

APPENDIX A

HACKNEY CARRIAGE VEHICLE SPECIFICATIONS

Hackney carriage licences will only be granted to vehicles which comply with the following specifications

1. Complies with Part II of the Public Carriage Office, Specification "Conditions of fitness" as amended appropriate to Reading Borough Council.
2. Is as means to facilitate the carriage of chair bound disabled persons.
3. Is of the manufacturer's colours, or Council approved livery.
4. Is provided with an AFFF (Aqueous Film Forming foam) fire extinguisher of 1 litre or greater capacity.
5. Windows of clear or light tint. Vehicles manufactured after 1 April 1985 must allow no less than 75% light through the front windscreen and no less than 70% through the front nearside and offside windows.

READING BOROUGH COUNCIL HACKNEY CARRIAGE VEHICLE EMISSIONS AND AGE POLICY:

N.B. This policy will not override any conditions placed upon individual vehicle licences that result in newer vehicles being required, as is currently the situation in relation to hackney carriage vehicle numbers 300 to '362, unless the vehicle is written-off or the engine is beyond economic repair.

New to Fleet Vehicles

1. From 1st October 2018 no vehicle be permitted to be licensed if older than 15 years.
2. An age policy of a maximum of 8 years be adopted from 1 October 2018 for all new to vehicles

For full specifications please read Part II of the booklet which is intended for the guidance of hackney carriage vehicle proprietors.

Appendix B

(PRIVATE HIRE

Private Hire Vehicle licences will only be granted to vehicles which comply with A, B ft C below.

A. SPECIFICATION

1. No vehicle more than 5 years old shall be eligible for licensing for the first time.
2. The vehicle must be capable of carrying no more than 8 passengers.
3. The owner shall ensure that all vehicles upon reaching 10 years old and every 12 months thereafter be inspected by the Council's Officers in order to assess their internal and external condition and ensure that they are suitable to be used as private hire vehicles in accordance with the criteria stated in section 48 of the Local Government (Miscellaneous Provisions) Act 1976. No vehicle older than 20 years shall be licensed for Private Hire use.
4. The vehicle must be right hand drive.
5. The vehicle body must be a fixed head type. (A sunroof may be fitted).
6. The vehicle must have a minimum of four road wheels.
7. Vehicles must either carry the manufactures system of tyre repairs or spare wheel as compliant with the Construction and use Regulations 1986 as amended.
8. Vehicles that do not have a separate luggage compartment (boot) must be fitted with a grill behind the rear seat to prevent luggage entering the passenger area.
9. Access and egress to rear passenger seats must be through a rear passenger door.
10. Access to the vehicle shall not be more than 15" (38cm) from ground level.
11. New vehicles will only be licensed which fall within the following Euro NCAP or European Classification groups as set below:
 - Large Family
 - Executive
 - Small MPV (4 passengers only)
 - Large MPV
 - European Commission Classification D,E,F ft M
 - Small MPV's will only be licensed to carry 4 passengers
1. Further to paragraph 11. above, vehicles which do not fall within Euro NCAP or European Classification groups criteria may be considered for Private Hire vehicle licensing on a case by case basis.
13. **Window tints**
 - Windscreens: must let in at least 75% of the light

- Front, side windows: must let in at least 70% of the light

Prior to registration with the Driver Vehicle Licensing Authority and initial licensing with the Council, the rear side windows and rear screen of all newly manufactured vehicles must be fitted with the lowest percentage tint supplied by the manufacturer.

No vehicle shall have after purchase tinting

Owners with any queries concerning compliance with these specifications should consult with officers from the Licensing Section before purchasing any vehicle.

14. Vehicles must not be of a design, or in any way similar to, a London style taxi.
15. The Council may vary the requirements of paragraphs 1 - 14 in their absolute discretion in exceptional circumstances but reserve the right to refuse to licence a vehicle if it is considered unsuitable for use as a private hire vehicle.

EXECUTIVE/LIMOUSINE/PARTY PRIVATE HIRE VEHICLES

Executive Private Hire Vehicle licences will only be granted to vehicles which comply with A, B & D below. Limousine or Party Private Hire Vehicle Licenses will only be granted to vehicles which comply with A, C & D below

A. EXECUTIVE/LIMOUSINE/PARTY

1. The vehicle shall be of a make and model which the Council considers appropriate for an Exemption Notification. The Council may consult any person or organisation as it considers appropriate before deciding whether an Exemption Notification shall be granted in respect of any vehicle.
2. Without prejudice to the generality of Clause 1 above, the vehicle shall comply with all of the following minimum requirements:
 - a) Be a recognised model of a four door saloon motor car or people carrier but **not** a hatchback, kit car or vehicle substantively altered in appearance or modified in any way except as within the section Limousines/Party Vehicles below.
 - b) The vehicle interior and exterior shall be of the very highest quality in design and use of materials available and in exceptional condition.
 - c) The vehicle shall not be designed or adapted for off road purposes.
 - d) Vehicles manufactured as people carriers may be considered for an exemption to display the plate. However, the vehicle shall be of the highest specification, quality and condition. Each application will be considered on its own merits. Only vehicles on the approved list shall be considered for licensing as an executive vehicle.
3. Any vehicle presented for licensing for the first time shall not be older than five years on the day that the fully and correctly completed application is received with the appropriate fee. (Limousines and Party vehicles shall be considered for exemption of this condition exceptional circumstances where the vehicle is condition).
4. Only vehicles that satisfy Clauses 2 (a) to 2 (d) above, are on the approved executive list and at the top of the range within the manufactures fleet of vehicles, may be considered for a Exemption Notice, not to display the vehicle plate, which will be at the Council's discretion.

B. EXECUTIVE

The makes and models of vehicle which **will** be considered for licensing as an executive vehicle are:

- BMW 7 SERIES
- MERCEDES S CLASS
- MERCEDES E CLASS
- LEXUS GS and LS
- CHRYSLER CDR
- JAGUAR XJ SWB and LWB
- AUDI A8

For vehicles not included on the above list contact the licensing Section by email: licensing@cityofglasgow.gov.uk or tel. 0118 937 2453.

C. LIMOUSINE AND PARTY

1. On being presented for licensing for the first time, the vehicle shall have proof of one of the following:
 - A UK single vehicle approval certificate (SVA) or,
 - A European whole vehicle approval certificate (WVA) or,
 - A UK low volume type approval certificate (LVTA) or,
 - limousine declaration of condition of use (DCU).
2. No Stretched limousine/Party Vehicle shall be licensed by the Council where the conversion carried out results in the vehicle being more than 330.2cm (10 feet 10 inches) long. Where the conversion has been approved there shall be displayed on the vehicle a fixed plate giving the details of the company that carried out the conversion.
3. No Stretched limousine/Party Vehicle shall be licensed by the Council where the maximum unladen weight of the vehicle exceeds 3,220.50kg (7,100 lbs).
4. A Stretched limousine/Party Vehicle shall only be considered for licensing where the applicant produces evidence that the "stretch" was performed by the manufacturer or by a coachbuilder approved by the vehicle manufacturer. American limousines/ party vehicles shall have been built by an approved coachbuilder under the QVM programme for Ford vehicles or the CMC programme for Cadillac vehicles. The onus shall be upon the applicant to prove that the vehicle meets the prescribed standards.
5. Any replacement parts fitted to a Stretched limousine/Party Vehicle shall meet the approved standards of the stretched specifications i.e. tyres shall meet both the size and weight specifications.
6. Vehicles shall be capable of carrying no fewer than three and not more than eight passengers in addition to the driver. Side facing seats shall only be permitted on a Stretched limousine/Party Vehicle if they meet the minimum requirements of lap belts fitted to each passenger seat of the side facing seats. A seat shall be a minimum width of 400mm. limousines shall be licensed to carry a maximum of eight passengers regardless of how many seats are fitted to the vehicle.

Vehicles shall be equipped at all times with seat belts of an acceptable type in respect of every seat which can be used for the carriage of passengers. Seat belts shall comply with current legislation and be in proper working order at all times.

8. Each passenger shall have direct access to a door without the need to fold flat, tilt up or remove other seating.
9. Vehicles shall be fitted with at least four doors and four wheels.
10. The vehicle may be left or right hand drive.
11. All paintwork shall be free of rust and corrosion and be of a very high standard.
12. Vehicles shall have adequate space for luggage.
13. All brakes and mechanical parts shall be kept in good order and condition.
14. The vehicle shall have a serviceable spare wheel, together with the proper tools and equipment to change the wheel in the event of a tyre or wheel becoming defective.
15. All tyres (including the spare) shall be suitable for the vehicle.
16. The vehicle shall not be designed or adapted for off road purposes.
17. The vehicle shall not be designed or adapted as a people carrier, mini bus, people mover or other like vehicle.

