



County Hall
Cardiff
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AGENDA

Committee	PUBLIC PROTECTION COMMITTEE
Date and Time of Meeting	TUESDAY, 2 JULY 2019, 10.30 AM
Venue	COMMITTEE ROOM 1 - COUNTY HALL
Membership	Councillor Mackie (Chair) Councillors Asghar Ali, Dilwar Ali, Derbyshire, Goddard, Jacobsen, Lancaster, Robson, Sattar 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 Minutes *(Pages 3 - 8)*

To approve as a correct record the minutes of the previous meetings.

4 Prestige Vehicle Application - VW Jetta *(Pages 9 - 10)*

5 Application for the Use of Electric Rickshaws as Private Hire Vehicles *(Pages 11 - 32)*

6 Urgent Items (if any)

Davina Fiore
Director Governance & Legal Services
Date: Wednesday, 26 June 2019
Contact: Graham Porter,
02920 873401, g.porter@cardiff.gov.uk

PUBLIC PROTECTION COMMITTEE

9 APRIL 2019

Present: Councillor Mackie(Chairperson)
Councillors Dilwar Ali, Derbyshire, Goddard, Lancaster, Robson,
Simmons, Taylor and Wood

33 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Davies and Jacobsen.

34 : DECLARATIONS OF INTEREST

No declarations of interest were received.

35 : MINUTES

The minutes of the meetings held on 5 March 2019 were approved by the Committee as a correct record and were signed by the Chairperson.

36 : PRESTIGE VEHICLE APPLICATION - TELS A MODEL S

RESOLVED – That the Tesla Model S be approved as a prestige vehicle with a 10-year age restriction.

37 : REVISED GUIDANCE ON DETERMINING THE SUITABILITY OF
APPLICANTS AND LICENSEES IN THE HACKNEY AND PRIVATE HIRE
TRADES

Members of the Committee are asked to consider applications for new licences or complaints against existing licence holders. In determining these matters the authority has adopted a policy to provide guidance on the treatment of convictions, cautions and criminal charges in respect of new applicants and existing drivers/operators. The current policy has been in place since 2015.

Members were advised that in April 2018 the Institute of Licensing published a document entitled 'Guidance on Determining the Suitability of Applicants and Licensees in Hackney Carriage and Private Hire Trades'. A copy of the document was appended to the report at Appendix A. The Guidance was produced in conjunction with the Local Government Association, Lawyers in Local Government and the National Association of Licensing Enforcement Officers following widespread consultation.

The Wales Licensing Expert Panel considered and endorsed the document with a recommendation that the guidance be adopted by all Welsh Local Authorities to replace their existing policies. Members were asked to authorise officers to consult with the local taxi trade on the Authority's draft revised policy, attached to the report at Appendix B.

RESOLVED – That the Licensing Department consult with the local taxi trade on the draft policy.

38 : URGENT ITEMS (IF ANY)

No urgent items were received.

The meeting terminated at 10.45 am

PUBLIC PROTECTION SUB COMMITTEE

9 APRIL 2019

Present: Councillor Mackie(Chairperson)
Councillors Robson and Lancaster

15 : EXCLUSION OF THE PUBLIC

The following item is confidential and exempt from publication as it contains exempt information of the description contained in paragraph 14 of Part 4 and paragraph 21 of Part 5 Schedule 12A of the Local Government Act 1972. The public may be excluded from a meeting by resolution of the Committee pursuant to Section 100A (4) of the Local Government Act 1972 during discussion of this item.

RESOLVED - That the public be excluded.

16 : HACKNEY CARRIAGE/PRIVATE HIRE MATTERS

RESOLVED – That the following matters be dealt with as indicated:

(1) Application 1

Deferred for 1 month.

(2) Application 2

The Sub Committee considered a complaint from a member of the public. It was alleged that during a journey from Heath Hospital to a day care centre in Ely the complainant's elderly mother, who is wheelchair bound, was not safely secured in the vehicle in the correct position and in accordance with the vehicle manufacturer's instructions.

Members were advised that the wheelchair was side facing throughout the journey and the wheelchair tipped when the driver turned a sharp bend too quickly. The driver stated that he stopped the vehicle and checked that the passengers were okay. This witness refuted that statement. The complainant refused to pay the fare at the end of the journey as she considered that the level of service received was not acceptable. The driver was alleged to have reacted angrily and a heated discussion followed. The argument was witnessed by third parties. The complainant stated that the incident made her feel anxious and vulnerable.

The driver stated that he often secured wheelchairs in the vehicle in a sideward facing position as many customers prefer it. Although since this incident he has ceased this practice. Responding to questions from the Sub Committee the driver stated that he was not in possession of the manufacturer's handbook for the vehicle. He received verbal instruction on how to secure wheelchair from the previous owner of the vehicle. The complainant stated that she regularly uses wheelchair accessible vehicles and she has never seen the side-on positioning of the wheelchair used

previously.

