free from alcohol/drug taking after successful detoxification treatment.

11.0 Drug related Offences

- 11.1 Due to the nature of a driver's involvement with the public, an application will normally be refused or an existing licence revoked where the applicant / licence holder has a conviction(s) or other matter(s) to be considered for an offence related to the **supply, cultivation, importation or production of drugs** and has not been free of conviction for 10 years, or at least 10 years from the completion of sentence. (whichever is the longer).
- 11.2 An application will normally be refused or an existing licence revoked where the applicant/licence holder has an isolated conviction or other matter to be considered for an offence related to the **possession of drugs** which is less than 3 years prior to the date of application, or at least 3 years from the completion of sentence (whichever is longer).
- 11.3 An application will normally be refused or an existing licence revoked where the applicant has **more** than one conviction or other matter to be considered for offences related to the **possession** of drugs and has not been free of conviction or other matter to be considered for at least 5 years or at least 5 years from the completion of the sentence (whichever is longer)..
- 11.4 If there is evidence of persistent drugs use, misuse or dependency a specialist medical examination (in accordance with DVLA Group 2 medical standards) may be required. If the applicant was an addict then they would normally be required to show evidence of **5 years** free from alcohol/drug dependency.

12.0 Drunkenness (Not in a Motor Vehicle)

- 12.1 An isolated conviction for drunkenness is unlikely to result in an application being refused or a licence being revoked, provided it is not associated with other criminal conduct.
- 12.2 More than one conviction for drunkenness may indicate a medical problem. If there is evidence of persistent alcohol use, misuse or dependency a specialist medical examination (in accordance with DVLA Group 2 medical standards) may be required. If the applicant was an addict then they would normally be required to show evidence of **5 years** free from alcohol dependency. A current licence holder may have his licence revoked pending the outcome of the medical examination. A medical examination confirming alcohol dependency will result in the licence holder being unable to apply for a new licence until they can evidence at least 5 years free from alcohol dependency.

13.0 Driving offences involving the loss of life

- 13.1 A very serious view is to be taken of any applicant or existing licence holder has a conviction or other matter to be considered for a driving offence that resulted in the loss of life.
- 13.2 An application will normally be refused or an existing licence revoked where the applicant / licence holder has a conviction(s) or other matter(s) to be considered for any of the offences listed below and has not been free of conviction for 10 years (or at least 5 years must have passed since the completion of the sentence, whichever is longer) ∴
- Causing death by dangerous driving
 - Causing death by careless driving whilst under the influence of drink or drugs;
 - Or any similar offences

13.3 An application will normally be refused or an existing licence revoked where the applicant / licence holder has a conviction(s) or other matter(s) to be considered for any of the offences listed below and has not been free of conviction for 5 years (or at least 3 years must have passed since the completion of the sentence, whichever is longer) :

- Causing death by careless driving;
- Causing death by driving: unlicensed, disqualified or uninsured drivers.
- or any similar offences

14.0 Motoring Convictions

14.1 All the motoring offences and penalty points are listed at Appendix A.

14.2 Major Traffic Offences

14.3 For the purposes of this Policy the following motoring offences are classed as 'Major Traffic Offences':

AC10	Failing to stop after an accident
AC20	Failing to give particulars or to report an accident within 24 hours
AC30	Undefined accident offences
BA10	Driving while disqualified by order of Court
BA30	Attempting to drive while disqualified by order of Court
CU80	Using a mobile phone while driving a vehicle
DD40	Dangerous driving
DD90	Furious driving
IN10	Using a vehicle uninsured against third party risks
LC20	Driving otherwise than in accordance with a licence
LC30	Driving after making a false declaration about fitness when applying for a licence
LC40	Driving a vehicle having failed to notify a disability
LC50	Driving after a licence has been revoked or refused on medical grounds
MS50	Motor racing on the highway
MS60	Offences not covered by other codes
MS90	Failure to give information as to identity of driver, etc.
UT50	Aggravated taking of a vehicle

14.4 An application will normally be refused or an existing licence suspended or revoked where the applicant / licence holder has a conviction or other matter to be considered for a major traffic offence and has not been free of the conviction or other matter to be

considered for at least 12 months. Where a sentence includes a disqualification then section 15 will also apply.

14.5 An applicant with more than one Major Traffic Offence, will normally be refused and no further application should be considered until a period of at least 3 years free from such convictions or other matters to be considered have elapsed. Where a sentence includes a disqualification then section 15 will also apply.

14.6 If any conviction or other matter to be considered for a Major Traffic Offence results in a disqualification, applicants should refer to the section of these guidelines entitled "disqualification".

14.7 **Minor Traffic Offences**

14.8 Other Traffic Offences not listed within this policy will be treated as 'Minor Traffic Offences' for the purposes of this Policy. A minor driving offence is one that incurs between 1 and 3 penalty points.

14.9 Where an applicant / licence holder has one conviction or other matter to be considered for a minor driving offence, this will not usually result in refusal or suspension / revocation and will not usually be referred to the Committee.

14.10 More than one minor traffic conviction or other matter to be considered may result in a refusal, particularly where there are several convictions for the same offence, for example speeding, or other matters to be considered. A licensed driver may be referred to the Licensing Committee where there is a pattern of repeat offending over a longer period of time.

14.11 **Insurance Offences**

14.12 An operator found proven of aiding and abetting the driving of passengers for hire and reward whilst without insurance may be referred to the Environmental Licensing Committee. This may lead to the Operator's Licence being suspended or revoked.

15.0 **Disqualification from Driving**

15.1 The Licensing Authority will treat a period of disqualification as being that which a driver would have been eligible to serve, and may disregard the decision of a court to waive or reduce a disqualification period on the grounds of exceptional hardship under S.35 of the Road Traffic Offenders Act 1988 or for "special reasons" under S.34 of the Road Traffic Offenders Act 1988 *or such reduced disqualification following completion of a driving rehabilitation course.*

15.2 An application will normally be refused or an existing licence suspended or revoked where the applicant / licence holder has a recent conviction or other matter to be considered resulting in a period of disqualification of less than 56 days unless a period of at least 12 months has elapsed from the end of the disqualification period.

15.3 An application will normally be refused or an existing licence suspended or

revoked where the applicant / licence holder has a recent conviction or other matter to be considered resulting in a period of disqualification of up to 12 months unless a period of at least 18 months has elapsed from the end of the disqualification period.

- 15.4 An application will normally be refused or an existing licence suspended or revoked where the applicant / licence holder has a recent conviction or other matters to be considered resulting in a period of disqualification of 12 months or more, unless a period of at least 3 years has elapsed from the end of the disqualification period.
- 15.5 The Licensing Authority will not normally grant an application for a private hire or hackney carriage driver's licence to a person who has been disqualified from driving for a period of 5 years or more.

16.0 Non - conviction Information

New Applicants

- 16.1 If the individual is the subject of an arrest, outstanding charge or summons their application can be continued to be processed, but the application will need to be reviewed at the conclusion of proceedings.
- 16.2 If the outstanding charge or summons involves a serious offence and or the individuals conviction history indicates a possible pattern of unlawful behaviour, then in the interests of public safety the application may be deferred until proceedings are concluded or the application may be refused.

