LICENSING AUTHORITY

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OXFORD CITY COUNCIL

APPLICATION PACK FOR:

HACKNEY CARRIAGE & PRIVATE HIRE VEHICLE LICENCE

VERSION: **MAY 2026**

OXFORD CITY COUNCIL

HACKNEY CARRIAGE & PRIVATE HIRE VEHICLE LICENSING APPLICATION PACK

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INTRODUCTION

It is important that you read this application pack in full before applying for a Hackney Carriage or Private Hire vehicle Licence. This application pack should be kept for future reference so that you are fully aware of the procedures in obtaining or renewing your licence, and the guidelines, criteria, conditions and regulations of the licence.

The Council licences Hackney Carriage and Private Hire drivers, vehicles and Private Hire Operators. The authority for doing so was adoption of the Local Government (Miscellaneous Provisions) Act 1976, Part 2, together with the Town Police Clauses Act 1847, and the Public Health Act 1875.

Appointments
Due to the high volume of drivers, vehicles, and new applicants, all applications to obtain or renew a licence must be made by a **pre-booked appointment only** with the Licensing Officer.

Licence
Licences are currently issued annually, subject to the Licensing Authority being satisfied that the applicant is "fit and proper" to be issued with the licence, and that the vehicle meets with the guidelines, criteria, conditions and regulations as described within this Application Pack. Private Hire vehicles are not permitted to be licensed to carry more than 8 passengers.

Fit and Proper Person: A person who poses no threat to the general public, has a good knowledge of the City, is healthy, and is of a good character (including driving record) will be deemed fit and able to hold a licence.

Renewal of Licence
It is the responsibility of the licence holder to apply for the renewal of the licence at the appropriate time. Licence renewals will not be granted until all of the relevant checks have been completed. **To avoid delay, applicants are advised to book an appointment to submit their application to the Licensing Officer approximately 2 to 4 weeks before the expiry of their current licence.** Should your licence expire, the Council permits a maximum period of 8 weeks for the licence to be renewed. If more than 8 weeks has passed since the licence expired your vehicle will have to meet the criteria that are set for a new licence.

Suitability
The Council reserves the right to require any applicant or existing licence holder to provide additional disclosures or other relevant information if the Licensing Officer has reason to believe that circumstances have changed since the application was made.

The Licensing Authority may get information about you from third parties, or give information to them to check the accuracy of information. This is to prevent or detect crime, or to protect public funds in other ways, permitted by legislation. These third parties include other local authorities and government departments.

The legislation states that the Council may grant a licence **ONLY** if it is satisfied that the person is fit and proper and that the vehicle meets with the relevant criteria applicable – **the onus is on the applicant to prove this, NOT the Council to demonstrate that they are not.**

Issuing / Suspending / Revoking / Withdrawing or Refusing to Renew a Licence
It must be clearly understood that the Hackney Carriage or Private Hire Vehicle Licence is issued in good faith, and should any information supplied by the applicant prove to be false or misleading, the licence may be suspended. The Council reserves the right to consider other matters which it feels are likely to be relevant to whether or not the applicant is a fit and proper person. These considerations also apply when considering whether to renew a licence.

Transfers of Ownership – Registered Holder of Licence: You have a legal obligation under Section 49 of the Local Government (Miscellaneous Provisions Act) 1976 to notify the licensing authority of a transfer of ownership. The notification must be in writing sent within 14 days of the transfer. Failure to comply may result in the Council taking legal action against you.

Interpretation: For the purpose of the conditions detailed in this application pack, **The Licensing Officer** means an officer of Oxford City Council for the time being authorised in writing by the council for the purposes of part II of the Local Government (Miscellaneous Provisions) Act 1976 or the Town Police Clauses Act 1847, The Transport Act 1985 and the bye laws made thereunder.

NOTE: The council being in possession of a certificate of exemption granted by the Secretary of State for Transport is required to issue a certificate of compliance in respect of each licensed vehicle operating within the district. By virtue of the said certificate of exemption, the council may not accept anything other than a certificate of compliance as evidence of the satisfactory condition of the vehicle which is to be licensed. The test may only be carried out at a testing station appointed by the council and authorised by the Department of Transport. The test must be at least to M.O.T. standard before the certificate can be issued. When presenting the vehicle for licensing or re-licensing you must ensure that the date of issue of the certificate of compliance is not more than 28 days prior to the date of issue of the licence.

The approved testing station is the Oxford Direct Services Depot, who can also provide further details to the compliance test carried out on the vehicle. Details of the testing station can be found elsewhere on this page.

Nothing in this document shall be interpreted as overriding the provisions of the Part II of the Local Government (Miscellaneous Provisions) Act 1976 or the Town Police Clauses Act 1847, The Transport Act 1985 and the byelaws made thereunder.

CONTACT DETAILS:

OXFORD CITY COUNCIL LICENSING TEAM

Licensing Team, Oxford City Council, St. Aldate's Chambers, 109 St. Aldate's, Oxford, OX1 1DS

Tel / Fax: 01865 252565 **Email:** licensing@oxford.gov.uk **Website:** www.oxford.gov.uk/taxilicensing

OXFORD DIRECT SERVICES MOTOR TRANSPORT SECTION

Oxford Direct Services, Marsh Road, Cowley, Oxford, OX4 2HH. **Tel / Fax:** 01865 252944

FEES AND CHARGES

Fees once paid will on no account be refunded, and fees and charges may also be amended from time to meet the reasonable cost of issue and administration.

Please note that the vehicle licence fee does not include the costs of Council supplied livery required for vehicles to meet with the Councils Conditions of Fitness (as described within this Application Pack). All required livery must be purchased from the Oxford Direct Services Depot unless otherwise stated.

No vehicle will be deemed to meet with the criteria of the Certificate of Compliance unless it meets with the Councils Conditions of Fitness.

Payment must be made at the time of the pre-booked appointment with the Licensing Officer. Payment must be by way of Debit / Credit card, Postal Order or Cheque only. Please note that any failure to pay the appropriate fee may result in the vehicle licence being suspended, until such time as payment has been made.

FEES & CHARGES: PAYABLE TO OXFORD CITY COUNCIL		
VEHICLE LICENCE FEES		
HACKNEY CARRIAGE	**NEW HACKNEY CARRIAGE VEHICLE LICENCE**	**£472.00***
	RENEWAL OF HACKNEY CARRIAGE VEHICLE LICENCE	**£472.00**
PRIVATE HIRE (PHV)	**NEW / RENEWAL PHV LICENCE**	**£309.00***
	NEW / RENEWAL ZERO EMISSION/ELECTRIC PHV LICENCE	**£190.00***
	NEW / RENEWAL WHEELCHAIR ACCESSIBLE VEHICLE (WAV)	**£112.00**
*** £118(HCV)licence fee discount per vehicle apply for the following qualifying vehicles:** *Alternative Fuel Type Vehicles (Tax Code TC59 definition), OR petrol vehicles (TC48 definition) OR diesel vehicles (TC49 definition AND meeting the RDE2 standard), that also produce CO2 emission figures of 110g/ km or less as displayed in the DVLA V5 Vehicle Registration Certificate*		
VEHICLE ADMINISTATION CHARGES		
CHANGE OF VEHICLE FEE		**£118.00**
TRANSFER OF OWNERSHIP FEE		**£118.00**
REPLACEMENT TEMPORARY VEHICLE FEE		**£87.00**
EXEMPTION NOTICE FEE (PRIVATE HIRE VEHICLE)		**£58.00**
ADDITIONAL VEHICLE CHARGES		
PHV EXEMPT VEHICLE INTERNAL PLATES (PAIR)		**£29.00**
PHV INTERNAL PLATE / REPLACEMENT INTERNAL PLATE		**£18.00**
HCV INTERNAL PLATE / REPLACEMENT INTERNAL PLATE		**£18.00**
HCV FARE CHART		**£2.00**
REPLACEMENT EXTERNAL PLATE		**£29.00**
DUPLICATE LICENCE		**£6.00**
RETURNED CHEQUE FEE		**£35.00**
VEHICLE LIVERY CHARGES PAID TO OXFORD DIRECT SERVICES DEPOT (APPLICABLE TO ALL VEHICLES) IT SHOULD BE NOTED THAT THESE LIVERY CHARGES ARE NOT INCLUDED IN THE LICENCE FEE		
HCV REAR QUARTER NUMBERS / REPLACEMENT		**£15.00**

FEES PAID DIRECTLY TO THE OXFORD DIRECT SERVICES DEPOT	
HACKNEY CARRIAGE VEHICLE COMPLIANCE TEST	**£70.00**
PRIVATE HIRE VEHICLE COMPLIANCE TEST	**£65.00**
HACKNEY CARRIAGE VEHICLE RETEST	**£35.00**
PRIVATE HIRE VEHICLE RETEST	**£32.50**
DUPLICATE CERTIFICATE OF COMPLIANCE	**£15.00**
NON-SCHEDULED METER TESTING AND SEALING	**£20.00**
HCV REAR QUARTER NUMBERS / REPLACEMENT	**£15.00**
PHV DOOR STICKERS (PAIR) / REPLACEMENT (OPTIONAL – DOOR STICKERS ARE NOT REQUIRED IF “PHV INTERNAL PLATE” IS FITTED TO VEHICLE)	**£35.00**

VEHICLE EMISSION STANDARDS AND AGE LIMITS FOR ALL HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES

It is your responsibility to ensure that the vehicle meets the conditions and criteria detailed in this document relating to Hackney Carriage and Private Hire vehicles. The full specifications are contained within this document. Therefore you should ensure that any vehicle you wish to purchase is suitable to be licensed before you buy it.

HACKNEY CARRIAGE VEHICLES:

The information provided below sets out the criteria for emission standards applicable for licensing a new Hackney Carriage Vehicle as well as to renew an existing licence.

A. The requirement for new Hackney Carriage Vehicle (HCV) applications where the maximum age for a new vehicle to obtain a licence is "less than five years of age" has been removed

B. From 1st January 2020 all renewal HCV applications must meet the EURO 4 standard as minimum; and, with immediate effect all new HCV applications must meet either the EURO 4, EURO 6 or ULEV standard as a minimum (EURO 5 vehicles are not considered to meet that standard);

C. From 1st January 2022 all new HCV applications must meet ULEV standard or at least Euro 4 if replacing an existing Euro 4, Euro 5 or Euro 6 due to the vehicle being written off by an insurance company or is a temporary courtesy vehicle due to repairs;

D. From 1st January 2025 all new and renewal HCV applications must meet the Ultra-Low Emissions Vehicle standard

Date From	Renewal HCV Applications	New HCV Applications:
Renewal – 1st January 2020 New – Immediately	All HCV must meet EURO 4 emission standard	All HCV must meet EURO4, EURO 6 or ULEV emission standard (EURO 5 vehicles will not be considered to meet this standard)
1st January 2022	All HCV must meet EURO 4 emission standard	All HCV must meet ULEV standard, or at least Euro 4 if replacing an existing Euro 4, Euro 5 or Euro 6 due to the vehicle being written off by an insurance company or is a temporary courtesy vehicle due to repairs
1st January 2025	All HCV must meet ULEV standard	All HCV must meet ULEV standard

The dates that EURO standards come into effect can vary: e.g. a manufacturer may be producing EURO 4 qualifying vehicles for a "transition period" before the official date that the standard comes into effect. For the purposes of this emission standard the following table describes how the emission standard of a vehicle will be assessed. Where there are "transition periods" the table assumes the highest Euro standard possible.

Date of first registration (DVLA)*	Standard expected
From 1st July 1992	Euro 1
From 1st January 1996	Euro 2
From 1st January 2000	Euro 3
From 1st January 2005	Euro 4
From 1st September 2009	Euro 5
From 1st September 2014	Euro 6

Any applicant who trusts that their vehicle meets a different emission standards than indicated by the requirements (table above), must submit such evidence to the Council. Where reasonable evidence is provided, Officers may approve the appropriate emissions standard for such vehicle and grant a licence.

A vehicle will be considered to meet the Ultra-Low Emissions Vehicle standard if it meets the UK government's definition of an Ultra-Low Emission Taxi (as of November 2018) "Taxis - These vehicles are purpose-built taxis and have CO2 emissions of less than 50g/km and can travel at least 112km (70 miles) without any emissions at all.

PRIVATE HIRE VEHICLES:

The information provided below sets out the criteria for age limit and emission standards applicable for licensing of a new Private Hire Vehicle, as well as to renew an existing licence.

New Vehicles: The maximum age for a new Private Hire Vehicle to obtain a license is:

A. "Less than five years of age" when it is licensed (not when the application is made), and must meet with all of the Conditions of Fitness (as detailed within this Pack) applicable to the type of licence applied for

B. "Less than seven years of age" for Alternative Fuel Type Vehicles (Tax Code TC59 definition), OR petrol vehicles (TC 48 definition) OR diesel vehicles (TC 49 definition AND meeting the RDE2 standard), that also produce CO2 emission figures of 110g/km or less as displayed in the DVLA V5 Vehicle Registration Certificate" and must meet with all of the Conditions of Fitness (as detailed within this Pack) applicable to the type of licence applied for.

