

CONDITIONS ATTACHED TO A PRIVATE HIRE VEHICLE LICENCE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

In these conditions, unless the subject or context otherwise requires "the Proprietor" means the holder of a Private Hire Vehicle Licence, "the Council" means the Council of the City of Newcastle upon Tyne, "the Licence" means a Private Hire Vehicle Licence issued by the Council and "the Act" means the Local Government (Miscellaneous Provisions) Act 1976.

1 Emission Standards

1.1 The following emission standards will be implemented as below:

- From 1st November 2023 no new or replacement vehicle will be granted a licence, unless compliant with the stipulations of the Newcastle upon Tyne Clean Air Zone.
- From 1st November 2028 no vehicle will be licensed unless compliant with the stipulations of the Newcastle upon Tyne Clean Air Zone.
- From 1st November 2033 no wheelchair accessible vehicles will be licensed unless compliant with the stipulations of the Newcastle upon Tyne Clean Air Zone.

1.2 All "Full Electric" and zero emission at source vehicles will be exempted from this standard.

2 Supplemental Documents

2.1 In addition to the application and associated fee, a vehicle licence will only be issued where the vehicle has evidence of:

- Valid vehicle insurance certificate specifically stating that the vehicle is to be used for private hire / hire or reward.
- Certificate of Mechanical Compliance Test from the Council's vehicle test centre.
- V5 vehicle registration document. In the case of a new vehicle the sales invoice which must show engine and chassis numbers, shall be produced at the time of application. The registration document shall be produced when it is received from the DVLA. The registration document must in all cases be produced within 6 weeks of the licence being issued.
- A current MOT certificate (if applicable) for the vehicle.

3 Maintenance of Vehicle

- 3.1 The vehicle, all of its fittings and any attached equipment shall at all times when the vehicle is in use or available for hire, be kept in a clean, safe, tidy and efficient state, and must also comply with all relevant statutory provisions including in particular those contained in the Road Vehicles (Construction and Use) Regulations 1986.
- 3.2 No material alteration or change to the vehicle, its fittings or any attached equipment shall be made without the prior approval of the Licensing Authority.

4 Exterior Identification Plate

- 4.1 The green licence plate supplied by the Licensing Authority shall be securely fixed externally on or about the rear bodywork or bumper of the vehicle in a conspicuous position and in such a manner as to be easily removed, if necessary, by an Authorised Officer of the Licensing Authority or a Police Officer. The plate must be maintained in a satisfactory condition.
- 4.2 "Securely fix" using the approved bracket provided by the Licensing Authority. but does not include fixing by magnets, ties or straps.
- 4.3 The licensee shall not wilfully or negligently cause or suffer the said plate or decal attached in pursuance of this condition to be concealed from public view or to be so defaced that any figure or material particular is illegible.
- 4.4 The licence plate always remains the property of the Licensing Authority.
- 4.5 The licensee shall report the loss of any plate or the licence to the Licensing Authority as soon as the loss becomes known and arrange for a replacement to be issued within three working days. In the event of ceasing to use his vehicle for private hire purposes, shall return the licence plate to the Licensing Authority within 7 days.
- 4.6 In the event of a licence plate being stolen, lost, damaged or destroyed, the full cost of the replacement of the plate shall be payable by the proprietor.

5 Interior Identification Markings

- 5.1 The two green markings referred to as decals supplied by the Licensing Authority showing the number of the licence and the number of passengers prescribed in the licence, shall be displayed inside the vehicle on the nearside proportion of the windscreen and rear nearside quarter light area, in a prominent position so as to be clearly visible to all passengers. The decal must be maintained in a satisfactory condition and be legible.
- 5.2 The numbered decals always remain the property of the Authority.

5.3 The licensee shall report the loss of any numbered decal to the Licensing Authority as soon as the loss becomes known and arrange for a replacement to be issued within three working days. In the event of ceasing to use his vehicle for private hire purposes, shall return the numbered decal to the Licensing Authority within 7 days.

6. Wheelchair Facilities

6.1 The licensee shall ensure that:

- the equipment for securing a wheelchair complies with the hackney carriage and private hire vehicle specification and is always in a safe working order.
- the ramp for use in loading a wheelchair user is in a safe working order and is safely stored and secured when not in use.
- any drivers engaged in driving the licensed private hire vehicle have been instructed in the correct usage of the wheelchair equipment, its maintenance and storage.

7 Signage & Livery/Operator Identification

7.1 No signs, advertisements, video or audio display or other markings shall be displayed on, in or from the vehicle subject to the following exceptions:

7.1.A Any sign, notice or other marking required to be displayed by legislation or any other condition attached to this licence.

7.1.B Private Hire Vehicles shall at all times display a unique Private Hire Operator rear door sign bearing the name, and optionally the telephone number and/or 'App' of the associated Operator on each side of the vehicle, which has been approved by the Licensing Authority. The Private Hire Operator name must have a set lettering/image height of 150 mm.

