

C1.5	The licensee may not employ to drive the licensed vehicle any person who does not have a current hackney carriage driver's licence issued by Tamworth Borough Council.	12	
C1.8	The proprietor shall not permit the vehicle to be used as a hackney carriage at any time whilst the licence is suspended or at any time whilst the vehicle's hackney licence plate is not displayed on the vehicle.	12	
E1.18	Executive vehicles: Alcoholic drinks provided in the vehicle shall be under the terms of any legislative requirements relating to the sale and supply of alcohol. No persons under 18 years of age shall be permitted to drink alcohol within the vehicle	12	
3a.54	Only vehicles licensed by the Council are permitted to be used for hackney carriage and private hire purposes.	12	
3a.61	Drivers of hackney carriages must not charge more than is permitted under the current table of fares.	9	
3b.44	Fares Drivers undertaking journeys ending outside the Council's area and in respect of which no fare and no rate of fare was agreed before the journey commenced must not charge more than that indicated on the taximeter or more than the current table of fares allows.	9	
3b.45	Where a hackney carriage is used for a private hire contract the fare charged must not exceed the fares set down in the current table of fares.	9	
B1.6	The driver must convey passengers, subject to any instructions given by them, to their destination by the shortest practicable route and to ensure their safety.	9	
B1.21	The driver must not demand from the hirer a fare in excess of any fare previously agreed between the operator and the hirer, or if the vehicle is fitted with a taximeter and no previous agreement as to the fare, the fare shown on the face of the taximeter.	9	
C1.9	A proprietor who by prior arrangement with the hirer agrees to carry out any hiring for less than the rate of fare prescribed by the Council shall not demand more than the agreed fare.	9	
C1.10	If the proprietor agrees to carry a hirer a distance at the discretion of the proprietor, for a fixed sum, the proprietor is not permitted to carry the hirer for a distance less than the hirer should have been entitled to travel according to the rates prescribed by the Council, for the sum agreed.	9	
C1.11	Any proprietor convicted of taking from a hirer more than the rate of fare prescribed by the Council shall be liable to a penalty not exceeding level 3 on the standard scale.	9	
3a.53	Drivers must not unnecessarily prolong a journey, in distance or in time.	6	
3a.55	Once a vehicle is licensed is classed at licenced at all times. Only drivers who are licensed by Tamworth Council are permitted to drive vehicles that are licensed by this authority. The only exceptions to this are when the vehicle is undergoing a fitness test and needs to be driven by the MOT examiner or it is being driven by a qualified mechanic for the purposes of a vehicle service, recovery or maintenance or otherwise permitted by legislation.	6	

3a.56	Touting: A proprietor or driver of a hackney carriage, when standing or plying for hire, must not call out or otherwise importune any person to hire such vehicle and must not make use of the services of any other person for this purpose.	6	
3a.57	Drivers of private hire vehicles must NOT 'ply for hire'. The Council's interpretation of 'plying for hire' is set out at Appendix G and is based on relevant legislation and case law.	6	
3a.60	Refusing to convey passengers A driver of a hackney carriage who is waiting at a rank/stand must not refuse to carry a passenger without a reasonable excuse.	6	
3a.62	Unauthorised drivers Licensed drivers of hackney carriages must not allow any persons to drive a hackney carriage unless they are authorised to do so by the proprietor and hold an appropriate license to do so.	6	
3b.18 / 3c.13	With respect to a licensed vehicle, in the event of a proprietor failing to present the vehicle for to the Council a fitness test certificate as required (unless delayed or prevented by sufficient cause accepted and agreed in advance by the Council), the Council may suspend the licence and require the proprietor of that hackney carriage to return the plate to them within 72 hours. If the vehicle is not presented for its fitness test within 14 days of the suspension the licence may be revoked.	6	
B1.3	In particular, during the currency of a licence, the driver must notify the Council, in writing, within 72 hours, if: They receive any warnings, cautions, fixed penalties or driving endorsements; Are arrested (whether or not charged with an offence); Are charged with any criminal offence; Are convicted of any criminal offence; or Allegations are made of their involvement in criminal activity.	6	
B1.5	It is the responsibility of a driver with a drivers licence to ensure they are correctly insured to drive the vehicle.	6	