Renewals: All Private Hire Vehicles currently licensed by this Authority shall be permitted to be re-licensed irrespective of their age.

*****Date of first registration" shall mean the date of first registration in the UK, or the date of manufacture in the case of vehicles first registered outside the UK.

PROCEDURE FOR A NEW HACKNEY CARRIAGE / PRIVATE HIRE VEHICLE LICENCE

It is your responsibility to ensure that the vehicle meets the conditions and criteria detailed in this document relating to Hackney Carriage and Private Hire Vehicles. The full specifications are contained within this document. Therefore you should ensure that any vehicle you wish to purchase is suitable to be licensed before you buy it.

The procedure below relates to the licensing of all vehicles presented for licensing for the first time with this Authority.

1. You will need to contact the Licensing Team on 01865 252115 to be allocated an "**Available Number**", and then you will need to contact the Oxford Direst Services Motor Transport Section, Marsh Road, Cowley, Oxford, OX4 2HH (tel: 01865 252944) to book an appointment for the vehicle to undergo a Certificate of Compliance Test.

2. If the vehicle passes the Test, the Testing Station will issue a **CERTIFICATE OF COMPLIANCE** for the vehicle, and issue you with the relevant livery, if required, by the Conditions of Fitness in relation to the vehicle licence.

3. You will then need to book an appointment with the Licensing Team, on 01865 252115, informing them of the make, model, colour, registration number, passenger seating capacity and CO2 emissions of the vehicle.

4. You must then attend this appointment (at Council Offices, St. Aldate's Chambers), and bring with you the following (if you fail to bring any of these documents, you will need to rebook your appointment):

- **COMPLETED APPLICATION FORM**
- **INSURANCE CERTIFICATE OR COVER NOTE (ORIGINAL, NOT A PHOTCOPY)**
- **VEHICLE OWNERSHIP DOCUMENT / LOG BOOK (V5)**
- **CERTIFICATE OF COMPLIANCE**
- **PAYMENT FOR THE FEE (DEBIT / CREDIT CARD, CHEQUE, POSTAL ORDER) (SEE FEES & CHARGES)**

5. If all of the above documents are valid, and you make your payment in full, you will be issued with both an internal and external licence plate*. The paper licence will be posted to your home address.

6. Upon receipt of both your internal and external licence plate, you will need to affix the licence plates to the vehicle.

PROCEDURE FOR INTERIM INSPECTION OF LICENSED VEHICLE

This procedure relates to the Certificate of Compliance Test that must be undertaken by all vehicles licensed by this Authority. This process is known commonly as the "**Interim Inspection**", the need and / or frequency of such Testing is dependent upon the age of your vehicle.

The Licensing Authority no longer informs vehicle licence holders as to when their vehicle will be due for its next Test. It is the responsibility of the vehicle licence holder to ensure that the vehicle at all times holds a valid Certificate of Compliance.

1. Upon completing the interim Certificate of Compliance Test, the Test Station will forward a copy of the Certificate to the Licensing Team.

2. Upon receipt of the interim Certificate of Compliance the Licensing Team will update your records. If we have not received your Interim Certificate within 28 days of the date it was due to be taken, the vehicle licence may be suspended, until such time as a satisfactory Test Certificate is produced.

Please note: When renewing your Hackney Carriage or Private Hire vehicle licence, the Certificate of Compliance submitted with your application and accompanying documents must not be dated any earlier than 28 days prior to the expiry date of your current vehicle licence. This may help guide you when booking suitable dates for the Interim Certificate of Compliance Test.

PROCEDURE FOR RENEWING AN EXISTING VEHICLE LICENCE

1. Approximately 2 months before the annual vehicle licence is due to expire, the Licensing Team will send you a "**Reminder Letter**". There is no legal obligation on the Council to do this, and it is your responsibility to ensure that the vehicle licence is renewed in a timely manner.

2. Upon receipt of the reminder letter, you should book your next Certificate of Compliance Test (if you have not already done so) with the Oxford Direct Services Depot. **The new Certificate of Compliance must not be dated any earlier than 28 days prior to the expiry of your vehicle licence.**

3. You will then need to contact the Licensing Team to book an appointment to renew the vehicle licence.

4. You must then attend this appointment (at Council Offices, St. Aldate's Chambers), and bring with you the following (if you fail to bring any of these documents, you will need to rebook your appointment):

- **COMPLETED APPLICATION FORM**
- **INSURANCE CERTIFICATE OR COVER NOTE (ORIGINAL, NOT A PHOTCOPY)**
- **VEHICLE OWNERSHIP DOCUMENT / LOG BOOK (V5)**
- **CERTIFICATE OF COMPLIANCE**
- **PAYMENT FOR THE FEE (DEBIT / CREDIT CARD, CHEQUE, POSTAL ORDER) (SEE FEES & CHARGES)**
- **THE EXPIRING VEHICLE LICENCE PLATES**

5. If all of the above documents are valid, and you make your payment in full, you will be issued with your new internal and external licence plates that you will need to affix to your vehicle. The paper licence will be posted to your home address.

6. Your new internal and external licence plates will not be issued to you unless you bring your existing plates to your appointment with the Licensing Officer.

PROCEDURE FOR CHANGING AN EXISTING LICENCE TO A NEW VEHICLE

The procedure below relates to the licensing of a vehicle when the proprietor purchases a vehicle to replace his current licensed vehicle:

1. You will need to contact the Oxford Direct Services Motor Transport Section, Marsh Road, Cowley, Oxford, OX4 2HH. Tel. No. 01865 252944 to book an appointment for the vehicle to undergo a Compliance Test.

2. If the vehicle passes the test, the Testing Station will issue a **CERTIFICATE OF COMPLIANCE** for the vehicle, and issue you with the relevant livery, if required, by the Conditions of Fitness in relation to the vehicle licence.

3. You will then need to book an appointment with the Licensing Team on 01865 252115, informing them of the make, model, colour, registration number, passenger seating capacity of the vehicle.

4. You must then attend this appointment (at St. Aldate's Chambers), and bring with you (if you fail to bring any of these documents, you will need to rebook your appointment):

- **COMPLETED APPLICATION FORM**
- **INSURANCE CERTIFICATE OR COVER NOTE (ORIGINAL, NOT A PHOTCOPY)**
- **VEHICLE OWNERSHIP DOCUMENT / LOG BOOK (V5)**
- **THE BILL OF SALE**
- **CERTIFICATE OF COMPLIANCE (ISSUED NO MORE THAN 28 DAYS PRIOR TO YOUR APPOINTMENT)**
- **PAYMENT FOR THE FEE (DEBIT / CREDIT CARD, CHEQUE, POSTAL ORDER) (SEE FEES & CHARGES)**
- **THE EXISTING LICENCE PLATES OF THE VEHICLE BEING REPLACED**

5. If all of the above documents are valid, and you make your payment in full, you will be issued with both an internal and external licence plate. The paper licence will be posted to your home address.

PROCEDURE FOR TRANSFER OF OWNERSHIP OF A LICENSED VEHICLE

You have a legal obligation under Section 49 of the Local Government (Miscellaneous Provisions Act) 1976 to notify the licensing authority of a transfer of ownership. The procedure below relates to the licensing of a vehicle when the proprietor sells a vehicle to another licensed driver for his / her use:

1. You (the new owner) will need to book an appointment with the Licensing Team on 01865 252115.

2. You must then attend this appointment (at St. Aldate's Chambers), and bring with you the following (if you fail to bring any of these documents, you will need to rebook your appointment):

- **COMPLETED APPLICATION FORM (BY THE NEW OWNER)**
- **INSURANCE CERTIFICATE OR COVER NOTE (ORIGINAL, NOT A PHOTCOPY)**
- **VEHICLE OWNERSHIP DOCUMENT (LOG BOOK OR OTHER PROOF OF OWNERSHIP)**
- **CERTIFICATE OF COMPLIANCE (PASSED ON TO YOU BY THE PREVIOUS PROPRIETOR)**
- **A SIGNED LETTER FROM THE PREVIOUS OWNER STATING:**
  - **THE MAKE / MODEL / COLOUR / REGISTRATION NUMBER / VEHICLE LICENCE NUMBER**
  - **THE DATE THE VEHICLE WAS SOLD TO YOU**
  - **TO WHOM THE VEHICLE WAS SOLD**
- **THE BILL OF SALE**
- **PAYMENT FOR THE FEE (DEBIT / CREDIT CARD, CHEQUE, POSTAL ORDER) (SEE FEES & CHARGES)**

***** ***Please note that the previous owner must inform the Licensing Authority in writing that he / she is no longer the owner of the vehicle prior to you attending your appointment or the application will not be granted.***

3. If all of the above documents are valid, and you make your payment in full, you will be issued with a paper licence posted to your home address. The licence plates will not need to be changed.

PROCEDURE FOR REPLACEMENT VEHICLE FOLLOWING AN ACCIDENT

The procedure below relates to the licensing of a vehicle that will be used as a replacement vehicle should your current vehicles not be useable following an accident.

1. You will need to contact the Licensing Team on 01865 252115 to advise us that you have been involved in an accident. You must report this in writing within 72 hours of the accident and provide a letter confirming this and give the vehicle licence plate back to the Licensing Team.

2. You must give the Licensing Team details of the company that will be providing you with a replacement vehicle, and ask that company to contact the Licensing Team, who will liaise directly with them.

3. The replacement vehicle company will complete an application form to licence the replacement vehicle, and a letter of Authorisation for you (and any other drivers) to use the vehicle.

4. They will need to contact the Oxford Direct Services Motor Transport Section, Marsh Road, Cowley, Oxford, OX4 2HH (tel 01865 252944) to book an appointment for the vehicle to undergo a Compliance Test. If the vehicle passes the test, the Testing Station will issue a **CERTIFICATE OF COMPLIANCE** for the vehicle.

6. The replacement vehicle company then need to book an appointment with the Licensing Team on 01865 252115.

7. When they then attend this appointment (at St. Aldate's Chambers), they will need to bring with them:

- **COMPLETED APPLICATION FORM AND WHERE APPLICABLE A LETTER AUTHORISATION (as detailed above)**
- **INSURANCE CERTIFICATE OR COVER NOTE (ORIGINAL, NOT A PHOTCOPY)**
- **VEHICLE OWNERSHIP DOCUMENT / LOG BOOK (V5)**
- **CERTIFICATE OF COMPLIANCE**
- **PAYMENT FOR THE FEE (DEBIT / CREDIT CARD, CHEQUE, POSTAL ORDER) (SEE FEES & CHARGES)**

8. If all of the above documents are valid, and payment has been made in full, the paper licence will be posted to the Replacement Vehicle Company, and they will contact you to inform you that the vehicle is now licensed.

9. Upon receiving this confirmation, you will need to book an appointment with the Licensing Team to obtain both the internal and external licence plates (and to surrender your original plates). Upon receipt of both your internal and external plates, you will need to book an appointment with the Testing Station to collect and affix any additional stickers / livery required).

BYELAWS RELATING TO HACKNEY CARRIAGE VEHICLES

Made under Section 68 of the Town Police Clauses Act 1847 and Section 171 of the Public Health Act 1875, by the Lord Mayor, Alderman and Citizens of Oxford, acting by the Council, with respect to Hackney Carriages in Oxford.

INTERPRETATION

1. Throughout these byelaws "the Council" means the Lord Mayor, Alderman and Citizens of Oxford, acting by the Council, and "the district" means the City of Oxford.

PROPRIETORS AND DRIVERS

2. Every proprietor or driver of a Hackney Carriage shall, at times, when standing, plying, or driving for hire, conduct himself in an orderly manner. He shall also conduct himself with civility and propriety towards every person seeking to hire or hiring or being conveyed in such carriage, and shall comply with every reasonable requirement of any person hiring or being conveyed in such carriage.

3. Every driver of a Hackney Carriage shall be clean in person and shall, when standing, driving, or plying for hire, wear clean and respectable clothes.

4. Every driver of a Hackney Carriage of a description for which stands are fixed by any byelaw in that behalf shall:

a. if a stand, at the time of his arrival is occupied by the full number of carriages authorised to occupy it, proceed to another stand;

b. on arriving at a stand not already occupied by the full number of carriages authorised to occupy it, station the carriage immediately behind the carriage or carriages on the stand so as to face in the same direction;

c. from time to time when any other carriage immediately in front is driven off or moved forward cause his carriage to be moved forward so as to fill the place previously occupied by the carriage driven off or moved forward;

d. whilst his carriage is the first carriage stationed on a stand constantly attend such carriage and be ready to be hired at once by any person.

5. Every proprietor or driver of a Hackney Carriage who shall agree or shall have been hired to be in attendance with the carriage at an appointed time and place, shall, unless delayed or prevented by some sufficient cause, punctually attend with such carriage at such appointed time and place.

6. A driver of a Hackney Carriage shall not carry more than the number of passengers for which his carriage is licensed to carry.

