

Policy for licensing First Class Hackney Carriages

Policy for vehicle licences issued prior to January 2005 (when restriction on number of licences was in place)

The vehicle must be, in the opinion of the Head of Central Services, or any other authorised officer, in such overall condition as to be suitable for use as a hackney carriage. The general policy is not to accept vehicles exceeding nine years of age on initial registration, or on subsequent renewals. In the case of purpose built vehicles, the age limit shall be nine years on initial registration, or ten years with invalid facilities, with no renewal limit providing the Council's licensing conditions continue to be complied with.

The following specifications will relate to all vehicles presented for licensing the first time.

Types of Vehicle Accepted for Registration

- *Class 1* - Purpose built cab
- *Class 2* - Saloon motor car
- *Class 3* - Estate motor car
- *Class 4* - Hatch back motor car
- *Class 5* - Minibus/People carrier

The engine unit of all the above classes of vehicle shall have a rating of not less than 1.6 litres (min 1580cc). All vehicles must have at least four doors.

Seating Accommodation

CLASSES 1 - 4 (INCLUSIVE)

Vehicles must have a manufacturer's specification for rear seat accommodation for at least three persons which allows a minimum space of 42.33cm. (16 2/3rds inches) per person. As a result, the rear seat shall be not less than 127cms. (50 inches) in width and the internal width between the rear doors not less than 132cms. (52 inches). In addition to the driver all persons carried in the front of the vehicle must have a separate seat.

In the case of purpose built cabs, the front passenger area will be designated as luggage space. (These provisions do not apply to purpose built cabs licensed as hackney carriages prior to 1 April 1993 - but do apply to any vehicle presented for licensing after that date, including replacement vehicles. The provisions will reduce the seating capacity of these vehicles from six to five seats, unless such numbers have been approved by an authorised officer of the Council.)

All vehicles must have sufficient space for the carriage of passenger's luggage in the rear of the vehicle.

CLASS 5

A minibus/people carrier may be fitted with a maximum of eight seats for the transport of passengers, provided that:-

- Each passenger shall have a minimum seating space of 44cms. (17.33

- inches).
- Any passenger carried in the front compartment must have a separate seat from the driver.
 - Other seating must be so arranged that it permits all passengers to have reasonable access to the main exit door/s.
 - There is sufficient space at the rear of the vehicle for the carriage of luggage and that space must be separated from the passenger area to ensure the safety of passengers.
 - Any emergency exit shall be clearly marked to that effect and must be capable of being opened from inside the vehicle.

Policy for vehicle licences issued after January 2005 (when restriction on number of licences was removed)

- (i) Any new plate shall be a brand new purpose built vehicle for the performance as a Hackney Carriage which has been fully tested to M1 category. Such vehicle cannot be replaced unless it is replaced with at least an equivalent but newer purpose built model.
- (ii) All vehicles shall be so constructed as to facilitate the carriage of people with disabilities and must be capable of accommodating a person in a wheelchair in the passenger compartment, provided the wheelchair fits within the dimensions specified in paragraph 2 below.
- (iii) Suitable means shall be provided to assist persons to rise from the rear seats with particular attention to the needs of people with disabilities.
- (iv) Grab handles shall be placed at door entrances to assist the elderly and people with disabilities.

2. Wheelchair facilities

- (i) Approved anchorages shall be provided for wheelchairs. These anchorages must be either chassis or floor linked and be capable of withstanding stresses to a dynamic deceleration test of 15g peak at 20 mph. Restraints for wheelchair and occupant must be independent of each other. Anchorages must also be provided for the safe storage of a wheelchair when not in use, whether folded or otherwise, if carried within the passenger compartment. All anchorages and restraints must be so designed that they do not cause any danger to other passengers.
- (ii) The door and doorway shall be so constructed as to permit an unrestricted opening across the doorway of at least 75 centimetres. The minimum angle of the door, when opened, must be 90 degrees.
- (iii) The clear height of the doorway shall not be less than 120 centimetres.
- (iv) The outer edge of the floor at each entrance must be fitted with non-slip treads.
- (v) The vertical distance between the highest part of the floor and the roof in the passenger compartment must not be less than 1.3 metres.