Note: **PRIOR TO** purchasing any vehicle to be used as an executive vehicle or limousine/party vehicle you are strongly advised to contact Reading Borough Council's Licensing Team on 0118 937 3762 then option 1 for advice concerning the different makes and models of vehicles considered appropriate for licensing for this type of work.

D. WINDOWS (EXECUTIVE/LIMOUSINE/PARTY)

Windows must meet the following standards:

- Windscreens: must let in at least 75% of the light
- Front, side windows: must let in at least 70% of the light

IDENTIFICATION SIGNS

Executive, Limousine and Party private hire vehicles are not required to display a roof sign or side identification panels.

The proprietor of a hackney carriage shall cause the same to be provided with a taximeter so constructed, attached and maintained as to comply with the following requirements:

- (a) the taximeter shall be fitted with a key, flag or other device, the turning of which will bring the machinery of the taximeter into action and cause the word "HIRED" to appear on the face of the taximeter or for the taximeter to indicate that the carriage is hired or that a fare is being charged;
- (b) such key, flag or other device shall be capable of being locked in such a position that the machinery of the taximeter is not in action and that no fare is recorded on the face of the taximeter;
- (c) when the machinery of the taximeter is in action there shall be recorded on the face of the taximeter in clearly legible figures a fare not exceeding the rate or fare which the proprietor or driver is entitled to demand and take for the hire of the carriage by distance in pursuance of the Table of Fares;
- (d) the word "FARE" shall be printed on the face of the taximeter in plain letters so as to clearly apply to the fare recorded thereon;
- (e) the taximeter shall be so placed that all letters and figures on the face thereof are at all times plainly visible to any person being conveyed in the carriage, and for that purpose the letters and figures shall be capable of being suitably illuminated during any period of hiring;
- (f) the taximeter and all the fittings thereof shall be so affixed to the carriage with seals or other appliances that it shall not be practicable for any person to tamper with them except by breaking, damaging or permanently displacing the seals or other appliances. (Byelaw 4)

(Each of the above (a) to (f),

CONDITIONS OF HACKNEY CARRIAGE PROPRIETOR'S LICENCE

In these conditions unless the subject or context otherwise requires, "the proprietor" means the holder of a hackney carriage proprietor's licence, "the council" means the Reading Borough Council and "the licence" means the hackney carriage proprietor's licence issued by the council.

1. The proprietor shall report the loss of any plate or the licence to the council as soon as the loss becomes known and, in the event of ceasing to use his vehicle as a hackney carriage, shall return the plate and licence to the council within seven days.
2. In the event of a licence plate being stolen, lost, damaged or destroyed, the full cost of replacement shall be payable by the proprietor.
3. The proprietor shall ensure that the internal identification plate issued by the council is displayed on the driver's side of the glass partition so as to be clearly visible to passengers, without obscuring their view of the taximeter. In the event of the proprietor ceasing to use the vehicle as a hackney carriage, he shall return the plate to the council within seven days.
4. The proprietor shall ensure that the exterior sign approved by the council clearly displays to the front of the vehicle the word "TAXI" in normal daylight and shall be kept illuminated during the hours of darkness, as defined in the Road Traffic Acts, when plying for hire. "TAXI" shall be shown on the said side on plain letters not less than 50mm high, such lettering to be dark in colour, on a light background.
5. The proprietor shall ensure that no advertisement is displayed unless it has been approved by the council. The maximum size of any such advertisement so approved shall be 1,000mm by 494mm on the front door(s) of the hackney carriage.
6. The proprietor shall not attach or affix or cause to be attached or affixed to the vehicle any sign or mark other than those allowed under conditions 3, 4 and 5 and section 38 Town Police Clauses Act 1847.
7. Hackney carriage licences will only be granted to vehicles which comply with the following specifications:
 - (a) complies with Part II of the Public Carriage Office Specification "Conditions of Fitness" as amended appropriate to the Borough of Reading;
 - (b) is not more than five years old when first licensed by the Borough Council;
 - (c) has means to facilitate the carriage of chair bound disabled persons;
 - (d) is a dark colour as specified by the manufacturer, i.e.:

SCHEDULE

In these conditions unless the **subject** or context otherwise **requires**, "the **Proprietor**" means the **holder** of a **Hackney Carriage Proprietor's Licence**, "the **Council**" means the **Reading Borough Council** and "the **licence**" means a **Hackney Carriage Proprietor's licence** issued by the **Council**.

PART II

Laws relevant to the **proprietors of hackney carriages in the Borough of Reading**.

TOWN POLICE CLAUSES ACT 1847

Licence **plate** to be **displayed** on the **vehicle**.
(6 **points**)(**Section 38**)

The **proprietor** must inform the **council** within seven days of any **change** of address.
(**Section 44**)

The proprietor must retain the **hackney carriage** driver's licence of any person he **permits** or employs to drive a **hackney** carriage and shall return it when he ceases to drive such vehicle.
(**Section 48**)

LOCAL GOVERNMENT (MIC. PROVISIONS) ACT 1976

If you transfer your interest in your vehicle you must inform the council of this person's name and address within 14 days. (**Section 49**)

You must present the vehicle for inspection and **testing** and **produce** a certificate of insurance when required by the council. (**Section 50**)

If the vehicle is involved in an accident which causes **damage** which materially affects the **safety**, **performance** or appearance of the vehicle or comfort or convenience of passengers you must **report** the **damage** to the council as soon as **reasonably practicable** or in any case within 72 hours **of** the accident. (**Section 50**)

You must return the licence **plate** issued to the vehicle **within** seven **days** of the **request of the** council **when it has expired or been** revoked or **suspended**. (**Section 58**)

The **council** may **suspend, revoke or refuse** to renew a vehicle licence on any of the **following grounds**:

- (a) that the vehicle is unfit for use as a **hackney carriage**;
- (b) **any offence or non-compliance with** the laws and conditions **controlling the hackney carriage trade**;

(c) **any other reasonable cause**. (**Section 60**)

An authorised **officer** of the council or **police** constable may **inspect** your **vehicle** at a reasonable times to ascertain its **fitness** for use and if he/she is not **satisfied** with its **condition** may **by** notice in **writing require** it to be made **available** for a further test at a date and time shown in the notice. **The** vehicle **licence is suspended** until **this** examination **is** carried out. Should you fail to **present the vehicle for such** a test within two **months** the licence is **deemed** to have been revoked.
(**Section 68**)

You must not wilfully obstruct a council officer or **police** constable **acting under** the **above Act**, or without reasonable excuse fail to comply with any **requirement made** to you **by such** a person, or without **reasonable** cause **fail to give** any such person any other assistance or **information he** may reasonably **require** in the performance of **his** duties under the **above** Act. (**Section 73**)

BYELAWS MADE BY THE COUNCIL UNDER SECTION 68 TOWN POLICE CLAUSES ACT 1847 AND SECTION 171 PUBLIC HEALTH ACT 1875

The _____ of a _____ shall cause the number of the licence _____ to him in respect of the carriage to be legibly painted or marked on the outside of the carriage, or on a plate affixed thereto;

- (b) cause the roof or covering to be kept watertight;
- (c) provide any necessary windows and a means of opening and dosing not less than one window on each side;
- (d) cause the seats to be properly cushioned or covered;
- (e) cause the floor to be **provided** with a proper **carpet**, mat or other suitable **covering**;
- (f) cause **the fittings** and furniture **generally** to be **kept** in a clean **condition**, well maintained and **in** every way fit for **public service**;
- (g) **provide** means for **securing luggage** if the **carriage** is so constructed as to carry **luggage**;
- (h) **provide** an efficient fire **extinguisher**, which **shall be carried** in such a **position** as to be **readily available** for use **by the driver**;
- (i) **provide at least** two doors for **the** use **of** persons **conveyed** in such **carriage** and a **separate** means of **ingress** and egress of the driver. (**Byelaw 3**)

(Each of the above (a) to (i),

FAIRWAY TYPE VEHICLES	METRO TYPE VEHICLE
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Sherwood green	Damson
Burgundy	Metro blue
Midnight blue	Midnight blue
Black	Burgundy
	Black

8. The new hackney carriage proprietors' licences have conditions attached requiring the following;

(a) the proprietor may transfer the licence to another appropriate vehicle, upon application to the Council, provided that the vehicle to which it is transferred is not older than the currently licensed vehicle.

