

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.