- (vi) A ramp or ramps for the loading of a wheelchair and occupant shall be available at all times for use at the rear nearside passenger door. An adequate locating device must be fitted to ensure that the ramp/ramps do not slip or tilt when in use. Provision must be made for the ramps to be stored safely when not in use.

3. Steering

The steering wheel shall be on the offside of the vehicle.

4. Interior Lighting

Adequate lighting shall be provided for the driver and passengers. Separate lighting controls for both passenger and driver must be provided. In the case of the passenger compartment, an illuminated control switch must be fitted in an approved position. Lighting must also be provided at floor level to each passenger door and be actuated by the opening of the doors.

5. Driver's compartment

- (i) The inside of the vehicle shall have a partially glazed partition separating the passengers at the rear of the vehicle, from the driver. The front seat(s) of the vehicle will be included in the number of passengers allowed to use the vehicle; however, these seats shall be used at the driver's discretion in order to maintain the safety of the driver. When these seats are not to be used, the number of passengers carried should be reduced accordingly.
- (ii) The driver's compartment shall be so designed that the driver has adequate room, can easily reach and quickly operate the controls and give hand signals on the offside of the vehicle.
- (iii) The controls must be so placed as to allow reasonable access to the driver's seat and, when centrally placed, must be properly protected from contact with luggage.
- (iv) Every vehicle must be provided with an approved means of communication between the passenger and driver.

6. Windows

- (i) Windows shall be provided at the sides and rear.
- (ii) Passenger door windows must be capable of being opened easily by passengers when seated. The control for opening a door window must be clearly identified to prevent being mistaken for any other control.

7. Heating and Ventilation

An adequate heating and ventilation system shall be provided for the driver and passengers and means provided for independent control by the drivers and passengers.

8. Door fittings

An approved type of automatic door locking device shall be fitted to passenger doors. When the vehicle is stationary, the passenger doors must be capable of being readily opened from the inside and outside of the vehicle by one operation of the latch mechanism. The interior door handle must be clearly identified to prevent being mistaken for any other control.

9. Floor covering

The flooring of the passengers' compartment must be covered in non-slip material which can easily be cleaned.

10. Luggage

Provision shall be made for the carrying of luggage.

Hackney Carriage Vehicle Licences Conditions

The following conditions shall apply to all hackney carriage vehicles

- 1 The vehicle shall be fitted with a taximeter of a type approved by the council and placed in a position where it is readily visible at all times, to the person hiring the vehicle. The taximeter shall register fares in accordance with the scale of charges currently in force.
- 2 The vehicle shall be fitted with two independent brakes, each capable of stopping and holding the vehicle under every condition.
- 3 The vehicle shall be kept in good order, the inside clean and braking machinery efficient. There shall be an electric light in the interior of the vehicle, in working order.
- 4 The Council shall be notified if any alteration is proposed to be made to any part of the vehicle, before such alteration is carried out.
- 5 A fire extinguisher of a type approved by the Council - current standard is BS EN3 (1996) and in satisfactory working order shall be fitted to the vehicle at all times.
- 6 The floor to the vehicle shall be covered with mats of a suitable material.
- 7 The vehicle shall be equipped with a satisfactory arrangement for quickly replacing any punctured or damaged tyres.
- 8 Any vehicle capable of carrying front seat passengers shall be fitted with inertia seat belts in good working order.
- 9 An authorised fare card shall be affixed and displayed at all times in a conspicuous place inside the vehicle, in such a position that it may easily be seen by the person hiring the vehicle. This card shall also state that any complaint should be made to the Licensing Section, Great Yarmouth Borough Council.
- 10 The vehicle shall be produced for examination and inspection by the Head of

Legal Services or any other authorised officer, at such times and at such places as may reasonably be required.

- 11 A fully paid up insurance in respect of the vehicle, covering passenger risks, shall be in force during the currency of the licence and the certificate of insurance shall be produced to an authorised officer of the Council at such times and at such places as may be reasonably required.
- 12 A plate listing the following details, shall be issued by the Licensing Authority, annually:
 - plate number
 - vehicle registration
 - make and model of vehicle
 - number of passengers the vehicle is authorised to carry
 - licence expiry date

Such plate must be permanently affixed to the rear of the vehicle (the licensing Authority will provide a bracket for this purpose).