APPEAL PROCEDURE

- (1) Any person aggrieved by any condition specified in this licence may appeal to a Magistrates' Court.
- (2) The procedure shall be by way of complaint for an order, and the Magistrates' Courts Act 1980 (or any re-enactment thereof) shall apply to the proceedings.
- (3) The time within which any such appeal may be brought shall be twenty one days from the date on which notice of the requirement, or other decision was served upon the person desiring to appeal, and for this purpose the making of the complaint shall be deemed to be the bringing of the appeal.

sification: OFFICIAL

- (g) provide means for securing luggage if the carriage is so constructed as to carry luggage;
- (h) provide an efficient fire extinguisher, which shall be carried in such a position as to be readily available for use by the driver;
- (i) provide at least two doors for the use of persons conveyed in such carriage and a separate means of ingress and egress of the driver. (Byelaw 3)

(Each of the above (a) to (i),

The proprietor of a hackney carriage shall cause the same to be provided with a taximeter so constructed, attached and maintained as to comply with the following requirements:

- (a) the taximeter shall be fitted with a key, flag or other device, the turning of which will bring the machinery of the taximeter into action and cause the word "HIRED" to appear on the face of the taximeter or for the taximeter to indicate that the carriage is hired or that a fare is being charged;
- (b) such key, flag or other device shall be capable of being locked in such a position that the machinery of the taximeter is not in action and that no fare is recorded on the face of the taximeter;
- (c) when the machinery of the taximeter is in action there shall be recorded on the face of the taximeter in clearly legible figures a fare not exceeding the rate or fare which the proprietor or driver is entitled to demand and take for the hire of the carriage by distance in pursuance of the Table of Fares;
- (d) the word "FARE" shall be printed on the face of the taximeter in plain letters so as to clearly apply to the fare recorded thereon;
- (e) the taximeter shall be so placed that all letters and figures on the face thereof are at all times plainly visible to any person being conveyed in the carriage, and for that purpose the letters and **figures** shall be capable of **being suitably** illuminated during any period of hiring;
- (f) the taximeter and all the **fittings** thereof shall be so affixed to the **carriage** with seals or other **appliances** that it shall not be **practicable** for any person to tamper with **them except by breaking, damaging or permanently displacing** the seals or other appliances. (Byelaw 4)

(Each of the above (a) to (f),

CONDITIONS OF HACKNEY CARRIAGE PROPRIETOR'S LICENCE

In these conditions unless the subject or context otherwise requires, "the proprietor" means the holder of a hackney carriage proprietor's licence, "the council" means the Reading Borough Council and "the licence" means the hackney carriage proprietor's licence issued by the council.

1. The proprietor shall report the loss of any plate or the licence to the council as soon as the loss becomes known and, in the event of ceasing to use his vehicle as a hackney carriage, shall return the plate and licence to the council within seven days.
2. In the event of a licence plate being stolen, lost, damaged or destroyed, the full cost of replacement shall be payable by the proprietor.
3. The proprietor shall ensure that the internal identification plate issued by the council is displayed on the driver's side of the glass partition so as to be clearly visible to passengers, without obscuring their view of the taximeter. In the event of the proprietor ceasing to use the vehicle as a hackney carriage, he shall return the plate to the council within seven days.
4. The proprietor shall ensure that the exterior sign approved by the council clearly displays to the front of the vehicle the word "TAXI" in normal daylight and shall be kept illuminated during the hours of darkness, as defined in the Road Traffic Acts, when plying for hire. "TAXI" shall be shown on the said side on plain letters not less than 50mm high, such lettering to be dark in colour, on a light background.
5. The proprietor shall ensure that no advertisement is displayed unless it has been approved by the council. The maximum size of any such advertisement so approved shall be 1,000mm by 494mm on the front door(s) of the hackney carriage.
6. The **proprietor** shall not attach or affix or cause to be attached or affixed to the vehicle any sign or mark other than those allowed under conditions 3, 4 and 5 and section 38 Town Police Clauses Act 1847.
7. **Hackney carriage** licences will only be granted to vehicles which **comply** with the **following specifications**:
 - (a) complies with Part II of the Public carriage Office Specification "Conditions of Fitness" as

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amended appropriate to the Borough of Reading;

- (b) is not more than five years old when first licensed by the Borough Council;
- (c) has means to facilitate the carriage of chair bound disabled persons;
- (d) is a dark colour as specified by the manufacturer, i.e.:

FAIRWAY TYPE VEHICLES	METRO TYPE VEHICLE
Sherwood green	Damson
Burgundy	Metro blue
Midnight blue	Midnight blue
mack	Burgundy
	Black

8. The new hackney carriage proprietors' licences have conditions attached requiring the following;

- a) the proprietor must personally drive the hackney carriage full time (at least 37 hours per week) and in the event that the proprietor unreasonably ceases to personally drive the hackney carriage in question full time the licence and the licence plate must be returned to the Council;
- b) the proprietor shall rent the hackney carriage, at a reasonable market rent, to another Reading Borough Council licensed hackney carriage driver so that it may be driven for a second shift if another hackney carriage driver seeks to rent the vehicle. In the event that the proprietor refuses to rent the vehicle to be used for a second shift the Council reserves the right to revoke the licence;
- c) the vehicle may be sold at any time, but prior to sale the licence and licence plate must be returned to the Council, whereupon the vehicle will cease to be licensed;
- d) the proprietor may transfer the licence to another appropriate person upon application to the Council, provided he/she intends to continue to personally drive that vehicle full time. The person to which the licence is proposed to be transferred to may not be older than the currently licensed vehicle.

APPEAL PROCEDURE

- (1) any person who is subject to any condition in this licence may appeal to a Magistrates' Court.

- (2) The procedure shall be by way of complaint for an order, and the Magistrates' Courts Act 1980 (or any re-enactment thereof) shall apply to the proceedings.
- (3) The time within which any such appeal may be brought shall be twenty one days from the date on which notice of the requirement, or other decision was served upon the person desiring to appeal, and for this purpose the making of the complaint shall be deemed to be the bringing of the appeal.

PRIVATE HIRE VEHICLE CONDITIONS

SECOND SCHEDULE

Laws relevant to the PROPRIETORS of **private hire vehicles** in the **Borough of Reading**.

LOCAL GOVERNMENT (MISC. PROVISIONS) ACT 1976

You must not use or **permit the** use of a vehicle without a **private hire vehicle licence**.
(Section 46)

You must not **employ** a person who is not the holder of a **private hire vehicle driver's licence to drive such** a vehicle. (Section 46)

You must **display** the licence **plates** issued to the vehicle in the manner **prescribed by** the council.
(Section 48)

If you transfer your interest in your vehicle you must inform the council of this **person's** name and address within 14 days. (Section 49)

You must **present** the vehicle for inspection and testing and produce a certificate of insurance when required by the council. (Section 50)

If the vehicle is involved in an accident which causes damage which materially affects the **safety**, performance or appearance of the vehicle or comfort or convenience of passengers you must report the damage to the council as soon as reasonably practicable or in any case within 72 hours of the accident. (Section 50)

You must return the licence plate issued to the vehicle within seven days of the request of the council when it has expired or been revoked or suspended. (Section 58)

The council may suspend, revoke or refuse to renew a vehicle licence on any of the following grounds:

- (a) that the vehicle is unfit for use as a private hire vehicle;
- (b) any offence or **non-compliance** with the laws and conditions **controlling the private hire trade**;
- (c) **any other reasonable cause**. (Section 60)

An authorised officer of the council or **police constable** may **inspect** your vehicle at **all** reasonable times to ascertain its fitness for use and if he/she is not satisfied with its condition may, by notice in **writing, require** it to be made available for a further test at a date and time shown in the notice. The **vehicle licence is suspended** until this examination is **carried out**. Should you fail to **present** the vehicle for such a test within two months the licence is deemed to have been revoked. (Section 68)

You must not **wilfully** obstruct a **council officer** or **police constable acting** under the above **Act**, or without reasonable excuse fail to **comply** with any **requirement** made to you **by** such a person, or without reasonable cause fail to **give** any such person, any other assistance or information he may **reasonably require** in the **performance** of his duties under the above **Act**.
(Section 73)

CONDITIONS ATTACHED TO PRIVATE HIRE VEHICLE LICENCES

In these conditions, unless the subject or context otherwise requires "The Act" means the Local Government (**Miscellaneous Provisions**) Act 1976, "The Council" means Reading Borough Council, "**the licence**" means a Private Hire Vehicle Licence issued by the council and the terms "authorised officer" and "proprietor" have the same **meaning** as in section 80 of the above Act.

1. The owner shall ensure that:
 - (a) the vehicle is maintained in a clean comfortable, safe, water tight and mechanically sound condition and is in all other respects suitable for the purpose for which it is intended;
 - (b) the vehicle is provided with a suitable AFFF (Aqueous Film Forming Foam) fire extinguisher of 1litre or greater capacity. The extinguisher shall be located in a position readily available for use by the driver. The licence number shall be painted on the extinguisher.
2. Subject to section 75 of the Act and to any notice thereunder given by the Council, the owner shall at all times:
 - (a) **permanently** display the licence **plate** issued **by** the Council **securely** on the rear exterior of the vehicle by **fixing the plate backing bracket** to the vehicle and **attaching the plate** to the bracket with the **fixing clips**, or in accordance with the reasonable instructions of an authorised **officer**;
 - (b) **display** the interior identification card issued **by** the Council in a **position** where it can be **readily seen by** all passengers;
 - (c) the owner shall not **wilfully or negligently** allow the **plate** or identification card attached to the vehicle in pursuance of this condition, to become concealed from public view or to become **illegible** in any way.