7. Every driver of a Hackney Carriage shall at all times when standing, plying, or driving for hire, wear attached to his outer clothing in such a manner as to be clearly visible a badge to be provided by the Council. He shall not permit any other person to wear such badge.

8. Every driver of a Hackney Carriage shall when requested by any person hiring or seeking to hire the carriage:

a. convey a reasonable quantity of luggage;

b. afford reasonable assistance in loading and unloading;

c. afford reasonable assistance in removing it to or from the entrance of any house, station, or place at which he may take up or set down such person.

9. Every proprietor or driver of a Hackney Carriage who shall knowingly convey in the carriage the dead body of any person shall, immediately thereafter, notify the fact to the Medical officer of Health of the Council.

10. Every driver of a Hackney Carriage provided with a taximeter shall:

a. when standing or plying for hire keep the flag or other device of the taximeter bearing the words "FOR HIRE" locked in the position in which the words are horizontal and legible;

b. as soon as the carriage is hired by distance and before commencing the journey bring the machinery of the taximeter into action by moving the flag or other device so that the words are not conveniently legible.

12. A proprietor or driver of a Hackney Carriage shall not, with intent to deceive, tamper with or permit any person to tamper with any taximeter with which the carriage is provided.

HACKNEY CARRIAGES

13.

a. Every proprietor of a Hackney Carriage shall cause to be fixed to the rear of such carriage in such a manner as to be at all times plainly visible a metal plate bearing the number of such Hackney Carriage corresponding to it's licence.

b. The proprietor or driver shall not wilfully or negligently cause such number to be concealed from the public view when such carriage is standing, driving or plying for hire.

14. Every proprietor of a Hackney Carriage shall cause such carriage to be fitted with a taximeter so constructed, attached, and maintained as to comply with the following rules, viz:

i. The taximeter shall be fitted with a flag or other device bearing the words "FOR HIRE" on each side thereof in plain letters at least 2 inches in height, and the flag or other device shall be capable of being locked in a position in which the words of are horizontal and legible;

ii. when the flag or other device is so locked the machinery of the taximeter shall not be in action, and the means of bringing it into action shall be by moving the flag or other device so that the words are not conveniently legible.

iii. when the flag or other device is so locked that the aforesaid words are horizontal and legible no fare shall be recorded on the face of the taximeter.

iv. when the machinery of the taximeter is in action there shall be recorded on the face of the taximeter in clearly legible figures a fare not exceeding the rate or fare which the proprietor or driver is entitled to demand and take for the hire of the carriage by distance in pursuance of the byelaw in that behalf;

v. the word "FARE" shall be printed on the face of the taximeter in plain letters so as clearly to apply to the fare recorded thereon;

vi. the taximeter shall be so placed that all letters and figures on the face thereof may be at all times plainly visible to any person being conveyed in the carriage, and for that purpose the letters and figures shall be suitably illuminated when the carriage is in use during the hours of darkness.

vii. The taximeter and all the fittings thereof shall be so affixed to the carriage with seals or other appliances that it shall not be practicable for any person to tamper with them except by breaking, damaging, or permanently displacing the seals or other appliances.

15. No advertisements or written matter of any kind shall be exhibited on the inside or outside of any Hackney Carriage, except by special permission of the Council. Provided that this byelaw shall not apply to any sign which is required by law to be displayed in or upon such carriage.

STANDS

16. Each of the several places specified in the First Schedule to these byelaws shall be a stand for such number and description of Hackney Carriages as are specified in that said Schedule.

FARES AND OTHER CHARGES

17. The proprietor or driver of a Hackney Carriage shall be entitled to demand and take for the hire of the carriage the rate or fare prescribed in the table set out in the Second Schedule to these byelaws, the rate or fare being calculated by distance unless the hirer express at the commencement of the hiring his desire to engage by time.
Provided always that where a Hackney Carriage furnished with a taximeter shall be hired by distance the proprietor or driver thereof shall not be entitled to demand and take a fare greater than that recorded on the face of the taximeter, save for any extra charges authorised by the table in the said Schedule which it may not be possible to record on the face of the taximeter.

18. Every proprietor of a Hackney Carriage plying for hire of a description for which any fares are fixed by any byelaw in that behalf shall:

a. cause a statement of such fares to be displayed on the inside of the carriage, or on a plate affixed thereto, in clearly distinguishable letters and figures;

b. renew such letters and figures as often as is necessary to keep them clearly visible.

c. The proprietor or driver of a Hackney Carriage bearing a statement of fares in accordance with this byelaw shall not wilfully or negligently cause or suffer the letters or figures in the statement to be concealed or rendered illegible at any time while the carriage is plying or being used for hire.

19. In the case of journeys which end or start outside the City boundary, the driver of every Hackney Carriage shall before starting the journey inform his passengers that the fares laid down in these byelaws do not apply and shall state the manner in which he proposes to assess the fare or quote the fare for the whole journey.

LOST PROPERTY

20. Every proprietor or driver of a Hackney Carriage shall, immediately after the termination of any hiring, carefully search the carriage for any property which may have been accidentally left therein.

21. Every proprietor or driver of a Hackney Carriage shall, if any property accidentally left therein by any person who may have been conveyed in the carriage be found by or handed to him:

i) carry it within 24 hours, if not sooner claimed by or on behalf of its owner, to a Police Station, and leave it in the custody of the Police on obtaining a receipt for it;

ii) be entitled to receive from any person to whom the property shall be redelivered an amount equal to one shilling in the pound of it's estimated value but not more than five pounds or less than one shilling.

PENALTIES

22. Every proprietor or driver of a Hackney Carriage who shall offend against any of the foregoing byelaws shall be liable for every such offence to a penalty of twenty pounds and in the case of a continuing offence to a further penalty of two pounds for each day after written notice of the offence from the Council:
Provided, nevertheless, that the justices or court before whom any complaint may be made or any proceedings may be taken in respect of any such offence may, if they think fit, adjudge the payment, as a penalty, of any sum less that the full amount of the penalty imposed by this byelaw.

REPEAL OF BYELAWS

23. The byelaw relating to Hackney Carriages in the City of Oxford which were made by the Council:

i) on the third day of June 1929, allowed by the Minister of Health on the first day of August 1929;

ii) on the seventh day of June 1937, and confirmed by the Minister of Health on the fourth day of August 1937;

iii) on the twenty-first day of April 1958, and confirmed by the Secretary of State on the ninth day of June 1958;

iv) on the sixteenth day of May 1964, and confirmed by the Secretary of State on the fourth day of June 1964;

are hereby repealed.

FIRST SCHEDULE: STANDS FOR HACKNEY CARRIAGES IN THE CITY OF OXFORD

Queen Street / Carfax : For 3 Carriages

High Street : On the west side of Turl Street. **For 2 Carriages**

Gloucester Green : For 12 Carriages

Park End Street : For 3 Carriages

St Giles : In the centre of the road, immediately to the north of the public lavatory. **For 20 carriages**

The Plain : On the east side of the roundabout. **For 3 Carriages**

Cowley Road : On the west side of Manzil Way **For 2 Carriages**

Barns Road : Near the entrance to Templar Square. **For 4 Carriages**

Between Towns Road : Near the entrance to Templar Square. **For 2 Carriages**

London Road : South side of Kennett Road. **For 1 Carriage**

London Road : North east side of Old High Street . **For 1 Carriage**

Oakthorpe Road : For 2 Carriages

Old Greyfriars Street: For 7 Carriages

Oxford Rail Station : Subject to the consent of the land owner

SECOND SCHEDULE: FARES AND OTHER CHARGES

MAXIMUM FARES SET BY OXFORD CITY COUNCIL FOR LICENSED HACKNEY CARRIAGES

OPERATIVE FROM 1st May 2021

The driver must, unless he has reasonable excuse, accept any hiring within the City of Oxford boundary if the destination is also within the City of Oxford boundary. The fare for such a journey, shown below, will be calculated by the taxi meter.

The driver does not have to accept journeys that end outside the City of Oxford boundary; the fare or rate of fare must be by agreement between the hirer and driver before the journey commences. The fare is likely to be higher than within the City as drivers cannot accept a return hiring. Where no such agreement exists then the scale of charges applicable to journeys within the City shown below will apply.

FARES FOR DISTANCE TRAVELLED & TIME				
TARIFF 1 **06.00 - 22.00 Monday to Friday** **06.00 – 18.00 Saturday**	For the first 53.6 metres or part thereof			**£2.80**
	each subsequent 53.6 metres or part thereof until 1608 metres			**£0.10**
	each subsequent 94.6 metres or part thereof until 6432 metres			**£0.10**
	each subsequent 53.6 metres or part thereof			**£0.10**
WAITING TIME For each period of 18 seconds or part thereof		**£0.10**	For each trunk carried	**£1.00**
TARIFF 2 **22.00 - 06.00 Monday to Friday, and all day Sunday** **18.00 – 06.00 Saturdays** **All Public Holidays (except Tariff 3) from 00.01 until 06.00 the following day**	For the first 46 metres or part thereof			**£2.80**
	each subsequent 46 metres or part thereof until 2208 metres			**£0.10**
	each subsequent 94.6 metres or part thereof until 6465 metres			**£0.10**
	each subsequent 53.6 metres or part thereof			**£0.10**
WAITING TIME For each period of 18 seconds or part thereof		**£0.10**	For each trunk carried	**£1.00**
TARIFF 3 **Christmas From 20.00 24th Dec Until 06.00 27th Dec** **New Year From 20.00 31st Dec Until 06.00 2nd Jan**	For the first 64.3 metres or part thereof			**£3.00**
	each subsequent 64.3 metres or part thereof until 1608 metres			**£0.15**
	each subsequent 80.4 metres or part thereof			**£0.15**
WAITING TIME For each period of 12 seconds or part thereof		**£0.10**	For each trunk carried	**£1.50**
For each passenger in excess of one				**£0.20**
For each article of baggage carried **outside the passenger compartment of the cab**				**£0.10**
For each pedal cycle carried				**£1.00**
For each wheeled vehicle carried (except mobility impaired persons vehicle)				**£0.10**
SOILAGE CHARGE * To cover cleaning and loss of income, where the interior of the vehicle is soiled due to the excessive consumption of alcohol etc. or by the carriage of an animal, excluding guide dogs.				**£50.00**

Should you wish to make a complaint about this vehicle or driver, please send your comments in writing to: Licensing Authority, Oxford City Council, 109 St Aldates Chambers, St Aldates, Oxford, OX1 1DS; or by email to: licensing@oxford.gov.uk

Please quote the vehicle identification number which can be found on the rear side windows or the rear licence plate, and provide as much detail as possible as to support your complaint.

Further information on how to make a complaint can be found on the Council website at: www.oxford.gov.uk/taxilicensing

POLICY ON HACKNEY CARRIAGE QUANTITY CONTROL

Oxford City Council has decided that the Council's policy of quantity control on the number of Hackney Carriage vehicle licences should be maintained. It considers that the Council is best placed to determined local transport needs and that those needs must be determined in the context of the (long standing and consistent) traffic and transport policies in Oxford.

The City Council has maintained quantity control over the numbers of Hackney Carriage licences it issues for well over twenty years. However, it commissions regular surveys, conducted by independent specialist consultants, into whether there is, at the time of the survey, unmet demand for the services of Hackney Carriages in Oxford. Where the survey has found that there is unmet demand, the Council has issued additional licences so that supply equates with demand. In addition, both in connection with the survey and at other times, the Council has reviewed the amount and location of taxi stands. The Council has both full-time and part-time taxi stands, in the City centre and elsewhere.

In terms of quality control, the Council has driven up the quality of Hackney Carriages and Private Hire vehicles, and their drivers, so that the Council believes the quality and safety of the services provided by Hackney Carriages and Private Hire vehicles in Oxford is comparable to that of other leading local authorities. All Oxford's Hackney Carriages are wheelchair accessible. The Council is not complacent however, and continually reviews quality control, by enforcement and by other means.

At present there are 107 Oxford City licensed Hackney Carriages. An independent "unmet demand" survey is commissioned every 3 years, and its results are presented to the Full Council to determine whether the number of licensed Hackney Carriages in Oxford should be increased.

AUDIO AND VISUAL RECORDING EQUIPMENT IN LICENSED VEHICLES

Should you wish to fit Audio and Visual Recording Equipment in your licensed vehicle, such a decision will be of your own choice. Oxford City Council has no mandatory scheme in relation to such equipment. If you do fit such a system to your vehicle, please notify the Licensing Authority (either in writing or by email to **licensing@oxford.gov.uk**) in order that we can update our records. The information provided below is simply to assist you should you consider fitting any system to your vehicle.

Should you wish to fit such equipment, you should ensure that any system fitted to your vehicle complies with the Information Commissioners Office "CCTV Code of Practice", which states that:

CCTV must not be used to record conversations between members of the public as this is highly intrusive and unlikely to be justified. You should choose a system without this facility if possible. If your system comes equipped with a sound recording facility then you should turn this off or disable it in some other way. There are limited circumstances in which audio recording may be justified, subject to sufficient safeguards. These could include:

- **Audio based alert systems (such as those triggered by changes in noise patterns such as sudden shouting). Conversations must not be recorded, and operators should not listen in.**
- **Two-way audio feeds from 'help points' covered by CCTV cameras, where these are activated by the person requiring assistance.**
- **Conversations between staff and particular individuals where a reliable record is needed of what was said, such as in the charging area of a police custody suite.**
- **Where recording is triggered due to a specific threat, e.g. a 'panic button' in a taxi cab.**

In the limited circumstances where audio recording is justified, signs must make it very clear that audio recording is being or may be carried out.