RESOLVED – That the driver receive a 12 day suspension for failure to secure the wheelchair safely and the admission that other wheelchairs users have not secured in accordance with the manufacturer's instructions. The Sub Committee considered that the driver did not sufficiently investigate how to safely secure wheelchairs safely in his vehicle.

(3) Application 3

Deferred for 1 month

(4) Application 4

Members were advised that a complaint was received from a member of the public that a driver had refused a fare. The complainant alleged that he approached the driver and provided a the destination, the driver then laughed and said that the complainant was not speaking in his 'real voice' and then refused the fare saying 'I'm not taking you anywhere'. The complainant also alleged that the driver removed his identification badge from the windscreen.

The driver stated that he was embarrassed by his actions and he wished to apologise to the complainant. The driver accepted that he has acted unprofessionally and he did not intend any harm to the complainant. The driver said that he thought it was 'banter' that had escalated and 'got out of hand'. The complainant accepted the driver's apology.

Members were advised that a second complaint was received that the driver refused a second fare on the same evening by different member of the public. The complainant was unable to attend the meeting.

RESOLVED – That the driver complete the BTEC course within 3 months and a 10 day suspension for refusal of a fare, not displaying the driver's identification badge and for inappropriate behaviour.

(5) Application 5

Deferred for 1 month

(6) Application 6

The Sub Committee received representations from a driver who received 9 penalty points on his DVLA drivers licence for 3 separate driving offences – 2 speeding offences and 1 failure to stop at a red light. The driver stated that the offences occurred when he was rushing to pick up passengers. There were was no other passengers in the vehicle at the time. The driver notified his insurance company at the time of the offences but he was unaware that he was also required to inform the Licensing Department.

RESOLVED – That the driver receive a written warning for driving offences.

The driver was reminded of his obligation to advise the authority of any convictions.

(7) Application 7

The Sub Committee received representations from a driver who received 9 penalty points on his DLVA drivers licence – 6 points for failure to have insurance and 3 points for a speeding offence. Members were advised that the driver was licenced for private hire only. The 6 penalty points were imposed after the driver was prosecuted for ‘flimping’ – or illegally picking up a fare on the street when not licensed to do so. The driver admitted the offence. He stated that he has stopped to pick up two females on City Road and took them to Churchill Way. The driver said that he took pity on the passengers as it was December, it was cold and there was little financial incentive, as it was a short journey. The speeding offence occurred on North Road. The driver indicated that he did not declare the convictions as he assumed that the Council would be aware of the major offence due to the prosecution. An undertaking was given that any further convictions will be declared immediately.

RESOLVED – That no further action be taken.

(8) Application 8

Adjourned sine die.

(9) Application 9

Application for the grant of a hackney carriage/private hire drivers licence refused as the Sub Committee did not consider the applicant to be a fit and proper person to hold a licence.

The meeting terminated at 2.30 pm

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CARDIFF COUNCIL
CYNGOR CAERDYDD

PUBLIC PROTECTION COMMITTEE: 2 July 2019

REPORT OF THE HEAD OF SHARED REGULATORY SERVICES

HACKNEY CARRIAGE/PRIVATE HIRE APPLICATIONS

The Committee is requested to determine the following application:-

1. Mr Munshur Ali – VW Jetta GF64 YWO

Application to have the Volkswagen Jetta to be approved as a prestige vehicle with a ten year age restriction.

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OLA: CARDIFF E-RICKSHAW PROJECT





Page 12



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
Customer behaviour	<ul style="list-style-type: none"> Early adopters: Students and tourists,= surge in trips due to virality (word of mouth). Second Stage: Will attract a more regular user base in market segments such as young professionals, local residents and the over 60s. Early adopter bookings decline, a more regular user base will be established. 	<ul style="list-style-type: none"> 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.
Target customers	<ul style="list-style-type: none"> Students: Early adopters. Price sensitive. Tourists: Early adopters. Recommendation drive. Young professionals mid/late adopters. Ease of use/coverage. Local residents: late adopters. Ease of use/community acceptance. Over 60s: Late adopters. Ease of use/community acceptance/subsidised. 	<ul style="list-style-type: none"> Simultaneously advertise to multiple market sectors and analyse the feedback. For example, volume of revenue in each sector, rides per day, reason for trip. Price point analysis: adjust pricing structure to monitor revenue.
Drive customer acquisition to cross-sell	<ul style="list-style-type: none"> On the ground customer awareness will increase substantially due to hyper-visible e-rickshaw branding Brand awareness increased, and therefore driving revenue into other Ola categories 	<ul style="list-style-type: none"> Analyse the Ola cab rides per day in Cardiff during pilot and compare to volume of rides in the e-rickshaw category. 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.
Crowding other rides?	<ul style="list-style-type: none"> The e-rickshaws fit into the micromobility sector (0-5 miles). This will not crowd the core Ola offering which focuses on the 5-10 mile sector. 	<ul style="list-style-type: none"> Monitor Ola cab stats in Cardiff and cross reference with e-rickshaw stats in Cardiff, including: <ul style="list-style-type: none"> Frequency of usage Travel purpose Travel length Travel time
Will we divert customers away from Ola Cabs?	<ul style="list-style-type: none"> The e-rickshaws will focus on rides between 0-5 miles The taxi market focuses on rides between 5-10 miles. 	<ul style="list-style-type: none"> Monitor stats closely in Cardiff during e-rickshaw pilot: Transport preference before and after the using e-rickshaws Monitor the number of e-rickshaw rides per day vs Ola cabs
Capturing new use cases	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Monitor stats in Cardiff during e-rickshaw pilot: Transport preference before the using e-rickshaws Travel purpose Customer satisfaction - rating pop up



