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## AGENDA

Committee	PUBLIC PROTECTION COMMITTEE
Date and Time of Meeting	TUESDAY, 23 JULY 2019, 10.00 AM
Venue	COMMITTEE ROOM 4 - COUNTY HALL
Membership	Councillor Mackie (Chair) Councillors Sattar, Asghar Ali, Dilwar Ali, Derbyshire, Goddard, Jacobsen, Lancaster, Robson and Wood

### 1 Apologies for Absence

To receive apologies for absence.

### 2 Declarations of Interest

To be made at the commencement of the agenda item in question, in accordance with the Members' Code of Conduct.

### 3 Application for the Use of Electric Rickshaws as Private Hire Vehicles (Pages 3 - 30)

### 4 Urgent Items (if any)

**Davina Fiore**  
**Director Governance & Legal Services**

Date: Wednesday, 17 July 2019

Contact: Graham Porter,  
02920 873401, [g.porter@cardiff.gov.uk](mailto:g.porter@cardiff.gov.uk)

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**CARDIFF COUNCIL  
CYNGOR CAERDYDD**

**Agenda No.**

**PUBLIC PROTECTION COMMITTEE: 23 July 2019**

**Report of the Head of Regulatory Services**

**APPLICATION FOR THE USE OF ELECTRIC RICKSHAWS AS PRIVATE HIRE VEHICLES**

**1. Background**

- 1.1 At its meeting of 3 July 2018 the Public Protection Committee resolved to approve an application for the use of Tuk tuks for private hire sightseeing tours in Cardiff. Rickshaws do not meet the Council's Private Hire Vehicle Licence Conditions so special approval was required. As a result the conditions detailed in Appendix A were approved for private hire licensed Tuk tuks.
- 1.2 The Licensing Section has now received an application from Ola, a licensed private hire operator to have licensed electric rickshaws as private hire vehicles for general use.

**2. Details of the Application**

- 2.1 The electric 'rickshaws' proposed for use by Ola are similar to the design of electric Tuk tuks previously approved by the Committee, but are smaller and can only carry 2 passengers in the rear of the vehicle.
- 2.2 Ola's operating plan intends to offer the rickshaws as an option for general private hire use through their booking app, rather than just for sightseeing tours or pre-planned routes as was previously approved by Committee. It is proposed that the rickshaws would operate in a restricted zone (area of 1.79Km<sup>2</sup>) including the City Centre and Cardiff Bay. Ola's operating plan is detailed in Appendix A.
- 2.3 The approved Tuk tuk conditions in Appendix B would not permit Ola's proposals as they prohibit rickshaws being used for general private hire use. If the Committee were minded to grant the application, the conditions would need to be amended to those shown in Appendix C.

**3. Private Hire Licensing Regime**

- 3.1 Under Section 80 of the Local Government (Miscellaneous Provisions) Act 1976, 'private hire vehicle' is defined as  
*'...a motor vehicle constructed or adapted to seat fewer than nine passengers, other than a hackney carriage or public service vehicle or a London cab or*

*tramcar, which is provided for the hire with the services of a driver for the purpose of carrying passengers...*

Consequently, Rickshaws could be considered for use as private hire vehicles.

- 3.2 Private hire vehicles must be pre-booked through a private hire operator and must be driven by a licensed private hire driver. All three licenses must be issued by the same local authority.
- 3.3 All private hire vehicles licensed in Cardiff must comply with the Councils' Taxi Licensing Policy and Conditions (See Appendix D). The Policy aims to ensure that licensed vehicles are safe, suitable and comfortable for use by the fare paying public.
- 3.4 The compact design of Rickshaws makes them unable to comply with the council's current Licensing Policy and Conditions on the following points:
  - *'All vehicles must be fitted with a right hand drive and four doors'* –the steering wheel is in the centre of the vehicle and there are no doors as the sides of the vehicle are open.
  - *'Cause the roof or covering to be kept watertight'*; -tarpaulin rain covers are provided, but not likely to be described as 'watertight'
  - *'Provide any necessary windows and a means of opening and closing with not less than one window on each side;'* -other than the front windscreen, there are no windows as the sides of the vehicle are open
  - ***Knee Space***  
*'The measurement between the rear of the front seats and the squab of the back seat must be not less than 30 inches. Where the front seats are capable of adjustment, the measurement is to be made in the mid position'*. - The distance between the back of the driver's seat and the front of the rear seat is 28 inches (72cm).
  - ***Rear seat (door to door panel)***  
*'The distance between the internal panels of the two rear doors, measured in a straight line lengthways at its widest part must be not less than 54 inches.'* - The width of the rear seats in the rickshaw is 32 inches (83cm), however this is for two passengers as opposed to three in a standard vehicle.
  - ***Door Hinges***  
*'To be in good order, all working, and doors to be seated correctly when closed.'*  
- There are no doors on the rickshaw.
  - ***Side Windows & Winders***

*‘To be in good order and all working correctly.’* – There are no side windows in the rickshaw

- ***Fire Extinguisher, Spare Wheel, Brace and Jack***

*‘a) A fire extinguisher in good condition should be carried in an easily accessible position on the vehicle; and*

*b) Unless the vehicle is fitted by the manufacturers approved run flat tyres or has an emergency tyre repair kit a spare wheel of full or compact design in good condition must be carried together with the appropriate tools to change a wheel.*

*c) If the vehicle has to be used with a space saver spare wheel fitted to complete a hiring, it may not be used for any further hirings until the wheel has been replaced.*

*d) Where a tyre has been repaired using an emergency tyre repair kit to complete a hiring, the vehicle shall not be driven at a speed or distance that exceeds the manufacturer of the repair kit’s instructions. The vehicle may not be used for any further hirings until the tyre is repaired or replaced and a replacement repair kit is purchased.’*

– there is no space available to carry a fire extinguisher. The spare tyre will be kept at the office, but the vehicles do come with a foam spray puncture kit

- ***Boot or Luggage Compartment***

*‘To be clean and free for the accommodation of passengers luggage’.* – there is no luggage space available.