B1.7	The driver MUST NOT allow any persons to drive a vehicle unless they are authorised to do so by the proprietor and hold an appropriate license to do so.	6	
B1.10	Assistance dogs (unless the driver holds a medical exemption) MUST be transported when requested by a passenger. Drivers MUST NOT impose a charge for carrying assistance dogs. Assistance dogs may be permitted to travel in the front of the vehicle.	6	
B1.14	The driver must not convey or permit to be conveyed in a licensed hackney carriage or private hire vehicle a greater number of passengers than the number prescribed in the relevant vehicle licence.	6	
B1.15	The driver of the licensed vehicle must only carry one person in the front of the vehicle beside the driver unless the vehicle has been specifically designed to carry more.	6	
B1.20	The driver must ensure: the meter is sufficiently illuminated so that when it is in use it is visible to all passengers; the meter is used for the whole of any journey; the fare or charge is calculated from the point at which the hirer commences the journey and does not exceed that displayed on the meter on the completion of such journey; the meter is only brought into action at the commencement of the hirer's journey; and the correct tariff for that journey is displayed.	6	

B1.24	A driver must not drive a licensed vehicle if he has reason to believe that the vehicle is in an unsafe, dangerous or illegal condition. He is advised to inform the operator or proprietor of the vehicle immediately of any defect arising in the vehicle whilst under his control.	6	
C1.24	The licensee shall notify the Council of any convictions under the Town Police Clauses Act 1847, The Local Government (Miscellaneous Provisions) Act 1976 or the Road Traffic Acts in relation to Hackney Carriages or involving dishonesty. The notification which shall be in writing shall include: a. Date of Conviction b. Court where case heard c. Nature of Offence d. Penalty imposed and shall be given to the Council within 7 days of such conviction.	6	
D1.5	At no time, during the currency of the vehicle licence, is it permitted for the licence plates to be removed from the licensed vehicle.	6	
D1.20	Whilst the fitting of meters is not mandatory in private hire vehicles, if meters are fitted, then the following conditions apply: The driver must ensure: the meter is sufficiently illuminated so that when it is in use it is visible to all passengers; the meter is used for the whole of any journey; the fare or charge is calculated from the point at which the hirer commences the journey and does not exceed that displayed on the meter on the completion of such journey; the meter is only brought into action at the commencement of the hirer's journey; and the correct tariff for that journey is displayed.	6	
D1.31	The proprietor or where the proprietor is a partnership or a company, all partners or directors/company secretaries, as appropriate, during the period of the licence must, within 72 hours, disclose to the Council, in writing, if: They receive any warnings, cautions, fixed penalties or driving endorsements; Are arrested (whether or not charged with an offence); They receive any warnings, cautions, fixed penalties or driving endorsements; Are charged with any criminal offence; Are convicted of any criminal offence; or Allegations are made of their involvement in criminal activity.	6	
E1.4	Once a vehicle has been licenced as a Private Hire Executive Licence the vehicle can only be used for work of an Executive nature and not for day to day local usage. The proprietor must be able to produce, when requested by the Licensing Office, information on bookings taken. The Licensing Officer will have the right to remove the Executive Licence and revert it to a normal Private Hire Licence if booking information is supplied on request or it is not felt that at least 90% of work undertaken is of an executive nature.	6	
G1.0	Only licensed hackney carriages are permitted to ply for hire. A private hire vehicle can not ply for hire	6	
D1.27	The vehicle must have valid Road Tax throughout the licence period.	6	
3a.59	Smoking in vehicles Drivers must not, at any time, smoke or permit passengers to smoke in their vehicle as required by the Health Act 2006 and the Smoke-Free (Exemptions and Vehicles) Regulations 2007. This includes e-cigarettes and vaping and any similar paraphernalia.	4	
B1.7	The driver MUST NOT Smoke, use or permit passengers to smoke in their vehicle. This includes e-cigarettes and vaping and any similar paraphernalia.	4	

3a.15 / B1.27	Except in exceptionally circumstances Driver licences will be issued for a period of three years. The driver will be informed at the start of the licence as to what checks are required during the 3 year period. It will be the responsibility of the drivers to carry out these checks on time and to ensure the information is provided to the Licencing Officer. If the driver does not complete these checks on time then the driver will be suspended until the check has been carried out.	3	