3. The owner **shall report** the loss of any **plate, licence or card** to the **Council** as soon as **the loss becomes known** and in the event of **ceasing** to use the **vehicle for private hire purposes shall** return the licence **plate** and interior **identification card** to the Council within seven **days**.
4. In the event of a licence **plate being stolen, lost, damaged or destroyed, the full cost of replacement** shall be **payable by** the owner.
5. The owner of a **private hire vehicle shall not by calling out or otherwise** invite any person to hire **such vehicle** and shall not make use of the services of any person for **such purpose**.
6. The owner **shall not carry or permit** to be carried in such **vehicle** any more persons than **the vehicle** is licensed to carry.
7. The owner of **the vehicle**, or the driver if he is not the owner, shall before commencing **employment deposit** the vehicle licence and a copy of the certificate of insurance with the vehicle **operator** for retention by him until such time as the vehicle ceases to be operated by him.
8. Where an owner surrenders his vehicle licence and plate to the Council a refund will be made equivalent in accordance with the Council's refund policy.
9. The owner shall notify the council in writing within 14 days of the following:
 - (a) any **change** of address from that shown on the **licence**;
 - (b) any **change** in the **engine capacity, colour, registration** mark or internal features of the **vehicle**.
10. With effect from 1 **April 2006, a private hire vehicle must display** at all times **during the duration of the licence** either side **identification panels (see condition 12 (b))**, or a roof **sign** which is in accordance with the **following**:
 - (a) Aero **design**, colour **white**, not **illuminated**, **magnetic fittings**.
 - (b) **Height**: No less than 6" (152mm), no more than 6 ½" (165mm)
 - (c) **Width**: No less than 18" (457mm), no more than 18 ½" (470mm)
 - (d) **Depth of base**, front to **back**: No less than 6 ½" (165mm), no more than 7" (178mm).
 - (e) **Black lettering and numbers**, all of which should be 31mm in **height**.
 - (f) The **front** shall contain **the following** from **top** to bottom of the **sign**:
 - "Advance **Bookings Only**" (in **negative**, white letters on black **background**)
 - Telephone number of private hire vehicle operator**
 - Name of **private hire vehicle operator (currently working for)**
 - (g) The **back** shall contain the **following** from **top** to bottom of **the sign**:
 - "Advance Bookings **Only**" (in **negative**, white letters on black **background**)
 - Telephone number of **private hire vehicle operator**
 - (Left) Vehicle registration number**
 - (Right) Private hire vehicle plate number**
 - (h) **The sign** shall be attached to **the roof** in **such a manner** so that the contents of **the sign** are visible either from **directly** in front of or to the rear or from either side of the vehicle and shall be displayed at all times **during** the validity of the vehicle licence.
11. Where from time to time changes are necessary to the private hire vehicle roof sign or side panel, by reason of a change of vehicle, or plate number, the amendment must be carried out by an approved **sign** writer and must be of the same printed material, colour and design as the remainder of the printing on the roof sign or side panel.
12. A private hire vehicle shall not carry or display any signs or advertisements of any nature on the exterior of the vehicle **apart from**:
 - (a) the **licence plate** issued to the **vehicle**;
 - (b) side **identification panels** on the rear **doors of the vehicle** with **the words "Private Hire, Advance Bookings Only"** in letters not less than 1" (2.5cm) in **height** and **the vehicle registration and plate number** in letters not less than 5/8" (16mm) in **height**;
 - (c) **Operator advertisement or livery approved by the Council**.
13. Without **prejudice to the generality of conditions** 10-12 a **private hire vehicle** shall not **display any sign** or notice:

- (a) which consists of or includes the word "taxi" or "cab" whether in the singular or plural and whether alone or as part of another word; or
- (b) which consists of the words "for hire" or the form of wording of which is in any way such as to suggest that the vehicle on which it is displayed is presently available for hire or would be so available if not already hired.

- 14. Nothing shall be done to the vehicle which will alter its design or appearance so as to lead any person to believe that the vehicle is a hackney carriage.
- 15. At all times during the currency of the licence the owner shall keep in force in relation to that vehicle a policy of insurance complying with the requirement of parts VI of the Road Traffic Act **1988**.
- 16. You must, following a road traffic accident or any other incident involving a licensed Hackney Carriage or Private Hire Vehicle owned by you, give full details of yourself, the driver of the vehicle at the time of the incident, and of the insurance for the vehicle to any person

reasonably requesting the information within seven days of such a request being made.

APPEAL PROCEDURE

- (1) Any person aggrieved by any condition specified in this licence may appeal to a Magistrates' Court.
- (2) The procedure shall be by way of complaint for an order, and the Magistrates' Courts Act 1980 (or any re-enactment thereof) shall apply to the proceedings.
- (3) The time within which any such appeal may be brought shall be 21 days from the date on which notice of the requirement, or other decision was served upon the person desiring to appeal, and for this purpose the making of the complaint shall be deemed to be the bringing of the appeal.

U) Windows - clear or light tint. Vehicles manufactured after 1 April 1985 must allow no less than **75%** light through the front windscreen and no less than **70%** through the front nearside and offside windows.

Dark or heavily tinted windows are illegal and will not be permitted as identified above.

If you have a vehicle with heavily tinted glass in the near, rear or offside windows, or the rear windscreen, or are considering purchasing such a vehicle with heavily tinted windows, please ring for further information, as a special application to the Licensing Applications Committee needs to be made. If you arrive at the testing station with very dark or heavily tinted windows and have not previously sought authority to plate the vehicle, you will be charged for the test but your vehicle will automatically fail.

VEHICLE TESTING ARRANGEMENTS - YOU MUST ARRANGE FOR YOUR VEHICLE TO BE TESTED DIRECTLY WITH ONE OF THE TESTING STATIONS

What you need to do:

Book a test **for your vehicle** by **telephoning** one of **the testing** stations detailed below. It is **recommended** that you arrange to have your vehicle tested in the region of 5 working days before the expiry of your current licence plate. This will allow us to issue your new licence for approaching a full year. If your test is far in advance of the expiry of your current licence, your new licence will be for a slightly shorter period than a year as we are only able to issue your new licence for the duration of your VOSA test certificate. Please don't wait until your vehicle is tested to submit your application form to the Council, please submit your application as soon as possible, but at least 1 week prior to the test. This will help us to process **your** application quickly once your vehicle has been tested.

Please note that you will be required to pay the testing station for the vehicle test over the phone in advance of attending.

Autocraft (Reading Limited)
21-23 Boulton Road
READING
Berkshire
RG2 0NH Tel: 01189 311213

Universal Commercial Vehicles Ltd
5 Deacon Way
Tilehurst
READING
RG30 6AZ **0118 9426666**

Please ensure that **you arrive promptly** at the allocated time on the day of the test, **otherwise your vehicle will not be tested** and **you will lose the fee** that you have paid and **will be required to pay** again.

When your vehicle has passed its test, the testing station will notify us, you do not need to give us a copy of your test certificate as the testing station will tell us whether or not your vehicle passed the test. If **your vehicle fails its test you must arrange for it to be repaired and retested.** No licence will be issued until the testing station has notified us that the test has been passed. **When we receive notification of your vehicle passing its test we will issue your licence and plate and post it to you.** If you have not received **your new vehicle licence and plate within 5 working days of your vehicle passing its test, please contact us.**

Please note that the fee that you must pay to the Council to licence your vehicle has been reduced to take account of the fact that you are no longer paying us for your vehicle to be tested.

REMINDER

You are now required to book your test directly with one of our approved testing centres.

TEST DETAILS

If you have already booked your MOT test, please advise which testing station, date and time of test.

Renault Date and time

UCV Date and time

"Fair Processing Notices"

The Information that you provide to us in relation to this application, will be used by Licensing staff in connection with the processing of your application. In addition it may also be provided to other Council departments as required by them for the effective performance of their Council functions. These include where your application has to be referred to committee for a decision in order to progress your application, Legal Services, Committee Services & Councillors. In furtherance of housing & benefit fraud prevention & detection, Council/Business Tax, Anti Fraud & Housing. If you are applying to be a School Transport driver, then for the purposes of protecting children from harm, Child Protection & Education. Your information may also be passed on to third party organisations, such as Thames Valley Police, CRB, DVLA, Vehicle insurance companies & West Berkshire Occupational Health, for the purposes of the prevention or **detection of crime or fraud, or as required by law.**

We will **always** comply with the Data Protection Act and its data protection principles, and **accordingly we will store all personal data securely** whether **electronically or in hard copy form.**

We aim to keep electronic **data** for as **long a licence** is held, **plus 10 years for historical purposes**, before destroying it securely. We aim to keep paper documents for as long as a licence is held, **plus 6 years**, before destroying it securely.