- *‘The interior plate shall be fixed on the inside of the vehicle in such position as to be easily observed by the passengers.’* – As there are no windows in the rickshaws, there is nowhere the interior plates can be affixed

3.5 Rickshaws/Tuk tuks have been licensed for private hire use in Manchester, Blackpool, Brighton, Derby, Chester and Ipswich. However, an application to Bath and North East Somerset Council was refused in October 2016 as Members did not find the vehicles suitable in type, size and design for use as a private hire vehicle and there were concerns about safety. Newport Council refused an application in 2001 due to similar concerns.

3.6 All licensed vehicles must undergo testing at a MOT station within Cardiff. As Rickshaw are three-wheeled electric vehicles they will need to be tested by a Specialist garage. The previous applicant advised Committee that Pearson’s Garage in Penarth, Vale of Glamorgan, are authorised and qualified to carry out the testing.

3.7 Age restrictions

The current Policy states that vehicles presented for licensing must be under 25 months old and will not be relicensed if they are over 6 years old, apart from Prestige vehicles which can be presented for first time licensing under 10 years old and will not be relicensed if over 10 years old.

- 3.8 The policy on age restrictions cannot be absolute so an Exceptional Condition Policy is in place to assess the suitability of vehicles over the maximum licensable age. It would not be possible to apply the current Exceptional Condition Policy to Rickshaws as it is designed for standard cars.

#### **4. Passenger Safety**

- 4.1 One of the main aims of the Taxi Licensing Policy is to ensure that licensed vehicles are safe for use by the public, the driver and do not pose any risk to other road users.
- 4.2 Most licensed vehicles have a range of safety features as standard such as seat belts, driver and passenger airbags, crumple zones, anti-lock braking systems (ABS), and traction control. As technology improves, newer cars are being manufactured with more advanced safety features such as autonomous emergency braking, pedestrian detection, adaptive cruise control, visibility aids, speed limiting devices, attention monitoring systems, tyre pressure monitoring systems, These features aim to minimise the likelihood of collisions and aim to reduce injuries to the driver and passengers in the event of an accident.
- 4.3 Rickshaws have far fewer safety features than standard cars. They can be fitted with seat belts and strengthened overhead and side-impact protection, but they offer very little protection to the driver/passenger(s) in the event of a collision. They also do not have windows, and the open compartment design poses a greater risk of objects entering the Rickshaw and potentially causing injury, or passengers being thrown from the vehicle or injuring limbs etc during a collision.

#### **5. Passenger Comfort**

- 5.1 Standard licensed vehicles have numerous features in the interests of passenger comfort such as conventional suspension, heating/air conditioning systems, comfortable seats, and are of a closed watertight design to eliminate the effects of adverse weather and reduce noise.
- 5.2 Rickshaws have an open compartment design, meaning that passengers are subject to any adverse weather, although tarpaulin rain covers are available. There are no heating or air conditioning systems.
- 5.3 Due to the open compartment design, passengers and drivers would also be exposed to any traffic pollution, although this would be comparable to the exposure experienced by cyclists in traffic.

- 5.4 The seat width available to each passenger in the Rickshaw is 16 inches (42 cm), the current vehicles licence conditions states that the seat width should be at least 18 inches(46cm) , so these Rickshaws are not compliant in this respect. It should be noted that these rickshaws are smaller than the Tuk tuks previously approved by Committee which did comply with the general vehicle seat width condition.
- 5.5 The Rickshaws are also compliant with the minimum dimensions stated in the vehicle licence conditions in respect of roof height.

## **6. Vehicle Accessibility**

- 6.1 Rickshaws may not be suitable for all people with disabilities, especially passengers in wheelchairs. It is not possible to wheel a passenger in a wheelchair into a Rickshaw and there is no luggage compartment to store one. Rickshaws therefore do not comply with the requirements of the Equality Act 2010 in relation to disabled access.
- 6.2 Consultation with Cardiff Access Group was undertaken, details will be show in Appendix D

## **7. Consultation**

- 7.1 The trade consultation procedure was undertaken in accordance with the consultation procedure on any policy matters. The draft reports intended for consideration were made available at the licensing offices for any interested party to provide written submissions; no responses were received during the consultation period.

## **8. Achievability**

This report contains no equality personnel or property implications.