The words "Private Only" or "Pre-Booked Only" or "Advance Booking Only" must be incorporated below the Private Hire Operator name. The minimum height for the Private Only lettering is 100 mm.

7.1.C The name and number of the private hire operator from which the vehicle receives bookings may also be shown on the roof, rear doors, rear wings, bonnet and boot area of the vehicle (of two-dimensional insignia type) approved by the Licensing Authority. "Contravision" style advertising of the associated operator will also be allowed to the glass of the rear window.

- 7.1.D Prior to affixing any such details to the vehicle, its design and quality must be approved in writing by the Licensing Authority. A copy of the operator's proposed artwork shall be retained by the Licensing Authority for reference purposes to future conformity. Changes to any feature of the approved design or material must be notified in writing to the Licensing Authority and approved by an Authorised Officer before being taken into use.
- 7.1.E A vehicle must not be used to carry out any booking for a private hire operator when displaying livery of differing private hire operator.
- 7.1.F Removal of any applied private hire operator identifying livery other than when effecting bodywork repair, is not permitted without prior notification to the Licensing Authority.
- 7.2 A sign must be affixed to the inside of the vehicle indicating that smoking is prohibited in the vehicle.

8 Colour of Private Hire Vehicle

- 8.1 Private hire vehicles can be any colour other than black.

9 Maintenance of Vehicle

- 9.1 The licensee must ensure that the licensed private hire vehicle is maintained in a clean, safe, watertight and mechanically sound vehicle both inside and out to ensure the safety of passengers conveyed therein.
- 9.2 Any accident or occurrence materially affecting the safety, performance or appearance of the vehicle must be reported to the Licensing Authority within 72 hours of such occurrence.

10 Licensee's Address

- 10.1 The licensee of a private hire vehicle shall on application for grant or renewal of the vehicle licence state the address of the place where the vehicle is kept when not in use and shall allow access for any necessary inspection or testing by an Authorised Officer of the Licensing Authority.
- 10.2 The licensee shall notify the Licensing Authority in writing within 7 days of any change in address during the period of the licence.

11 Meter/Fare Calculating Device & Table of Fares

- 11.1 The licensee of a vehicle in which a meter is installed shall not cause or permit the vehicle to be used unless:
- the table of fares has been deposited with the Licensing Authority; and
 - the table of fares is exhibited in the vehicle in a position approved when the vehicle is submitted for examination by the Council's vehicle test centre.
- 11.2 The licensee shall not tamper with or permit anyone to tamper with any meter with which a vehicle is provided, with the fittings thereof or the seals affixed thereto.
- 11.3 The licensee shall use their best endeavours to ensure that:
- if hiring the vehicle to a second party the display face of the fare calculating device or meter is not concealed in any manner or by any means and that such display is distinctly and plainly visible to any person hiring or being conveyed in the vehicle.
 - any failure of the meter is immediately reported to the Licensing Authority.
 - if fitted with a meter, such meter is fitted with seals so that it is not practicable for any person to tamper with it.
- 11.4 The licensee shall ensure that fare calculating device, or the meter and table of fares specified are not used on any hiring if the meter has failed or does not comply with the conditions set out above. In such circumstances the private hire operator shall inform the passenger of the expected fare prior to commencement of the journey.

12 Lost Property

- 12.1 After a hiring, the private hire vehicle must be checked for any misplaced or lost property. The licensee shall, if any property is accidentally left in their licensed private hire vehicle by any person who may have been conveyed in that vehicle, take it forthwith or within 24 hours to the Lost Property Office Northumbria Police, Newcastle upon Tyne.
- 12.2 Northumbria Police shall not accept any lost property unless it is:
- Any item that is illegal to possess such as drugs or firearms;
 - An identifiable item such as passports or driving licences;
 - Items of high value or significant sentimental value;
 - Items which store electronic data such as mobile phones, laptops etc;
 - Large quantities of cash.

- 12.3 All other items of lost property should be returned to the Newcastle City Council licensed private hire operator registered office responsible for dispatching the fare to the driver.

13 Conduct of Licensee of Private Hire Vehicle

- 13.1 The licensee or the driver of the vehicle shall not carry or permit to be conveyed in such vehicle any greater number of persons than that which the vehicle is licensed to carry.
- 13.2 The licensee of the vehicle, or the driver of the vehicle if he is not the licensee, shall before commencing employment, deposit a copy of the vehicle licence with the licensed private hire operator for retention by him until such time as the vehicle ceases to be operated by them.
- 13.3 If the licensee of the vehicle permits or employs any other person to drive the vehicle as a private hire vehicle, the licensee shall retain a copy of the person's private hire driver's licence until such time as the driver ceases to be permitted or employed to drive the vehicle. A copy of this record shall be held for a period of at least 12 months after the driver ceases to drive the vehicle.
- 13.4 The licensee of the vehicle shall ensure that every licensed driver employed by him is acquainted with, understands and observes the conditions attached to his or her private hire driver's licence and the conditions of the proprietor's private hire vehicle licence.
- 13.5 The licensee or the driver of the vehicle shall not importune any person to hire such vehicle and shall not make use of the services of any other person for the purposes of importuning.

