

Hackney Carriage Vehicle

Licence Conditions

Revised March 2023

Hackney Carriage vehicle licences are issued subject to the following conditions. You are advised to study these carefully as you are warned that for non-compliance with any one condition the licence may be suspended or revoked.

1	Definitions	
	'The Council'	Means Derby City Council .
	'The District'	Means the area of the Council.
	'Hackney Carriage'	Has the same meaning as in the Town Police Clauses Act 1847.
	'Vehicle'	Means the Hackney Carriage in respect of which the licence is issued.
	'Authorised Officer'	Means any officer of the Council authorised in writing by the Council for the purpose of regulating Hackney Carriages.
	'Proprietor'	Means the person or persons or body named in the licence as the proprietor of the Hackney Carriage.
	'Taxi-meter'	Means any device for calculating the fare to be charged in respect of any journey in a hackney carriage by reference to the distance travelled or time elapsed since the start of the journey or a combination of both.
	'Plate' and 'Card'	Means the plate and card issued by the Council for the purpose of identifying the vehicle as a Hackney Carriage.
	'Byelaws'	Means the byelaws made by the Council in respect of Hackney Carriage vehicles.



2	Licence	
	This licence shall remain the property of the Council and shall be renewed annually or as otherwise directed by the Council.	

3	Maintenance of Vehicle	
	The proprietor shall ensure:	
	a	that the vehicle is maintained in a sound, mechanical and structural condition at all times
	b	that the body-work of the vehicle is in good condition and the paintwork is clean and well maintained
	c	that the roof covering is watertight
	d	that the condition, fixing and routing or positioning of electric cables and fittings are such that there is no risk of electrical fire or other incident
	e	that at least two doors are provided for use of passengers other than the driver's door
	f	that the vehicle is provided with adequate windows and that at least one window on each side is capable of being opened and closed and all opening windows are weatherproof when closed
	g	that door hinges, locks and hand rails and any grab handles fitted in the vehicle are secure and sound and not liable to injure any passengers or damage or soil their clothing
	h	that a spare wheel is provided readily available for use together with the tools and equipment required to carry out a wheel replacement
	i	that the fittings and furniture of the vehicle are kept clean and well maintained in every way fit and safe for public use
	j	that the internal linings of the vehicle are sound, clean and not liable to damage or soil passengers clothing and the floor is provided



		with a proper carpet, mat or other suitable floor covering which is sound and clean	
	k	that the seats are properly cushioned and covered and the covers are in a sound and clean condition	
	l	that there is sufficient means by which any person in the vehicle may communicate with the driver	
	m	that proper and efficient internal lighting is fixed to the vehicle and is functioning properly	
	n	that the four road wheels are fitted with wheel trims of a similar pattern.	

4	Alteration of Vehicle		
	No alteration or change in the specification, design, condition or appearance of the vehicle shall be made without the written approval of the Council.		

5	Damage to Vehicle		
	a	Any damage to the vehicle materially, affecting the safety, appearance or performance of the vehicle or the comfort or convenience of passengers shall be reported to the Council as soon as reasonably practical and, in any event within 72 hours of the occurrence of the damage.	
	b	Immediately upon sustaining any damage which materially affects the safety or performance of the vehicle or comfort or convenience of passengers, the vehicle must be withdrawn from service until the damage has been inspected by an authorised officer.	

6	Inspection and Testing		
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	The proprietor shall:	
a	upon request from the Council, present the vehicle and any taxi-meter affixed to it for inspection and testing on behalf of the Council at one of the Council's approved vehicle testing stations or by an authorised officer at any other specified place	1 May 2019
b	if the vehicle is booked to attend an approved Council testing station, take all reasonable steps to ensure that the vehicle is presented for testing on the date and time requested by the Council. Should it fail to be so presented a charge may be levied against the proprietor by the testing station unless 24 hours clear notice of cancellation has been received by that testing station from the proprietor.	1 May 2019

7	Inspection by Authorised Officer	
a	The proprietor of the vehicle shall at reasonable times permit an authorised officer or police constable in uniform to inspect the vehicle or any taxi-meter affixed to it for the purpose of ascertaining its fitness.	
b	Should the authorised officer or police constable not be satisfied as to the fitness of the vehicle or its taxi-meter the proprietor shall make the vehicle available for further inspection and testing at such reasonable time and place as is specified by notice in writing given by the authorised officer or police constable.	
c	The proprietor shall comply with any notice given by an authorised officer or police constable suspending the vehicle licence until such time as they are satisfied as to its fitness or the fitness of any taxi-meter affixed to it.	