## **9. Legal Implications**

- 9.1 Section 48 of the Local Government (Miscellaneous Provisions) Act 1976 provides that a Council has a discretion to grant a private hire vehicle licence provided that a Council shall not grant such a licence unless they are satisfied that the vehicle is insured and is:
- (i) suitable in type, size and design for use as a private hire vehicle;
  - (ii) not of such design and appearance as to lead any person to believe that the vehicle is a hackney carriage;
  - (iii) in a suitable mechanical condition;
  - (iv) safe; and

(v) comfortable

- 9.2 Pursuant to section 48 (7) of the Local Government (Miscellaneous Provisions) Act 1976 any person who is aggrieved by the refusal to grant a vehicle licence under this section, or by any conditions specified in such a licence, may appeal to a magistrates' court
- 9.3 The Council currently has a strict policy regarding the type and specification of vehicles, which may be licensed as Private Hire Vehicles and has approved specific conditions for Tuk Tuks used for limited purposes (in Appendix B).
- 9.4 The general vehicle specification is designed to ensure the safety of fare paying passengers as well as other road users. It also aims to ensure that vehicles are comfortable and suitable for use as a Private Hire Vehicle.
- 9.5 The Council would need to consider if it is appropriate to deviate from the general vehicle specifications and current Tuk Tuk specific conditions to allow Rickshaws to operate as licensed private hire vehicles for general purposes (as opposed to just sightseeing tours as currently permitted).

#### **10. Financial Implications.**

- 10.1 There are no financial implications for the Licensing Service arising from this report.

#### **11. Recommendation**

- 11.1 That the Committee consider the report and determine whether Rickshaws are suitable to be licensed as private hire vehicles.
- 11.2 If the Committee are minded to approve the licensing of Rickshaws; to approve the amendments to Rickshaw specific private hire vehicle licence conditions detailed in Appendix C.

**Dave Holland**  
**HEAD OF SHARED REGULATORY SERVICES**

**14 May 2019**

This report has been prepared in accordance with procedures approved by Corporate Managers.

Background Papers: Public Protection Committee: 3 July 2019 - Report of the Head of Regulatory Services; *'Application for the Use of Rickshaws as Private Hire Vehicles'*



# OLA: CARDIFF E-RICKSHAW PROJECT

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# Electric Rickshaws: We are exploring the option of owning and running a fleet of Rickshaws as a separate category for customers to choose in our app



## Why Electric Rickshaws?

- **Safety** - The Zbees are designed in the Netherlands with safety as their core value. They have seatbelts and have undergone extensive road safety testing.
- **Sustainable** - Zbee is extremely energy efficient! It creates no noise or carbon emissions.
- **Economical** - Zbees run entirely on battery power with low maintenance overheads. So not it's not only clean, but easy to manage too!
- **Practical** - Small, compact and stylish, and can fit three people and a suitcase!
- **Efficient** - Zbee is an agile platform for city centres suffering from congestion.

## Cardiff Benefits

- Cardiff benefits from being the first city in the UK to host a completely zero emission shuttle run service!
- The Zbees are a fantastic innovation that fully supports Cardiff's 'Keeping Cardiff Moving' Initiative!
- Cardiff will be one step closer to achieving their 100% zero emission transport vehicles by 2022.
- Innovative and fun, the Zbees will undoubtedly create a buzz around Cardiff and the bay area!
- The Zbee scheme will create jobs for the community.
- Supporting the Zbee scheme shows the council's dedication to innovation

## User Benefits

- Easy to use whether you're 16 or over 60!
- A unique chance to ride in a zero emission pod - **novel and fun**.
- Quick and fun travel from the city centre to Cardiff Bay.
- A chance to see the beautiful city of Cardiff unimpeded by noise and pollution.
- The most efficient way to travel from A to B emission free.

# Customer Behaviour Hypotheses



Headline	Hypothesis	How will we use the pilot to test this
<b>Customer behaviour</b>	<ul style="list-style-type: none"> <li>Early adopters: Students and tourists,= surge in trips due to virality (word of mouth).</li> <li>Second Stage: Will attract a more regular user base in market segments such as young professionals, local residents and the over 60s.</li> <li>Early adopter bookings decline, a more regular user base will be established.</li> </ul>	<ul style="list-style-type: none"> <li>Split users into different demographic groups (students, tourists, young professionals, local residents, and the over 60s), and the market segmentation will be analysed over time.</li> </ul>
<b>Target customers</b>	<ul style="list-style-type: none"> <li>Students: Early adopters. Price sensitive.</li> <li>Tourists: Early adopters. Recommendation drive.</li> <li>Young professionals mid/late adopters. Ease of use/coverage.</li> <li>Local residents: late adopters. Ease of use/community acceptance.</li> <li>Over 60s: Late adopters. Ease of use/community acceptance/subsidised.</li> </ul>	<ul style="list-style-type: none"> <li>Simultaneously advertise to multiple market sectors and analyse the feedback. For example, volume of revenue in each sector, rides per day, reason for trip.</li> <li>Price point analysis: adjust pricing structure to monitor revenue.</li> </ul>
<b>Drive customer acquisition to cross-sell</b>	<ul style="list-style-type: none"> <li>On the ground customer awareness will increase substantially due to hyper-visible e-rickshaw branding</li> <li>Brand awareness increased, and therefore driving revenue into other Ola categories</li> </ul>	<ul style="list-style-type: none"> <li>Analyse the Ola cab rides per day in Cardiff during pilot and compare to volume of rides in the e-rickshaw category.</li> <li>E-rickshaw users receive a code 50% off first cab ride, which will be specifically targeted at e-rickshaw customers so that we can clearly track customer cross-sell.</li> </ul>
<b>Crowding other rides?</b>	<ul style="list-style-type: none"> <li>The e-rickshaws fit into the micromobility sector (0-5 miles).</li> <li>This will not crowd the core Ola offering which focuses on the 5-10 mile sector.</li> </ul>	<ul style="list-style-type: none"> <li>Monitor Ola cab stats in Cardiff and cross reference with e-rickshaw stats in Cardiff, including: <ul style="list-style-type: none"> <li>Frequency of usage</li> <li>Travel purpose</li> <li>Travel length</li> <li>Travel time</li> </ul> </li> </ul>
<b>Will we divert customers away from Ola Cabs?</b>	<ul style="list-style-type: none"> <li>The e-rickshaws will focus on rides between 0-5 miles</li> <li>The taxi market focuses on rides between 5-10 miles.</li> </ul>	<ul style="list-style-type: none"> <li>Monitor stats closely in Cardiff during e-rickshaw pilot:</li> <li>Transport preference before and after the using e-rickshaws</li> <li>Monitor the number of e-rickshaw rides per day vs Ola cabs</li> </ul>
<b>Capturing new use cases</b>	<ul style="list-style-type: none"> <li>The e-rickshaws will capture an audience who want last mile/first mile transport, but aren't able/willing to cycle or use a scooter due to inability, laziness or inclement weather.</li> </ul>	<ul style="list-style-type: none"> <li>Monitor stats in Cardiff during e-rickshaw pilot:</li> <li>Transport preference before the using e-rickshaws</li> <li>Travel purpose</li> <li>Customer satisfaction - rating pop up</li> </ul>