Licence Holders

- 16.3 For an existing licence holder who is the subject of an arrest, outstanding charge or summons the Authority will consider all the evidence it has and this may result in revocation.
- 16.4 In assessing the action to take for new applicants and existing licence holders, the safety of the travelling public must be of paramount concern.
- 16.5 The Licensing Authority is aware that the standard of proof applicable in criminal and civil proceedings is different. The standard of proof when making decisions is the civil approach, that is, on the balance of probabilities.

17.0 Repeat offending

- 17.1 While it is possible that an applicant may have a number of convictions or other matters to be considered that individually meet the above guidelines, an application will normally be refused where an applicant has a record of repeat offending which shows a lack of regard for the well-being of others or for property, unless a period of at least 10 years has elapsed since the most recent conviction or other matters to be considered.

18.0 Breach of Legislation, Byelaw or Licence Condition

- 18.1 An applicant who has a conviction or other matters to be considered for a breach of legislation, byelaw or licence condition is unlikely to be granted a licence unless a period of **at least 12 months** has elapsed since the most recent breach.
- 18.2 An existing licence holder found to be in breach of legislation, byelaw or licence condition is on the first occasion, likely to be warned in writing as to future conduct, provided that

the breach did not compromise the safety of passengers or that the public were not put at risk.

18.3 Where an existing holder is found to have more than one breach of licensing legislation, byelaw or licence condition, or a single serious breach, the Environmental Licensing Committee may suspend or revoke the licence.

18.4 The above is irrespective of any legal proceedings which may be pending or have been taken.

19.0 Applicants with periods of residency outside the UK

19.1 If an applicant has spent six continuous months or more overseas (since the age of 16) the council will expect to see evidence of a criminal record check from the county/countries visited covering the period. For EU nationals a disclosure similar to the UK DBS will be required, for those countries for which checks are not available, the Council will require a certificate of good conduct authenticated by the relevant embassy.

19.2 This does not affect the requirement to provide an enhanced disclosure from the Disclosure and Barring Service. Further information on the means of obtaining the proof can be found on the DBS website www.gov.uk/disclosure-barring-service; www.crb.gov.uk/overseas

20.0 Licences issued by other Authorities

20.1 Where an application for a private hire/hackney carriage driver or private hire operator has been referred to the Environmental Licensing Committee for determination with regard to this policy, and the applicant already holds such a licence granted by another licensing authority, the guidance in this policy should take precedence over any decision of another licensing authority.

21.0 Summary

21.1 Whilst a criminal history in itself may not automatically result in refusal and a current conviction for a serious crime need not bar an applicant permanently from becoming licensed, in most cases, an applicant would be expected to have remained free from conviction for 3 to 10 years (the period of time depending on the crime committed, as detailed above), before an application is likely to be successful.

21.2 While it is possible that an applicant may have a number of convictions that, individually, meet the above guidelines, the overall offending history must be considered when assessing an applicant's suitability to be licensed. A series of offences over a period of time is more likely to give cause for concern than an isolated minor conviction. Obviously some discretion can be afforded if an offence disclosed is isolated and there are mitigating circumstances, but the overriding consideration is the protection of the public.

Appendix A – Motoring offences and penalty points

The following is a guide to the number of penalty points a court may impose, it does not reflect the fact that some offences may incur a disqualification. These codes are recorded from information supplied by the courts (accurate at the time of this document).

Code	Offence	Penalty Points
Accident Offences		
AC10	Failing to stop after an accident	5-10
AC20	Failing to give particulars or to report an accident within 24 hours	5-10
AC30	Undefined accident offences	4-9
Disqualified Driver		
BA10	Driving whilst disqualified by order of court	6
BA30	Attempting to driver while disqualified by order of court	6
Careless Driving		
CD10	Driving without due care and attention	3-9
CD20	Driving without reasonable consideration for other road users	3-9
CD30	Driving without due care and attention or without reasonable consideration for other road users	3-9
CD40	Causing death through careless driving when unfit through drink	3-11
CD50	Causing death by careless driving when unfit through drugs	3-11
CD60	Causing death by careless driving with alcohol level above the limit	3-11
CD70	Causing death by careless driving then failing to supply a specimen for analysis	3-11
CD71	Causing death by careless driving then failing to supply A specimen for drug analysis	3-11
CD80	Causing death by careless, or inconsiderate, driving	3-11
CD90	Causing death by driving: unlicensed, disqualified or Uninsured drivers	3-11
Construction & Use Of Offences		
CU10	Using a vehicle with defective brakes	3
CU20	Causing or likely to cause danger by reason of use of unsuitable vehicles or using a vehicle with parts or accessories (excluding brakes, steering or tyres) in a dangerous condition	3
CU30	Using a vehicle with defective tyre(s)	3
CU40	Using a vehicle with defective steering	3
CU50	Causing or likely to cause danger by reason of load or passengers	3
CU80	Using a mobile phone while driving a vehicle	6
Dangerous Driving		

DD40	Dangerous Driving	3-11
DD60	Manslaughter or culpable homicide while driving a vehicle	3-11
DD90	Furious Driving	3-9
DR10	Driving or attempting to drive with alcohol level above limit	3-11
DR20	Driving or attempting to drive while unfit through drink	3-11
DR30	Driving or attempting to drive then failing to supply a specimen for analysis	3-11
DR40	In charge of a vehicle while alcohol level above limit	10
DR50	In charge of vehicle while unfit through drink	10
DR60	Failure to provide a specimen for analysis in circumstances other than driving or attempting to drive	10
DR61	Failure to supply a specimen for drug analysis in circumstances other than driving or attempting to drive	10
DR70	Failing to provide specimen for breath test	4
DR80	Driving or attempting to drive when unfit through drugs	3-11
DR90	In charge of a vehicle when unfit through drugs	3-11
IN10	Using a vehicle uninsured against third party risks	6-8
LC20	Driving otherwise than in accordance with the licence	3-6
LC30	Driving after making a false declaration about fitness applying for a licence	3-6
LC40	Driving a vehicle having failed to notify a disability	3-6
LC50	Driving after a licence has been revoked or refused on medical ground	3-6
MS10	Leaving a vehicle in a dangerous position	3
MS20	Unlawful pillion riding	3
MS30	Play street offences	2
MS50	Motor racing on the highway	3-11
MS60	Offences not covered by other codes	As
MS70	Driving with uncorrected defective eyesight	3
MS80	Refusing to submit to an eyesight test	3
MS90	Failure to give information as to identity of driver etc.	3
MW10	Contravention of Special Roads Regulations (excluding speed limits)	3
PC10	Undefined Contravention of Pedestrian Crossing Regulation	3
PC20	Contravention of Pedestrian Crossing Regulations with moving vehicle	3