Transport for London have adopted the ICO's advice in relation to audio recording in its Guidelines for CCTV Systems in Licensed London Taxis and Private Hire Vehicles, and we recommend that should you wish to fit such a system with audio recording enabled, that you follow the Transport for London model which states that:

- **Where recording is triggered due to a specific threat, e.g. a 'panic button' is utilised. Where this audio recording facility is utilised a reset function must be installed which automatically disables audio recording and returns the system to normal default operation after a specified time period has elapsed.**
- **The time period that audio recording may be active should be the minimum possible and should be declared at the time of submission for approval of the equipment.**

NOTIFICATION TO THE INFORMATION COMMISSIONER'S OFFICE

The Information Commissioner's Office (ICO) is the official regulator for all matters relating to the use of personal data.

The ICO defines a "data controller" as the body which has legal responsibility under the Data Protection Act (DPA) 1998 for all matters concerning the use of personal data. For the purpose of the installation and operation of in-vehicle CCTV**, the "data controller" is the specified company, organisation or individual which has decided to have CCTV installed.** The data controller has the final decision on how the images are stored and used and determines in what circumstances the images should be disclosed.

Notification is the process by which a data controller informs the ICO of certain details about their processing of personal information. These details are used to make an entry in the public register of data controllers.

This means that any specified company, organisation or individual vehicle owner who has a CCTV system installed in a TPH licensed vehicle must register with the ICO (Notification) and obtain documented evidence of that registration. This documentary evidence may be required to be presented to an official of the TPH at any time during the term of the TPH vehicle licence.

The Notification requires renewal on an annual basis, and payment of the appropriate fee.

USING A THIRD PARTY SERVICE PROVIDER (DATA PROCESSOR)

Where a service provider is used for the remote storage of CCTV data they will act as a 'data processor'. A data processor, in relation to personal data, means any person (other than an employee of the data controller) who processes data on behalf of the data controller, in response to specific instructions. The data controller retains full responsibility for the actions of the data processor.

SIGNAGE FOR INTERNAL AUDIO AND VISUAL RECORDING EQUIPMENT

All Taxis and Private Hire Vehicles fitted with Audio and Visual Recording Equipment must display signage informing passengers that the vehicle is equipped with such a system. The driver may also wish to verbally bring to the attention of the passengers that such equipment is in operation within the vehicle, if it is felt appropriate.

The signage must be displayed in such positions so as to minimise obstruction of vision and to make it as visible as possible to passengers, before and after entering the vehicle. In the limited circumstance where audio recording is justified, signs must make it very clear that audio recording is being or may be carried out. **The name and the contact telephone number of the Data Controller must be included on the sign.**

SIGNAGE FOR EXTERNAL FACING AUDIO AND VISUAL RECORDING SYSTEMS

Where a system is installed in order to record incidents *outside* the vehicle, it will not be practical to display a sign. Instead, when the system is activated in response to an incident, the driver of the vehicle must inform the person(s) recorded that their personal data was captured - as soon as practicable after the incident. They should also be informed the purpose for which the device has been installed, for example to facilitate their insurance company's investigation of insurance claims.

CONDITIONS APPLICABLE TO THE LICENSING OF HACKNEY CARRIAGE VEHICLES

Any requirements of legislation, which affect the operations carried out under the terms of a licence, shall be regarded as if they were conditions of that licence.

No vehicle shall be licensed as a Hackney Carriage unless it complies with the Council's Conditions of Fitness.

It must be understood that although the conditions of fitness set out may have been complied with, approval will be withheld if the Council is of the opinion that the vehicle is unsuitable for use as a Hackney Carriage.

A licence holder has a right of appeal to a Magistrate's Court against the imposition of the Conditions attached to a licence, by virtue of Section 300 – 302 of the Public Health Act 1936.

You should be fully aware that it is the policy of this Authority to only permit Hackney Carriages that are "manufactured as purpose-built nationally recognised taxis" to be deemed suitable for use as a licensed Hackney Carriage vehicle, and such vehicles must meet with all of the criteria, conditions and regulations applicable to the licensing of Hackney Carriage vehicles in Oxford. Details as to the makes and models of vehicles already deemed acceptable to be licensed by this Authority and information relating to the Councils Policy on Hackney Carriage Quantity Control can be found on our website: www.oxford.gov.uk/taxilicensing.

CONDITIONS OF FITNESS

1. Vehicle Emission Standards

a. The requirement for new Hackney Carriage Vehicle (HCV) applications where the maximum age for a new vehicle to obtain a licence is "less than five years of age" has been removed.

b. From 1st January 2020 all renewal HCV applications must meet the EURO 4 standard as minimum; and, with immediate effect all new HCV applications must meet either the EURO 4, EURO 6 or ULEV standard as a minimum (EURO 5 vehicles are not considered to meet that standard);

c. From 1st January 2022 all new HCV applications must meet ULEV standard or at least Euro 4 if replacing an existing Euro 4, Euro 5 or Euro 6 due to the vehicle being written off by an insurance company or is a temporary courtesy vehicle due to repairs;

d. From 1st January 2025 all new and renewal HCV applications must meet the Ultra-Low Emissions Vehicle standard

e. Date of first registration will mean the date of first registration in the UK, or the date of manufacture in the case of vehicles first registered outside the UK.

f. The minimum engine size for a vehicle is 1975cc (Excluding Ultra Low Emission Vehicles)

g. For vehicles older than the maximum age permitted for first licensing, the application formalities and payment of fees must be fully completed within eight weeks of any expired licence.

2. General Construction

a. Every Hackney Carriage must be manufactured as a purpose-built nationally recognised taxi.

b. Every Hackney Carriage must comply in all respects with the requirements of any Acts and Regulations relating to motor vehicles in force at the time of licensing and must, in all respects, be "exceptionally well maintained" to a level so as to meets with the requirements of the Certificate of Compliance Test at all times when it is being used to carry out licensable duties. As a guide (but not an exhaustive list) **"Exceptionally well maintained"** means:

- The vehicle to be in excellent mechanical condition.
- The vehicle to be in all respects, safe and roadworthy, with no signs of corrosion to the mechanical parts, chassis, underside or body work.
- The exterior of the vehicle to be clean and in excellent condition with no dents or damage of significance.
- The paintwork to be in excellent condition, of professional standard and consistent with the colour scheme of the vehicle.
- The interior of the vehicle to be in good condition. The upholstery, linings, seats and floor coverings to be clean with no holes, tears or signs of wearing.
- The boot and luggage compartment to be in good condition, clean and uncluttered.

c. Every Hackney Carriage must have been granted a whole vehicle type approval certificate.

d. Hackney Carriages offered for type approval must be so constructed as to be capable of admitting, with assistance from the driver only, a person in a wheelchair without that person having to vacate the wheelchair and convey them in their wheelchair in comfort and safety.

3. Steering

a. The steering wheel must be on the offside of the vehicle.

b. The steering mechanism must be so constructed or arranged that NO over-lock is possible and the road wheels do not in any circumstances foul any part of the vehicle.

c. The steering arms and connections must be of adequate strength and, as far as possible, protected from damage by collision.

4. Brake and Steering Connections

Where brake and steering connections are secured with bolts or pins, the bolts or pins must be fitted with approved locking devices and they must be so placed that, when in any position other than horizontal, the head of the bolt or pins must be uppermost.

5. Wheels and Tyres

a. All wheels and the tyres fitted must be of the correct type, size and at the correct pressure for the vehicle they are fitted to. The spare wheel and tyre, which must be carried must also be of the same type and be at the correct pressure. Tools sufficient to allow the wheel to be changed during a journey will be carried in the vehicle in a safe and secure position.

b. All tyres, at normal pressure under load, must be approved as having a suitable minimum circumference for correct operation of the taximeter.

6. Brakes

a. All brakes must act directly on the wheels of the vehicle.

b. The brakes of one of the braking systems must be applied by pedal.

c. The pedal operated braking system must be designed that notwithstanding the failure of the brakes on any pair of wheels, either on one axle or diagonally opposite, there must still be available for application brakes on the other pair sufficient to bring the vehicle to rest within a reasonable distance.

d. Cable connections are not permitted in the pedal operated system.

7. Suspension

a. Every vehicle must be fitted with an efficient suspension system so designed and constructed that there is no excessive roll or pitch.

b. Every vehicle must be so constructed or adapted that a failure of a spring, torsion bar or other similar component of the suspension system is not likely to cause the driver to lose control of the vehicle.

8. Transmission

Vehicles using automatic or semi-automatic transmission must be fitted with a device to prevent the engine starting with the transmission selector in a drive or reverse position.

9. Nuts or Bolts

All moving parts subject to severe vibration connected by bolts or studs and nuts must be fitted with an approved locking device.

10. Fuel Tanks (Ultra Low Emission Vehicles which do not comply with the requirements shall be subject to the Licensing Authority consideration)

a. Fuel tanks must not be placed under the bonnet and must be adequately protected from damage by collision.

b. All fuel tanks and all apparatus supplying fuel to the engine must be so placed or shielded that no fuel overflowing or leaking there from can fall or accumulate upon any part or fitting where it is capable of being readily ignited or can fall into any receptacle where it might accumulate.

c. The filling points for all fuel tanks must be accessible only from the outside of the vehicle and filler caps must be so designed and constructed that they form an adequate seal to prevent leakage and cannot be dislodged by accident.

d. A device must be provided by means of which the supply of fuel to the engine can be immediately cut off. Its situation together with the means of operation and 'OFF' position must be clearly marked on the outside of the vehicle. In the case of an engine powered by L.P.G. or petrol the device must be visible and readily accessible at all times from outside the vehicle.

11. Interior Lighting

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

12. Electrical Equipment

a. All leads and cables must be adequately insulated and where liable to be affected by exposure to water, petrol or oil must be adequately protected.

b. All electrical circuits must be protected by a suitable fuse.

c. Batteries must be so placed, secured, protected that they cannot be a source of danger.

13. Accessories

a. Fire Appliances: A fire extinguisher which complies with E.E.C. Standard EN3, which has a minimum capacity of 1.0 Kg, must be carried securely in such a position as to be readily available for use.

b. The apparatus shall be clearly marked with the vehicle licence number.

c. First Aid Equipment:

i) A first aid kit must be carried securely in the vehicle and maintained at all times. The contents must be within the manufacturer's expiry date. It must be carried in such a way as to be readily available for immediate use by a qualified person or volunteer in an emergency.

ii) The first aid kit, which complies with the table set out below, must be carried securely in the vehicle:

Contents of First Aid Kit	Requirements for Vehicle Licensed to Carry Passengers Minimum number of
Individually wrapped sterile plasters, assorted sizes	20
Sterile eye pads	2
Sterile individually wrapped triangular bandages	4
Safety pins	6
Large sterile individually wrapped wound dressing	2
Medium sterile individually wrapped wound dressing	6
A pair of disposable gloves	1

14. Exhaust Pipe

The exhaust pipe must be so fitted or shielded that no inflammable material can be or be thrown upon it from any other part of the vehicle and that it is not likely to cause a fire through proximity to any inflammable material on the vehicle. The outlet must be so placed at the rear of the vehicle on the offside and in such a position as to prevent fumes from entering the vehicle.

15. Body (Ultra Low Emission Vehicles which do not comply with the requirements shall be subject to the Licensing Authority consideration)

a. The body must be of the fixed head type with a partially glazed partition separating the passenger compartment from the driver.

b. Outside Dimensions

i) The overall width of the vehicle exclusive of driving mirrors must not exceed 1.8 metres.

ii) The overall length of the vehicle must not exceed 5.00 metres.

c. Internal Dimensions of Passengers Compartment

i) The vertical distance between the points of maximum deflection of the seat cushion to the roof immediately above that point must not be less than 96.5 cm.

ii) Any curvature of the floor of the passengers' compartment must be continuous and must not exceed 2 cm at the partition and 5 cm at the base of the rear seat when measured between the centre line and sills.

iii) The door and doorway must be so constructed as to permit an unrestricted opening across the doorway of at least 75 cm.

iv) The minimum angle of the door when opened must be 90 degrees.

v) The clear height of the doorway must not be less than 1.195 metres.

vi) Grab handles must be placed at door entrances to assist the elderly and persons with disabilities.

vii) Where a boot lid is hinged at the bottom a restriction must be fitted to prevent the boot lid serving as a luggage platform.