# Why Zbees?



## Sustainable.

Zbee is extremely energy efficient. It creates no noise or local pollution, and it works towards reducing global carbon emissions.



## Fun to drive.

Driving the Zbee is fun, effortless and safe!



## Economical.

The battery powering the hi-tech motor charges quickly and needs little service.



## Practical.

Small and compact, yet it fits three people and a trunk. Zbee is an agile companion in urban areas with heavy traffic.



# ZBEES: SAFETY

# Zbee Tuk Tuks are developed with safety as a core value

## Zbee: Safety Measures

- **Are there seat belts? If not can they be fitted with seat belts?**

Seat belts on all seats.

<https://youtu.be/KJghXFe7vYs> ← Crash test video done at <https://www.autoliv.com>

- **What weatherproofing do the vehicles have?**

The vehicles are fully weatherproof. Please find attached video and pictures.

[https://youtu.be/L1d\\_ILfZIY4](https://youtu.be/L1d_ILfZIY4) ← Video where you can see it.

- **Age of the vehicles**

The vehicles will be brand new from the manufacturer

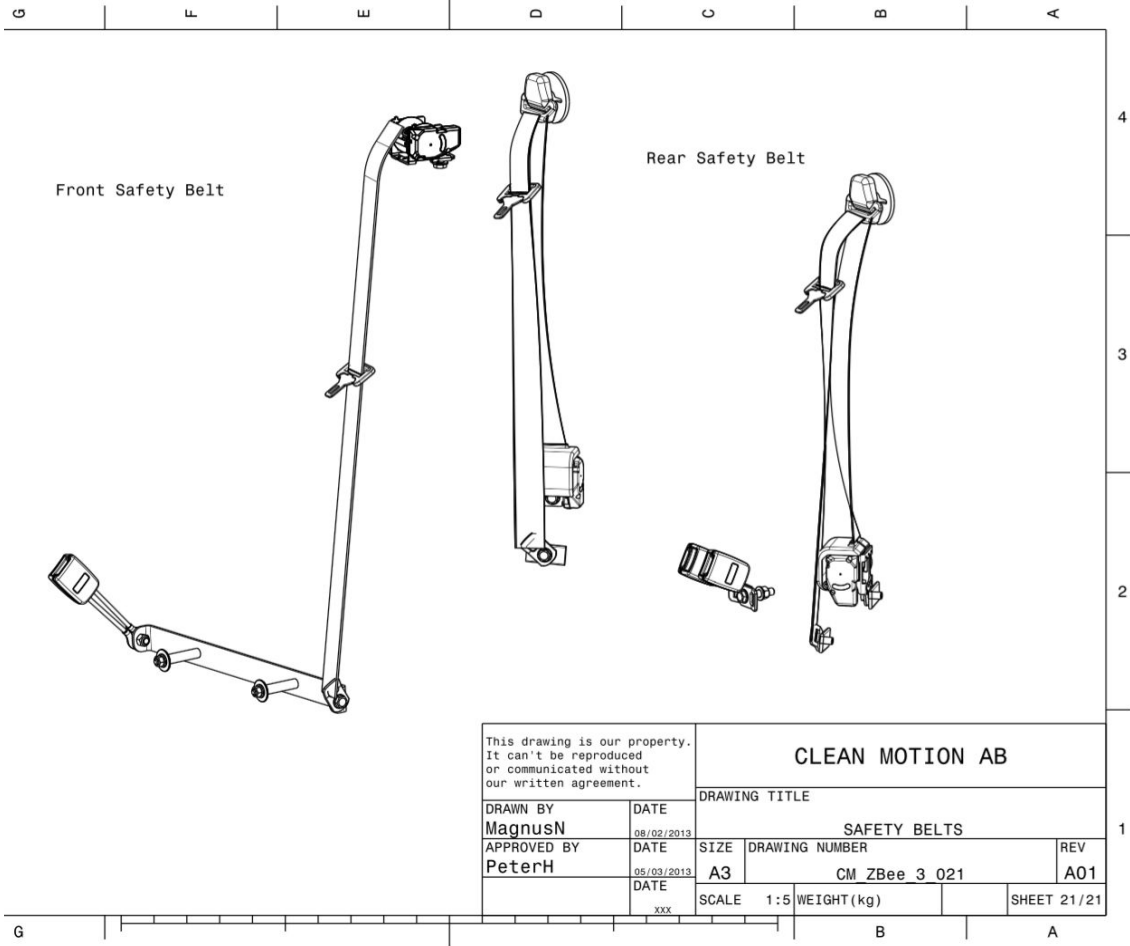
- **Additional health and safety declarations**