If **you** have any concerns or any queries, or **wish** to make a subject access request, please **contact the Head of Legal Services**"

BRIEF SPECIFICATION FOR HACKNEY CARRIAGE OWNERS

1. Hackney carriage licences will only be granted to vehicles which comply with the following specifications:

Complies with Part II of the Public Carriage Office, Specification "Conditions of fitness" as amended appropriate to Reading Borough Council.

2. Is no more than 5 years old when first licensed by the Borough Council; has means to facilitate the carriage of chair bound disabled persons.
3. Is of the manufacturer's colours.
4. Is provided with an efficient fire extinguisher

For full specifications please read Part II of the booklet which is intended for the guidance of hackney carriage vehicle proprietors.

Your attention is drawn to the fact that this information is required by the Council to enable us to provide you with one or more of the Council's services. However, the information may be used for other purposes and may be given to other organisations, although, in either case, this will only be done in accordance with the provisions of the Data Protection Act 1998.

[REFUND POLICY FOR VEHICLE LICENCES

If an application is refused or withdrawn before the inspection or consultation process has been carried out, we will levy a fee of 15% or £70 whichever is the greater.

If an application is refused or withdrawn after the inspection or consultation process has started, we will levy a fee of 30% or £140 whichever is the greater.

If an application progresses to a Committee hearing but is unsuccessful we will levy a fee of 50% or £280 whichever is the greater.

Charges made in accordance with the refund policy will be subject to an overall maximum of £500.

Hackney Carriage vehicle and Private Hire vehicle licences surrendered before expiry will attract a prorate refund based on the number of full months left to run (to a maximum of 6 months) minus a £25 refund administration charge.

Classification: OFFICIAL

**SECTION 47(2) OF THE LOCAL GOVERNMENT
(MISCELLANEOUS PROVISIONS) ACT 1976**

**APPLICATION FOR HACKNEY CARRIAGE FULL LIVERY, DOORS ONLY,
INTERNAL FLIP SEATS, SCROLLING ADVERTS AND AMENDMENTS**

1. Full name of applicant Company

2. Full address of applicant Company

Contact telephone number Email

3. Name of advertiser on livery

Please include one colour copy of three-view art work per design. One disc for proposed scrolling adverts.

4. Date advertising campaign will start

5. Date advertising campaign will end (max 1 year)

6. Who will be responsible for the removal of the livery at the end of the campaign?
Applicant company or vehicle owner?

7. Fees

£130.00	Per livery design including, external, internal tip seats, floor mats, Scrolling and electronic adverts. This fee includes one vehicle only for one year.
£85.00	Renewal application for a second year. (to pay at end of first This includes one vehicle only for one year. Livery is only allowed to remain on for a maximum of 2
	Each additional

Trade Representative

The trade representative must be a named individual who will be responsible for arranging which vehicles are used in the campaign and will be the councils contact point. This is usually a person connected to the Reading Taxi trade but can be any individual who can arrange the vehicle inspections.

8. Rep Name:

By submitting this application you are confirming that you have read and understood the criteria below. Any application refused will be refunded in accordance with the refund policy below. No designs will be considered without a completed application and payment being made.

Please send enquiries to licensing@reading.gov.uk. Payment is made by sending a cheque or postal order made payable to Reading Borough Council to: Licensing, Reading Borough Council, Civic Offices, Bridge St, Reading, RG1 2LU or by card in person at the same

;

Please list ALL vehicles that will be used in the campaign. Vehicles more than 2 years old must be inspected and approved by an enforcement officer before it is liveried and before a second year will be approved (See 6.2 of the criteria)

To arrange the inspection please phone the licensing department on 01189373762.

	HACKNEY CARRIAGE PLATE NUMBER	HACKNEY CARRIAGE REGISTRATION NUMBER	OVER 2 YEARS OLD? Please tick
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			

Please continue on a separate page if required.

CRITERIA FOR STATIC AND SCROLLING ADVERT APPLICATIONS INSIDE HACKNEY CARRIAGES

1. Advertising Content - General

- 1.1 All adverts must comply with the British Code of Advertising Practice and it is the responsibility of the agency or individual seeking the Council's approval to ensure that they do so.
- 1.2 Each proposal to be considered on its merits but the following advertisements will not be approved:
- a) Those with political, ethnic, religious, sexual or controversial texts;
 - b) Those for escort agencies, gaming establishments or massage parlours;
 - c) Those displaying nude or semi-nude figures;
 - d) Those which seek to involve the driver as an agent of the advertisers;
 - e) Those likely to offend public taste (including material depicting bodily functions, genitalia and the use of obscene or distasteful language);
 - f) Those which seek to advertise more than one company.

Except where an event is being promoted which is being sponsored by no more than two sponsors.

2. Static Advertisements

- 2.1 In cabs with a glazed area above the partition, advertising may be permitted on that part of the bulkhead, behind the driver's seat.
- 2.2 No advertising material may be placed on the glazed passenger partition other than official approved notices.
- 2.3 The advertisement is not to exceed the area of screen provided.
- 2.4 Advertisements may be displayed within the passenger compartment on the floor area or on the base of the occasional (tip-up) seats.
- 2.5 Occasional seat advertisements must be encapsulated in dean non-flammable plastic.

The completed advertisement not to exceed the area of the base of the occasional seat and will be of a maximum of 16 inches square.

3. Moving Images

- 3.1 No moving images, e.g. television, video, computer or similar shall;
- a) be capable of, or
 - b) be permitted to
- be directly viewed by the driver whilst driving.
- 3.2 The screen shall be in such a position that it cannot be viewed with the aid of mirrors or other reflective material by the driver whilst driving, as outlined in Condition 3.1(a) and (b) above.
- 3.3 The screen shall not be in such a position so as to deliberately distract other drivers.
- 3.4 No scrolling or moving advertisement shall be exhibit whilst the vehicle is waiting/plying for hire on a recognised hackney carriage stand or when no passengers are being carried except:
- (a) as part of a static display authorised by the Council.
 - (b) when undergoing a test or inspection by an authorised Officer of the Council, a Police Officer or other authorised person from the Advertising Standards Agency or similar body.
- 3.5 No scrolling or moving advertisement(s) may be shown to the annoyance of any passenger(s) who should be able to communicate easily with the driver to the effect that the advertisement(s) is/ are not required.
- 3.6 A clear notice, either situated close to the moving image screen, which is visible to passenger(s) whilst on board, and advises that the moving images will be switched off at the passengers request, must be displayed.
- 3.7 No unauthorised advertising material may be shown.
- 3.8 Only discs showing advertisements provided by authorised advertising agencies shall be used in the equipment provided.
- 3.9 Whilst authorised film trailers or clips may be shown without sound, no full length film, programme or computer game by DVD or similar disc may be played.
- 3.10 Scrolling or moving adverts will comply with Condition 1.2 above and other relevant sections of these conditions.

4. Dispensers

No leaflet dispensers to be passenger compartment.

5. Audio Material

- 5.1 The licensing Committee taking the view that the fare-paying passenger is a captive audience and paying premium rate for conveyance from one location to another in safety, comfort and privacy, must not be subjected to excessive or intrusive advertising.
- 5.2 Rear compartment audio systems for the sole purpose for advertising are not allowed.
- 5.3 Scheduled public radio broadcasts or audio material on general sale to the public (i.e. CDs, tapes) may be transmitted to the passenger compartment.
- 5.4 Audible advertisements are permitted only if received via a scheduled broadcast from a public radio station.
- 5.5 The audio material must be of a standard that would be acceptable to the Broadcast Standards Council and the authority for broadcasting to all age groups. It must not contain explicit sexual lyrics, profanities or any other language or sounds likely to cause offence.
- 5.6 A current copyright music licence must be obtained from the Performing Rights Society for the cab concerned and be available for inspection whenever the cab is presented for licensing.
- 5.7 Any audio system for the rear compartment of a cab must be approved by the Head of Environment and Consumer Services (or his duly authorised officer) before installation.

6. Conditions to be applied to liveried hackney carriages

- 6.1 All liveries must be approved by the Council and proposals must be accompanied by full colour, three-view art work. The first cab of any contract must be presented at the Council offices for inspection of the finished livery.
- 6.2 Cabs used must be less than two years old with bodywork in good condition. Cabs more than two years old may only be used where any defects in bodywork have been remedied and the vehicle has been re-sprayed to an acceptable standard.
- 6.3 No secondary advertising of any kind will be permitted, whether in the form of the logo of the company preparing the vehicle or the name of the advertising agency.
- 6.4 Provision must be made for the immediate replacement of damaged panels. Cabs will not be allowed to work with damaged or unmatched panels or be accepted for re-licensing in this condition.
- 6.5 No logos or words will be allowed on the boot lid area. (This includes the area
top boot lid and the of therear

REFUND POLICY

- If you withdraw or are refused your application before any process has been carried out, we will levy a fee of 15% or £70.00 whichever is greater.
- If you withdraw or are refused your application after the process has started, we will levy a fee of 30% or £140.00 whichever is greater.
- If your application progresses to a Committee hearing, but is unsuccessful we will levy a fee of 50% or £280.00 whichever is greater.
- Charges made in accordance with the refund policy will be subject to an overall maximum of £500

VEHICLE CONDITIONS

These conditions shall apply to all proprietors of school transport vehicles that operate within the Borough of Reading.