PC30	Contravention of Pedestrian Crossing Regulations with stationary vehicle	3
Speed Limits		
SP10	Exceeding goods vehicle speed limits	3-6
SP20	Exceeding speed limit for type of vehicle (excluding goods or passenger vehicles)	3-6
SP30	Exceeding statutory speed limit on a public road	3-6
SP40	Exceeding passenger vehicle speed limit	3-6
SP50	Exceeding speed limit on a motorway	3-6
Traffic Directions And Signs		
TS10	Failing to comply with traffic light signals	3
TS20	Failing to comply with double white lines	3
TS30	Failing to comply with 'Stop' sign	3
TS40	Failing to comply with direction of a constable/warden	3
TS50	Failing to comply with a traffic sign (excluding stop signs, traffic signs or double white lines)	3
TS60	Failing to comply with a school crossing patrol sign	3
TS70	Undefined failure to comply with a traffic direction sign	3
Special Code		
TT99	To signify a disqualification under totting-up procedure. If the total of penalty points reaches 12 or more within 3 Years, the driver is liable to be disqualified	
Theft or Unauthorised Taking		
UT50	Aggravated taking of a vehicle	3-11

(08/2019)

EXAMPLE LICENCE

No «LicenceNo»



PRIVATE HIRE DRIVER'S LICENCE

Wrexham council under the provisions of the Local Government (Miscellaneous Provisions) Act, 1976

DO HEREBY LICENCE «ForeName» «Surname»

of «Add1» «Add2» «Add3» «Add4»

to act as the driver of a Private Hire Vehicle within the County Borough of Wrexham from the date hereof up to and including the «Expiry» unless previously suspended or revoked, subject to the consent of the Proprietor of such Vehicle and the provisions of the said Act and such statutes, Order, Rules, Regulations and Bylaws as may from time to time be in force for the regulation of Private Hire Vehicles and the Proprietors, Drivers and Operators thereof within the said County Borough, and subject to the conditions specified in the Schedule hereto.

DATED

For Chief Officer Planning and Regulatory

SCHEDULE

CONDITIONS OF LICENCE

Definitions: In these conditions, except where the context otherwise requires, the following words and expressions shall have the following meanings:-

“**Authorised Officer**” means a person authorised by the Chief Officer Planning and Regulatory to carry out duties connected with the issuing of private hire licences and enforcing legislation relating to private hire;

“**Chief Officer Planning and Regulatory**” means the person appointed to that post in Wrexham council;

“**Driver**” means the person to whom a Private hire Driver’s licence has been issued by the Chief Officer Planning and Regulatory;

“**Proprietor**” means the person to whom a Private Hire Vehicle licence has been issued by the Chief Officer Planning and Regulatory;

“**Operator**” means the person to whom this Operator’s licence is issued;

“Vehicle” means a vehicle in respect of which the Private Hire Vehicle licence has been issued by the Chief Officer Planning and Regulatory;

1 The driver, whilst acting in accordance with a Private Hire Driver’s licence, shall :

- a) at all times wear the Private Hire Driver’s identification badge issued in accordance with Section 54 of the Local Government (Miscellaneous Provisions) Act 1976, in such a position and manner as to be plainly and distinctly visible.
- b) display in the Private Hire Vehicle, an identification card, provided by the Local Authority, inside the front windscreen giving driver identification to the inside of the vehicle.
- c) ensure that, in relation to the Vehicle, a policy of insurance or such security as complies with the requirements of Part VI of the Road Traffic Act 1972, is in force and that he/she is adequately insured to drive the Private Hire Vehicle.
- d) at all times behave in a civil and orderly manner and refrain from the use of any offensive language or conduct;
- e) at all times whilst carrying passengers be clean and respectable in his/her dress and person;
- f) afford all reasonable assistance to passengers with their luggage;
- g) at no times whilst carrying fare paying passengers smoke, drink or eat in the Vehicle;
- h) not without the express consent of the hirer of the Vehicle play any radio or sound reproducing equipment or any instrument other than for the purpose of sending or receiving messages to and from the Operator of the Vehicle;
- i) at no time cause or permit the noise emitted by any radio or other previously mentioned equipment in the Vehicle which they are driving to be a source of annoyance or disturbance to any person whether inside or outside of the Vehicle;
- j) at no time whilst driving a Vehicle use a mobile telephone

2 The Driver shall not:-

- a) convey nor permit to be conveyed in a Vehicle a greater number of passengers than that prescribed in the Private Hire Licence issued for that Vehicle;
- b) without the consent of the hirer of the Vehicle convey or permit to be conveyed any other person in that Vehicle.

3. The Driver shall after the termination of each hiring of a Vehicle driven by him/her check the Vehicle for any property which may have been left accidentally therein. Any property found by or handed to the Driver shall be conveyed as soon as possible and in any event within 24 hours (if not sooner claimed by or on behalf of the owner) to a Police Station in the district and left in the custody of the Police having obtained a receipt for the property.

4. The Driver shall if requested by the hirer of the Vehicle provide a written receipt for the fare paid.

- 5a) The Driver, whilst acting in accordance with a Private Hire Driver’s licence, shall not convey in the Vehicle any animal belonging to or in the custody of himself / herself or the Proprietor or the Operator of the Vehicle.
- b) Any animal belonging to or in the custody of the hirer of the Vehicle may be conveyed in the Vehicle at the discretion of the Driver provided that the animal is carried in the rear of the Vehicle and restrained in such a manner as to be unable to interfere with the safe driving of the Vehicle.
- c) The Driver shall not, without a valid notice of exemption issued under section 37 of the Disability Discrimination Act 1995, refuse to transport a guide, hearing or other assistance dog.

6 Upon being allocated a contract for the hire of a Private Hire Vehicle, the Driver shall attend punctually at the appointed time and place to collect the hirer unless delayed or prevented from so doing by circumstances beyond his/her control.

7 The Driver shall at all times when driving a Private Hire Vehicle carry with him/her a copy of these conditions and shall make it available for inspection by the hirer or any passenger or an Authorised Officer or Constable upon request.

8 If the Driver is permitted or employed to drive a Vehicle of which he/she is not the Proprietor, he/she shall, before commencing to drive that Vehicle, deposit his/her Private Hire Driver's licence with the proprietor for retention by the Proprietor until such time as the Driver ceases to be permitted or employed to drive that Vehicle or any other Vehicle belonging to that Proprietor.

9 If a Vehicle is fitted with a meter for recording fares the Driver shall not cause the fare recorded thereon to be cancelled or concealed until the hirer has had a reasonable opportunity to examine it and has paid the fare.

10 The Driver shall not:-

- a) demand from the hirer a fare in excess of the amount previously agreed for the hiring between the hirer and the Operator provided that the hirer does not require any variations to the quoted destination or
- b) if the Vehicle is fitted with a meter for recording fares and there has been no prior agreement as to the fare, demand from the hirer a fare in excess of the fare shown on the meter.

11 The Driver shall notify the Chief Officer Planning and Regulatory in writing of any change of his/her address during the period of the licence within seven days of such a change taking place.

