

STANDARD CONDITIONS ATTACHED FOR A PRIVATE HIRE OPERATORS LICENCE

LICENCE NUMBER: «udfield1»

BOROUGH OF NEWCASTLE-UNDER-LYME

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 TOWN POLICE CLAUSES ACT 1847 OPERATORS LICENCE

Conditions Attached to Operator's Licence

1. An Operator shall not invite or accept a booking for a Private Hire Vehicle or control or arrange a journey to be undertaken by such vehicle, without first making available in writing, or giving orally, to the person making the booking information as to the basis of charge for the hire of the vehicle and any additional charges for example storage charge.
2. Every Operator who accepts a booking for a Private Hire Vehicle for an appointed time and place shall allow sufficient time for the vehicle to punctually attend.

Complaints

The Operator shall immediately notify the Council in writing of any complaints concerning a contract for hire or purported contract for hire and of the action which the Operator has taken or proposes to take.

3. Only Newcastle-under-Lyme Borough Council licensed vehicles and drivers may be booked for any journey.
4. When an Operator is unable to fulfil a booking due to unforeseen circumstances, it can only be passed onto another Newcastle-under-Lyme Borough Council licensed Operator.
5. An Operator's Licence shall not permit any person who is drunk, or is behaving in a disorderly manner, to remain upon the premises in respect of which the licence is in force.
6. If provision is made by the Operator or his or her premises for the reception of members of the public proposing to hire a vehicle, the Operator must ensure that the premises are in a clean and tidy condition at all times and that adequate arrangements are made for the seating of customers within the premises.
7. If 6 above applies, the Operator must also have Public Liability Insurance, a copy of the certificate being lodged with the Licensing Team.
8. Without prejudice to any other liability imposed under the Local Government (Miscellaneous Provisions) Act 1976, the Operator shall ensure that drivers and proprietors of vehicles owned, controlled or operated by them in association with the Operator's licence shall observe and comply with the conditions of their Hire Vehicle Driver's Licence and their Private Hire Vehicle Licence.
9. The Operator shall keep a record and maintain at his/her premises particulars of all vehicles operated by him or her, which shall include the following:-
 - the licence plate number
 - the registration number
 - the name and address of proprietor

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- the names and addresses of drivers of the above vehicles
 - the badge numbers of drivers
 - copies of licences for all vehicles and drivers; and
 - copies of insurance certificates for all vehicles
10. The above records shall be produced immediately on request to any Authorised Officer of the Council or Police Officer.
11. The Council must be informed within 7 days of any changes in the particulars detailed in condition 9 above.
12. Subject to 13 below, the Operator shall enter in a bound book, the pages of which are numbered consecutively, particularly of every private hire booking and the particulars shall be entered in the book at the time of the booking and shall include the following:-
- the time and date of each booking
 - the name of the driver dispatched for each booking and identification of the vehicle used by said driver i.e. plate number or call sign, in the event of call signs being recorded, a full list of call signs and the information relating to them should be deposited with the Council's enforcement section. Notification of any material changes relating to call signs should be made to the Council within 24 hours
 - by what method the booking was received, i.e. telephone call or personal call
 - journey from to
 - the name and contact telephone number of the hirer and, where the booking is received from another operator, the name of that operator
13. An alternative method of record keeping may be used provided that the details at 12 above can be recorded and the method has been agreed by the Council in writing.
14. The records shall be kept for a period of not less than 6 months, or such longer period as required by an Authorised Officer of the Council.
15. A hard copy of the record must be produced immediately, on request, to any Authorised Officer of the Council or Police Officer.
16. The Operator shall not, knowingly or without the prior written consent of the Council, engage in partnership with, or allow or suffer any involvement in the management of the Operator hereby licensed by:
- any person who has been convicted of an offence under the Local Government (Miscellaneous Provisions) Act 1976 or any other legislation relating to private hire and hackney carriage licensing; and
 - any person who, for the purposes of Part II of the said Act, has been found by any Licensing Authority not to be a fit and proper person to hold a driver or Operator licence.
17. On changing address, the Operator shall return the licence, for amendment, to the Licensing Team within 7 days of the change, together with the appropriate fee (see Schedule of fees).
18. The Operator shall inform the Council in writing of any:-
- change of home address
 - criminal convictions incurred, including driving offences, during the period of the licence within 7 days of the conviction
 - County Court judgments, bankruptcy proceedings, individual voluntary arrangements and composition agreements with creditors.
19. The Operator shall be responsible for the actions of any managers, supervisor or any other person appointed to run the private hire business on their behalf.

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20. A person who is found guilty of an offence against byelaws, or the Town Police Clauses Act 1847 or the Local Government (Miscellaneous Provisions) Act 1976 is liable to a fine. In addition, the Council may suspend or revoke an existing licence or refuse to renew a licence.

Your attention is drawn to the various provisions contained in the legislation referred to in these conditions, which you are advised to obtain and read carefully.

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