3a.50 / D1.9	Driver's badges and licences The second badge must be displayed in a prominent position within the vehicle to be seen by members of the public.	3	
3a.52	On ceasing to be a licensed driver through suspension, revocation, refusal to renew or expiry of the driver's licence, the licence holder must return the badge and licence to the Council within 7 days (or earlier if the Council so demands) of the suspension, revocation, refusal to renew or expiry becoming effective.	3	
3a.60	Refusing to convey passengers A driver of a hackney carriage who is waiting at a rank/stand must not refuse to carry a passenger with a reasonable excuse.	3	
3a.64	Unattended vehicles Hackney carriage drivers must not leave their vehicle unattended in any street or public place or venue or Taxi Rank, where or in contravention to parking regulations.	3	on rank
3a.65	Obstruction Hackney carriage drivers must not obstruct other hackney carriage drivers/vehicles from undertaking their normal hiring and driving activities.	3	
3b.39 / 3c.30	The proprietor, notwithstanding their responsibilities under relevant road traffic legislation, must report to the Council any accident as soon as reasonably practicable. However, where the vehicle has suffered accident damage that materially affects the safety, performance or appearance of the vehicle, or the comfort or convenience of fare paying passengers, the driver must notify the Council within 72 hours.	3	
3b.41 / 3c.32 / C1.15	Return of identification plate Where a licence is revoked, suspended or expires, the proprietor, when required by the Council to do so must return the identification plate within 7 days.	3	
3c.31	Production of documents The proprietor must, on request, produce for inspection the hackney carriage vehicle licence and insurance certificate within 7 days.	3	
3c.34	A private hire vehicle must not wait on any rank/stand.	3	
3e.17	Executive Operators must keep records in accordance with the conditions attached to their licence. Such records must be available upon request from an authorised officer of the Council or a police officer	3	
B1.7	The driver must not obstruct other drivers/vehicles from undertaking their normal hiring and driving activities.	3	
B1.13	The driver of a hackney carriage must ensure that the roof signs are maintained and kept in such condition that the information is clearly visible to public view at all times and that the light in the sign is connected to the meter switch such that the light is switched on when the hackney carriage is available for hire and switched off when the hackney carriage is not available for hire. Drivers will have 7 days to fix LED lights.	3	
B1.22	The driver must, if requested by a fare paying passenger, provide a written receipt for any fare paid.	3	

B1.25	The driver must, notwithstanding their responsibilities under relevant road traffic legislation, report to the operator or proprietor any accident involving a hackney carriage or private hire vehicle under their control as soon as is practicable. However, where the vehicle has suffered accident damage that materially affects the performance or appearance of the vehicle, or the comfort or convenience of fare paying passengers, the driver must notify the operator or proprietor within 72 hours.	3	
C1.16	The licensee shall notify the Council of any change of details of insurance cover for the vehicle during the currency of the licence.	3	
C1.17	The licensee shall produce to the Council evidence of renewal and continuity of insurance cover throughout the term of the licence.	3	
C1.18	All accidents in which the vehicle is involved of any nature, whether resulting in personal injury or damage to the licensed vehicle or not, shall be notified to the Council, on the accident report form provided on request by the Council, within 72 hours of such accident.	3	
C1.19	The licensed vehicle shall be fitted with the Council licence plate which is to be affixed to the rear of the vehicle at or above bumper height in a vertical plane at or as close to as is practicable the centre line of the vehicle. The plate shall not be in any way obscured by the fitting of a towing bracket, tow ball or any other equipment.	3	
D1.4	The rear external plate identifying the vehicle as a private hire vehicle as issued by the Council and required to be exhibited on the vehicle pursuant to Section 47 of the Local Government (Miscellaneous Provisions) Act 1976 shall be: securely fixed to the outside of the vehicle in a conspicuous position; maintained, kept clean and in such a condition that the information on the plates is clearly visible to the public at all times; returned to the Council within 7 days of revocation or expiry (if not renewed) of the vehicle's licence; where the licence is suspended, be returned if required.	3	
D1.6	Any existing licence plates must be returned to the Council before new licence plates for a vehicle will be issued; this includes transfers.	3	
