

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

STANDARD CONDITIONS FOR PRIVATE HIRE OPERATOR'S LICENCE

- (A) The Licensee shall keep a record on Council approved forms and shall enter therein before the commencement of each journey the following particulars of every booking of a Private Hire vehicle invited or accepted by him / her, whether by accepting the same from the hirer or by undertaking it at the request of another operator (Licensed by Three Rivers District Council) and such record must be maintained for at least the period of one year:-
- (i) Date.
 - (ii) Time.
 - (iii) Whether direct from hirer or at request of another operator (in the latter Instance given name of operator).
 - (iv) Name of hirer and his address.
 - (v) Place at which the vehicle is to attend.
 - (vi) Date and time at which vehicle is to attend.
 - (vii) Destination.
 - (viii) Plate and registration numbers of vehicle.
 - (ix) Name of driver of vehicle.
- (B) The Licensee shall keep a record of the following particulars of any Private Hire vehicle operated by him / her:-
- (i) Registration number.
 - (ii) Private Hire plate number.
 - (iii) Permitted number of passengers to be carried as shown on Private Hire plate.
 - (iv) Make and model of vehicle.
 - (v) Name and address of proprietor of vehicle.
 - (vi) Date vehicle was first licensed for motor taxation purposes.
 - (vii) Date when vehicle was first licensed by the Council for Private Hire work.
 - (viii) Date on which vehicle was added to operator's fleet.
 - (ix) Date on which vehicle was withdrawn from fleet.
 - (x) Full details of insurance cover for each vehicle.
- (C) The Licensee shall keep a record of the following particulars of all licensed Private Hire vehicle drivers engaged to drive any Private Hire vehicle operated by him / her:-
- (i) Full names of the driver.
 - (ii) Full permanent address of the driver.
 - (iii) Date of birth.
 - (iv) Private Hire badge number.
 - (v) Date Private Hire driver's licence issued.
 - (vi) Date Private Hire driver's licence expires.
 - (vii) Date that engagement/employment commenced.
 - (viii) Date that engagement/employment terminated.
- (D) The Licensee shall produce all or any of the records specified in conditions (A), (B) and (C) above on request to any authorised officer of the Council or to any Constable for inspection.
- (E) The Licensee shall not operate any vehicle for Private Hire work, which has not been licensed by the Council for such work.
- (F) The Licensee shall not employ or otherwise engage, whether directly or indirectly, any driver to drive any Private Hire vehicle operated by the Licensee unless the driver has been granted a Private Hire vehicle driver's licence by the Council.

- (G) The Licensee shall ensure that any Private Hire vehicle operated by him / her is in a suitable mechanical condition, safe, comfortable, clean and presentable. That the Private Hire plates, provided by the Council, are affixed to the vehicle, in such manner and position as shall be prescribed by the Council's inspecting officer.
- (H) The Licensee shall take responsibility for ensuring the safe custody of all property found in or left behind, by passengers in the Private Hire vehicles under their control. Unless claimed by the loser/owner, all property, except perishable goods, must be retained for a minimum period of 28 days, during which time the Licensee must ensure that all necessary steps are taken to trace the loser/owner. If the property remains unclaimed after this period, then the Licensee shall ensure that it is suitably disposed of. Property considered of value (i.e. over £200), shall be taken to the nearest Police Station as soon as possible, and in any event within 48 hours, where it shall be left in the safe custody of the Police Reception Officer, on him/her giving a receipt for its deposit, which shall be retained by the Licensee.
- (J) The applicant must inform the Planning Department of the Local Authority, in whose area the premises where he/she intends to operate from, are situated. Any recommendations made by that Authority, or permissions required by them must be adhered to or obtained.
- (K) When submitting an application for a Private Hire Operators licence, you are required to declare any convictions or cautions you may have, even ones you may consider spent under the Rehabilitation of Offenders Act 1974. The information you give will be treated in confidence and will only be taken into account in relation to your application.
- (L) You should be aware that the licensing authority is empowered in law to check with the Criminal Record Bureau (CRB), for the existence and content of any criminal record held in the name of the applicant. Information received from the CRB will be kept in strict confidence whilst the application is processed and will be retained for no longer than is necessary.
- (M) The disclosure of a criminal record or other information will not debar you from gaining a licence unless the authority 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 which may be relevant. If you would like to discuss what effect a conviction might have on your application, you may telephone the Licensing Officer in confidence for advice.
- (P) The main operating premises for the purposes of the Private Hire Operator's licence must be situated within the Three Rivers District. If you intend to use more than one premises for the purpose of your operator's licence please give details at Box 2 on the first page of the application form, of any other the premises, whether within the Three Rivers District or not, you intend to use for this purpose.
- (Q) A private hire operator's licence issued by this Council will be valid for five years from the date of issue, unless transferred suspended or revoked. Reminders will be sent out to operators, in advance of the expiry date reminding you to renew your licence; however the onus is on the operator to ensure that he/she applies to renew the licence before it expires.