

**APPENDIX J**

**Private Hire Vehicle Licence Conditions**

**1.** **MAINTENANCE OF VEHICLE**

At all times while Licensed, the vehicle together with all its fittings and equipment must be kept in an efficient, safe, tidy, and clean condition, also complying with all Licensing and Statutory requirements in the Hackney Carriage and Private Hire Policy (Parts D and F) ([Hackney carriage and private hire policy - Chichester District Council](https://www.chichester.gov.uk/hackneycarriageandprivatehirepolicy)) and The Road Vehicles (Construction and Use) Regulations 1986 [[The Road Vehicles (Construction and Use) Regulations 1986 (legislation.gov.uk)](https://www.legislation.gov.uk/uksi/1986/1078/contents)].

**2. VEHICLE TESTING**

Vehicle Proprietors must ensure that all Licensed Private Hire Vehicles are presented for a MOT and Council Fitness Testing in accordance with the following:

* Vehicle twelve (12) calendar months to thirty-six (36) calendar months from Date of First Registration: MOT and Fitness Tests required every twelve (12) calendar months;
* Vehicle over thirty-six (36) calendar months from Date of First Registration: MOT and Fitness Tests required every six (6) calendar months;

Note: The MOT Test Certificate must be no more than one (1) calendar month old from the date it is due to be provided.

**3. TINTING OF WINDOWS**

Only minor original manufacturer-fitted tinting through which all passengers within the vehicle must be clearly visible from the outside is permitted for all windows: No retro-fitting of tinting films or preparations is permitted.

**4.** **PRIVATE HIRE** **INSURANCE and VEHICLE EXCISE LICENCE (VEL/ CAR TAX)**

Private Hire Insurance and Vehicle Excise Licence (VEL/ Car Tax), must be maintained on Licensed Vehicles at all times.

**5.** **ALTERATION OF VEHICLE**

No material alteration, change in specification, design, condition, nor appearance of the Licensed Vehicle may be made without the written approval of this Licensing Authority.

**6.1** **IDENTIFICATION PLATE**

The Licensed Vehicle Identification Plate is required to be displayed at all times:

* A standard external Licence Plate must be mounted on an approved bracket fitted in a conspicuous position to the outside of the rear of the vehicle so that it may be readily removed by an Authorised Officer of this Licensing Authority, or a Police Constable;
* Where an Exemption under s.75(3) of the Local Government (Miscellaneous Provisions) Act 1976 has been granted, the Exempted Plate is required to be displayed at all times within the vehicle in the front or rear windscreen so that the Licence details are visible and readable from outside the vehicle. Additionally, the Statement of Declaration as well as the Driver’s Private Hire Badge must be retained within the vehicle and presented upon demand of an Authorised Officer of this Licensing Authority, or a Police Constable.

**6.2 DOOR BADGES**

Private Hire Vehicles without an Exemption under s.75(3) of the Local Government (Miscellaneous Provisions) Act 1976 are required to display issued adhesive Door Badges affixed using their adhesive qualities to the upper solid part of both rear doors so as to be clearly visible, remaining affixed at all times while the vehicle remains Licensed.

**7. INTERIOR BADGES**

The two Internal Identification Cards issued which provide details of the Private Hire Vehicle Licence together with those of the current Private Hire Driver of the vehicle must be displayed in the issued adhesive wallet affixed to the inside of the front windscreen or other obvious and unobstructed position so as to be clearly visible to, as well as easily read by, all passengers in the vehicle.

**8. SAFETY EQUIPMENT**

The Proprietor of the Private Hire Vehicle must ensure the required safety items are carried in the vehicle at all times while it remains Licensed, that they meet the specifications set out in Paragraph 24 of the Hackney Carriage and Private Hire Policy ([Hackney carriage and private hire policy - Chichester District Council](https://www.chichester.gov.uk/hackneycarriageandprivatehirepolicy)), and that they remain in good condition/ any expiry dates are not exceeded.

**9. SIGNS AND NOTICES**

1. No sign, notice, advertisement, plate, mark, number, letter, figure, symbol, emblem nor device whatsoever shall be displayed on, in, or from the vehicle except as required by Statutory provision, or required and permitted by these Licence Conditions.
2. When awaiting a passenger for a prearranged pick-up, the Driver of a Private Hire Vehicle shall display in its windscreen a board showing the name of that passenger and the appointed time of the meeting.
3. A self-adhesive strip may be displayed at the base of the rear windscreen containing the name of the Private Hire Operator or Proprietor with their telephone number: The strip must not exceed 58mm in height.
4. A Table of Fares of the vehicle’s Operator and which has been approved by this Licensing Authority may be displayed in the vehicle;
5. The Proprietor shall cause to be affixed and maintained in a conspicuous position within the vehicle any sign or notice as directed by this Licensing Authority.

**10. CHANGE OF ADDRESS**

The Proprietor must notify this Licensing Authority in writing within seven (7) days of any change of address during the Licensed period; within seven (7) days of receiving it, the Proprietor must provide to this Licensing Authority the new V5 Registration Document showing their new address.

**11.** **METER/ TAXIMETER**

If the vehicle is equipped with a Meter/ Taximeter, the Proprietor must notify the Licensing Authority immediately if for any reason the seal is broken.

**12. REPORTING OF ROAD TRAFFIC COLLISION (RTC)/ VEHICLE DAMAGE**

The Proprietor is required within 72 hours to inform this Licensing Authority of any incident (Road Traffic Collision (RTC) or otherwise) resulting in damage to the vehicle.

**13. LOG BOOK**

The Proprietor is required to keep a Vehicle Log Book which is to be retained within the vehicle at all times for it to be available for inspection at any time by an Authorised, Police, or DVSA Officer: This is to include details of all maintenance and servicing of the vehicle, inspections made by Authorised, Police, or DVSA Officers, damage due to a Road Traffic Collision (RTC) or otherwise, and details of the current Insurance Policy for the vehicle.

**END OF CONDITIONS**