16. Steps

a. The top of the tread for any entrance must be at the level of the floor of the passenger compartment and must not exceed 38 cm above ground level when the vehicle is unladen.

b. The outer edge of the floor at each entrance must be fitted with non-slip treads and must be colour contrasted to an approved type to aid partially sighted persons.

c. An additional, if standard step height is more than 19 cm, removable step must be provided which must not exceed 19 cm above ground level when the vehicle is unladen. The step must be fitted with non-slip treads and must be colour contrasted to an approved type to aid persons with disabilities to enter the vehicle. The step must be of an approved design and be designed in such a way as to make it impossible for the door to be closed when the step is in place.

17. Wheelchair Facilities

a. Approved anchorages must be provided for the wheelchair. These anchorages must be either chassis or floor linked. If floor linked they must be affixed in such a manner that the forces are distributed evenly throughout the floor area by means of a suitable galvanised plate of minimum dimensions 200 x 200 mm which must be used beneath the floor.

b. Approved restraints must be provided for the wheelchair and the person using the wheelchair. These restraints must be independent of each other.

c. Approved 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.

d. All anchorages and restraints must be so designed that they do not cause a foreseeable danger to other passengers.

e. An approved ramp or ramps or other apparatus for the loading and unloading of a wheelchair and occupant must be available at all times for use at an approved position. An adequate locating device must be fitted to ensure that the ramp(s) do not slip or tilt when in use. The ramp(s) must be capable of being stowed safely when not in use.

f. Only in exceptional circumstances will a vehicle with rear loading wheelchair access be granted a licence.

18. Seat Belts

Every vehicle must be fitted with seat belts of a type that conform to the British Standards Institution standards. A seat belt must be provided for every passenger and the driver.

19. Passenger Seats (Ultra Low Emission Vehicles which do not comply with the requirements shall be subject to the Licensing Authority consideration)

a. The measurements from the upholstery at the back to the front edge of the back seat must be at least 40 cm and for each person carried a minimum of 40 cm must be available when measured along the front parallel edge of the seat cushion.

b. The width of each front seat must not be less than 40 cm and such seats must be at least 35.5 cm when measured from the back to the front of the upholstery.

c. The vertical distance between the highest point of the undeflected seat cushion and the top of the floor covering must not be less than 35.5 cm.

d. Where seats are placed facing each other there must be a clear space of 48 cm between any part of the front of a seat and any part of any other seat that faces it. This measurement may be reduced to 43.5 cm provided adequate foot room is maintained at floor level. Where seats are placed facing to the front of the vehicle there must be a clear space of at least 66 cm in front of every part of each seat squab.

e. Front seats (rear facing) must be so arranged as to rise automatically when not in use. They must be symmetrically placed and at least 4 cm apart.

f. When not in use, seats must not obstruct doorways.

g. Suitable means must be provided to assist persons to rise from the rear seat with particular attention to the needs of elderly people and people with disabilities.

h. The nearside front seat must be capable of swivelling on its axis to a position where a person with disabilities or an elderly person may seat themselves prior to entering the vehicle. The seat should be capable of resting securely in its travelling position with minimum effort from the passenger or minimum assistance from the driver only.

i. Every vehicle must carry a booster cushion of a type that conforms to BSI standards, for use when carrying a child.

20. Driver's Compartment

a. The driver's compartment must 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.

b. 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.

c. The driver's seat must be designed to accommodate the driver only and be adjustable for height and reach.

d. The vehicle must be fitted with adequate devices for demisting, defrosting and washing the windscreen and with a sun visor adjustable by the driver.

e. Direction indicators of an approved type must be fitted.

f. Every vehicle must be provided with an approved means of communication between the passengers and the driver.

g. When a sliding window is fitted at the rear of the driver's compartment, the maximum width of the opening must not exceed 11.5 cm.

21. Windows

a. Windows must be provided at the sides and at the rear of the vehicle. The light transmission of any window in any position must not be less than that currently required of the front windscreen and side windows by The Road Vehicles (Construction & Use) Regulations 1986. For the sake of clarity, all windows must allow 70% of light through as tested by a light meter.

b. Passenger door windows must be capable of being opened easily by passengers when seated. The control for opening a door window must be easily identified so as not to be mistaken for any other control.

c. The light transmission through the windows of vehicles, including those licensed prior to the introduction of this regulation may not be reduced in any way from that present when the vehicle was approved for licensing.

d. Passenger door windows must be capable of being opened easily by passengers when seated. The control for opening a door window must be easily identified so as not to be mistaken for any other control.

e. Where electrically operated windows are fitted they must be approved and comply with the following:-

i) Switches must be available for passengers to operate the windows as required, but the driver's controls must be capable of overriding and locking out the passengers' controls when unescorted children are being carried.

ii) An approved sensing device must be fitted that will stop the window closing when an obstruction is present.

22. Heating and Ventilation

An adequate heating and ventilation system must be fitted for the driver and passengers. The driver and passengers must be provided with means for independent control.

23. Glass

The windscreen must be of laminated construction and not be tinted. All other windows and glass must be an approved safety type.

24. Door Fittings

a. An approved type of automatic door locking device must 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 easily identifiable so as not to be mistaken for any other control.

b. Double catches of approved type must be fitted to all doors.

25. Fare Table Frame

A frame must be provided for the fare table that must be fitted in an approved position.

26. Floor Covering

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

27. Horn

A horn of approved pattern must be fitted.

28. Taximeter

a. A taximeter, which conforms to the Council's criteria for taximeters, must be fitted in an approved position.

b. Criteria for Taximeters Fitted in Hackney Carriages in Oxford
Taximeters must:-

i) Conform to the standards set by the EU/ British Standards Institution for taximeters.

ii) Be approved by the Licensing Authority for the Metropolitan area.

iii) Only display tariff rates or other charges set by the Council.

iv) Be tested and approved prior to usage.

v) Not be used for any reason, the seal has been removed or the meter tampered with until such time as the meter has been re-tested, resealed and approved for use.

29. "TAXI" Signs

A "TAXI" sign of approved pattern must be fitted and must be an integral part of the original construction of the vehicle. It must be clearly visible, both by day and night, when the Hackney Carriage is not hired,

30. Radio Apparatus

a. Where apparatus for the operation of a two-way radio system is fitted to a vehicle, no part of the apparatus may be fixed in the passengers' compartment or in the rear boot compartment if L.P.G. tanks are situated therein.

b. Any other radio equipment either in the passenger or driver compartment, must be approved.

31. Luggage

Provision must be made for carrying luggage and an efficient method of securing it must be provided.

32. Fittings

No fitting other than those approved may be attached to or carried upon the inside or outside of the vehicle.

33. Certificate of Insurance

A current certificate of insurance as required by an Acts or Regulations relating to motor vehicles and as required by any Acts or Regulations relating to Hackney Carriages, must be in force at all times.

34. Licence Plates

A plate, as supplied by the Council, must be securely affixed to the vehicle in approved position, at the rear of the vehicle. The plate will bear the following information:-

i) The number of the licence issued in respect of the vehicle.

ii) The maximum number of passengers allowed to be carried.

iii) The registration number of the vehicle to which the licence has been issued.

iv) The expiry date of the licence.

35. Additional Number Identification

The Hackney Carriage licence number, in a form prescribed by the Head of Community Services responsible for the licensing of Hackney Carriages, will be displayed on both rear side windows, and by means of an "internal" plate issued by the Licensing Team to be affixed to the driver / passenger clear perspex compartment divide (behind the driver's seat) and facing into the passenger rear compartment.

37. Advertisements

a. Advertisements concerning a radio circuit or taxi business to which the proprietor belongs may be displayed on the rear window of the vehicle only measuring a maximum of 4" x 48". It must not obscure the driver's view to the rear.

b. Suitable commercial advertisements may be allowed on the inside and outside of the vehicle subject to the approval of the Head of Community Services responsible for the licensing of Hackney Carriages. An application form may be requested from the Licensing Team.

c. Interior advertisements may be displayed only on the bulkhead on top of the passenger/driver partition or on the base of the front seats. All such advertisements must be encapsulated in clear non-flammable plastic.

d. Exterior advertisements may be displayed on a purpose-built taxi only:-

i) As a full-livery advertisement.

ii) On the lower panels of the front two or all four doors, or on the full side lower panels and doors of the vehicle as a continuous item.

iii) On the rear window subject to the advertisement being of such a form as not to obscure the driver's view to the rear. If such advertisements are displayed, no other matter may be displayed.

iv) Mixtures of advertisers or subject matter are not permitted.

e. Advertisements must be of such a form as not to become easily soiled or detached.

f. All materials and adhesives used in the manufacture of and for the purpose of affixing advertisements to vehicles must be non-flammable.

g. Applications for approval of advertisements must be made in writing to the Head of Community Services responsible for the licensing of Hackney Carriages and, if approval is granted, the approval will be for the duration of the Hackney Carriage licence and such shorter time, which may be decided at the time of the application.

h. The Head of Community Services is authorised to grant or refuse any such application provided he/she feels may be unsuitable.

i. Permission will not be granted for the display of any advertisement that does not comply with the Council's criteria for the display of advertisements in or on Hackney Carriages.

j. Advertisements displayed in or on Hackney Carriages licensed by Oxford City Council must not be, racist or sexist; and should not cause offence to persons with any form of disability, to the general public or any section of the community. Advertisements must not refer to tobacco or alcohol products unless as part of a health education or similar campaign**.**

38. Internal Advertisement Criteria

a. All advertisements must be approved by the Head of Community Services and fulfil the criteria for advertisements.

b. No sound for an advertisement may be permitted.

c. All film/video material must:

i) be classified by the BBFC as U, Uc or exempt from classification

ii) comply with the criteria contained in the Councils advertising policy

d. Prior to the approval of any advertisement, any equipment required for the viewing of a video advertisement will be at the expense of the advertiser's agent. All maintenance and any associated costs will be at the expense of the advertiser's agent.

e. A charge will be made for confirming the suitability of all advertisements or other material intended to be shown. The Head of Community Services may review charges at any time.

f. All systems complying with the following design and construction criteria:

i) All equipment must comply with any legislative requirements in respect of Construction and Use Regulations and other legislation.

ii) All equipment must be designed, constructed and installed in such a way and in such material as to present no danger to passengers or driver, including from impact with the equipment in the event of an accident or damage from the electrical integrity being breached through vandalism, misuse or wear and tear.

iii) The equipment must not interfere with any other safety, control, electrical, computer, navigation, satellite or radio system in the vehicle

iv) The intensity of any screen should not be such as to be visually intrusive or dazzling. The position of the screen must not obstruct the passenger's view of the meter and the visibility of the screen to following vehicles should be minimal.

v) All equipment must be installed in the driver's compartment and should not be visible from the driver position.

vi) The installation must not be such as to weaken the structure or any component part of the vehicle.

vii) The design must be discreet and complement the interior furnishing of the vehicle.

viii) The system must include safeguards to maintain the integrity of the system and prevent the display of unapproved material.

ix) Passengers MUST be able to switch the system off and once so switched off; the system MUST remain off for the rest of that passenger's journey. This condition is necessary both to accommodate passengers who may be susceptible to having flickering image induced fits and those who choose not to watch the advertisements.

x) A notice should be displayed within prominent view giving instructions to passengers as to switching off the system.

xi) All equipment must be protected from the elements, secure from tampering and located such as to have no impact on the luggage carrying capacity of the hackney carriage.

PLEASE NOTE – ALL APPLICATIONS FOR THE CARRYING OF ADVERTISEMENTS / LIVERY MUST BE SUBMITTED BY WAY OF THE APPROVED APPLICATION FORM AS FOUND CONTAINED WITHIN THIS APPLICATION PACK.

CERTIFICATES OF COMPLIANCE

It is a legal requirement that all Hackney Carriage Vehicles undergo Certificate of Compliance Testing as part of the conditions applicable to the grant of a vehicle licence. All vehicles are subject to the following frequency of Compliance Testing current and future criteria are detailed below.

DURATION OF CERTIFICATES OF COMPLIANCE

1. **a)** Until 31st December 2015 Certificates of Compliance will be issued with a duration of a maximum of 6 months (unless otherwise required by the Licensing Authority)**.**

b) From 1st January 2016 a Certificate of Compliance will be issued with a maximum duration of 12 months for vehicles less than 3 years of age; and with a maximum duration of 6 months for vehicles of 3 years of age or more.

2. **a)** Until 31st July 2018 the new certificate will be dated to expire 12 months from the expiry of the previous certificate for any vehicle that is less than 3 years of age, and dated to expire 6 months from the expiry of the previous certificate for any vehicle that is 3 years of age or more.

b) From 1st August 2018 the new Certificate of Compliance for any vehicle may be renewed up to 28 days in advance of expiry and it will be dated to expire 12 months from the expiry of the previous certificate for any vehicle that is less than 3 years of age and 6 months from the expiry of the previous certificate for any vehicle that is 3 years of age and more.

3. The Council reserves the right to extend or shorten the above periods subject to the minimum and maximum durations given above. Each case will be decided upon its own merits.

4. It must be understood that it is unlawful for a Hackney Carriage or Private Hire vehicle licensed by the Council to be driven on the highway without a current Certificate of Compliance.