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.



ZBEEES: 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_ILfZlY4 ← Video where you can see it.

- **Age of the vehicles**

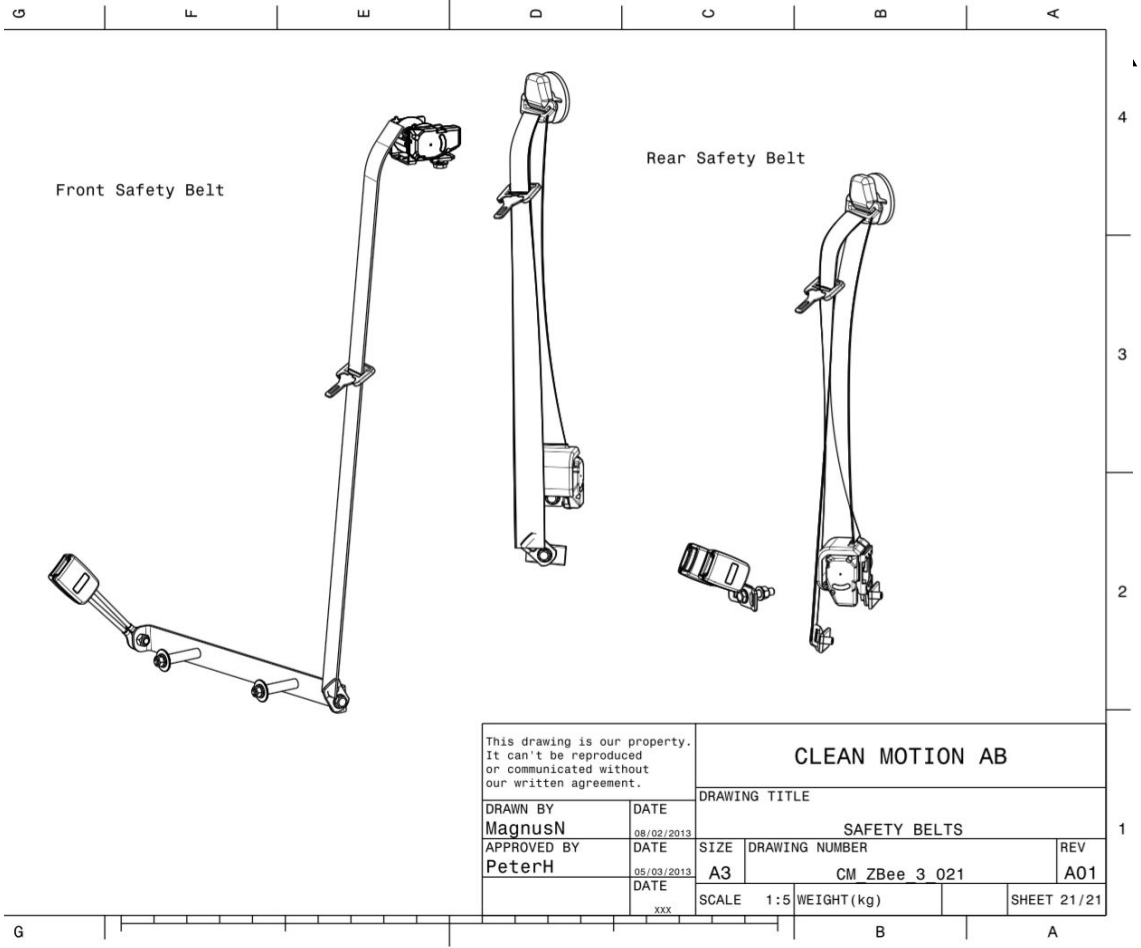
The vehicles will be brand new from the manufacturer