12 The Driver shall within seven days disclose to the Chief Officer Planning and Regulatory in writing details of any conviction (including cautions, fixed penalty notices and fixed penalty notices in relation to traffic violations) imposed on him/her.

13 The Driver shall upon expiry, revocation or suspension of the licence return to the Chief Officer Planning and Regulatory forthwith the badge issued to him/her.

14 The Driver shall notify in writing as soon as practicable the Chief Officer Planning and Regulatory of any disability or impairment which may affect his/her ability to drive and shall not drive a vehicle whilst affected by such disability or impairment or whilst medically unfit.

15 The Driver shall not sound his horn outside any premises where they have been sent for a fare irrespective of the hour of the day.

16 The Driver shall notify the Chief Officer Planning and Regulatory in writing of any change of Operator during the period of the licence within seven days of such a change taking place.

17 The Driver shall at all times comply with the requirements of the Local Government (Miscellaneous Provisions) Act 1976 in so far as they apply to Private Hire Drivers, Vehicles and Operators and all other relevant legislation for the time being in force.

18 – A Driver must complete the approved Safeguarding Awareness training when required to attend by the Licensing Service.

BREACHES OF THESE CONDITIONS MAY BE REGARDED AS GROUNDS FOR SUSPENSION, REVOCATION OR REFUSAL TO RENEW THE LICENCE

Right of Appeal

If you are aggrieved by any of the conditions of this licence you have the right to appeal to a Magistrates Court within 21 days from the date on which the licence was issued. (02/2017)

No «PlateNo»



PRIVATE HIRE VEHICLE LICENCE

Wrexham council under the provisions of the Local Government (Miscellaneous Provisions) Act, 1976, and every other power or authority them enabling

DO HEREBY LICENCE the vehicle bearing the Registration Number «RegNo»

of which «Name1»

of «Add11» «Add12» «Add13» «Add14»

(is) (are) the proprietor(s) to use the vehicle for private hire within the said County Borough from the date hereof and up to and including the «Expiry» unless previously suspended or revoked, and to carry not more than «Passengers» persons (excluding the driver), subject to the provisions of the said Act and such Statutes, Orders, Rules, Regulations and Bylaws as may from time to time be in force for the regulation of Private Hire Vehicles and the Proprietors, Drivers and Operators thereof within the said County Borough, and subject to the conditions specified hereto.

DATED this

Chief Officer Planning and Regulatory

SCHEDULE

CONDITIONS OF LICENCE

In these conditions, except where the context otherwise requires, the following words and expressions shall have the following meanings:

“Authorised officer” **means a person authorised by the Chief Officer Planning and Regulatory to carry out duties connected with the issuing of private hire licences and enforcing legislation relating to private hire;**

“Chief Officer Planning and Regulatory” **means the person for the time being appointed to that post in Wrexham council;**

“Proprietor” **means the person to whom this Private Hire Vehicle Licence is issued by the Chief Officer Planning and Regulatory;**

“Operator” **means the person to whom a licence has been granted by the Chief Officer Planning and Regulatory, to operate Private Hire Vehicles;**

“Vehicle” **means the Vehicle in respect of which this Private Hire Vehicle Licence is issued;**

“Licence plates” **means the plates issued by the Chief Officer Planning and Regulatory to be affixed to the vehicle, containing details of the vehicle, the maximum number of passengers to be carried and the Vehicle licence number;**

“Vehicle Licence Number” **means the number attributed to this private hire vehicle licence.**

1.
 - i) The vehicle and all its fittings shall at all times during the period of the licence be maintained in an efficient, safe and clean condition.
 - ii) The vehicle shall meet all relevant statutory requirements and the Motor Vehicles (Construction & Use) Regulations and shall have in force a current Certificate of Compliance issued by the Chief Officer Planning and Regulatory.
 - iii) The Vehicle shall at all times display a current vehicle excise licence.
 - iv) There must be in force, in relation to the vehicle, a valid MOT test certificate (if appropriate).
2. No material alteration or change of any kind in specification, design, condition or appearance shall be made to the vehicle at any time during the period the licence is in force without the prior written approval of the Chief Officer Planning and Regulatory.
3.
 - i) The licence plates identifying the Vehicle as a Private Hire Vehicle shall all times during the period the licence is in force be securely fixed externally to the front and rear of the Vehicle in a conspicuous position not lower than the level of the front and rear bumpers, excepting under such circumstances as are prescribed in Section 75 of the Local Government (Miscellaneous Provisions) Act 1976.
 - ii) The licence plates shall be fixed by such means that they cannot be dislodged or their position in any way altered by the movement of the Vehicle and in particular shall be clearly visible to pedestrians and other motorists. They shall be fixed so as to be easily removed by an authorised officer or Constable.
 - iii) The vehicle licence plates shall be kept clean and the licence number displayed thereon shall not be concealed or obscured from view by any means, including any mud, grease, grime or any other discolouration.
4. The proprietor shall cause to be displayed at all times inside the Vehicle, in such a position so as to be visible to persons conveyed therein the notice issued by the Chief Officer Planning and Regulatory indicating the vehicle licence number of the Vehicle and the number of passengers permitted to be carried.
5. A first aid kit containing:-
 - i) six individually wrapped sterile adhesive dressings (plasters)
 - ii) one large sterile unmedicated dressing
 - iii) two triangular bandages
 - iv) two safety pins
 - v) individually wrapped moist cleaning wipes -
 shall be carried in the vehicle at all times securely fixed in the boot of the Vehicle and available for use in case of emergency. There shall be no obligation on Private Hire Drivers to administer first aid treatment.
6.
 - a) The vehicle shall carry a fire extinguisher of minimum weight of 1 kg containing dry powder. The fire extinguisher shall be securely fixed in a position so as not to interfere with the control of the vehicle and so as not to be tampered with by a member of the public.
 - b) Each extinguisher to be serviced annually by a competent inspector and an appropriate dated inspection record to be available.
7.
 - a) A complete adhesive sign, provided by the Chief Officer Planning and Regulatory shall be displayed at the top front of both rear passenger door windows so as to be clearly visible to persons boarding the vehicle. The sign shall be of a maximum size 180 mm X 130 mm containing the information as specified by the Chief Officer Planning and Regulatory.
 - b) It is also permissible to display the Vehicle Operator's Name, Telephone Number and / or Website Address on the front and rear screen of the vehicle. Any display must not interfere with visibility or compromise safety. There shall be no reference to the word "Cab" or "Taxi".

