

CYNGOR SIR POWYS COUNTY COUNCIL

PRIVATE HIRE VEHICLE OPERATOR(S) LICENCE

CONDITIONS OF LICENCE

1. All applications shall be in writing on an application form prepared for the purpose by Powys County Council.
2. A licensed private hire operator must, on request, present his/her most recent disclosure certificate issued by the Disclosure and Barring Service DBS within 7 days to the licensing authority for consideration. This period may be extended at the discretion of the authority where the applicant has lodged a dispute with the DBS in relation to the content of the certificate.
3. The operator must be a fit and proper person and be at least 18 years of age.
4. The operator licence shall remain in force for up to one year (unless suspended, revoked or cancelled).
5. The Licence is NOT transferable to another person.
6. The operator on being notified in writing of any defect which in the opinion of the Licensing Authority renders a vehicle as being unsuitable for public service must remove that vehicle from service entirely or until the defect has been remedied to the satisfaction of the Licensing Authority.
7. The operator shall notify the Licensing Authority of any alteration in vehicles, of their design or construction or of any damage to his/her vehicles within 72 hours of the occurrence thereof.
8. The operator shall provide and keep a suitable register, the pages of which are to be numbered consecutively and the operator shall enter or caused to be entered therein, before the commencement of each journey, the following particulars of every booking of a private hire vehicle invited or accepted by him:-
 - (a) The time and date of the booking;
 - (b) The name and address of the hirer;
 - (c) How the booking was made (i.e. by telephone, personal call, etc.);
 - (d) The time of pick-up;
 - (e) The point of pick-up;
 - (f) The destination;
 - (g) The time at which the driver was allocated the booking;
 - (h) The registration number of the vehicle;
 - (i) Remarks (including details of any sub-contract);
 - (j) The name of the driver.
9. The operator shall also keep records of the particulars of all private hire vehicles operated by him. These particulars shall include details of the owners, registration numbers and drivers of such vehicles, together with any radio call sign.
10. All records kept by the operator shall be preserved for a period of not less than six months following the date of the last entry.
11. Every private hire operator shall furnish to the Licensing Authority details of the premises from which his/her hire business will be carried on and facilities provided for the repair and

maintenance of the vehicles and shall satisfy the Licensing Authority that the premises complies with planning legislation and any statutory provision relating to health and safety.

12. The operator shall operate the business in all respects in a manner which does not cause nuisance or inconvenience to the public at large or to persons in occupation of premises adjoining or adjacent to premises at which he keeps private hire vehicles.
13. If the operator or any company of which he is a director or secretary or in the event of a partnership, his partner in operating a private hire business is convicted of any crime, the operator must inform the Licensing Authority in writing within 7 days of conviction giving full details. Minor traffic offences need not be reported.
14. The operator shall inform the Licensing Authority in writing within 7 days of any change of the operator's address.
15. The operator shall:-
 - a) ensure that when a private hire vehicle has been hired to be in attendance at an appointed time and place, the vehicle shall, unless delayed or prevented by sufficient cause, punctually attend at that appointed time and place.
 - b) keep clean, adequately heated, ventilated and lit any premises which the operator provides and to which the public have access, whether for the purpose of booking or waiting.
 - c) ensure that any waiting area provided by the operator has adequate seating facilities.
 - d) ensure that where a commercial, domestic or car radio receiving set or similar is fitted its operation shall not cause annoyance to other persons.
 - e) always maintain current public and employers liability insurance where appropriate.
 - f) provide a prompt, efficient, courteous and reliable service to members of the public at all reasonable times.
16. The operator shall notify the Licensing Authority of any change of vehicle.
17. The operator shall ensure that each driver wears the appropriate driver's badge, issued by the Council.
18. An operator shall not display or suffer to be displayed on or from the licensed vehicle any sign, notice, advertisement or illumination other than those required by law or by the terms of the licence, without the written consent of the Council and in particular an operator shall not exhibit on any vehicle or on any premises within a controlled district, any sign or advertisement which consists of any of the following words, whether in the singular or plural, and whether alone or part of another word:
19. 'TAXI', 'TAX', 'TACSI', 'CAB', 'FOR HIRE', except that a private hire vehicle may exhibit the words 'PRIVATE HIRE' on the front windscreen and front doors.
20. The operator shall ensure that no private hire vehicle is fitted with a taximeter.
21. Any authorised officer of the Council may suspend the private hire operator licence should the operator fail at any time to satisfy the conditions attached to the issue of a private hire operator licence. The Council shall in these circumstances advise the proprietor in writing within twenty-four hours of the reasons attached to the suspension and shall notify the operator that the circumstances will be reported to the Licensing Review Board.