[Health and safety declaration here](#)

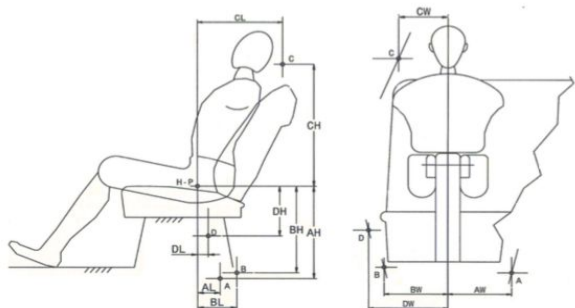
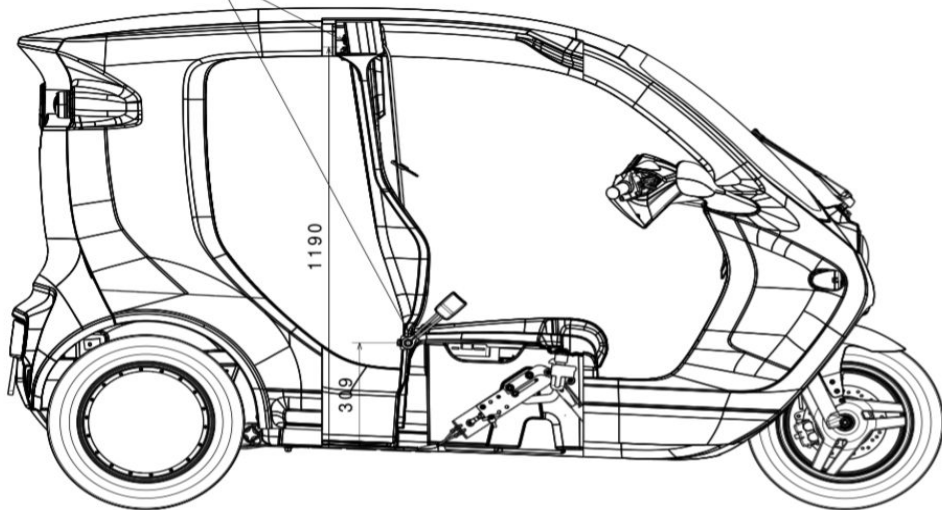
[Supplementary health and safety declaration](#)







# Safety Belt Anchorage



Point [mm]	W = y	L = x	H = z
Inner Anchorage Right	A 264	160	-119
Outer Anchorage Left	B -264	160	-119
Shoulder Anchorage	C -313	328	745
Retractor Anchorage	D -313	328	745

H-point Front [mm]	
x	988
y	0
z	619

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## CLEAN MOTION AB

DRAWN BY  
**MagnusN**  
APPROVED BY  
**PeterH**

DATE

22/04/2013

DATE

23/04/2013

DATE

xxx

### DRAWING TITLE

### FRONT SAFETY BELT ANCHORAGE

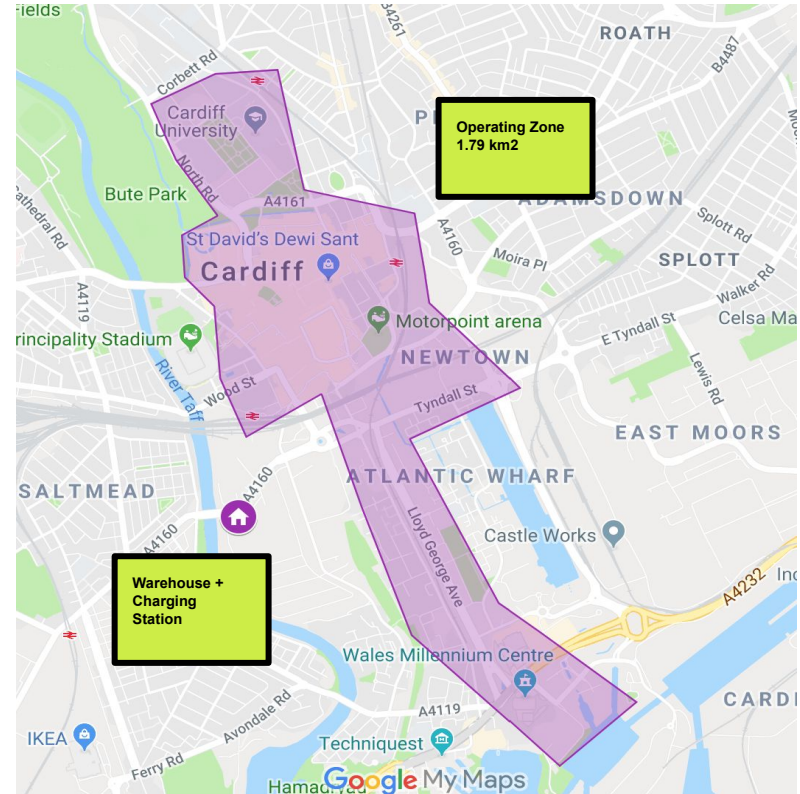
SIZE	DRAWING NUMBER	REV
A3	CM ZBee 3 004	A01
SCALE 1:10	WEIGHT(kg)	SHEET 4/21

