



**Epping Forest
District Council**

**PRIVATE HIRE OPERATOR LICENCE
CONDITIONS**

Revised 5/2016

PRIVATE HIRE OPERATOR LICENCE CONDITIONS

Epping Forest District Council ('the Council') is the Licensing Authority in respect of Private Hire Operator Licences. On granting a licence it will impose the following conditions which it considers are reasonably necessary for the regulation of Private Hire Operators in its district. All applications that fall outside these conditions will be referred to the Licensing Sub-Committee for determination and may incur additional costs to be paid by the applicant.

No person shall be permitted to act as a private hire operator unless they hold a licence issued by the Council. The licence shall be renewed every five years.

Records

1. The operator must keep records of private hire bookings and of drivers and vehicles available to the operator and these shall be kept as follows:-
 - (a) Records must be kept in a form which gives easy access for inspection, e.g., in a bound book or if a booking is made by computer, a print out of each day's bookings, or bookings kept in computerised form so that the records can easily be made available for inspection by an authorised officer of the Council or Police Officer. Any record stored on computer must be capable of being printed from the computer. Records must be kept for at least one year;
 - (b) The operator shall keep at each Operating Centre, records of the Private Hire Vehicle drivers and vehicles (including a copy of their licences) available to the operator for carrying out bookings accepted at that centre.
 - (c) All records must be made and retained in written or electronic form and securely stored.
 - (d) Records of each hiring must contain the following details:
 - Date and time booking made
 - Name of hirer
 - Name of principal passenger (if different from above)
 - Agreed time of pick-up
 - Agreed place of pick up
 - Destination(s) specified at time of hiring by the hirer(s)
 - Identity of vehicle undertaking the hiring (vehicle registration or Private Hire Vehicle licence number)
 - Name and licence number of the driver undertaking the hiring
 - Fare quoted to hirer (if requested when hired)
 - Time and date of journey (if different from date of booking)
 - Whether the booking was sub-contracted; if so, the name of the sub-contractor, the Council the operator licence number.
 - The identity of the person who took the booking
 - (e) Records of the Private Hire Vehicle driver(s) used by the operator must contain the following details:
 - Full name of driver

- Date of birth
- Address (normal place of residence)
- Date driver became available to operator
- Category of vehicle for which eligible to drive
- Private Hire Drivers licence number
- Date driver ceased to be available to the operator

(f) Records of the Private Hire Vehicles used by the operator must contain the following details:

- Manufacturer, model and colour
- Registration number
- Private Hire licence/plate number
- Registered owner name and address (as it appears on the registration document)
- Date when vehicle became available to operator
- Copy of current valid certificate of insurance, road tax, MOT
- Date vehicle ceased to be available to the operator.
- Service history of each vehicle including details of any modifications thereto and details of all accident repairs.

Operation Centre

1. All Operating Centres where the public are invited to wait for a booking shall be clean, tidy and maintained in a reasonable condition. There must be adequate seating facilities provided for the public.
2. The operator shall notify the Council of any changes to the information supplied on the application form, eg change of address or telephone number, must be notified to the Council within two weeks of the change.
3. Operators will be required to notify the Council of the name of the person responsible for the day-to-day running of each Operating Centre named on the licence, and of any changes.
4. Operators shall display a copy of their licence at the Operating Centre in a position that is accessible to members of the public
5. Operators must display on public view, at Operating Centres with public access, evidence of their public liability insurance and must provide the Council with copies on request.
6. Operators must indicate clearly at the Operating Centre or within any letter head, advertising or promotion of their service, that the service provided is in respect of pre-booked journeys only.
7. Operators must display at all Operating Centres (in a position easily visible to the public) any safety/ safeguarding information that the council deems fit. NB This information will be supplied to the operator free of charge.

8. The operator must ensure that the Operating Centre complies with Health and Safety Legislation applicable to the public and staff alike and any Planning requirements /conditions.

Fares

9. Details of fare tariffs should be available to members of the public and displayed on public view at the Operating Centre or made available upon request.
10. Fares will be in accordance with the operator's advertised table of fares, unless otherwise agreed with the hirer at the time of booking.
11. The operator should give details of the fare for a particular hiring to the hirer when the booking is being made, if requested by the hirer.

General

12. Operators shall not employ or otherwise engage, whether directly or indirectly, any vehicle that has not been licensed by the Council or a driver who does not have a valid licence, for any bookings.
13. Operators shall only accept booking at an authorised Operating Centre.
14. Operators shall only sub-contract bookings to a licensed operator.
15. Operators must establish a complaints procedure, ensuring that all complaint records include the driver's name, nature of complaint, details of complainant and action taken.
16. Operators must establish a procedure for dealing with client's property lost or found in a Private Hire Vehicle operated by them or under contract to them or within the Operating Centre. This should include evidence that an attempt has been made to return the property to the owner, and a system for recording and storing lost property.
17. Operators must provide details to the Council of any licensed driver whose services are dispensed with by the operator, where the circumstances of the driver's dismissal relate to a breach of the licence conditions or his/her conduct is unsatisfactory in connection with the driving of a private hire vehicle.
18. Details of any conviction incurred by the licensee-operator during the currency of the licence must be reported in writing to the Council within two weeks of the date of the conviction.
19. Of required, operators must provide evidence that they comply with the requirements for audited accounts or certified accounts, and, if applicable, provide evidence that the business is VAT registered or awaiting VAT registration.

Failure to comply with the conditions will result in a referral to the appropriate officer of the Council or the Licensing Sub Committee for consideration of suspension or revocation of licence.