- c) There may be displayed on the side, bonnet and rear boot / door area of the vehicle the name, telephone number and / or website address of the Operator with whom the vehicle proprietor carries on business. There shall be no reference to the word “Cab” or “Taxi”. The words “Tap the App”, to be displayed bilingually, are permitted.
- d) Operator company logos are permitted. With the aforementioned exceptions, no other signs, notices, advertisements, plates, marks, numbers or emblems or devices whatsoever shall be displayed on, in or from the vehicle, except as may be required by any statutory provision of these conditions, or with prior written authorisation of the Council.
- e) Display in the Private Hire Vehicle, an Identification Card, provided by the Local Authority, inside the front windscreen giving driver identification to the inside of the vehicle.
- 8. The Proprietor shall notify the Chief Officer Planning and Regulatory in writing of any change of address during the period of the licence within seven days of such change taking place.
- 9. The proprietor shall within seven days disclose to the Chief Officer Planning and Regulatory in writing details of any conviction imposed on him/her (or, if the Proprietor is a company or partnership imposed on any of the directors or partners) during the period of the licence.
- 10. If the proprietor permits or employs any other person to drive the Vehicle whilst it is licensed as a Private Hire Vehicle he/she shall before that person commences to drive the vehicle;
 - a) ascertain that the person holds a current Private Hire Driver’s Licence issued by Wrexham council in accordance with Section 51 of the Local Government (Miscellaneous Provisions) Act, 1976.
 - b) cause that person to lodge with the Proprietor his Private Hire Driver’s Licence for retention until such time as the Driver ceases to be permitted or employed to drive the vehicle.
- 11. The proprietor shall notify the Chief Officer Planning and Regulatory in writing of any accident involving the Vehicle as soon as practicable and in any case within seventy two hours of the occurrence of the accident.
- 12. The Proprietor shall notify the Chief Officer Planning and Regulatory in writing within seven days of the sale, transfer or other disposal of the vehicle during the term of the licence.
- 13. The Proprietor shall within seven days notify the Chief Officer Planning and Regulatory in writing of any complaint made to him / her concerning:
 - a) the conduct of the Driver of the Vehicle
 - b) the condition of the Vehicle
- 14. No trailers to be used by any Private Hire Vehicle.
- 15. Roof boxes as specified by the Chief Officer Planning and Regulatory maybe fitted and used on Private Hire Vehicles as defined in the Vehicle Requirements Document.
- 16. The holder of the licence must notify the Licensing Authority in writing prior to installing a CCTV System in the vehicle. CCTV Systems in vehicles will not record audio and must comply with the terms of “Policy On The Installation and Operation of CCTV Systems in Private Hire and Hackney Carriage Vehicles”. The proprietor of the vehicle will ensure that appropriate signage is displayed within the vehicle, so as to be visible inside and outside the vehicle in accordance with the policy.

BREACHES OF THESE CONDITIONS MAY BE REGARDED AS GROUNDS FOR SUSPENSION, REVOCATION OR REFUSAL TO RENEW THE LICENCE.

Right of Appeal If you are aggrieved by any of the conditions of this licence you have the right to appeal to a Magistrates Court within 21 days from the date on which the licence was issued. 02/2019

WREXHAM COUNTY BOROUGH COUNCIL
PRIVATE HIRE VEHICLE REQUIREMENTS

- 1 a The vehicle must have four wheels and a minimum of four doors. The doors must consist of two doors on both near and off side of the vehicle and does not include hatchback / boot doors. The requirement for a minimum of four doors does not apply to a purpose built minibus with gangway.
- b The vehicle must be equipped with a spare wheel and sufficient tools and equipment to enable the spare wheel to be fitted in the event of damage or puncture. Where the manufacturer does not supply a spare wheel the vehicle must be supplied with Run Flat Tyre / Foam Aerosol..
- 2 The Vehicle must have at least 1400cc engine capacity.
- 3 Vehicles must be presented for inspection in a clean and roadworthy condition and must be free from any rust on bodywork.
- 4 Vehicles shall not be submitted for inspection with any accident damage and the Chief Officer Planning and Regulatory must be informed of accident damage within 72 hours of the damage occurring.
- 5 The Vehicle must be right hand drive, with the exception of stretch limousines.
- 6 The Vehicle must not be of such type, design or appearance as to lead any person to believe that the vehicle is a hackney carriage. **Hackney Carriage Specification vehicles will not be acceptable.**
- 7 The vehicle must be capable of carrying at least four passengers in addition to the driver and not more than eight passengers. The rear seating must be as manufactured and have appropriate seat belts per person. The minimum acceptable width of seat section per person is 410 millimeters at the widest point of the seat which can include unequal seated sections. Limousines to have a minimum seating capacity of six and a maximum of eight.
- 8 The Vehicle and all its fittings and equipment must be in an efficient, safe and clean condition and must comply with all relevant statutory requirements, including in particular those contained in Motor Vehicles (Construction and Use) Regulations.
- 9 The seats in the Vehicle must be properly cushioned and free from damage.
- 10 The floor of the Vehicle must be provided with a proper carpet or other suitable covering.
- 11 a) There must be adequate space within the vehicle for the carrying of passengers' luggage and this space must be clean and water tight. A roof rack may not be fitted.
b) A roof box may be fitted, providing :
 - i) It must comply with Road Traffic (construction and use) Regulations, and be appropriate for the type of vehicle used.
 - ii) The roof box must be of enclosed container construction (not an open roof rack with loose cover).
 - iii) The roof box must only be used for the purpose of extra luggage, such as golf clubs, large suitcases etc., and not for the carriage of goods or livestock.
 - iv) The hirer must be with the vehicle at the time the roof box is in use.
 - v) No part of the roof box or fittings to remain on vehicle when not being used for carrying extra luggage.
 - vi) No advertising, wording or numbers to be allowed on the roof box.
c) No Trailers to be used by any Private Hire Vehicle.

- 12 a) The Vehicle must be fitted with an efficient dry powder variety fire extinguisher of a minimum weight of 1 kg. The extinguisher shall be securely fixed in a position so as not to interfere with the control of the vehicle and so as not to be tampered with by a member of the public.
- b) Each extinguisher to be serviced annually by a competent inspector and an appropriate dated inspection record to be available.
- 13 The Vehicle must be equipped with a first-aid box as follows:-
 A first-aid kit containing:-
 - i) six individually wrapped sterile adhesive dressings (plasters)
 - ii) one large sterile unmedicated dressing
 - iii) two triangular bandages
 - iv) two safety pins
 - v) individually wrapped moist cleaning wipes
 shall be carried in the vehicle at all times securely fixed in the boot of the vehicle for use in case of emergency. There shall be no obligation on Private Hire Drivers to administer first aid treatment.
- 14 Any meter for recording fares fitted in the Vehicle must be in such a position as not to be visible from the outside of the Vehicle but clearly visible to the passengers.
- 15 If the Vehicle is currently licensed by the Chief Officer Planning and Regulatory for private hire the licence plate issued by the Council must be securely fixed externally to the front and rear of the Vehicle in a conspicuous position and secured in such a manner so as to be easily removed by any Authorised Officer or Constable.
- 16
 - a) A complete adhesive sign, provided by the Chief Officer Planning and Regulatory shall be displayed at the top front of both rear passenger door windows so as to be clearly visible to persons boarding the vehicle. The sign shall be of a maximum size 180 mm X 130 mm containing the information as specified by the Chief Officer Planning and Regulatory.
 - b) It is also permissible to display the Vehicle Operator's Name, Telephone Number and / or Website Address on the front and rear screen of the vehicle. Any display must not interfere with visibility or compromise safety. There shall be no reference to the word "Cab" or "Taxi".
 - c) There may be displayed on the side, bonnet and rear boot / door area of the vehicle the name, telephone number and / or website address of the Operator with whom the vehicle proprietor carries on business. There shall be no reference to the word "Cab" or "Taxi". The words "Tap the App", to be displayed bilingually, are permitted .
 - d) Operator company logos are permitted. With the aforementioned exceptions, no other signs, notices, advertisements, plates, marks, numbers or emblems or devices whatsoever shall be displayed on, in or from the vehicle, except as may be required by any statutory provision of these conditions, or with prior written authorisation of the Council.
 - e) Display in the Private Hire Vehicle, an Identification Card, provided by the Local Authority, inside the front windscreen giving driver identification to the inside of the vehicle.
- 17 If the Vehicle is currently licensed by the Council for private hire the number of the licence and the number of passengers permitted by the licence to be carried in the Vehicle must be clearly marked inside the Vehicle as to be visible at all times to passengers carried in the Vehicle.
- 18 There must be in force, in relation to the Vehicle, a policy of insurance or such security as complies with the requirements of Part VI of the Road Traffic Act 1988.