8	Safety Equipment
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	There shall be provided and maintained in the vehicle at all times when it is in use or available for hire:	
a	an efficient AFFF foam fire extinguisher with a nominal capacity of no less than one litre minimum, which complies with the British Standards Institution BS EN3 specification for portable fire extinguishers	
b	a Small Work Place First Aid Kit that complies with BS 8599-1:2011.	

	Such equipment to be carried in such a position in the vehicle as to be readily visible and available for immediate use in an emergency provided that if the design of the vehicle is such that a first aid kit cannot be carried in a position where it is easily visible, a sign shall be displayed on the vehicle dashboard indicating the position of the kit.	
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9	Interior Markings	
a	The proprietor shall ensure that a notice provided by the Council displaying:	
	1 the licence number	
	2 the number of passengers which the vehicle is licensed to carry	
	3 the address and telephone number to which passengers should complain	
	4 the Council's fare table	
b	Is displayed at all times in the glass partition which separates the driver and passenger compartments and that the said notice is well maintained and visible at all times to passengers inside the vehicle	
c	Any tampering with this notice, or failing to display it in the prescribed manner without good reason may result in the Hackney Carriagellicence being suspended.	



10	Plate, Card and Quarterlight/Rear Door Signs	
a	The plate shall be securely affixed to the exterior rear side of the vehicle immediately above the bumper in such a position that the particulars are clearly visible.	
b	The plate shall be kept in such a position that the information carried on it is clearly visible to public view.	
c	No vehicle shall display a licence plate other than one issued to it by the Council.	
d	The plate shall remain the property of the Council at all times and shall be returned to the Council on the sale of the vehicle, or in the event of surrender, suspension or revocation of the licence.	
e	The card shall be securely affixed to the nearside upper interior of the front windscreen so that the particulars are clearly visible to the exterior of the vehicle for inspection by a police constable or an authorised officer.	
f	The card shall remain the property of the Council at all times and shall be returned to the Council on the sale of the vehicle, or in the event of surrender, suspension or revocation of the licence.	
g	The proprietor shall report in writing to the Council the loss of or damage to the plate as soon as the loss or damage becomes known. A replacement will be available upon payment of a fee.	
h	The proprietor shall display externally on the rear quarterlight or rear doors a sign provided by the Council which identifies the licence number of the vehicle.	
i	Any tampering with a quarterlight or door sign, or failure to display it without good reason, may result in the Hackney Carriagellicence being suspended.	
j	The quarterlight or door signs shall remain the	



	property of the Council at all times and only an authorised officer may remove them on behalf of the Council in the event of surrender, suspension or revocation of the licence.	
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11	Other Signs/Notices/Advertisements	
	No other externally visible sign, notice, advertisement, plate, mark, number, letter, figure, symbol or emblem shall be displayed on, in or from the vehicle except as may be required by any statutory provision (including the byelaws) or as may be required or permitted by these conditions or as may otherwise be approved from time to time by the Council in writing.	

12	Taxi-meter	
	The vehicle shall be fitted with a taxi-meter of the type approved by the Council, so constructed and maintained as to comply with the byelaws.	

13	Radio	
	Any radio equipment fitted to the vehicle shall:	
	a	be kept in a safe condition and proper working order
	b	comply with the requirements issued by OFCOM or other Government Department
	c	not interfere with any radio or telecommunication equipment.



14	Passengers	
	a	No greater number of passengers than that specified in the licence shall be carried in the vehicle.
	b	The safety of passengers shall be ensured at all times when entering or leaving the vehicle.

15	Animals	
	a	No animal belonging to the proprietor or driver of the vehicle shall be conveyed in the vehicle.
	b	Any animal belonging to a passenger must be conveyed in the rear seating area of the vehicle and shall, when necessary, be contained so as not to present a nuisance or hazard to the occupants of the vehicle.
	c	Notwithstanding anything in b), a visually impaired or otherwise disabled passenger shall be entitled, as of right, to be accompanied by an assistance dog in the vehicle.

