

THE CITY OF CARDIFF COUNCIL

PRIVATE HIRE OPERATORS LICENCE CONDITIONS OF LICENCE



1. On payment of the necessary fee, the licence remains in force for a maximum of five years.
2. The licence may not be transferred to any other person. Unless renewed, it must be returned on expiry to the authorised officer.
3. The licensee shall provide and keep a suitable register in which he shall enter before the start of each journey, the following particulars for each contract of hire:-
 - (a) The time of hire.
 - (b) The pick-up point.
 - (c) The place of destination.
 - (d) The name of the hirer.
 - (e) The licence number and registration number of the vehicle used.
 - (f) The details of the driver.

The records shall be kept for a minimum of six months, be in a chronological order and must be produced on request to an authorised officer of the Council or a police constable for inspection.

4. The licensee shall furnish to the Council details of the premises from which the private hire business will be carried on. He shall satisfy the Council that the premises comply with the relevant statutory requirements. In particular the licensee shall obtain any necessary planning permission for the premises used in connection with the business of operating private hire vehicles, and shall not engage in or allow or permit such operation until the necessary planning permission has been obtained.
5. The licensee shall provide and keep a suitable register in which he shall enter for each vehicle under his ownership details of make of vehicles, registration number, date of purchase, alterations in design or construction, date of sale/destruction, name and address of new purchaser and shall produce the same for inspection on request by an authorised officer of the Council or by a police constable.
6. 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.

Notes

- (a) The Council is not allowed to grant and Operators Licence unless it is satisfied that the applicant is a fit and proper person. It is therefore important that the applicant gives full and accurate answers to the questions on the application form.
- (b) Licence fees are reviewed annually and details of the current fees are available on request.
- (c) The renewal of a licence should be made in advance to ensure continuity. There is not automatic period of grace. Unlicensed operation of private hire vehicles is an offence.
- (d) Licences will not be issued until the appropriate fee is paid. Where payment is made by a cheque which is subsequently dishonoured, any licence issued will be null and void.
- (e) The Council has the power to suspend, revoke or refuse to renew the licence on the appropriate grounds. Where a licence has been obtained by giving false or incomplete information, consideration will be given to using these powers as well as prosecuting for the offence committed.
- (f) Operators should take care to avoid using unlicensed drivers or unlicensed vehicles. They should, therefore check that a driver has both a current licence from the Council and a badge, and that a vehicle is properly licensed and plated. Failure to do so may render the operator liable to prosecution.