- 19 There must be in force, in relation to the Vehicle, a valid MOT test certificate (if appropriate) and a current road fund licence.
- 20 Every seat in the Vehicle shall be fitted with a safety belt.
- 21 LPG (Liquid Petroleum Gas) Conversions must be accompanied by LPG Conversion Certificates provided by a suitably qualified engineer.
- 22 The holder of the licence must notify the Licensing Authority in writing prior to installing a CCTV System in the vehicle. CCTV Systems in vehicles will not record audio and must comply with the terms of "Policy On The Installation and Operation of CCTV Systems in Private Hire and Hackney Carriage Vehicles". The proprietor of the vehicle will ensure that appropriate signage is displayed within the vehicle, so as to be visible inside and outside the vehicle in accordance with the policy.
- 23 Wheelchair Accessible Vehicles (WAV) – Vehicles modified to carry Wheelchairs must have the relevant type approval (after modification) and documentation to verify this – Please see Wrexham County Borough Council Policy for Wheelchair Accessible Vehicles. (05/02/2019)

24 Additional conditions for stretch limousines :-

- a) The vehicle must pass a Single Vehicle Approval (SVA up to 2009) / Individual Vehicle Approval (IVA 2009 on) inspection of its design and construction at a Vehicle Inspectorate testing station. **The Approval Certificate or Certificate of Compliance must be presented to this Authority, together with its DVLA Registration Document (V5) and evidence of the date of manufacture of the vehicle.**
- b) The maximum length of the "stretch" shall not exceed 120"/3048mm.
- c) No passengers are to be in the front of the vehicle.
- d) The vehicle must be fitted with tyres of a rating specified by Ford USA i.e. vehicles registered before 1998 – 235/75R 15 108S (BF Goodrich Extra Load or Equivalent). Versions from 1998 onwards must be fitted with 225/70R 16 107T (Reinforced).
- e) Any tinted glass shall conform to the legal requirements as laid down by the Vehicle Operator Services Agency (VOSA). The passenger compartment may be fitted with blackened glass. All blackened and tinted glass must be fitted as standard at point of manufacture, but any modifications from standard will not be acceptable.
- f) No form of entertainment or activity of a like kind shall be permitted without written consent from this Authority.
- g) Bookings for vehicle(s) which are solely for use of children under the age of 16 years must be accompanied by either a parent/guardian or a Criminal Records Bureau (CRB) checked escort. A declaration, to be completed by the parent/guardian responsible for the journey, prior to the commencement of the journey providing details of the persons travelling and the name and contact details of the person responsible for the booking. A copy of the form must be carried by the driver.
- h) Vehicles may be required to undergo a metal fatigue test at the discretion of this Authority. The cost of this test to be borne by the Operator.
- i) Alcoholic drinks provided in the vehicle shall be under the terms of an appropriate licence relating to the sale or supply of alcohol. For bookings for groups of passengers under 18 years, plastic glasses and bottles must be used and alcoholic drinks must be locked away or removed from the vehicle prior to the commencement of the journey.
- j) The normal conditions applying to the licensing of Operators and Drivers to apply.

Please note that Wrexham Council does not have the facilities to issue MOT Certificates for Limousines.

Limousine Test Bookings – Please refer all enquiries direct to the Transport Manager.

No «PlateNo»



HACKNEY CARRIAGE VEHICLE LICENCE

Wrexham County Borough Council under the provisions of the Local Government (Miscellaneous Provisions) Act, 1976, and every other power or authority them enabling

DO HEREBY LICENCE the vehicle bearing the Registration Number «RegNo»

of which

of

(is) (are) the Proprietor(s) to ply for hire as a hackney carriage within the limits of the said Borough from the up to and including the unless previously suspended or revoked and to carry not more than persons (excluding the driver), subject to the provisions of the said Act and such Statutes. Orders, Rules, Regulations and Byelaws as may from time to time be in force for the regulation of Hackney Carriages and the Proprietors and Drivers thereof within the said Borough and subject to the conditions attached to this Licence and specified overleaf.

Dated this

Chief Officer Planning and Regulatory

CONDITIONS OF LICENCE

Maintenance of Vehicle:

The vehicle and all its fittings and equipment shall at all times when the vehicle is in use or available for hire be kept in an efficient, safe, tidy and clean condition and all relevant statutory requirements (including in particular those contained in Motor Vehicle (Construction and Use Regulations) shall be fully complied with.

Alteration of Vehicle:

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. No Trailers to be used by any Hackney carriage Vehicle.

Safety Equipment:

1. The vehicle must be fitted with an efficient dry powder variety fire extinguisher of a minimum weight of 1kg. The extinguisher shall be securely fixed in a position so as not to interfere with the control of the vehicle and so as not to be tampered with by a member of the public.
2. Each extinguisher to be serviced annually by a competent inspector and an appropriate dated inspection record to be available.
3. The vehicle must be equipped with a first aid box containing :
 - i) six individually wrapped sterile adhesive dressings (plasters)
 - ii) one large sterile unmedicated dressing
 - iii) two triangular bandages
 - iv) two safety pins
 - v) individually wrapped moist cleaning wipesshall be carried in the vehicle at all times securely fixed in the boot of the vehicle for use in case of emergency. There shall be no obligation on the Driver to administer first aid treatment.

Interior Markings:

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 passengers prescribed in this licence.

Signs, Notices etc.

- (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 (including byelaws) or required or permitted by these conditions, provided however that this condition shall not apply to any indication on a taxi meter fitted to the vehicle or to advertising signs which have been agreed by the Council.
- (2) The proprietor shall cause the hackney carriage plate provided by the Council to be securely fixed to the rear of the vehicle in a vertical and conspicuous position and such plate shall at all times be kept clean and not concealed from public view.