5. Should a licensed Hackney Carriage or Private Hire Vehicle fail the Certificate of Compliance test on dangerous or major category, the vehicle shall be issued with an immediate suspension notice due to a non-compliance with Council requirements and criteria of fitness.

All vehicles licensed or to be licensed by this Authority are required to undertake the Certificate of Compliance Test at the Oxford Direct Services Motor Transport Section (contact details and address can be found on Page 1 of this Pack).

INFORMATION RELEVANT TO HACKNEY CARRIAGE VEHICLE LICENCE HOLDERS

The proprietor of a Hackney Carriage Vehicle must by law report to the Licensing Team as soon as reasonably practicable, and in any case within 72 hours, the occurrence of any accident involving the vehicle.

The Licensing Manager has the discretion to assess the damage (including damaged / missing advertising livery) to a vehicle following an accident, and decide whether the vehicle is fit to continue in service or not. If the Licensing Manager considers the damage to be such that the vehicle may continue in service until such time as a permanent repair is undertaken, such repairs must be undertaken within 28 days of the Licensing Manager's decision.

If any damage is considered by the Licensing Manager to be sufficient to affect the safety or general appearance of the vehicle, it must be immediately withdrawn from service and the plate removed. The vehicle must be repaired before the plate is re- affixed and the vehicle returned to service. In the case of any dispute as to fitness for service the vehicle will be taken to the Council nominated testing station where a qualified mechanic will give a binding decision, which will be final. The owner will pay the fee for such examination.

EXEMPTION FROM DISPLAYING PLATES & STICKERS: PRIVATE HIRE VEHICLES

Some customers prefer to be driven in executive vehicles that are low profile and represent their organisation - especially when meeting a client. Many chauffer companies and some Private Hire Operators employ section 75(3) of the Act. Using this section of the law, allows for specific vehicles to be granted dispensation from displaying their Private Hire plate and door stickers.

Criteria: The work undertaken must not be conventional Private Hire work but regarded as specific 'chauffeur-driven' work, and that the vehicle to be used for such work is an "executive and prestigious" type vehicle of a higher standard than that of a 'normal' vehicle used for private hire work. This must be proved through the procedures detailed below.

Renewal of Exemption: Such an exemption must be reapplied for at the time of each vehicle licence renewal application. This exemption does not include school contracts or similar work for which a fully signed vehicle must be used.

Internal Plates: Exempt vehicles will be required to display two Oxford City Council vehicle internal "Exemption" plates showing that the vehicle is a licensed Private Hire Vehicle. Each internal "Exemption" plate must be displayed within its holder, one to be displayed at the top of the windscreen on the nearside and the second at the top of the rear window on the offside.

Revocation of Exemption: Exempt vehicles that undertake standard private hire work without an invoiced contract in place may have their Exempt status withdrawn.

PROCEDURE TO OBTAIN EXEMPTION FROM DISPLAYING PLATES & STICKERS

The procedure below relates to the application for Private Hire Vehicle licence holders seeking to be granted exemption from displaying Council livery and licence plates; and the procedure for the renewal of the exemption:

1. You will need to submit to the Licensing Team the following:

- **A LETTER FROM THE VEHICLE PROPRIETOR DETAILING THE FOLLOWING INFORMATION:**
  - **THE PRIVATE HIRE VEHICLE LICENCE NUMBER ISSUED BY THE COUNCIL**
  - **MAKE, MODEL, COLOUR, REGISTRATION NUMBER, PASSENGER SEATING CAPACITY OF THE VEHICLE**
  - **THAT THE NATURE OF THE WORK TO BE CARRIED OUT WILL BE SOLELY BY WAY OF CONTRACTED ACCOUNT WITH THE BUSINESS USER**
  - **THE NAME OF THE PRIVATE HIRE OPERATOR THROUGH WHOM BOOKINGS ARE PROVIDED**
  - **PAYMENT OF THE FEE**

2. The Private Hire Operator who holds the written contracts for the work that the vehicle seeking the exemption notice, needs to also submit to the Licensing Team the following:

- **A LETTER ON COMPANY HEADED PAPER CONFIRMING THE FOLLOWING INFORMATION:**
  - **THE NAME OF THE VEHICLE LICENCE HOLDER**
  - **THE PRIVATE HIRE VEHICLE LICENCE NUMBER ISSUED BY THE COUNCIL**
  - **MAKE, MODEL, COLOUR, REGISTRATION NUMBER, PASSENGER SEATING CAPACITY OF THE VEHICLE**
  - **THAT THE NATURE OF THE WORK TO BE CARRIED OUT WILL BE SOLELY BY WAY OF CONTRACTED ACCOUNT WITH THE BUSINESS USER**

3. The decision to grant or refuse an exemption for the display of identification plates and any Council required livery will be delegated to the Licensing Manager.

4. If granted, two internally fitted "Exemption" plates and an Exemption Notice will be sent to the proprietor granting the exemption request, detailing the proprietor and vehicle to which the exemption is granted, and the conditions attached to the exemption. This letter must be kept in the vehicle at all times, and produced at the request of an Authorised Officer.

CONDITIONS APPLICABLE TO THE GRANT OF AN EXEMPTION NOTICE

a) The vehicle shall not undertake standard private hire bookings.

b) All bookings undertaken by the vehicle shall be by means of a written contract between the Private Hire Operator and the business user.

c) The vehicle shall be of an "executive and prestigious" type of a higher standard than that of a 'normal' vehicle used for private hire work.

CONDITIONS ATTACHED TO AN EXEMPTION NOTICE

1. A copy of the Exemption Notice is kept in the vehicle at all times

2. The standard rear bumper fitted licence plate once issued is to be kept inside the vehicle and must be produced on demand to an Authorised Officer.

3. The vehicle is not used on conventional private hire work but is operated only on 'chauffeur-driven' work

4. There is no change as to who the proprietor of the vehicle is.

5. The vehicle is only operated through the Private Hire Operator named at the time of application.

6. The vehicle must display internal "Exemption" plates issued by the Licensing Authority that indicates to an Authorised Officer that the vehicle is indeed a licensed vehicle. These are to be affixed to the front and rear windscreens of the vehicle.

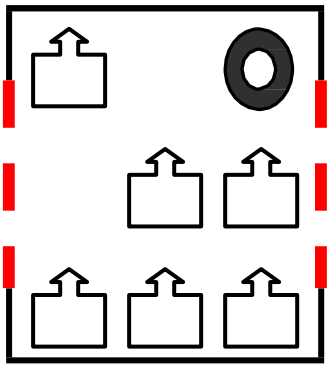
7. Exempt vehicles shall not display any Operators details in the vehicle.

8. The display of 'No Smoking' stickers inside the vehicle is still a condition of any exemption granted.

MULTI-PASSENGER VEHICLES: APPROVED PASSENGER SEATING ARRANGEMENTS

In order to provide clarity to those who wish to purchase a Multi-Passenger Vehicle to carry out Private Hire duties, a series of diagrams is provided below detailing the seating configuration for such vehicles.

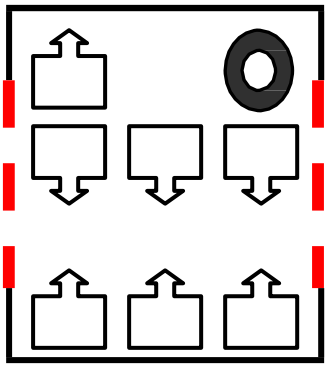
Please ensure that any vehicle that you purchase complies with at least one of the seating plans below, or the vehicle will not be deemed suitable for the grant of a Private Hire Vehicle licence.



SIX SEATER

MULTI-PASSENGER

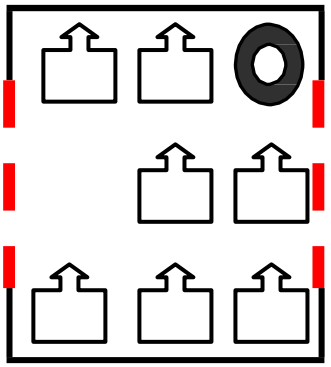
VEHICLE

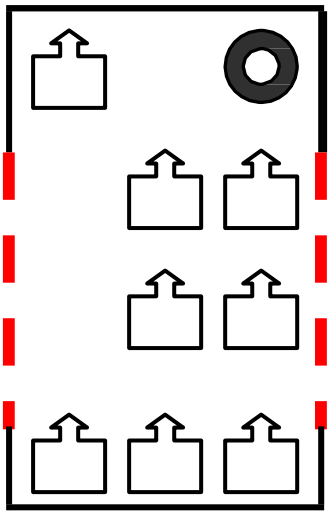


SEVEN SEATER

MULTI-PASSENGER

VEHICLE

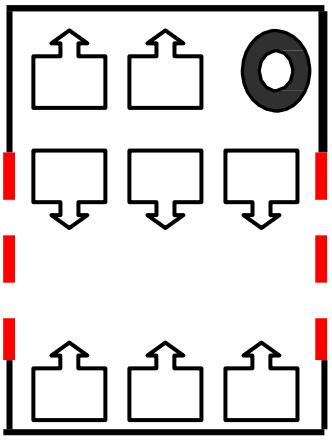




EIGHT SEATER

MULTI-PASSENGER

VEHICLE





DRIVER



FRONT FACING PASSENGER SEAT



REAR FACING PASSENGER SEAT



SIDE DOORS

CONDITIONS APPLICABLE TO THE LICENSING OF PRIVATE HIRE VEHICLES

Any requirements of legislation, which affect the operations carried out under the terms of a licence, shall be regarded as if they were conditions of that licence.

No vehicle shall be licensed as a Private Hire vehicle unless it complies with the Council's Conditions of Fitness. Private Hire Vehicles can be licensed for up to eight passengers. If you vehicle seats more than 8 passengers you will need to contact the Department of Transport.

It must be understood that although the conditions of fitness set out may have been complied with, approval will be withheld if the Council is of the opinion that the vehicle is unsuitable for use as a Private Hire vehicle.

A licence holder has a right of appeal to a Magistrate's Court against the imposition of the Conditions attached to a licence, by virtue of Section 300 – 302 of the Public Health Act 1936.

Details as to the makes and models of vehicles already deemed acceptable to be licensed by this Authority can be found on our website: www.oxford.gov.uk/taxilicensing

1. General

A. It must be understood that although the conditions of fitness set out may have been complied with, approval will be withheld if the Council is of the opinion that the vehicle is unsuitable for use as a Private Hire vehicle.

B. Vehicles offered for licensing as Private Hire vehicles in Oxford must not be the subject of a Private Hire vehicle licence issued by another Licensing Authority or be the subject of a Hackney Carriage licence issued by this or another Licensing Authority.

C. It must be understood that although the conditions set out may have been complied with and a certificate of compliance and Private Hire vehicle licence issued, full payment of the current fee for the issue of a Private Hire vehicle licence must be made or the licence will cease to be valid.

D. It is the responsibility of the proprietor(s) of the Private Hire vehicle to ensure that all conditions of fitness are complied with at all times and that there is in existence for the vehicle a valid and current insurance policy, a current certificate of compliance and a current licence.

E. The Council does not accept responsibility for informing licence holders of the need to re-licence before a particular date nor for inspecting vehicles before a particular date, although every effort will be made to inspect vehicles prior to the expiry of the licence or certificate if an application is made in good time.

F. At all times, the vehicle should be maintained in exceptional condition. The bodywork should be kept in a clean condition and the interior, including the floor, seats and any covers must be in good condition, clean and tidy. Any damage caused to the vehicle materially affecting its safety performance or appearance must be notified to the Licensing Office within 72 hours.

2. Type of Vehicle and Conditions of Fitness

No vehicle will be licensed as Private Hire vehicle unless it complies with the Council's Conditions of Fitness

Age of Vehicle

a. No vehicle will be first licensed as a Private Hire Vehicle unless it is less than five years of age from the date of first registration or less than seven years of age for Alternative Fuel Type Vehicles (Tax Code TC59 definition), OR petrol vehicles (TC 48 definition) OR diesel vehicles (TC 49 definition AND meeting the RDE2 standard), that also produce CO2 emission figures of 110g/km or less as displayed in the DVLA V5 Vehicle Registration Certificate from the date of first registration.

b. All Private Hire vehicles currently licensed by this Authority shall be permitted to be re-licensed irrespective of their age.

c. "Date of first registration" will mean the date of first registration in the UK, or the date of manufacture in the case of vehicles first registered outside the UK.

d. The minimum engine size for a Private Hire vehicle is 1375cc (Excluding Ultra Low Emission Vehicles)

e. For vehicles older than the maximum age permitted for first licensing, the application formalities and payment of fees must be fully completed within eight weeks of any expired licence.