In these conditions, unless the subject or context otherwise requires:

- (i) "Authorised Officer" means any officer of Reading Borough Council authorised to deal with school transport services;**
 - (ii) "The Borough" means the district controlled by Reading Borough Council;**
 - (iii) "The Council" means Reading Borough Council;**
 - (iv) "Licence" means a School Transport Vehicle licence issued by the Council;**
 - (v) "Proprietor" includes a part-proprietor and means the owner of the vehicle, or in relation to any vehicle which is the subject of a hiring agreement, means the person in possession of the vehicle under that agreement.**
 - (vi) "Passengers" includes both escorts and children/pupils/students/Social Services clients carried in a school transport vehicle;**
 - (vii) "School transport vehicle" means a vehicle that is used for the transportation of children or clients under a School Transport Service (STS) contract.**
 - (viii) "Clients" means any person registered with Social Services requiring transport between normal place of abode and Social Services establishment, or between establishments.**
- {ix) "STS" is the School Transport Service, which is responsible for the planning and organisation of school and social services transport for all eligible pupils, students and clients in accordance with Reading Borough Council Policy.**

Conditions attached to school transport vehicle licence

- 1. You must not use or permit the use of a vehicle without a licence.**
- 2. You must not employ any person who is not the holder of a school transport vehicle driver's licence to drive such a vehicle.**
- 3. You must display the licence plate issued to the vehicle in the manner prescribed by the council.**
- 4. If you transfer your interest in your vehicle you must inform the council in writing of this person's name and address and date of transfer within 14 days.**

5. **You must present the vehicle for inspection and testing and produce a valid certificate of insurance cover in respect of third party and for hire and reward purposes when required by the council.**
6. **You must ensure that an appropriate level of public liability insurance is provided in respect of the vehicle as required by the Council.**
7. **If the vehicle is involved in an accident which causes damage which materially affects the safety, performance or appearance of the vehicle or comfort or convenience of passengers you must report the damage to the council as soon as reasonably practicable or in any case within 72 hours of the accident.**
8. **On the expiry, revocation or suspension of your licence you must return the licence plates issued to the vehicle within seven days of a request of the council.**
9. **The council may suspend, revoke or refuse to renew a vehicle licence on any of the following grounds:**
 - (i) **that the vehicle is unfit for use as a school transport vehicle;**
 - (ii) **any offence or non-compliance with the conditions relating to school transport services.**
 - (iii) any other reasonable cause.
10. An authorised officer of the council or police constable may inspect your vehicle at all reasonable times to ascertain its fitness for use and if he/she is not satisfied with its condition may, by notice in writing, require it to be made available for a **further** test at a date and time shown in **the notice and** may suspend the vehicle licence until this test is carried out. Should the officer not be satisfied with the fitness during the two months following the date of issue of the notice, the licence is deemed to have been revoked.
11. You must not **wilfully** obstruct an authorised officer of the Council or police officer, or without reasonable excuse fail to comply **with** any **requirement made to you by such** a person, or **without reasonable** cause fail to **give any such person any other assistance or information he may reasonably require in the performance of his duties.**

Vehicle Requirements

12. **No vehicle:**
 - (i) **more than five years old at the time of application shall be eligible for licensing as a school transport vehicle for the first time.**

- (ii) shall be relicensed as a school transport vehicle following a gap of two years where it has not been licensed.
 - (iii) more than eight years old shall be eligible for licensing as a school transport vehicle provided that the Council in its absolute discretion may license such a vehicle.
- 13. Vehicles of the "estate" type must be fitted with a secure fixed grille behind the rear seat to prevent luggage from entering the passenger area.
- 14. Vehicles must be right hand drive.
- 15. The vehicle must be suitable for the school transport route covered.
- 16. All tyres must be 'E' marked and comply with the requirements of Construction and Use Regulations. Remoulded tyres must be marked as complying with the requirements of BSAU 144e, or as amended, or be certified for use by the Vehicle Certification Agency. All tyres and wheels must be of the size, type and load rating recommended by the vehicle manufacturer.
- 17. The vehicle must carry at all times, in the place designed for that purpose, a spare wheel and tyre, wheel brace and vehicle jack. 'Space Saver' spare wheels and tyres must be used in accordance with the vehicle manufacturer's recommendations.
- 18. The proprietor of any vehicle that is licensed must inform the council prior to any changes they propose to the interior layout of seating.
- 19. All seating should be arranged so that all passengers are seated facing forwards.
- 20. Three point type seat belts must be fitted to all passenger seats. Lap belts may only be used for the middle rear passenger seat of saloon vehicles. Otherwise, all seat belts must be of the three-point type.
- 21. Vehicles which are adapted to carry passengers seated in wheelchairs must meet the following specifications:
 - (i) Suitable independent restraint systems must be fitted for both wheelchair and passenger. The restraint system must be installed and operated in accordance with the manufacturer's instructions. At no time should wheelchair passengers be transported in vehicles that do not have floor restraints fitted.
 -) Passengers must not be fitted in wheelchairs facing sideways or rearward.

- (iii) Vehicles may be fitted with ramps or power operated lifts to facilitate entry and exit for passengers in wheelchairs. Vehicles with a floor height of more than 330mm must be fitted with a power operated lift and not a ramp. All such equipment must be installed, operated and maintained in accordance with the manufacturer's instructions.

If a powered lift is used, an emergency manual method of lowering the must be provided.

- (v) Ramps or lifts must not prevent service and emergency doors from being operated from both outside and inside the vehicle.
 - (vi) The ramp surface must be of non-slip material and raised edges should be provided on each side of the ramp.
 - (vii) Doorways for use by passengers in wheelchairs must be at least 800mm wide up to a height of 800mm, and 600mm wide (between the hand rails) above that height. The height of the doorway must be a minimum of 1300mm. There should be a minimum floor to ceiling height of 1350mm in any part of the vehicle to be occupied by passengers in wheelchairs.
22. Equipment for the assistance of disabled persons, such as tail-lifts and ramps, will require separate maintenance records.
23. Power-operated passenger lifts must have a load-bearing capacity of at least 300kg, and have a platform size of at least 750mm wide and 1200 mm long with raised rear rollback plate when deployed and with grip handles fitted to both side edges.
24. Vehicles using power-operated passenger lifts must ensure that they have
- (i) fluorescent yellow grip handles and strips on the edges of the lift;
 - (ii) an audible signal to indicate deployment of the lift;
 - (iii) clear warning notices displayed to advise passengers not to board a moving lift;
 - (iv) a lift surface of non-slip material.
25. If the vehicle requires specialist equipment for any passenger, such as a harness, the proprietor should ensure that STS are contacted. If necessary, the equipment will be supplied on loan by STS. If this is the case, the proprietor must ensure that the equipment is maintained and kept in good order.
26. No child under the age of 8 shall sit the front passenger seat of any school transport vehicle.

27. The proprietor shall use booster cushions conforming to British Standard BS AU 185 or European Standard ECE44 for use by small children where provided by STS, unless the seat belts installed in the vehicle are designed to be adjusted to the shoulder height of young children.
28. Where a vehicle is fitted with childproof locks on the rear doors, these must be used at all times when the vehicle is carrying children under the age of 18.
29. No vehicle shall be licensed unless it has been the subject of a vehicle examination ("an authorised vehicle examination") by a vehicle examiner approved by the Council, which may occur up to three occasions in a twelve month period.
30. No vehicle shall be licensed, unless it has been issued with a current vehicle inspection exemption certificate, issued as a result of a test carried out under Section 50(1) of the Local Government (Miscellaneous Provisions) Act 1976.
31. Where a vehicle has been issued with a vehicle inspection exemption certificate, which has subsequently expired, the vehicle must not be used for school transport purposes until it has undergone a further authorised vehicle examination and passed.
32. Where a vehicle attends an authorised vehicle examination and fails, if the vehicle has not previously been licensed as a school transport vehicle, it will not be licensed until the fault has been rectified and the vehicle has been re-tested and issued a vehicle inspection exemption certificate.
33. Where a vehicle which is currently licensed as a school transport vehicle attends an authorised vehicle examination and fails;
 - (i) The vehicle shall not be used for school transport purposes until the fault has been rectified; and
 - (ii) The vehicle must be re-tested and issued a current vehicle inspection exemption certificate.
34. Where a school transport vehicle has been issued with a vehicle inspection exemption certificate which expires later than the school transport vehicle licence issued to the same vehicle, provided a renewal application has been submitted in respect of the school transport vehicle licence before the expiry of the current licence, the vehicle may continue to be used as a school transport vehicle, during the remaining period of validity of the vehicle inspection exemption certificate.
35. Where a school transport vehicle has been issued with a vehicle inspection exemption certificate, which expires prior to the school transport vehicle licence issued to the same vehicle, the vehicle may only continue to be used as a school transport vehicle up until the expiry of the exemption certificate. However, provided a new exemption certificate is issued to start during the

currency of the previous exemption certificate then the vehicle may continue to be used as a school transport vehicle.