D1.22	All vehicles must display Council issued signs (side plates) on the upper portion of the rear driver door and the rear passenger door of the vehicle using the adhesive backed signs provided. These signs will carry the Council logo, PHV licence number and the words 'Prebooked Only'. The signs must be kept intact, clean and firmly attached to the vehicle doors as described above. The use of magnetic panels is prohibited. The removal of the signs is prohibited whilst the vehicle is licensed by Tamworth Borough Council. In the event that a side plate is lost it is the responsibility of the proprietor of the vehicle to notify the Council within 72 hours and to obtain a replacement sign.	3	
D1.23 / 3b.35	any change in the proprietor of a private hire vehicle or the proprietor's address must be notified to the Council, in writing, during the period of the licence within 7 days of such change taking place by the proprietor.	3	

D1.25	Satisfactory evidence must be produced that there is in force, for the use of the vehicle, a policy of insurance covering the carriage of passengers for hire or reward or such security as complies with the requirements of Part VI of the Road Traffic Act 1988.	3	
D1.26	The proprietor must ensure that at all times a list is maintained of all licensed drivers authorised under the policy to drive the vehicle and must make such a list available to an authorised officer of the Council or a police officer at all reasonable times, when so required.	3	
D1.29	Notification must be given by the proprietor to the Council as soon as reasonably practicable and in any case within 72 hours of the occurrence of any accident/damage to the vehicle that materially affects the safety, performance or appearance of the vehicle, or the comfort or convenience of persons carried therein.	3	
D1.30	The proprietor must permit any authorised officer of the Council or any police officer, at all reasonable times, to inspect and examine the vehicle and to request driver identification and insurance details. A drivers badge, certificate of insurance and MOT must be produced either during the inspection/examination or to an officer of the Council or police officer within 5 days.	3	& sus
E1.19	A spare tyre, of an approved type only, and the appropriate tools to make the repair (or an approved repair kit) must be carried, or a contract be in place with a repairer / recovery company who can supply such parts immediately in the event of a flat tyre.	3	
E1.21	The licence plates must not be obstructed from view, inside or outside the vehicle, at any time.	3	
E1.22	The interior licence plate should be produced on demand by an authorised officer	3	
3a.49	The driver must, on request, produce for inspection their driver's licence forthwith or within 5 days to the Council's offices.	3	& sus
3b.40	Production of documents The proprietor must, on request, produce for inspection the hackney carriage vehicle licence and insurance certificate within 7 days.	3	
B1.7	The driver MUST NOT Use offensive, abusive, profane or insulting language or behaviour	3	
B1.23	Drivers must not cause or suffer any vehicle plate to be concealed from public view whilst the vehicle is being used for hackney carriage or private hire purposes.	3	
C1.6	The licensee shall notify the Council of any change in address during the currency of the licence and shall return the licence to the Offices of the Council for endorsement with the new particulars of address.	3	
3a.50 / B1.6	Driver's badges and licences There are two badges issued. One must be worn by the driver at all times when driving the licensed vehicle and the badge must be plainly and distinctly visible	2	
3a.62	Persons riding without consent Drivers of hackney carriages must not permit persons to be carried in the vehicle unless they have the consent from the person who is actually hiring the vehicle.	2	
3a.64	Unattended vehicles Hackney carriage drivers must not leave their vehicle unattended in any street or public place or venue or Taxi Rank, where or in contravention to parking regulations.	2	not on rank
3b.38	The proprietor must provide, on request, the address where the hackney carriage is kept and allow the Council to inspect/test the vehicle at that address.	2	

3c.27	Change of proprietor The proprietor must give notice to the Council of any transfer in his interest in the private hire vehicle to a person other than the proprietor whose name is specified in the licence. Such notice must be given, in writing, within 14 days specifying the name and address of the person to whom the vehicle has been transferred.	2	
3c.29	The proprietor must provide, on request, the address where the private hire vehicle is kept and allow the Council to inspect/test the vehicle at that address.	2	
