

## CARDIFF COUNCIL

### SPECIAL EVENT PRIVATE HIRE VEHICLE LICENCE CONDITIONS OF LICENCE



#### General Notes

A Special Event Private Hire Vehicle is a vehicle used for occasional special journeys, such as School proms.

The licensing of any vehicle will be dependent upon the Council being satisfied that the vehicle is suitable in size, type and design for use as a private hire vehicle. The prime consideration of the Council is the safety and comfort of the travelling public.

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

1. Only vehicles pre-approved by the Licensing Authority will be accepted as special event vehicles.
2. Special event vehicles must be, in the opinion of the Licensing Authority, of such quality and character as to be suitable to be licensed for special events.
3. Vehicles must have European Community Whole Vehicle Type Approval (ECWVTA) or Individual Voluntary Approval (IVA).
4. 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.
5. Vehicles must have a seatbelt available for all passenger seats used for licensing purposes.
6. The interior plate shall be fixed on the inside of the vehicle in such position as to be easily observed by the passengers. Both plates shall be returned to the Council on the expiry of a licence.
7. The 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.
8. No fittings, except those approved by the Council, shall be attached to the inside or outside of the vehicle.
9. Interior CCTV equipment of a type previously approved by the Authority may be fitted in accordance with the manufacturer's instructions, subject to:
  - a) A sign indicated that recording equipment is in use being clearly displayed within the vehicle, and;
  - b) All images downloaded from the camera being made available to the Police and Authorised Officers, upon request
10. Fittings, Signs and Advertisements  
No fittings, signs or advertisements to be attached inside or outside vehicle unless approved by the Council. The following conditions apply:-

- a) Exterior advertising is permitted on the outside rear door panel provided it does not exceed the dimensions of the panel and is restricted to one advertisement only with no other form of advertising displayed on the exterior of the vehicle.
  - b) Visor and rear screen signs are permitted subject to the following:-
    - i. They must not exceed 4½ inches in depth
    - ii. The lettering must not exceed 3½ inches in height
    - iii. In addition to the name of the company, the telephone may be displayed
    - iv. Neither the front nor the rear screen sign to be illuminated.
  - c) Where the registered name of the company includes the words “Cab” or “Taxi” in any sign the words “Private Hire” must also be displayed in letters not less than 2 inches in height. Where the registered name is more than 2 inches in height, the words “Private Hire” must be of an equal size to the registered name.
  - d) All advertisements must conform with the standards of the Advertising Standards Authority (ASA) in all matters relating to good taste, both in content and appearance and must not relate to matters concerning tobacco, alcohol or matters of a sexual nature.
  - e) A screen displaying scrolling or moving advertisements may be securely fitted within the vehicle provided that the screen shall not be within the vision of the driver of the vehicle, one slide must indicate that the advertisements will be switched off at the request of a passenger, and subject to each individual advertisement being approved by the Authority, in writing, prior to its use.
11. All vehicles must be constructed and maintained so as to be safe and comfortable and the doors must open sufficiently wide so as to allow easy access to and egress from the vehicle and cause no inconvenience to passengers.
  12. The proprietor of a special event private hire vehicle shall:-
    - a) Cause the roof or covering to be kept watertight;
    - b) Cause the seats to be properly cushioned or covered;
    - c) Cause the floor to be provided with a proper carpet, mat or other suitable covering;
    - d) Cause the fittings and furniture generally to be kept in a clean condition well maintained and in every way fit for private Hire;
    - e) Keep the luggage compartment or boot of the vehicle in a clean condition at all times.
  13. Special Event Private Hire Vehicles will require a test every 6 months and on passing the test will be issued with a 6 month licence.
  14. 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.
  15. Where a taximeter is fitted to a special event private hire vehicle, it shall be of approved design properly sealed and tested.
  16. Vehicles will not be of a colour scheme to that adopted for Hackney Carriages.
  17. The proprietor of a special event private hire vehicle shall not rent, hire, lease or loan their vehicle to any person who does not hold a current Hackney Carriage/Private Hire Drivers Licence issued by Cardiff Council.

18. The proprietor of a licensed private hire vehicle shall not employ any person to drive their vehicle who does not hold a current Hackney Carriage/Private Hire Drivers Licence issued by Cardiff Council.
19. In the case of Licensees/Proprietors who rent, lease, hire or loan their special event private hire vehicle, the Licensee/Proprietor shall provide and keep a suitable register in which he/she shall enter the following particulars relating to the details of the driver to whom the vehicle has been rented, hired, leased or loaned.
  - a) The name and address of the driver
  - b) The Badge number and expiry date of the Hackney Carriage/Private Hire Drivers Licence relating to the driver.
  - c) The plate number and registration number of the vehicle rented, hired, leased or loaned.
  - d) The date(s) and time(s) the vehicle was rented, hired, leased or loaned by the driver.
20. The records shall be kept for a minimum of 12 months, be in chronological order and must be produced on request to an authorised officer of the Council or a police constable for inspection.
21. The non-statutory requirements for Private Hire Vehicles referred to in paragraph (4) as requirements imposed by the Council as follows:-
  - a) The body shell - including doors, panels, wings, bumpers, and interior floor area to be in good condition, free from rust, holes, broken metal or any other visible damage.
  - b) The paint work to be a uniform colour
  - c) The seat coverings to be in good condition, clean and free from any tears, damage, grease or any other contamination.
  - d) The floor covering to be in good condition, clean and free from any contamination.
  - e) Interior trim to be in good condition, clean and free from any tears, damage, grease or any other contamination.
  - f) Door hinges to be in good order, all working, and doors to be seated correctly when closed.
  - g) Windscreen, windows (including their opening mechanism) to be in a good clean condition and free from damage.
  - h) The boot or luggage compartment to be clean and free for the accommodation of passenger's luggage.
  - i) 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.
  - j) Engine free from oil leaks

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. Licensees are reminded that the Local Government (Miscellaneous Provision) Act 1976 makes the following provisions that apply to Private Hire Vehicles.

- a) The vehicle must be presented for inspection when and where required.
- b) The licensee must present the registration document, valid certificate of insurance issued under Part VI of the Road Traffic Act 1972 and current MOT Certificate at the time of application for vehicle test, renewal or issue of licence.

- c) The licensee, on being notified in writing of a defect which in the opinion of the authorised officer renders a vehicle as unsuitable for public service, must remove that vehicle from service entirely or until the defect has been remedied to the satisfaction of the authorising officer.
- d) The licensee shall notify the authorised officer of any alteration in design or construction in or of any damage to his vehicle within 72 hours of the occurrence thereof.

### **Additional Notes**

1. Licence fees and other charges are reviewed annually and details of current fees are available on request.
2. The renewal of a licence should be made in advance to ensure continuity. There is no automatic period of grace. Use of an unlicensed car as a private hire vehicle is an offence, and may invalidate the insurance.
3. 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.
4. 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 the offence committed.
5. Vehicle owners should take care to avoid using unlicensed drivers. They should, therefore check the driver has both a current licence from the Council and a badge before employing that person. Use of unlicensed drivers may invalidate the insurance, and may also render the owner liable to prosecution.