36. Where a vehicle has been issued with a vehicle inspection exemption certificate and a school transport vehicle licence, which run concurrently and expire on the same date, the vehicle shall only continue to be used as a school transport vehicle, provided:
- (i) **a renewal** application has **been submitted** in respect of the **licence**, prior to the expiry of the current licence;
- and
- (ii) the vehicle must undergo an authorised vehicle examination and a new vehicle inspection exemption certificate must be issued to the vehicle before the expiry of the current vehicle inspection exemption certificate.
37. The proprietor shall not cause or permit the vehicle to stand on a road in a manner which suggests that it is a hackney carriage and shall in no circumstances cause or permit the vehicle to wait on a hackney carriage stand.
38. The proprietor shall not by calling out or otherwise invite any person to hire such vehicle and shall not make use of the services of any other person for such purpose.
39. Without prejudice to condition 41 below, a school transport vehicle shall not display a sign or notice:
- (i) which consists of or includes the word "taxi" or "cab" whether in the singular or plural and whether alone or as part of another word;
 - (ii) which consists of the words "for hire" or the form of wording of which is in any way such as to suggest that the vehicle on which it is displayed is presently available for hire or would be so available if not already hired.
40. Nothing shall be done to the vehicle which will alter its design or appearance so as to lead any person to believe that the vehicle is a hackney carriage.
41. A school transport vehicle shall not carry or display any roof signs or advertisements of any nature on the exterior of the vehicle apart from the following, which are required:
- (i) the school transport vehicle licence plate issued to the vehicle;
 - (ii) the school transport sign, to a type and standard normally applicable to PCV operators, prescribed in the Road Vehicles Lighting Regulations 1989 and amended in Statutory Instrument 1519 The Vehicles Lighting (Amendment) Regulation 1994, **in such position** as required **by the**

Council, but only while the vehicle is actively involved in transporting pupils and at no other time.

42. Vehicles should not be fitted with heavy tinted glass, so that the driver, and front and/or rear passenger(s) cannot be clearly seen from outside of the vehicle.
43. (i) The proprietor shall not carry or permit to be carried in such vehicle any greater number of persons than the vehicle is licensed to carry and in any case no more persons than the number of seats and seat belts fitted.

(i) The vehicle shall not be fitted with a greater number of seats than the maximum number of passengers that is shown on the vehicle licence.
44. The proprietor **shall** at all times when the vehicle is engaged in use under the terms of a STS contract:
 - (i) display the school transport vehicle licence plate issued by the council on the rear bumper or boot of the vehicle, to be fitted to a fixed permanent mounting plate in accordance with the reasonable instructions of an authorised officer;
 - (ii) not remove or cause or permit the removal of the school transport vehicle licence plate unless under the instructions of an authorised officer;
 - (iii) not wilfully or negligently cause or suffer the school transport vehicle licence plate allocated to the vehicle by the Council to be concealed from public view or to be so defaced that any figure or material particular is illegible.
 - (iv) display the internal licence plate issued by the council on or around the dashboard of the vehicle so it is clearly visible to passengers.
45. Proprietors of more than two vehicles shall supply monthly return sheets with the following details:
 - (i) vehicle make, registration number, school transport vehicle licence number;
 - (ii) driver name, address, badge number.
46. The proprietor of the vehicle shall ensure before he/she commences work each day that:
 - (i) the vehicle is maintained in a clean, comfortable, safe, watertight and mechanically sound condition and is in all other respects suitable for the purpose for which it is intended;

- (ii) the vehicle is provided with both a first aid kit and a suitable BCF dry powder fire extinguisher of 1kg or greater capacity. The extinguisher shall be fitted to the vehicle readily available for use by the driver. The school transport vehicle licence number shall be painted on the extinguisher.
- 47. At all times during the currency of the licence the proprietor shall keep in force **in** relation to that vehicle a policy of insurance complying with the **requirements** of part VI of the Road **Traffic** Act 1988.
- 48. At all times during the currency of the licence the proprietor shall keep in force in relation to that vehicle a current and valid vehicle excise licence.
- 49. AU vehicles used for the provision of a STS contract shall be well-maintained. Vehicles should be kept clean, free from litter and graffiti.
- 50. (i) You must, following a road traffic accident or any other incident involving a licensed school transport vehicle owned by you, give full details of:
 - (a) yourself
 - (b) the driver of the vehicle at the time of the accident or incident
 - (c) the insurance for the vehicle.

to any person reasonably requesting the information within 72 hours of the accident.
- (ii) You must report the accident or incident to STS as soon as possible and in any case within 72 hours.
- 51. The proprietor shall notify the council in writing within 14 days of the following:
 - (i) any change of address from that shown on the school transport vehicle licence;
 - (ii) any change in the engine capacity, registration mark or internal features of the vehicle;
 - (iii) any conviction in any court involving the proprietor and/or the vehicle giving details of the date, offence, name of Court and penalty imposed.
- 52. The proprietor shall keep written records of any maintenance checks of the vehicle and these shall be available for inspection by authorised officers of the Council.
- 53. **The** proprietor shall report the loss or theft of a school transport vehicle licence plate or card to the Police and **the** Council as soon as **the loss becomes**

known, and in the event of ceasing to use the vehicle for school transport purposes shall return the school transport vehicle licence plate and card to the council within **seven days**.

54. In the event of a licence plate being stolen, lost, damaged or destroyed, the full cost of replacement shall be payable by the proprietor.
55. If the vehicle is operated by a school transport vehicle operator, the proprietor of the vehicle shall, before commencing employment, deposit the school transport vehicle licence and a copy of the certificate of insurance for the vehicle with the school transport vehicle operator for retention by him/her until such time as the vehicle ceases to be operated by him/her.
56. The proprietor of the vehicle shall within **14 days** inform the council in writing if the vehicle ceases to work for the operator with whom his/her licence is deposited.
57. Where a proprietor surrenders his school transport vehicle licence and plate to the council a refund will be made equivalent to one twelfth of the licence fee for each unexpired month subject to a maximum of one half of the licence fee.

Appeal Procedure

Any person aggrieved by any condition specified in this licence may appeal to a Magistrates' Court.

The procedure shall be by way of complaint, and the Magistrates' Court Act 1980 (or any re-enactment thereof) shall apply to the proceedings.

The time within which any such appeal may be brought shall be twenty one days from the date on which notice of the requirement, or other decision was served upon the person desiring to appeal, and for this purpose the making of the complaint shall be deemed to be the bringing of the appeal.

VEHICLE CONDITIONS

These conditions shall apply to all proprietors of school transport vehicles that operate within the Borough of Reading.

In these conditions, unless the subject or context otherwise requires:

- (i) **"Authorised Officer"** means any **officer of Reading Borough Council authorised to deal with school transport services;**
- (ii) **"The Borough"** means **the** district controlled by Reading Borough Council;
- (iii) "The Council" means Reading Borough Council;
- (iv) "Licence" means a School Transport Vehicle Licence issued by the Council;
- (v) "Proprietor" includes a part-proprietor and means the owner of the vehicle, or in relation to any vehicle which is the subject of a hiring agreement, means the person **in** possession of the vehicle under that agreement.
- (vi) "Passengers" includes both escorts and children/pupils/students/Social Services clients carried in a school transport vehicle;
- (vii) "School transport vehicle" means a vehicle that is used for the transportation of children or clients under a School Transport Service (STS) contract.
- (viii) "Clients" means any person registered with Social Services requiring transport between normal place of abode and Social Services establishment, or between establishments.
- (ix) "STS" is the School Transport Service, which is responsible for the planning and organisation of school and social services transport for all eligible pupils, students and clients in accordance with Reading Borough Council Policy.

Conditions attached to school transport vehicle licence

1. You must not use or permit the use of a vehicle without a licence.
2. You must not employ any person who is not the holder of a school transport vehicle driver's licence to drive such a vehicle.
3. You must display the licence plate issued to the vehicle **in** the manner prescribed by the council.
4. If you transfer your interest in your vehicle you must inform the council **in** writing of this person's name and address and date of transfer within **14 days**.
5. You must present the vehicle for inspection and testing and produce a valid certificate of insurance cover **in** respect of **third party and for hire** and **reward** purposes **when** required by the **council**.
6. **You** must ensure that an appropriate level of public liability **insurance** is provided in respect of the vehicle as required by the Council.