Convictions:

The proprietor shall within seven days disclose to the Council in writing details of any conviction imposed on him / her (or if the proprietor is a company or partnership on any of the directors or partners) during the period of the licence.

Right of Appeal:

If you are aggrieved by any of the conditions attached to this licence you may appeal to a Magistrates Court within 21 days from the date on which the licence was issued to you.

(11/2009)

WREXHAM COUNCIL
HACKNEY CARRIAGE VEHICLE REQUIREMENTS

1. The vehicle must be purpose built for use as a Hackney Carriage and be approved by the Chief Officer Planning and Regulatory.
2. All Hackney Carriage Vehicles within the County Borough must be capable of transporting Disabled People in their wheelchairs.
3. The vehicle must not be more than 10 years old. (On new / first applications)
4. Vehicles must be presented for inspection in a clean and roadworthy condition and must be free from any rust.
5. No vehicle must be submitted for inspection with any accident damage and the Council must be informed of accident damage whilst the vehicle is licensed.
6. The vehicle must be right hand drive.
7. The minimum acceptable width of seat section per person is 16" (410 mm).
8. The vehicle and all its fittings and equipment must be in an efficient, safe, tidy and clean condition and must comply with all relevant statutory requirements, including in particular those contained in Motor Vehicles (Construction and Use) Regulations.
9. The seats in the vehicle must be properly cushioned or covered and free from damage.
10. The floor of the vehicle must be provided with a proper carpet or other suitable covering.
11. a) There must be adequate space within the vehicle for the carrying of passengers' luggage and this space must be clean and water tight. A roof rack may not be fitted.
b) A roof box may be fitted, providing :
 - vii) It must comply with Road Traffic (construction and use) Regulations, and be appropriate for the type of vehicle used.
 - viii) The roof box must be of enclosed container construction (not an open roof rack with loose cover).
 - ix) The roof box must only be used for the purpose of extra luggage, such as golf clubs, large suitcases etc., and not for the carriage of goods or livestock.
 - x) The hirer must be with the vehicle at the time the roof box is in use.
 - xi) No part of the roof box or fittings to remain on vehicle when not being used for carrying extra luggage.
 - xii) No advertising, wording or numbers to be allowed on the roof box.c) No Trailers to be used by any Hackney Carriage Vehicle.
12. i) The vehicle must be fitted with an efficient dry powder variety fire extinguisher of a minimum weight of 1 Kg. The extinguisher shall be securely fixed in a position so as not to interfere with the control of the vehicle and so as not to be tampered with by a member of the public.
ii) Each Extinguisher to be serviced annually by a competent inspector and an appropriate dated inspection record to be available.

13. The vehicle must be equipped with a first aid box containing :
- vi) six individually wrapped sterile adhesive dressings (plasters)
 - vii) one large sterile unmedicated dressing
 - viii) two triangular bandages
 - ix) two safety pins
 - x) individually wrapped moist cleaning wipes
- shall be carried in the vehicle at all times securely fixed in the boot of the vehicle for use in case of emergency. There shall be no obligation on the Driver to administer first aid treatment.
14. The vehicle must be equipped with sufficient tools and equipment to enable damaged or punctured tyres to be quickly replaced.
15. a) The meter for recording fares fitted in the vehicle must be in such a position as not to be visible from the outside of the vehicle but clearly visible to passengers.
- b) Taximeters must display appropriate “CE” or “M” marks and have provision to accommodate the Wrexham County Borough Council Approval Seal.
16. If the vehicle is currently licensed by the Council as a hackney carriage the licence plate issued by the Council must be securely fixed externally to the rear of the vehicle in a conspicuous position and in such a manner as to be removable.
17. No signs, notices, advertisements, plates, marks, numbers, letters, figures, symbols, emblems or devices whatsoever should be displayed on, or from the vehicles except as may be required by any statutory provision, byelaws or permitted or required by any condition of a hackney carriage licence issued by the Council in respect of the vehicle.
18. If the vehicle is currently licensed by the Council for hackney carriage the number of the licence and the number of passengers permitted by the licence to be carried in the vehicle must be clearly marked inside the vehicle as to be visible at all times to passengers carried in the vehicle.
19. There must be in force, in relation to the vehicle, a policy of insurance or such security as complies with the requirements of Part VI of the Road Traffic Act, 1988.
20. There must be in force, in relation to the vehicle, a valid MOT test certificate (if appropriate) and a current road fund licence.
21. Hackney Carriage Vehicles may be of any colour supplied by the vehicle manufacturer. Applications for any other colours will be referred to the Environmental Licensing Committee.
22. Advertising – Chief Officer Planning and Regulatory in consultation with the Chair and Vice-Chair of the Committee are authorised to approve each advertisement to be displayed on Wrexham Hackney Carriages
23. The holder of the licence must notify the Licensing Authority in writing prior to installing a CCTV System in the vehicle. CCTV Systems in vehicles will not record audio and must comply with the terms of “Policy On The Installation and Operation of CCTV Systems in Private Hire and Hackney Carriage Vehicles”. The proprietor of the vehicle will ensure that appropriate signage is displayed within the vehicle, so as to be visible inside and outside the vehicle in accordance with the policy.

(30/06/2015)

Wrexham County Borough Council

Approved Vehicle List and specifications for Hackney carriages.

“The following applies to all new Hackney Carriage Licences issued after 18 May 2015 and does not affect the renewal of vehicles licensed prior to this date.”

Approved Hackney Carriage vehicles must have-

EC Whole Vehicle Type Approval - M1 (listed as Vehicle Category on V5C logbook) The vehicle must have EC Whole Vehicle Type Approval for the vehicle in its **modified** state, this is **known as Stage 2 certification**.

Applicants must be able to prove that the vehicle is EC Whole Vehicle Type Approved, **this should be demonstrated by VCA certification and VIN plating on the vehicle chassis**. These are obtained from the company making the modifications.

Approved list of vehicles

- LTI – London Taxi International
- Cab Direct/Allied Vehicles – Peugeot Expert E7; Mercedes Vito M8, Peugeot Expert Euro Taxi
- Voyager Multipurpose Vehicles Ltd – Renault Trafic NX8; Vauxhall Vivaro NX8; Fiat/Citroen LC7, Ford Transit Tourneo Taxi
- Sentinel/SVA Ltd- Fiat Scudo Hackney, Peugeot Expert Hackney, Citroen Dispatch Hackney
- Penso Technologies Ltd- TTW Fiat Scudo Hackney (added October 2016)
- Scotcab- Fiat Scudo (added December 2016)

On the 19 December 2016, the Committee concluded:

‘that delegated authority be given to the Chief Officer Planning and Regulatory, in consultation with the Chair and Vice Chair of the Environmental Licensing Committee, to amend the list of approved hackney carriages as and when required.’

Guidance notes:

The Council approves vehicles from specific manufacturers/suppliers/ converters. Before purchasing a vehicle, you must be satisfied that the vehicle was manufactured/converted by an approved source.