3. General Construction

a. Every Private Hire vehicle must comply in all respects with the requirements of any Acts and Regulations relating to motor vehicles in force at the time of licensing and must, in all respects, be "exceptionally well maintained" to a level so as to meets with the requirements of the Certificate of Compliance Test at all times when it is being used to carry out licensable duties. As a guide (but not an exhaustive list) **"Exceptionally well maintained"** means:

- The vehicle to be in excellent mechanical condition;
- The vehicle to be in all respects, safe and roadworthy, with no signs of corrosion to the mechanical parts, chassis, underside or body work;
- The exterior of the vehicle to be clean and in excellent condition with no dents or damage of significance. The paintwork to be in excellent condition, of professional standard and consistent with the colour scheme of the vehicle;
- The interior of the vehicle to be in good condition. The upholstery, linings, seats and floor coverings to be clean with no holes, tears or signs of wearing;
- The boot or luggage compartment to be in good condition, clean and uncluttered.

b. Vehicles offered for licensing as Private Hire vehicles must be:

- Fitted with an engine of a cubic capacity of not less than 1375cc (Excluding Ultra Low Emission Vehicles)
- Fitted with a minimum of four passenger doors
- Allow unrestricted access and egress for every passenger, including access to the rear row of seats without tilting or moving a seat is required. (In most people carriers this is normally achieved by the removal of the nearside seat of the middle row).
- Be safe and comfortable
- Be suitable in type, size and design for use as a Private Hire vehicle.
- Not of such design or appearance as to lead any person to believe that the vehicle is a Hackney Carriage.

4. Colour of Vehicles

A vehicle submitted for licensing as a Private Hire Vehicle, to carry more than five passengers or of a non-saloon type will be approved for licensing irrespective of the colour of paintwork, so long as such colour is consistent with the colour scheme of the vehicle.

5. Alterations to vehicles

a. All motor vehicles are required to have a type approval certificate before they can be licensed and used upon the public roads.

b. No alterations to a vehicle as approved and granted the original manufacturers' type approval certificate will be permitted, with the following exceptions.

c. A conversion for which a whole vehicle type approval certificate has been granted.

d. Following the grant of a whole vehicle type approval certificate, with the approval of the Council, the simple removal of a seat to allow the easy access to all seats, required by Council regulations

6. Passengers

a. Every passenger must have a minimum of 40cm seat space. (If it is intended to licence a vehicle to carry 4 passengers then the rear seat must be at least 120cm).

b. The minimum leg-room for passengers using the rear seats shall be 17cm. The measurement to be taken from the front edge of the rear seat to the back of the front seat when it is placed in the furthest possible position from the dashboard and the backrest part of the seat is at a 90% angle with the seat.

c. The minimum clear space in front of every part of each seat squab, in the case of non-saloon car with forward facing seats, shall be 66cm.

d. The minimum clear space in the case of non-saloon cars where seats are placed facing each other, between every part of the front of a seat and any part of any other seat with faces it shall be 48cm.

e. Suitable measures must be provided to assist persons to rise from the rear seats with particular attention to the needs of elderly people and people with disabilities.

7. Seat Belts

Every vehicle must be fitted with seat belts of a type that conform to the British Standards Institution standards. A seat belt must be provided for every passenger and the driver.

8. Steering

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

9. Wheels and Tyres

a. All wheels and the tyres fitted must be of the correct type, size and the correct pressure for the vehicle.

b. Unless the vehicle is supplied by the manufacturer with approved run-flat tyres or a spare wheel and tyre of a compact design as original equipment, or supplied with the manufacturers approved repair kit (in place of a spare wheel), a spare wheel and tyre of the same type as that fitted to the vehicle and at the correct pressure must be carried.

c. It is essential that vehicles with run flat tyres be fitted with a working tyre pressure monitoring system.

d. Where a wheel and tyre of compact design (space saver) is carried, tools sufficient to allow the spare wheel to be fitted during a journey will be carried in the vehicle in a safe and secure position.

e. The vehicle must only be used with a space saver tyre, or when normal pressure has been lost from a run flat tyre, or when a tyre has been repaired with the use of the manufacturers approved repair kit (in place of a spare wheel) to enable a hiring to be completed and then must only be used in accordance with the parameters prescribed by the manufacturer. The vehicle may not be used for any further hirings until the "temporary" wheel and tyre has been replaced by ones of the correct type**.**

10. Windows

a. Windows must be provided at the sides and at the rear of the vehicle. The light transmission of any window in any position must not be less than that currently required of the front windscreen and side windows by The Road Vehicles (Construction & Use) Regulations 1986. For the sake of clarity, all windows must allow 70% of light through as tested by a light meter, with the exception that upon the fitting of Audio & Visual Recording Equipment to any Private Hire vehicle licensed from 1st April 2011, there shall be no requirement for the need to replace the standard manufactured rear windows or rear windscreen of the vehicle.

b. A Private Hire vehicle that is granted an "Exemption Notice" in accordance with Section 75(3) of the Local Government (Miscellaneous Provisions) Act 1976, shall be exempt from the requirement to replace the standard manufactured rear side windows and rear windscreen of the vehicle.

c. The light transmission through the windows of vehicles, including those licensed prior to the introduction of this regulation may not be reduced in any way from that present when the vehicle was approved for licensing.

d. Passenger door windows must be capable of being opened easily by passengers when seated. The control for opening a door window must be easily identified so as not to be mistaken for any other control.

e. Where electrically operated windows are fitted they must be approved and comply with the following:

i) Switches must be available for passengers to operate the windows as required, but the driver's controls must be capable of overriding and locking out the passenger's controls when unescorted children are being carried.

ii) An approved sensing device must be fitted that will stop the window closing when an obstruction is present.

11. Glass

The windscreen must be of laminated construction and not be tinted. All other windows and glass must be an approved safety type.

12. Luggage

Provision must be made for carrying a reasonable amount of luggage and an efficient method of securing it must be provided.

13. Fittings

No fitting other than those approved may be attached to or carried upon the inside or outside of the vehicle.

14. Certificate of Insurance and Form of Holder

A current certificate of insurance as required by any Acts or Regulations relating to Private Hire Vehicles, must be carried in a holder securely affixed to the vehicle in an approved position and be positioned in the holder in such a manner that the details of commencement, expiry and details of cover are clearly visible.

15. Licence Plates

A plate, as supplied by the Council, must be securely affixed to the vehicle in approved position, at the rear of the vehicle. The plate will bear the following information:

a. the number of the licence issued in respect of the vehicle.

b. the maximum number of passengers allowed to be carried.

c. the registration number of the vehicle to which the licence has been issued.

d. the expiry date of the licence.

16. Council Required Livery

Until 31st December 2015 "Door Stickers" supplied by the Council shall be affixed directly to the front doors on both sides of the vehicle, unless written approval from the Licensing Manager has been given to the vehicle proprietor for the vehicle to be fitted with an "internal" plate affixed to the front windscreen of the vehicle (and facing outwards) as supplied by the Licensing Team. From 1st January 2016 all vehicles proprietors will be permitted the option of either retaining the Council supplied Door Stickers affixed to the vehicle, or replacing the Door Stickers with an "internal" plate affixed to the front windscreen of the vehicle (top left corner of passenger side and facing outwards) as supplied by the Licensing Team.

17. Internal Council Livery

From 1st January 2016 a "No Booking No Ride" sticker supplied by the council, indicating that the Private Hire vehicle is not available for public hire (affixed to the windscreen) is no longer required.

18. Private Hire Operator's Sign

a. A sign must be displayed on the rear doors on both sides of the vehicle containing details of the name of the Operator of the vehicle and any telephone number, fax number, email / web address, or other means of communication with that firm.
b. The sign shall be no larger than A3 paper size and fitted "portrait" style to both rear passenger doors.
c. The sign shall not contain the words "tax", "taxi", "cab", "taxi-cab" or "for hire", whether or not as part of another word.
d. Exemption for the display of the sign will be granted to those vehicles, which have been granted exemption for the display of a licence plate under s74 (3) Local Government (Miscellaneous Provisions) Act 1976 and with the same conditions contained in legislation for that exemption.

19. Steps (for non-saloon vehicles)

a. The top of the tread for any entrance must be at the level of the floor of the passenger compartment and must not exceed 38cm above ground level when the vehicle is unladen.
b. The outer edge of the floor at each entrance must be fitted with non-slip treads and must be colour contrasted to an approved type to aid partially sighted persons.
c. An additional, if standard step height is more than 19cm, removable step must be provided which must not exceed 19cm above ground level when the vehicle is unladen. The step must be fitted with non-slip treads and must be colour contrasted to an approved type to aid persons with disabilities to enter the vehicle. The step must be of an approved design and be designed in such a way as to make it impossible for the door to be closed when the step is in place.

20. Wheelchair Facilities (where fitted)

a. Approved anchorages must be provided for the wheelchair. These anchorages must be either chassis or floor linked. If floor linked they must be affixed in such a manner that the forces are distributed evenly throughout the floor area by means of a suitable galvanised plate of minimum dimensions 200 x 200mm which must be used beneath the floor.
b. Approved restraints must be provided for the wheelchair and the person using the wheelchair. These restraints must be independent of each other.
c. Approved 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.
d. All anchorages and restraints must be so designed that they do not cause a foreseeable danger to other passengers.
e. An approved ramp or ramps or other apparatus for the loading and unloading of a wheelchair and occupant must be available at all times for use at an approved position. An adequate locating device must be fitted to ensure that the ramp(s) do not slip or tilt when in use. The ramp(s) must be capable of being stowed safety when not in use.

21. Swivel Seat (where fitted)

The nearside of the front seat must be capable of swivelling on its axis to a position where a person with disabilities or an elderly person may seat themselves prior to entering the vehicle. The seat should be capable of re-siting securely in its travelling position with minimum effort from the passenger or minimum assistance from the driver only.

22. Accessories

a. **Fire Appliances:** A fire extinguisher which complies with E.E.C. Standard EN3, which has a minimum capacity of 1.0 Kg must be carried securely in such a position as to be readily available for use.
b. The apparatus shall be clearly marked with the vehicle licence number.
c. **First Aid Equipment:**
i) A first aid kit must be carried securely in the vehicle and maintained at all times. The contents must be within the manufacturer's expiry date. It must be carried in such a way as to be readily available for immediate use by a qualified person or volunteer in an emergency.
ii) The first aid kit, which complies with the table set out below, must be carried securely in the vehicle:

Contents of First Aid Kit	Requirements for Vehicle Licensed to Carry Passengers Minimum number of
Individually wrapped sterile plasters, assorted sizes	20
Sterile eye pads	2
Sterile individually wrapped triangular bandages	4
Safety pins	6
Large sterile individually wrapped wound dressing	2
Medium sterile individually wrapped wound dressing	6
A pair of disposable gloves	1

d. Booster Cushion

Every vehicle must carry a booster cushion of a type that conforms to BSI standards, for use when carrying a child.

23. Taximeter (where fitted)

a. A taximeter, which conforms to the Council's criteria for taximeters may be fitted and if fitted, must be fitted in an approved position.
b. Taximeters fitted in Private Hire vehicles in Oxford must:
i) Conform to the standards set by the British Standards Institution and E.E.C. for taximeters and be certified by the manufactures that it does conform.
ii) Be approved by the Public Carriage Office
iii) only display tariff rates or other charges set out in the table of fares which must be displayed in a clearly visible position in the vehicle.
iv) be tested, sealed and approved prior to usage.
v) not be used if, for any reason, the seal has been removed or the meter tampered with until such time as the meter has been retested, resealed and approved for use.

CERTIFICATES OF COMPLIANCE

It is a legal requirement that all Private Hire Vehicles undergo Certificate of Compliance Testing as part of the conditions applicable to the grant of a vehicle licence. All vehicles are subject to the following frequency of Compliance Testing current and future criteria are detailed below.

DURATION OF CERTIFICATES OF COMPLIANCE

1. **a)** Until 31st December 2015 Certificates of Compliance will be issued with a duration of a maximum of 6 months (unless otherwise required by the Licensing Authority)**.**

b) From 1st January 2016 a Certificate of Compliance will be issued with a maximum duration of 12 months for vehicles less than 3 years of age; and with a maximum duration of 6 months for vehicles of 3 years of age or more.

2. **a)** Until 31st July 2018 the new certificate will be dated to expire 12 months from the expiry of the previous certificate for any vehicle that is less than 3 years of age, and dated to expire 6 months from the expiry of the previous certificate for any vehicle that is 3 years of age or more.

b) From 1st August 2018 the new Certificate of Compliance for any vehicle may be renewed up to 28 days in advance of expiry and it will be dated to expire 12 months from the expiry of the previous certificate for any vehicle that is less than 3 years of age and 6 months from the expiry of the previous certificate for any vehicle that is 3 years of age and more.

3. The Council reserves the right to extend or shorten the above periods subject to the minimum and maximum durations given above. Each case will be decided upon its own merits.

4. It must be understood that it is unlawful for a Hackney Carriage or Private Hire vehicle licensed by the Council to be driven on the highway without a current Certificate of Compliance.

5. Should a licensed Hackney Carriage or Private Hire Vehicle fail the Certificate of Compliance test on dangerous or major category, the vehicle shall be issued with an immediate suspension notice due to a non-compliance with Council requirements and criteria of fitness.

All vehicles licensed or to be licensed by this Authority are required to undertake the Certificate of Compliance Test at the Oxford Direct Services Motor Transport Section.