# OPERATIONS

# Pilot City: Cardiff



City	Cardiff	<b>Why Cardiff?</b> <ul style="list-style-type: none"> <li>- Excellent relationship with council</li> <li>- Small but densely populated city</li> <li>- Drive for zero emissions city by 2026</li> <li>- Population of 360,000</li> <li>- 20% population students</li> <li>- 18 million tourists per year</li> </ul>
Fleet Size	20	Optimum size of fleet for operational testing; Clean Motion able to deliver 20 by June/July
Operating hours	80	Hours per vehicle per week
Drivers	30	Hired on contract
Warehouse	£1000 pcm	Warehouse space just a 5 minute drive from operating zone. £2k pcm rent.
Charging station	£500 pcm	For the pilot, we can use the warehouse space to charge the vehicles
Operating zone	City centre	- Tight geofence in city centre: Top to bottom 13 minutes (3.2 miles)



## RIDE METRICS

Description		
Cost per trip	5	Cheaper than current market for trips less than 5 miles
Avg. time per trip (mins)	12	Based on a tight central geofence around 3.2 miles max distance
Dry run	10%	
Charge time	20%	The zbees take 1 hour to charge with fast chargers
Effective utilisation	70%	We predict that 30% of the fleet will be in repair/maintenance at any one time.
Trips per hour per rickshaw	3.5	Calculated with an average trip of 2 miles.
Hours per week per driver	50	
Avg. distance per trip (miles)	2	
Avg. range on one charge (miles)	30	The zbees run maximum of 55k on a full charge
Calculated charge down time (%)	23.30 %	

## OPERATING SCHEDULE (No. of E-Tuks in Operation)

TOD	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
0:00	0	0	0	20	20	20	0
1:00	0	0	0	15	15	15	0
2:00	0	0	0	10	10	10	0
3:00	0	0	0	0	0	0	0
4:00	0	0	0	0	0	0	0
5:00	0	0	0	0	0	0	0
6:00	0	0	0	5	5	5	0
7:00	6	6	6	10	10	10	0
8:00	10	10	10	15	15	15	0
9:00	15	15	15	20	20	20	0
10:00	15	15	15	15	15	15	5
11:00	15	15	15	15	15	15	10
12:00	15	15	15	15	15	15	10
13:00	15	15	15	15	15	15	15
14:00	20	20	20	20	20	20	15
15:00	15	15	15	15	15	15	10
16:00	15	15	15	15	15	15	10
17:00	15	15	15	15	15	15	5
18:00	15	15	15	15	15	15	0
19:00	15	15	15	20	20	20	0
20:00	10	10	10	15	15	15	0
21:00	5	5	5	15	15	15	0
22:00	0	0	0	15	15	15	0
23:00	0	0	0	15	15	15	0

Any questions?

Project Lead

[lucinda.okane@olacabs.com](mailto:lucinda.okane@olacabs.com)





**SPECIAL CONDITIONS FOR PRIVATE HIRE LICENSED TUK TUKS**



Throughout this document, any reference to 'vehicle' refers to Tuk tuk.

**Part 1: Tuk Tuk Private Hire Operator Licence Conditions**

In addition to Cardiff Council's standard Private Hire Operator Conditions, the following conditions apply to Tuk tuk operators:

1.
  - a) The proprietor must submit a Business Plan (which must include all pick up and drop off points) and a Passenger Risk Assessment statement to the council's Licensing Section.
  - b) Written approval of routes/tours detailed in the Business Plan must be received from the Council's Licensing Section prior to operation of the business.
  - c) The proprietor must only operate within the scope of the approved business plan. Any changes to the business model will require written approval from the Council's Licensing Section.
2. All passengers must receive a safety briefing from an experienced and fully trained licenced driver or staff member immediately before the commencement of any journey in a Tuk tuk.

**Part 2: Tuk Tuk Private Hire Vehicle Licence Conditions**

Please note these conditions replace the standard Private Hire Vehicle Licence conditions

1. Tuk tucks are only permitted to be booked for sightseeing routes approved by Cardiff Council, and approved private tours. They are not permitted to be used for general private hire use.
2. All vehicles must be presented for inspection when and where required, and must comply with all current statutory requirements for road vehicles, with the non statutory requirements imposed by the Council and any other legislation that affects the construction and use of Tuk Tuk style vehicles.
3. All vehicles must have either Individual Vehicle Approval or European Community Whole Vehicle Type Approval.
4. The vehicles must be of the type specified in the Council approved Business Plan, without modification to the manufacturer's specification.
5. No more than four passengers to be carried in the vehicle at any one time.
6. Children under 16 years of age are not permitted to travel in the vehicle unless accompanied by an appropriate adult.
7. Licence Plates:
  - a) Vehicle licence plates must be fixed on the outside rear of the vehicle in a clear and conspicuous manner either directly above or directly below or directly to the left or right hand side of the vehicle registration number plate.
  - b) The plate must be securely fixed directly onto the vehicle by either nuts and bolts, self tapping screws or rivets, or indirectly by means of a bracket that is similarly fixed to the vehicle.
  - c) The plate shall be returned to the Council on the expiry of a licence.