16	Carrying Luggage	
	The area for storing luggage must be kept clean and unobstructed, with adequate provision for securing such luggage and protecting it from damage.	

17	Documents	
	The proprietor of the vehicle shall at the request of an authorised officer produce for his inspection:	
	a	the vehicle registration document
	b	the current vehicle insurance certificate
	c	their driving licence.



18	Change of Address	
	The proprietor shall:	
	a	notify the Council in writing of any change of their address within seven days of such change
	b	notify the Council in writing of any change of the address from which they carry on the business in connection with the vehicle if different from their home address
	c	within seven days of a change of either of the addresses referred to in (a) or (b) above return the vehicle licence to the Council for endorsement.

19	Criminality Checks	
	a	On application for a new vehicle Licence or renewal of an existing licence, the proprietor (the company or directors of the company or if a partnership, on any of the partners) will submit a Basic Disclosure Certificate issued by the Disclosure & Barring Service. Where the proprietor is a licensed driver with the Council, having already submitted and Enhanced DBS and undergoing 6 monthly checks, will not be required to submit a Basic Disclosure.
	(b)	The proprietor shall, within 14 days of the date of receiving or having imposed on them any Criminal convictions, cautions, reprimands, warnings, fixed penalty notices, or if they have been made subject to a restorative justice disposal, disclose to the council in writing, details of the Criminal convictions, cautions, reprimands, warnings, fixed penalty notices, and/or restorative justice disposal during the period of the licence. The proprietor shall, within 14 days of the date of being arrested, charged or summonsed for any alleged criminal offence disclose to the council in writing, particulars of each alleged



		offence and which court the proceedings are pending	
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20	Loss of Licence		
	The proprietor shall report the loss of the vehicle licence to the Council in writing as soon as the loss becomes known. A duplicate may be issued upon payment of a fee.		

21	Return of Licence		
	The Proprietor shall immediately return the licence to the Council in the event of the surrender, suspension or revocation of the licence.		

22	Licence Renewal		
	The proprietor of the vehicle may apply to the Council in writing with the specified renewal form and associated documentation up to 28 days before the expiry date of the current licence if they require the licence to be renewed for a further period. A licence cannot be renewed after it has expired. A new application will be required in this instance.		

23	Payment by Credit/Debit Card		
	A licence in respect of which the fee has been paid either in part or in full by credit/debit card shall be of no effect in the event of that payment being subsequently dishonoured.		

24	Wheelchair Facilities		
	The proprietor shall ensure that:		
	a	the equipment for securing a wheelchair bound person complies with the Hackney Carriage specification at all times and is in safe working order	
	b	the ramps for use in loading a wheelchair bound person are in safe working order and are properly stored and secured in the boot of the vehicle at all times	



	c	any drivers engaged in driving the proprietor's Hackney Carriages shall be instructed in the correct use of the wheelchair equipment, its maintenance and storage.	
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25	Drivers Details		
	The proprietor shall record the following details of any driver who is engaged in driving their Hackney Carriage:		
	a	the driver's name, address and telephone number	
	b	the driver's licence number	
	c	the driver's licence expiry date	
	d	the dates and times that the driver has use of the Hackney Carriage.	

26	Transfer of Licence		
	The proprietor shall in the event that they transfer their interest in the Hackney Carriage:		
	a	notify the Council in writing within 14 days of the name and address of the person to whom the interest has been transferred	
	b	complete the vehicle transfer application form required by the Council within 14 days of the date of the interest being transferred.	6 June 2019

27	Insurance		
	The proprietor shall ensure that at all times there is in force a Certificate of Insurance for the Hackney Carriage which covers public hire use and on which:		
	a	the proprietor is the policy holder	
	b	any other persons who drive the Hackney Carriage are clearly covered	
	c	the proprietor shall produce the said insurance document to the Council within five days of any request by an authorised officer. If the proprietor fails to comply with such a request the Hackney Carriage licence will be	



		suspended.	
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28	Vehicle Modification	
	<p>The vehicle should hold a Certificate of Conformity identifying it to be holding European Community Whole Vehicle Type Approval.</p> <p>If not, or the vehicle has being modified since leaving the manufacturer / supplier, a 'normal' level Voluntary Individual Vehicle Assessment must be carried out before presenting the vehicle at one of the Council approved testing stations</p>	19 January 2017