- **Additional health and safety declarations**

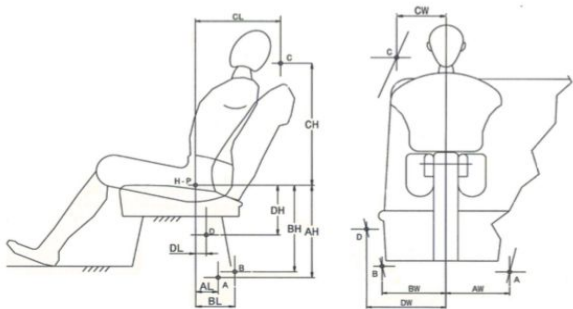
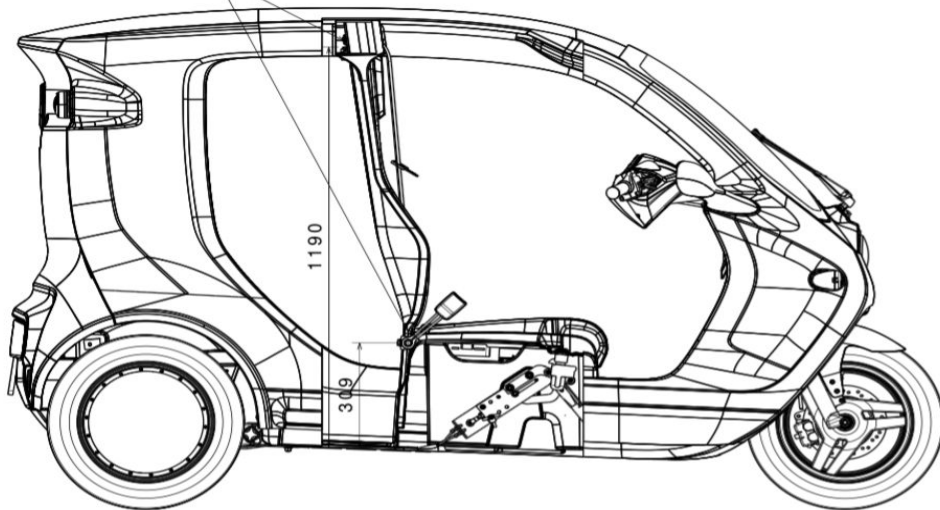
[Health and safety declaration here](#)

[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

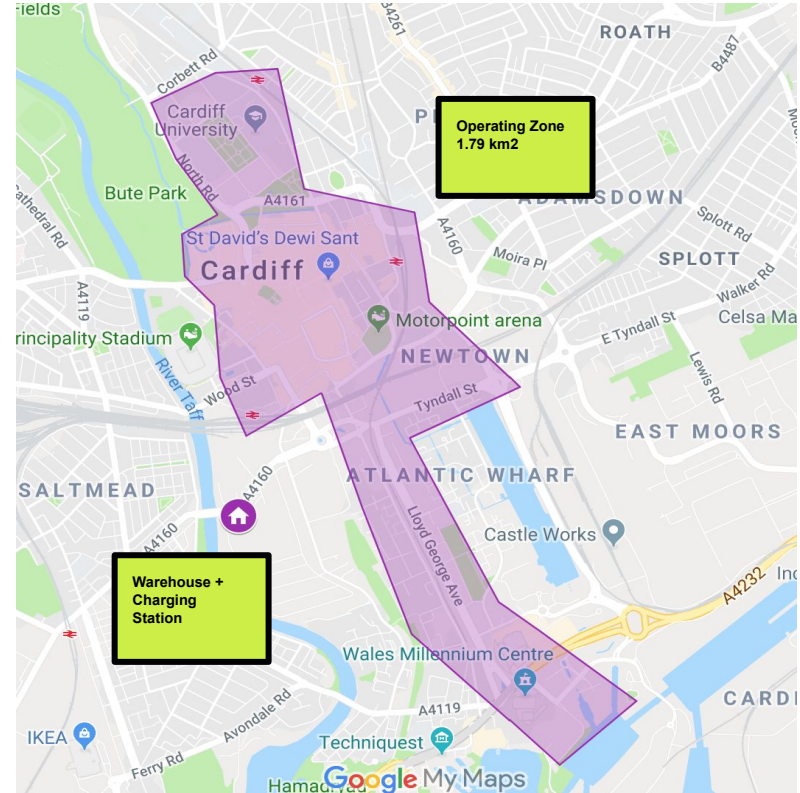
SIZE	DRAWING NUMBER	REV
A3	CM ZBee 3 004	A01
SCALE 1:10	WEIGHT(kg)	SHEET 4/21

OPERATIONS

Pilot City: Cardiff



City	Cardiff	Why Cardiff? <ul style="list-style-type: none">- Excellent relationship with council- Small but densely populated city- Drive for zero emissions city by 2026- Population of 360,000- 20% population students- 18 million tourists per year
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



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.
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 - (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;
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 - (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**

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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