9. The driver's badge shall be fixed to the inside of the front windscreen of the vehicle in such a position as to be clearly visible from the front near side of the vehicle by passengers outside the vehicle.
9. No fittings, except those approved by the Council shall be attached to the inside or outside of the vehicle.
10. Signs or advertisements that have received prior approval by Cardiff Licensing Section are only permitted to be displayed on the rear of the vehicle.
11. The proprietor of a Tuk tuk shall:-
  - (i) Cause the roof or covering to be kept watertight;
  - (ii) Cause the seats to be properly cushioned and covered by a water resistant material that is maintained in a sound and clean condition, which may be easily cleaned and dried;
  - (iii) Cause the floor to be provided with a suitable water resistant covering, kept in a sound and clean condition;
  - (iv) Cause the fittings and furniture generally to be kept in a clean condition well maintained and in every way fit for private hire;
12. The vehicles must be fitted with retractable rain coverings that cover both sides and rear of the vehicle and are secured to ensure the vehicle remains watertight. The covers must be transparent to allow the drivers and passengers unrestricted views out of the vehicle.
13. Three point seat belts are to be fitted to all passenger seats. The seatbelts shall be readily accessible for use by all passengers and must be maintained in a safe condition at all times.
14. Vehicle Age  
Vehicles presented for first time licensing must be under 25 months old and will not be relicensed if they are over 10 years old.
15. Testing of Vehicles
  - (a) Vehicles under the age of 4 years from date of first registration will require an annual test and on passing the test will be issued with a 12 month licence.
  - (b) Vehicles over the age of 4 years from the date of first registration will require a test every 6 months and on passing the test will be issued with a 6 month licence.
16. No vehicle may be substituted for that licensed except in accordance with the approved procedure. The Council shall be notified of any transfer of a licence within 14 days.
17. A copy of the current Insurance Certificate must be kept inside the vehicle at all times
18. Tuk tuks will not be of a colour scheme to that adopted for Hackney Carriages.
19. The Licensee/Proprietor of a licensed Private Hire Tuk tuk shall not rent, hire, lease or loan their vehicle to any person.
20. The Licensee/Proprietor of a licensed Private Hire Tuk tuk shall not employ any person to drive their vehicle who does not hold a current Hackney Carriage/Private Hire Drivers Licence issued by Cardiff County Council.
21. The non statutory requirements for Private Hire Tuk tuk referred to in paragraph (2) as requirements imposed by the Council as follows:-
  1. **Bodyshell**  
Including panels, wings, bumpers, and interior floor area to be in good condition, free from rust, holes, broken metal or any other visible damage.
  2. **Paint Work**



Tuk tuks to be of a uniform colour as recorded on the registration document.

3. **Seat Coverings**

To be in good condition, clean and free from any tears, damage, grease or any other contamination.

4. **Floor Coverings**

To be in good condition, clean and free from any contamination.

5. **Interior Trim**

To be in good condition, clean and free from any tears, damage, grease or any other contamination.

6. **Windscreen & Windows**

To be in a good clean condition and free from damage. The windscreen must allow at least 75% of light to pass through

7. **Emergency Tyre Repair kit**

An emergency tyre repair kit must be kept on the vehicle at all times. Where a tyre has been repaired using an emergency tyre repair kit to complete a hiring, the vehicle shall not be driven at a speed or distance that exceeds the manufacturer of the repair kit's instructions. The vehicle may not be used for any further hirings until the tyre is repaired or replaced and a replacement repair kit is purchased.

8. **Interior & Exterior Fittings**

No fittings or signs to be attached inside or outside vehicle unless approved by the Council.

The above requirements are in addition to the minimum standards set by the Department of Transport's roadworthiness examination (MOT Test).

22. Nothing in these conditions shall detract from the Council's duty to consider each case on its merits and these conditions shall be construed and applied accordingly.

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**SPECIAL CONDITIONS FOR PRIVATE HIRE LICENSED TUK TUKS/ELECTRIC RICKSHAW**



Throughout this document, any reference to 'vehicle' refers to Tuk tuk/electric rickshaw.

**Part 1: Tuk Tuk/Electric Rickshaw Private Hire Operator Licence Conditions**

In addition to Cardiff Council's standard Private Hire Operator Conditions, the following conditions apply to Tuk tuk/ electric rickshaw operators:

1.
  - a)The operator must submit a Business Plan (which must include all routes/tours or operating zones) and a Passenger Risk Assessment statement to the council's Licensing Section.
  - b)Written approval of routes/tours or operating zones detailed in the Business Plan must be received from the Council's Licensing Section prior to operation of the business.
  - c)The proprietor must only operate within the scope of the approved business plan. Any changes to the business model will require written approval from the Council's Licensing Section.
2. All passengers must receive a safety briefing from an experienced and fully trained licenced driver or staff member immediately before the commencement of any journey in a Tuk tuk/electric rickshaw.