- 13 The vehicle shall at all times display a crest showing the number of the licence on both sides of the vehicle. Such crests shall be permanently affixed to the vehicle.
- 14 The vehicle shall have a watertight roof and a means of opening and closing the windows.
- 15 The seats of the vehicle shall be properly cushioned or covered; fittings and furniture shall be kept clean and adequate for the convenience of persons conveyed therein.
- 16 The taximeter and all fittings thereof shall be so affixed to the vehicle with seals or other appliances that it shall not be practical for any person to tamper with them, except by breaking, damaging or permanently displacing the seals or other appliances.
- 17 The vehicle must be, in the opinion of the Head of Legal Services, or any other authorised officer, in such overall condition as to be suitable for use as a hackney carriage. The general policy is not to accept vehicles exceeding nine years of age on initial registration, or on subsequent renewals. In the case of purpose built vehicles, the age limit shall be nine years on initial registration, or ten years with invalid facilities, with no renewal limit providing the Council's licensing conditions continue to be complied with.
- 18 The vehicle shall carry an illuminated sign on the roof which displays the single word "TAXI" so as to be visible from the front or rear of the vehicle in addition to any illuminated "FOR HIRE" sign which may be affixed as authorised by these conditions or any act or byelaw and any other sign shall be confined to the front doors of the vehicle and shall contain only the name and address of the owner in letters not exceeding one and one half inches high.
- 19 The number of passengers carried in the vehicle shall not exceed such number as may be authorised by the Council.

- 20 The exterior of the vehicle shall be kept clean at all times.
- 21 The licence may be revoked in the event of the Council being reasonably satisfied that a breach of the forgoing conditions or any act or byelaw relating to hackney carriages has occurred.
- 22 The vehicle shall be presented for testing on at least one occasion during the licensing year at such places and on such dates as may be notified by the Council.
- 23 The fee for this licence shall be that currently specified by the Council.
- 24 The names and addresses of any joint proprietors of a licensed vehicle must be submitted to the Head of Legal Services and such details will be registered with the licensing details of the vehicle.
- 25 No advertising will be allowed on vehicles except as provided below:
- 'All over' advertising (but not on the rear of the vehicle) will be allowed on purpose built vehicles provided the approval of the Head of Member and Legal Services is obtained.
 - Front door advertising will be allowed on other vehicles provided the approval of the Head of Member and Legal Services is obtained. (If front door advertising takes place, the crest must be displayed on the rear doors of the vehicle).
 - The name and telephone number of the licensee may be displayed on the rear of all types of vehicle provided the approval of the Head of Member and Legal Services is obtained.
 - Name of Company and Insignia may be displayed on the bonnet of the vehicle provided *prior* approval by the Head of Legal and Member Services is obtained.
- 26 Plate holders must operate their business from an address within the borough of Great Yarmouth, and that address must be the point of contact for all correspondence, bookings and the place where hackney carriages can be inspected by authorised officers. Kindly note, this condition will not apply to existing plate holders in respect of existing plates held prior to 30 June, 1993.
- 27 The valid certificate of compliance shall be carried within the vehicle to which it is issued at all times and shall be produced to a police officer or other authorised officer on demand.
- 28 All vehicles shall display a notice attached to the dashboard, or other prominent position at the front of the vehicle, bearing the plate number, vehicle registration number and passenger carrying capacity of that vehicle. (To avoid a proliferation of notices on or around the dashboards of vehicles, the tariff card will incorporate the required information).

- 29 All vehicles shall, at all times, carry a copy of the Council's Conditions of Licensing booklet which shall be available for inspection on request.
- 30 No licensed hackney carriage shall tow a trailer:
- (i) Unless the design of the trailer has been approved by the Council and a certificate of road worthiness has been issued by the Council's authorised testers:
 - (ii) Whilst standing on a rank.
- 31 Hackney Carriage operators may, subject to the written approval of the Council, install and use a visible closed circuit TV surveillance camera in their vehicles for the purposes of personal safety and as a deterrent only. If an approved camera is fitted, a sign must be displayed both inside and outside the vehicle, visible to passengers, stating 'Closed Circuit TV Surveillance in Operation'. The Operator will remain responsible for and ensure the proper use of equipment and proper disposal of taped recordings.