In the case of used vehicles, conversion certificates are vitally important. **Vehicles without certificates proving the origin of the conversion will not be accepted.** Purchases based on the make/model alone are not sufficient and may result in the licence application being refused. From time-to-time, manufacturers alter their vehicle specifications. The Council reserves the right to refuse to licence any vehicle if it is deemed that there has been a material change to the design, appearance and/or specification since the model was last approved and certified. Should there have been changes to the design, appearance and/or specification; further approval may be required before the grant of any licence.

Vehicles presented to the Council for licensing must be accompanied by original documentation to prove the vehicles type approval issued to the vehicle (European whole type vehicle), the details of the vehicle and the converter.

You are advised not to purchase a vehicle without adequate valid documentation. If you are unsure whether the vehicle will be licensed, you are strongly advised to check with the Council’s licensing team prior to entering into any finance agreement or prior to committing to the purchase of any vehicle. These requirements apply to all new or used vehicles (not currently licensed) that are presented for licensing as a hackney carriage vehicle.

Mandatory Signage and roof light

- The word “TAXI” or “TACSI” must be displayed on all four exterior sides of Hackney Carriage Vehicles
- Signage to be in capital letters sized between 3” – 6” in a contrasting colour to the vehicle colour

The above signage condition shall not apply to LTI Vehicles (traditional hackney carriage.)

- The factory fitted TAXI roof sign must not be removed or modified

Environmental Licensing Committee 18 May 2015

(28/12/2016)

No «BadgeNo»



HACKNEY CARRIAGE DRIVERS LICENCE

Wrexham Council under the provisions of the Town Police Clauses Act 1847 and 1899, the Public Health Act 1875 and the Local Government (Miscellaneous Provisions) Act 1976

DO HEREBY LICENCE

of

to act as the driver of a Hackney Carriage Vehicle within the County Borough of Wrexham from the date hereof up to and including (**Expiry**) unless previously suspended or revoked subject to the consent of the Proprietor of such vehicle and the provisions of the said Act and such Statutes, Orders, Rules, Regulations and Bylaws as may from time to time be in force for the regulation of Hackney Carriage Vehicles and the Proprietors, Drivers and Operators thereof within the said County Borough.

DATED this

Chief Officer Planning and Regulatory

Provisions regulating the conduct of the proprietors and drivers of hackney carriages plying within the district in their several employments, and determining whether such drivers shall wear any and what badges

1. The driver of a hackney carriage provided with a taximeter shall:-
 - (a) when standing or plying for hire, keep the key, flag or other device fitted in pursuance of the byelaw in that behalf locked in the position in which no fare is recorded on the face of the taximeter;
 - (b) before beginning a journey for which a fare is charged for distance and time, bring the machinery of the taximeter into action by moving the said key, flag or other device, so that the word "HIRED" is legible on the face of the taximeter and keep the machinery of the taximeter in action until the termination of the hiring;
 - (c) cause the dial of the taximeter to be kept properly illuminated throughout any part of a hiring which is during the hours of darkness as defined for the purposes of the Road Traffic Act 1972, and also at any other time at the request of the hirer.

2. A proprietor or driver of a hackney carriage shall not tamper with or permit any person to tamper with any taximeter with which the carriage is provided, with the fittings thereof, or with the seals affixed thereto.
3. The driver of a hackney carriage shall, when plying for hire in any street and not actually hired:-
 - (a) proceed with reasonable speed to one of the stands fixed by the Council in that behalf;
 - (b) if a stand, at the time of his arrival, is occupied by the full number of carriages authorised to occupy it, proceed to another stand;
 - (c) on arriving at a stand not already occupied by the full number of carriages authorised to occupy it, station the carriage immediately behind the carriage or carriages on the stand and so as to face in the same direction.
 - (d) from time to time when any other carriage immediately in front is driven off or moved forward cause his carriage to be moved forward so as to fill the place previously occupied by the carriage driven off or moved forward.
4. A proprietor or driver of a hackney carriage, when standing or plying for hire shall not, by calling out or otherwise, importune any person to hire such carriage and shall not make use of the services of any other person for the purpose.
5. The driver of a hackney carriage shall behave in a civil and orderly manner and shall take all reasonable precautions to ensure the safety of persons conveyed in or entering or alighting from the vehicle.
6. The proprietor or driver of a hackney carriage who has agreed or has been hired to be in attendance with the carriage at an appointed time and place shall, unless delayed or prevented by some sufficient cause, punctually attend with such carriage at such appointed time and place.
7. A proprietor or driver of a hackney carriage shall not convey or permit to be conveyed in such carriage any greater number of persons than the number of persons specified on the plate affixed to the outside of the carriage.
8. If a badge has been provided by the Council and delivered to the driver of a hackney carriage he shall, when standing or plying for hire, and when hired, wear that badge in such position and manner as to be plainly visible.
9. The driver of a hackney carriage so constructed as to carry luggage shall, when requested by any person hiring or seeking to hire the carriage:-
 - (a) convey a reasonable quantity of luggage;
 - (b) afford reasonable assistance in loading and unloading;
 - (c) afford reasonable assistance in removing it to or from the entrance of any building, station, or place at which he may take up or set down such person.
10.
 - (a) The proprietor of a hackney carriage shall cause a statement of the fares fixed by the Council in that behalf to be exhibited inside the carriage, in clearly distinguishable letters and figures.
 - (b) The proprietor or driver of a hackney carriage bearing a statement of fares in accordance with this byelaw shall not wilfully or negligently cause or suffer the letters or figures in the statement to be concealed or rendered illegible at any time whilst the carriage is plying or being used for hire.

Provisions securing the safe custody and re-delivery of any property accidentally left in hackney carriages, and fixing the charges to be made in respect thereof

11. The proprietor or driver of a hackney carriage shall immediately after the termination of any hiring or as soon as practicable thereafter carefully search the carriage for any property which may have been accidentally left therein.
12. The proprietor or driver of a hackney carriage shall, if any property accidentally left therein by any person who may have been conveyed in the carriage be found by or handed to him:-
 - (a) 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;
 - (b) be entitled to receive from any person to whom the property shall be redelivered an amount equal to five pence in the pound of its estimated value (or the fare for the distance from the place of finding to the police station to which the property was taken, whichever be the greater) but not more than five pounds.

13. Convictions:

The proprietor shall within seven days disclose to the Council in writing details of any conviction imposed on him (or if the proprietor is a company or partnership on any of the directors or partners) during the period of the licence.

14. A Driver must complete the approved Safeguarding Awareness training when required to attend by the Licensing Service.

Right of Appeal:

If you are aggrieved by any of the conditions attached to this licence you may appeal to a Magistrates Court within 21 days from the date on which the licence was issued to you.

(02/2017)

NB. APPLICANT TO NOTE – THE KNOWLEDGE TEST WILL INCLUDE QUESTIONS FROM THESE CONDITIONS

THIS DOCUMENT IS AVAILABLE IN LARGER PRINT ON REQUEST.