**Part 2: Tuk Tuk/Electric Rickshaw Private Hire Vehicle Licence Conditions**

Please note these conditions replace the standard Private Hire Vehicle Licence conditions

1. Tuk tuk/electric rickshaws are only permitted to be booked in accordance with a Cardiff Council approved business-operating plan submitted by an operator.
2. All vehicles must be presented for inspection when and where required, and must comply with all current statutory requirements for road vehicles, with the non statutory requirements imposed by the Council and any other legislation that affects the construction and use of Tuk tuk/electric rickshaw style vehicles.
3. All vehicles must have either Individual Vehicle Approval or European Community Whole Vehicle Type Approval.
4. The vehicles must be of the type specified in the Council approved Business Plan, without modification to the manufacturer's specification.
5. Children under 16 years of age are not permitted to travel in the vehicle unless accompanied by an appropriate adult.
7. Licence Plates:
  - a)Vehicle licence plates must be fixed on the outside rear of the vehicle in a clear and conspicuous manner either directly above or directly below or directly to the left or right hand side of the vehicle registration number plate.
  - b)The plate must be securely fixed directly onto the vehicle by either nuts and bolts, self tapping screws or rivets, or indirectly by means of a bracket that is similarly fixed to the vehicle.
  - c)The plate shall be returned to the Council on the expiry of a licence.

9. The driver's badge shall be fixed to the inside of the front windscreen of the vehicle in such a position as to be clearly visible from the front near side of the vehicle by passengers outside the vehicle.
9. No fittings, except those approved by the Council shall be attached to the inside or outside of the vehicle.
10. Signs or advertisements that have received prior approval by Cardiff Licensing Section are only permitted to be displayed on the rear of the vehicle.
11. The proprietor of a Tuk tuk/electric rickshaw shall:-
  - (i) Cause the roof or covering to be kept watertight;
  - (ii) Cause the seats to be covered by a water resistant material that is maintained in a sound and clean condition, which may be easily cleaned and dried;
  - (iii) Cause the floor to be provided with a suitable water resistant covering, kept in a sound and clean condition;
  - (iv) Cause the fittings and furniture generally to be kept in a clean condition well maintained and in every way fit for private hire;
12. The vehicles must be fitted with retractable rain coverings that cover both sides and rear of the vehicle and are secured to ensure the vehicle remains watertight. The covers must be transparent to allow the drivers and passengers unrestricted views out of the vehicle.
13. Three point seat belts are to be fitted to all passenger seats. The seatbelts shall be readily accessible for use by all passengers and must be maintained in a safe condition at all times.
14. Vehicle Age  
Vehicles presented for first time licensing must be under 25 months old and will not be relicensed if they are over 10 years old.
15. Testing of Vehicles
  - (a) Vehicles under the age of 4 years from date of first registration will require an annual test and on passing the test will be issued with a 12 month licence.
  - (b) Vehicles over the age of 4 years from the date of first registration will require a test every 6 months and on passing the test will be issued with a 6 month licence.
16. No vehicle may be substituted for that licensed except in accordance with the approved procedure. The Council shall be notified of any transfer of a licence within 14 days.
17. A copy of the current Insurance Certificate must be kept inside the vehicle at all times
18. Tuk tuk/electric rickshaws will not be of a colour scheme to that adopted for Hackney Carriages.
19. The Licensee/Proprietor of a licensed Private Hire Tuk tuk/electric rickshaw shall not rent, hire, lease or loan their vehicle to any person.
20. The Licensee/Proprietor of a licensed Private Hire Tuk tuk/electric rickshaw shall not employ any person to drive their vehicle who does not hold a current Hackney Carriage/Private Hire Drivers Licence issued by Cardiff County Council.
21. The non statutory requirements for Private Hire Tuk tuk/electric rickshaw referred to in paragraph (2) as requirements imposed by the Council as follows:-
  1. **Bodyshell**  
  
Including panels, wings, bumpers, and interior floor area to be in good condition, free from rust, holes, broken metal or any other visible damage.
  2. **Paint Work**

Tuk tuk/electric rickshaws to be of a uniform colour as recorded on the registration document.

3. **Seat Coverings**

To be in good condition, clean and free from any tears, damage, grease or any other contamination.

4. **Floor Coverings**

To be in good condition, clean and free from any contamination.

5. **Interior Trim**

To be in good condition, clean and free from any tears, damage, grease or any other contamination.

6. **Windscreen & Windows**

To be in a good clean condition and free from damage. The windscreen must allow at least 75% of light to pass through

7. **Emergency Tyre Repair kit**

An emergency tyre repair kit must be kept on the vehicle at all times. Where a tyre has been repaired using an emergency tyre repair kit to complete a hiring, the vehicle shall not be driven at a speed or distance that exceeds the manufacturer of the repair kit's instructions. The vehicle may not be used for any further hirings until the tyre is repaired or replaced and a replacement repair kit is purchased.

8. **Interior & Exterior Fittings**

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The above requirements are in addition to the minimum standards set by the Department of Transport's roadworthiness examination (MOT Test).

22. Nothing in these conditions shall detract from the Council's duty to consider each case on its merits and these conditions shall be construed and applied accordingly.

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