14 Insurance

- 14.1 All vehicles must always have a current valid policy of insurance appropriate to the vehicle.
- 14.2 If a vehicle is off the road and uninsured the licensee of the vehicle must advise the Licensing Authority in writing or in any event within 72 hours.
- 14.3 When licensing or re-licensing a vehicle, the insurance cover produced must cover the vehicle for private hire use and must include the names of all the persons who will be driving for private hire purposes where appropriate.

- 14.4 The licensee of the vehicle shall produce his Certificate of Vehicle Insurance:
- When presenting the vehicle for test at the Council's vehicle testing centre.
 - When making an application for or to renew the proprietor's licence with the Licensing Authority; and
 - At the request of an Authorised Officer of the Authority or Police Officer.

If the document(s) is (/are) not produced on the above occasions the vehicle examination will not be carried out nor the licence granted.

15 Vehicle Inspection by Authorised Officer of Licensing Authority or Police

- 15.1 The licensee of the vehicle shall at all times permit an Authorised Officer or Police Officer to inspect the vehicle or any fare calculating device/meter affixed to it for the purpose of ascertaining its fitness.
- 15.2 Should the Authorised Officer or Police Officer not be satisfied as to the fitness of the vehicle or its fare calculating device/taximeter the licensee of the vehicle shall comply with any request to make the vehicle available for further inspection and testing at such reasonable time and place as may be specified by notice in writing given by the Authorised Officer or Police Officer.
- 15.3 The licensee of the vehicle shall comply with any notice given by an Authorised Officer or Police Officer suspending the vehicle licence until such time as they are satisfied as to the vehicle's fitness or the fitness of any fare calculating device/taximeter affixed to it.

16 Testing of Vehicles and Renewal of Licences

- 16.1 Licences are granted subject to the vehicle passing the Council's vehicle compliance testing requirements. The cost of such test shall be borne by the licensee of the vehicle.
- 16.2 All licensed private hire vehicles shall be submitted for test in accordance with instructions issued by the Director of Operations and Regulatory Services and their delegated officers.
- 16.3 All licensed private hire vehicles up to 36 months old from the first date of registration, including the date of test shall be submitted for test at 12-month intervals in accordance with instructions issued by the Director of Operations and Regulatory Services and their delegated officers.

- 16.4 All licensed private hire vehicles over the age of 36 months on the day of test shall be submitted for test at 6 monthly intervals in accordance with instructions issued by the Director of Operations and Regulatory Services and their delegated officers.
- 16.5 In the event that the licensee of the vehicle fails to submit a vehicle for testing at the pre-arranged appointment time without sufficient cause, the private hire vehicle licence shall be suspended.
- 16.6. In the event of any licensed vehicle failing the Council's test, the vehicle licence shall be suspended. The removal of the suspension will be conditional upon the subsequent re-testing of the vehicle in accordance with instructions issued by the Director of Operations and Regulatory Services and their delegate officers.
- 16.7 The cost of all tests and re-tests required shall be borne by the licensee of the vehicle.
- 16.8 A licensee of a vehicle who wishes to make application for the renewal of their licence shall submit application and the appropriate fee to the Council on or before the date of its expiry.

17 Transfer of Interest

- 17.1 The licensee shall notify the Licensing Authority in writing, giving the name and address of the new licensee of the vehicle within 14 days of the date he transfers his interest in the vehicle to another person.

18 Replacement Vehicles

- 18.1 Licensees are reminded that it is an offence to use any unlicensed vehicle for private hire purposes and that the licence is granted in respect of the vehicle itself. Replacement vehicles, therefore, cannot be used for private hire purposes unless they have passed the Council's private hire vehicle test and the licence has been issued.

19 Additional Charges

19.1 The licensee of the vehicle shall pay the Council any reasonable additional charges to be determined by the Council for:

- a) the replacement of any lost, stolen or damaged plate, decal or sign provided by the Licensing Authority (and which is required to be attached or displayed on or in the vehicle as a condition of this licence);
- b) any vehicle test appointment for which the licensee of the vehicle fails to present the vehicle for testing, or which is cancelled by the proprietor without giving at least 72 hours - notice to the Licensing Authority.
- c) transfer of interest of a vehicle.
- d) reinspection of the vehicle following failed test/licence suspension.

20 Refunds

20.1 Where a licensee surrenders his private hire vehicle licence and plate to the Licensing Authority a refund will be made equivalent to 1/12th of the licence fee for each unexpired month of the surrendered licence, subject to a maximum refund equivalent to half of the licence fee.

21 CCTV Installation

21.1 If a CCTV system or dashcam is installed in this vehicle, the holder of this licence must comply with the Council's "Taxi and Private Hire Vehicle CCTV Policy".