CONDITIONS ATTACHED TO THE GRANT OF A PRIVATE HIRE VEHICLE LICENCE

In these conditions 'the Council' means the Oxford City Council, 'Operator' means the holder of a Private Hire operator's licence issued by the Council, 'Vehicle' means a Private Hire vehicle licensed by the Council, 'Proprietor' means the holder of a Private Hire vehicle licence. 'Driver's Licence' means a Private Hire vehicle driver's licence issued by the Council. Any requirements of legislation, which affect the operations carried out under the terms of a licence, shall be regarded as if they were conditions of that licence.

1. The proprietor of a Private Hire vehicle shall not within the Council's district the following permit the display on or in any vehicle:
a) any sign, notice or advertisement on the roof;
b) any sign, notice or advertisement which is illuminated;
c) any sign, notice or advertisement or other manner of public display whatsoever that includes the words whatsoever that includes the words, "tax", "taxi", "Cab", "taxi-cab" or "for hire" whether or not as part of another word.

2. The proprietor of a Private Hire vehicle shall not permit to be displayed on or in that vehicle any advertisement or notice whatsoever except:
a) not more than one REAR window strip measuring a maximum 4" x 48" indicating only the name of the Private Hire operator and the corresponding telephone number;
b) on the outside of the rear off-side and near-side doors signs indicating only the name of the Private Hire operator and any corresponding telephone number, email / web address, or other means of electronic communication. The dimensions of such signs must not be greater than A3 paper size portrait layout.
c) livery that may be required to be displayed by this Council.

3. The proprietor of a Private Hire vehicle shall securely affix in a conspicuous position:
a) outside the Vehicle at the rear a licence plate, which will be issued in respect of the vehicle by the Council;
b) inside the Vehicle a notice which will be issued in respect of the vehicle by the Council (applicable until 31st December 2015);
c)i) (Until 31st December 2015) on the outside of the front off-side and near-side doors, signs, which will be issued in respect of the vehicle by the Council; unless written approval from the Licensing Manager has been given to the vehicle proprietor for the vehicle to be fitted with an "internal" plate affixed to the front windscreen of the vehicle (top left corner of passenger side and facing outwards) as supplied by the Licensing Team.
c)ii) (From 1st January 2016) either on the outside of the front off-side and near-side doors, signs, which will be issued in respect of the vehicle by the Council; or be fitted with an "internal" plate affixed to the front windscreen of the vehicle (top left corner of passenger side and facing outwards) as supplied by the Licensing Team.
d) if the vehicle is equipped with a meter, a table of fares charged by the Private Hire Operator.

4. The proprietor of a Private Hire vehicle shall ensure:
a) that the Vehicle is provided with sufficient means by which any person in the vehicle may communicate with the driver and that such means of communication is maintained;
b) that the vehicle is kept clean, safe, tidy and mechanically sound, and that all relevant statutory requirements including those contained in the Motor Vehicles (Construction and Use) Regulations 1978 or any statutory modifications or replacement of them are complied with;
c) that no material alteration or change in the specification, design, condition or appearance of the Vehicle is made without prior written approval of the Council; and
d) where a taxi-meter is fitted to the vehicle and is used to record the fare for hiring, the Proprietor shall ensure;
i) that a table indicating the fare scale is prominently displayed in the Vehicle;
ii) that the taxi-meter is fitted in such a position as to enable the fare recorded to be clearly visible to passengers.

5. The Proprietor of a Private Hire vehicle shall provide a suitable book, the pages of which are numbered consecutively, to enable the driver of that Private Hire vehicle to record the following particulars:

a) At the start of each shift - the driver's name and badge number;

b) Prior to commencement of each hiring:

i) The date and time the hiring was allocated that vehicle;

ii) The name and address of the hirer;

iii) The pick-up point and time;

iv) The destination;

c) On completion of each hiring - the fare charged; and shall make such book available for inspection on request by an authorised officer of the Council or a Police Officer and shall keep such records for a minimum of 12 months.

6. The proprietor of a Private Hire vehicle shall ensure that a copy of the following documents are kept in the vehicle at all times whilst it carries out licensable duties, and that all Private Hire Drivers are aware of the documents are located, should they be asked to produce it to an Authorised Officer:

i) Certificate of Insurance

ii) Certificate of Conformity (M.O.T.)

iii) Ownership Document (V5 Log Book)

7. The proprietor of a Private Hire vehicle shall provide the Private Hire Operator to whom he or she supplies the vehicle to undertake journeys with a copy of his or her Private Hire Vehicle Licence during the period that the vehicle is utilised so.

8. The proprietor of a Private Hire Vehicle must report to the Licensing Officer as soon as reasonably practicable, and in any case within 72 hours, the occurrence of any accident involving the vehicle.

9. The proprietor of a Private Hire Vehicle, in the event that following an accident, he or she does not believe that the vehicle requires replacing, and who wishes to continue to use the vehicle as a licensed Private Hire Vehicle shall make the vehicle available to the Licensing Officer, who will inspect the vehicle and decide whether the vehicle is fit to continue in service. If the Authorised Officer considers the damage to be such that the vehicle may continue in service until such time as a permanent repair is undertaken these must be undertaken within 28 days of the damage occurring. If any damage is considered by the Authorised Officer to be extensive enough to affect the safety or general appearance of the vehicle it must be immediately withdrawn from service and the plate removed. The vehicle must be repaired before the plate is re-affixed and the vehicle returned to service. In the case of any dispute as to fitness for service the vehicle will be taken to the Council nominated testing station where a qualified mechanic will give a binding decision, which will be final. The owner will pay the fee for such examination.

10. The proprietor of a Private Hire vehicle shall report the loss of the licence and/or plate to the Council as soon as such loss becomes known, and arrange an appointment with the Licensing Officer for the issue of any replacement.

11. The proprietor of a Private Hire Vehicle shall cease to allow the use of such vehicle which at any time fails in any way to comply with the conditions under which it was licensed.

12. The proprietor of a Private Hire vehicle shall maintain a record that provides information as to which driver has use of the vehicle at all times.

13. The proprietor of a Private Hire vehicle shall only permit drivers licensed by Oxford City Council and who are insured by the proprietor, to drive the vehicle.

14. The proprietor of a Private Hire vehicle shall contact the Licensing Officer in the event that he or she sells or disposes of the vehicle, and in any event within 7 days of such sale or disposal.

15. The proprietor of a Private Hire vehicle shall in the event of transferring the ownership of the vehicle to another person, ensure that he or she contacts the Licensing Officer within 7 days of the transfer occurring, and provide to the new proprietor:

i) A signed letter stating:

- The make / model / colour / registration number / vehicle licence number
- The date of sale
- To whom the vehicle was sold

ii) A bill of sale for the vehicle

iii) The Certificate of Conformity (M.O.T.)

16. The proprietor of a Private Hire vehicle shall upon obtaining the vehicle by means of having the ownership transferred to him or her, contact the Licensing Officer in order to make an appointment for the licence to be amended within 14 days of the transfer having occurred.

17. The proprietor of a Private Hire vehicle shall notify the Council in advance, in writing, if he or she is to be away from the address shown of the licence, for a period of more than 28 days.

18. The proprietor of a Private Hire vehicle shall not wilfully obstruct an Authorised Officer, or without reasonable excuse fail to comply with any requirement made by such a person, or without reasonable cause, fail to give any such person any other assistance or information such person may reasonably require in the performance of his or her duties.

19. The proprietor of a Private Hire vehicle shall within 7 days of any request made by an Authorised Officer, make available any records or other information that would reasonably assist with an investigation.

20. The proprietor of a Private Hire vehicle shall ensure that a copy of these conditions are retained within the vehicle and made available for inspection by the hirer or any passenger, or Authorised Officer upon request.

EQUALITY ACT 2010

HOW DOES THIS AFFECT HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE DRIVER?
There are some changes in the law which will came into effect in October 2010 which might affect you. The Equality Act 2010 includes provisions relating specifically to Hackney Carriages and Private Hire vehicles and disability. The Government brought into force several provisions of the Act in October 2010. Further provisions will come into force later – but not before April 2011.

The information below provides details of the provisions that came in to force in October 2010 in relation to Hackney Carriages and Private Hire vehicles, and what the implications will be for Hackney Carriage and Private Hire vehicle drivers; and details of the further measures that are due to be implemented at a future date yet to be determined.

DUTIES ON DRIVERS TO ASSIST PASSENGERS IN WHEELCHAIRS
The Equality Act is due to place duties on the drivers of designated wheelchair accessible Hackney Carriages and Private Hire vehicles to provide physical assistance to passengers in wheelchairs. A further announcement will be made on when the duties will come into force, but it will not be before April 2011.

The duties will apply to the driver of any wheelchair accessible Hackney Carriages and Private Hire vehicles which are on the licensing authority's list of "designated vehicles". Oxford City Council will be maintaining a list of designated vehicles and therefore the following duties will apply to you. Before the duties are brought into force, any drivers who suffer from a disability or a condition which would make it difficult for them to provide physical assistance can apply for an exemption from the duties to offer assistance. The opportunity to apply for exemptions started on 1 October 2010.

LISTS OF WHEELCHAIR ACCESSIBLE VEHICLES
Section 167 of the Act allows licensing authorities to maintain a list of "designated vehicles", that is, a list of wheelchair accessible Hackney Carriages and Private Hire vehicles licensed in their area. The consequence of being on this list is that the driver must undertake the duties in section 165. This section will be commenced at a later date (not before April 2011).

When section 167 comes into force, and the lists of designated vehicles have a statutory effect, it will be possible for the owner of a vehicle to appeal against a licensing authority's decision to include his or her vehicle on the list. This appeal will also go to the magistrates' court.

WHAT ARE THE DUTIES PLACED ON HACKNEY CARRIAGE AND PRIVATE HIRE DRIVERS?
The duties being placed on the drivers of designated wheelchair accessible Hackney Carriages and Private Hire vehicles are (under Section 165 of The Equalities Act 2010):

- **to carry the passenger while in a wheelchair**
- **not to make any additional charge for doing so**
- **If the passenger chooses to sit in a passenger seat, to carry the wheelchair**
- **to take such steps as are necessary to ensure that the passenger is carried in safety and reasonable comfort; and**
- **to give the passenger such mobility assistance as is reasonably required.**

WHAT DOES MOBILITY ASSISTANCE MEAN?
Mobility assistance essentially means helping passengers who use wheelchairs by providing physical assistance. If the passenger wishes to remain in the wheelchair, the driver must help the passenger to get into and out of the vehicle. If the passenger wants to transfer to a seat, the driver must help him or her to get out of the wheelchair and into a seat and back into the wheelchair; the driver must also load the wheelchair into the vehicle. The driver must also offer to load the passenger's luggage into and out of the vehicle.

WHAT IF I HAVE A MEDICAL CONDITION WHICH PREVENTS ME FROM CARRYING OUT THESE DUTIES?
The new Act allows for exemptions from the duties on medical grounds or if the driver's physical condition makes it impossible or unreasonably difficult for him or her to comply with those duties. It is the responsibility of drivers who require an exemption to apply for one from their licensing authority before the duties come into force; they will have at least six months to go through this process.

WHO DECIDES IF A DRIVER IS EXEMPT?
The local licensing authority decides if a driver should be exempt from the duties.

WHAT IF THE LICENSING AUTHORITY SAYS THAT I AM OK TO CARRY OUT THE DUTIES AND I DISAGREE?
The legislation allows a driver to appeal to the magistrates' court within 28 days if the licensing authority decides not to issue an exemption certificate.

HOW WILL PASSENGERS KNOW THAT I AM EXEMPT FROM THE DUTIES TO ASSIST PASSENGERS?
The Department will be printing and issuing to licensing authorities special Exemption Notices which exempted drivers must display on their vehicles in order that passengers will know that the driver is exempt from duties.

GUIDE DOGS
The other thing that will happen on the 1st of October 2010 is that the duties placed on Hackney Carriages and Private Hire drivers and on Private Hire Vehicle operators to carry guide dogs and other assistance dogs will transfer from the Disability Discrimination Act 1995 to the Equality Act 2010. In practice, the duties will remain exactly the same as they are now. Any person who is currently exempt from the duty to carry an assistance dog on medical grounds will continue to be exempt. That is because we have made a change in the law so that all existing exemption certificates and all existing exemption notices remain in force as though they had been made under the Equality Act 2010.

I HAVE AN EXEMPTION CERTIFICATE WHICH SAYS THAT IT WAS ISSUED UNDER THE DISABILITY DISCRIMINATION ACT 1995 – DO I HAVE TO GET A NEW ONE?
No, you do not have to get a new certificate; the certificate which you have been granted remains valid until its expiry date.

I HAVE A SPECIAL NOTICE IN MY HACKNEY CARRIAGE / PRIVATE HIRE VEHICLE WHICH SAYS THAT I AM EXEMPT FROM CARRYING GUIDE DOGS AND MENTIONS THE DISABILITY DISCRIMINATION ACT 1995 SO WILL I NEED TO GET A NEW ONE?
No, you do not have to get a new exemption notice; the notice which was provided by the licensing authority remains valid until its expiry date