

GREAT YARMOUTH BOROUGH COUNCIL

GUIDANCE NOTES ON PRIVATE HIRE VEHICLES

1. No person can use a car as a private hire vehicle without licensing it as a private hire vehicle.
2. All drivers of private hire vehicles must first obtain the appropriate driver's licence from the Council - separate guidance notes are available.
3. The following vehicles are exempt from licensing:
 - (a) A vehicle while it is being used in connection with a funeral or a vehicle used wholly or mainly by a person carrying on the business of a funeral director for the purposes of funerals.
 - (b) A vehicle while it is being used in connection with a wedding.
 - (c) A vehicle used only for carrying passengers for hire or reward under a contract for the hire of the vehicle for a period of not less than seven days.
(NB. THIS ALLOWS CARS TO BE USED FOR ONE CONTRACT ONLY - IF HIRED FOR MORE THAN ONE CONTRACT, A PRIVATE HIRE LICENCE WOULD BE REQUIRED)
4. The following specifications relate to vehicles presented for private hire licensing:
 - (a) Saloon motor car
 - (b) Estate motor car
 - (c) Hatch back motor car
 - (d) Minibus/people carrier

NO PURPOSE BUILT HACKNEY CARRIAGE SUCH AS THE FX4 SHALL BE ACCEPTED AS A PRIVATE HIRE VEHICLE.
5. All vehicles should have a rating of not less than 1.6 litre (min. 1580 cc), must have at least four doors and cannot display an illuminated roof sign.
6. Motor cars must have a manufacturer's specification for rear seat accommodation for at least three persons which allows a minimum space of 42.33 cms (16b inches) per person. As a result, the rear seat shall not be less than 127 cms (50 inches) in width and the internal width between the rear doors not less than 132 cms (52 inches).
7. There must be separate front seat accommodation for one person in addition to the driver.
8. A minibus/people carrier may be fitted with a maximum of eight seats for the transport of passengers, provided that:
 - (a) Each passenger shall have a minimum seating space of 44 cms (17.33 inches).
 - (b) Any passenger carried in the front compartment must have a separate

seat from the driver.

- (c) Other seating must be so arranged that it permits all passengers to have unobstructed access to the main exit door/s.
 - (d) 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.
 - (e) Any emergency exit shall be clearly marked to that effect and must be capable of being opened from inside the vehicle.
9. Vehicles shall be no more than nine years old on initial registration and on subsequent renewals or in the case of vehicles specially adapted to carry wheelchair-bound passengers the age limit on initial registration shall be ten years of age with no renewal limit providing the Council's licensing conditions continue to be complied with.
10. The vehicle must, at all times, display a plate affixed outside to the rear of the car, showing the private hire vehicle details. This plate is available from the Town Hall. To issue this plate, information is required prior to collection i.e. Make, Model, Registration Number, Colour and Number of passengers. Therefore, an application form must be completed with all the necessary details and documents listed under paragraph 14.
11. The vehicle must also, at all times, display two crests issued by the Council showing the number of the Licence on both sides of the vehicle. If the stickers are not to be permanently attached to the vehicle then they must be attached by magnets to such a specification and in such a manner as deemed satisfactory by the Licensing Officer and below each crest stating 'This vehicle must be pre-booked'. The crests are available from the Town Hall - price , 4.00 each.
12. The vehicle must be presented for testing at either of the below authorised testing stations:-

Pertwee & Back Limited
Southgates Road
Great Yarmouth
Tel: (01493) 844922

Runham Garage & MOT Centre
22-26 North River Road
Great Yarmouth
Tel: (01493) 332166

Perfect Engineering
Harfeys Road
Harfreys Industrial Estate
Great Yarmouth
NR31 0JL
Tel: (01493) 657131

Absolute Group of Companies
Absolute House
Yarmouth Business Park
Suffolk Road
Great Yarmouth
Tel: (01493) 655000

Eastern Car Commercials
Whipstock House
Southgates Road
Great Yarmouth
Tel: (01493) 332013

A test fee must be paid when the test is carried out and you should check with the stations for this price.

13. No private hire shall tow a trailer 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.

14. The day before the test, the following documents should be brought into the Town Hall:
 - (a) Application form, fully completed
 - (b) Insurance certificate for the vehicle covering passenger risks
 - (c) The vehicle's log book
 - (d) The fee of £210.00

The licence will then be valid for one year only (in the case of new licences, from the date of issue until the following 30th April).

15. After the test, the certificate of compliance needs to be brought into the Town Hall so that the final details can be entered on the compliance form.
16. All persons who accept private hire bookings by telephone will also require an Operator's Licence. Therefore, unless a person intends to operate through an operator that is already licensed, new private hire operators will require a Licence.

Application forms must be completed in full and returned to the Town Hall with the fee of £210.00 (for one vehicle) or £260.00 (for more than one vehicle). Such Licences are valid for two years.

17. All records must be kept at place within the Borough and operators must keep a log of the following:
 - (a) The time and date of every booking of a private hire vehicle invited or accepted by him/her whether by accepting the same from the hirer or undertaken at the request of another operator.
 - (b) The name and address of each hirer.
 - (c) The place of commencement of each hiring and the place of each destination.
 - (d) The fare charged.
 - (e) The vehicle used in the hiring.
 - (f) The driver used in the hiring.
18. No private hire vehicle or operator shall use the words 'taxi', 'cab' or 'taxicab' in any advertisement.