3e.22	Any records required to be retained in accordance with the licence must be produced, on request, to any authorised officer of the Council or to any police officer. The operator licence must also be produced if requested.	2	
B1.6	The driver must take all reasonable steps to assist passengers when they are entering or alighting from the vehicle.	2	
B1.6	The driver must when, having agreed or been hired to attend a specific location at an appointed time with their vehicle, unless delayed/prevented from doing so by some sufficient/reasonable cause, punctually attend at such appointed time and place.	2	
B1.6	The driver must show due consideration when driving through residential areas.	2	
B1.7	The driver must not without the express permission of the hirer, eat or drink in the vehicle. (Drivers are only permitted to eat or drink in a vehicle when the vehicle is stationary.)	2	
B1.7	The driver must not Cause or permit sound emitted from any radio/sound reproducing instrument or equipment in the vehicle to be an annoyance/nuisance to any person, whether inside or outside the vehicle.	2	
B1.7	The driver must not sound their vehicle's horn to alert passengers of the vehicle's arrival.	2	
B1.7	The driver must not permit persons to be carried in the vehicle unless they have the consent from the person who is actually hiring the vehicle.	2	
B1.7	The driver must not leave their vehicle unattended in any street or public place or venue in contravention to parking regulations.	2	
B1.8	When driving a hackney carriage or private hire vehicle, a driver must not carry any animal belonging to them, the proprietor or operator of the vehicle or in their custody whilst fare paying passengers are being conveyed in the vehicle.	2	
B1.11	Where a driver is exempt on medical grounds from carrying wheelchair bound passengers or assistance dogs, they must carry the Council issued letter confirming the exemption in the vehicle at all times. Exemption can only be granted by the authorised Medical Centre. The driver will also be issued an Exemption certificate by Tamworth Borough council that must be placed on the kerb side of the vehicle in a prominent position that can be seen by customers before entering the vehicle.	2	

B1.12	The driver must notify the Council, in writing, of any change of particulars which may occur during the currency of their licence, including any change of address or change of employer/operator. Any such change must be notified within 14 days. Where a change of address occurs, the driver must also amend the address on their driving licence and produce their driving licence showing the new address to the Council within 7 days of receipt from the issuing body, e.g. DVLA. Both the paper and the plastic photo card licence must be produced.	2	
B1.18	Where drivers are driving in the Council's area, they must as soon as they have dropped passengers at their required destination and unless prevented from doing so by another booking, return to a suitably safe place to park.	2	
C1.12	The proprietor may not allow any person to ride in the carriage without the consent of the hirer.	2	
C1.23	The licensee shall not during the currency of the licence alter the specification, design or appearance of the vehicle without the prior consent of the Council's authorised officer.	2	
D1.7	The tariff card must be displayed in a prominent position so that it can be easily viewed by passengers.	2	
D1.28	No material alteration or change in the mechanical or structural specification, design, condition or appearance of the vehicle is permitted without the written approval of the Council.	2	
K1.0	Advertisements that do not conform to Tamworth Borough Council standards.	2	
L1.1	The use of trailers is only permitted for vehicles of the multi-passenger type (more than 4 passenger seats) and on pre-arranged journeys where passenger's luggage cannot be safely accommodated within the vehicle.	2	
M1.1	Not following dress conditions	2	
3b.34	Change of proprietor The proprietor must give notice to the Council of any transfer in his interest in the hackney carriage vehicle to a person other than the proprietor whose name is specified in the licence. Such notice must be given, in writing, within 14 days specifying the name and address of the person to whom the vehicle has been transferred.	2	
B1.6	The driver must be clean and respectable in their dress and person and maintain a high standard of personal hygiene.	2	
B1.6	The driver must be courteous to passengers, e.g. greeting passengers and opening vehicle doors on behalf of passengers.	2	
B1.6	The driver must when requested to do so by a passenger, convey a reasonable amount of luggage and afford reasonable assistance in the loading and unloading of any luggage.	2	
C1.13	If the licensee transfers his interest in a licensed vehicle to another person he shall within 14 days give notice in writing of the transfer to the Council, specifying the name and address of the person to whom the vehicle has been transferred.	2	