7. **If the vehicle is involved in an accident which causes damage which materially affects the safety, performance or appearance of the vehicle or comfort or convenience of passengers you must report the damage to the council as soon as reasonably practicable or in any case within 72 hours of the accident.**
8. **On the expiry, revocation or suspension of your licence you must return the licence plates issued to the vehicle within seven days of a request of the council.**
9. **The council may suspend, revoke or refuse to renew a vehicle licence on any of the following grounds:**
 - (i) that the vehicle is unfit for use as a **school transport vehicle**;
 - (i) any **offence** or non-compliance **with the conditions relating to school transport services**.
 - (iii) **any other reasonable** cause.
10. An **authorised officer** of the council or **police** constable **may inspect** your vehicle at all **reasonable** times to ascertain its fitness for use and if he/she is not satisfied with its condition **may**, by notice in writing, require it to be made available **for** a further test at a date and time shown in the notice and may suspend the vehicle licence **until** this test is **carried** out. Should the officer not be satisfied **with** the fitness during the two **months following the date of issue of the notice, the licence is deemed to have been revoked**.
11. You must not **wilfully** obstruct an authorised officer of the Council or police **officer**, or without reasonable excuse fail to comply with any requirement made to you by such a person, or without reasonable cause fail to give any such person any other assistance or information he may reasonably require in the performance of his duties.

Vehicle Requirements

12. No vehicle:
 - (i) more than five years old at the time of application shall be eligible for licensing as a school **transport** vehicle **for** the first time.
 - (ii) **shall be relicensed** as a **school transport** vehicle **following** a gap of **two years** **where** it has not **been licensed**.
 - (iii) **more than eight years old shall be eligible for licensing** as a **school transport vehicle provided that the Council in its absolute discretion may license such a vehicle**.
13. **Vehicles of the "estate" type must be fitted with a secure fixed grille behind the rear seat to prevent luggage from entering the passenger area.**
14. **Vehicles must be right hand drive.**

15. The vehicle must comply with the following minimum requirements:

- (i) rear height (seat to roof measured from point of contact between seat cushion and back of seat) 30" (76cm)

NB If a seat has been replaced by a space for a wheelchair, see Condition 6.10.vU for minimum rear height requirements

- (ii) depth of seat 17.5" (45cm)
- (iii) knee space (back of front seat to squab) 21.5" (55cm)
- (iv) at least three passenger doors in addition to the driver's door.
- (v) The vehicle must be suitable for the school transport route covered.

16. All tyres must be 'E' marked and comply with the requirements of Construction and Use Regulations. Remoulded tyres must be marked as complying with the requirements of BSAU 144e, or as amended, or be certified for use by the Vehicle Certification Agency. All tyres and wheels must be of the size, type and load rating recommended by the vehicle manufacturer.

17. The vehicle must carry at all times, in the place designed for that purpose, a spare wheel and tyre, wheel brace and vehicle jack. 'Space Saver' spare wheels and tyres must be used in accordance with the vehicle manufacturer's recommendations.

18. No vehicle shall be licensed unless it can carry a minimum of four passengers (excluding the driver) and shall provide a minimum clear seat width for each passenger of 16 inches.

19. All seating should be arranged so that all passengers are seated facing forwards.

20. Three point type seat belts must be fitted to all passenger seats. Lap belts may only be used for the middle rear passenger seat of saloon vehicles. Otherwise, all seat belts must be of the three-point type.

21. Vehicles which are adapted to carry passengers seated in wheelchairs must meet the following specifications:

- (i) Suitable independent restraint systems must be fitted for both wheelchair and passenger. The restraint system must be installed and operated in accordance with the manufacturer's instructions. At no time should wheelchair passengers be transported in vehicles that do not have floor restraints fitted.
-) Passengers must not be fitted in wheelchairs facing sideways or rearward.
- (iii) Vehicles may be fitted with ramps or power operated lifts to facilitate entry and exit for passengers in wheelchairs. Vehicles with a floor height of more than 330mm must be fitted with a power operated lift and not a ramp. AU such equipment must be installed, operated and maintained accordance manufacturer's instructions.
- (iv) If a powered lift is used, an emergency manual method of lowering the lift must be provided.

- (v) Ramps or Lifts must not prevent service and emergency doors from being operated from both outside and inside the vehicle.
 - (vi) The ramp surface must be of non-slip material and raised edges should be provided on each side of the ramp.
 - (vii) Doorways for use by passengers in wheelchairs must be at least 800mm wide up to a height of 800mm, and 600mm wide (between the hand rails) above that height. The height of the doorway must be a minimum of 1300mm. There should be a minimum floor to ceiling height of 1350mm in any part of the vehicle to be occupied by passengers in wheelchairs.
22. Equipment for the assistance of disabled persons, such as tail-lifts and ramps, will require separate maintenance records.
 23. Power-operated passenger lifts must have a load-bearing capacity of at least 300kg, and have a platform size of at least 750mm wide and 1200 mm long with raised rear rollback plate when deployed and with grip handles fitted to both side edges.
 24. Vehicles using power-operated passenger lifts must ensure that they have
 - (i) fluorescent yellow grip handles and strips on the edges of the lift;
 - (ii) an audible signal to indicate deployment of the lift;
 - (iii) clear warning notices displayed to advise passengers not to board a moving lift;
 - (iv) a lift surface of non-slip material.
 25. If the vehicle requires specialist equipment for any passenger, such as a harness, the proprietor should ensure that STS are contacted. If necessary, the equipment will be supplied on loan by STS. If this is the case, the proprietor must ensure that the equipment is maintained and kept in good order.
 26. No child under the age of 8 shall sit in the front passenger seat of any school transport vehicle.
 27. The proprietor shall use booster cushions conforming to British Standard BS AU 185 or European Standard ECE44 for use by small children where provided by STS, unless the seat belts installed in the vehicle are designed to be adjusted to the shoulder height of young children.
 28. Where a vehicle is fitted with childproof locks on the rear doors, these must be used at all times when the vehicle is carrying children under the age of 18.
 29. No vehicle shall be licensed unless it has been the subject of a vehicle examination ("an authorised vehicle examination") by a vehicle examiner approved by the Council, which may occur up to three occasions in a twelve month period.
 30. No vehicle shall be licensed, unless it has been issued with a current vehicle inspection exemption certificate, issued as a result of a test carried out under Section 50(1) of the Local Government (Miscellaneous Provisions) Act 1976.
 31. Where a vehicle has been issued with a vehicle inspection exemption certificate, which has subsequently expired, the vehicle must not be used for school transport purposes until it has undergone a further authorised vehicle examination and passed.

32. Where a vehicle attends an authorised vehicle examination and fails, if the vehicle has not previously been licensed as a school transport vehicle, it will not be licensed until the fault has been rectified and the vehicle has been re-tested and issued a vehicle inspection exemption certificate.
33. Where a vehicle which is currently licensed as a school transport vehicle attends an authorised vehicle examination and fails;
- (i) The vehicle shall not be used for school transport purposes until the fault has been rectified; and
 - (ii) The vehicle must be re-tested and issued a current vehicle inspection exemption certificate.
34. Where a school transport vehicle has been issued with a vehicle inspection exemption certificate which expires later than the school transport vehicle licence issued to the same vehicle, provided a renewal application has been submitted in respect of the school transport vehicle licence before the expiry of the current licence, the vehicle may continue to be used as a school transport vehicle, during the remaining period of validity of the vehicle inspection exemption certificate.
35. Where a school transport vehicle has been issued with a vehicle inspection exemption certificate, which expires prior to the school transport vehicle licence issued to the same vehicle, the vehicle may only continue to be used as a school transport vehicle up until the expiry of the exemption certificate. However, provided a new exemption certificate is issued to start during the currency of the previous exemption certificate then the vehicle may continue to be used as a school transport vehicle.
36. Where a vehicle has been issued with a vehicle inspection exemption certificate and a school transport vehicle licence, which run concurrently and expire on the same date, the vehicle shall only continue to be used as a school transport vehicle, provided:
- (i) a renewal application has been submitted in respect of the licence, prior to the expiry of the current licence;
- and
- (ii) the vehicle must undergo an authorised vehicle examination and a new vehicle inspection exemption certificate must be issued to the vehicle before the expiry of the current vehicle inspection exemption certificate.
37. The proprietor shall not cause or permit the vehicle to stand on a road in a manner which suggests that it is a hackney carriage and shall in no circumstances cause or permit the vehicle to wait on a hackney carriage stand.
38. The proprietor shall not by calling out or otherwise invite any person to hire such vehicle and shall not make use of the services of any other person for such purpose.
39. Without prejudice to condition 41 below, a school transport vehicle shall not display a sign or notice:
- (i) which consists of or includes the word _____ or "cab" _____ in singular or plural and whether alone or as part of another word;

- (i) the vehicle is maintained in a dean, comfortable, safe, watertight and mechanically sound condition and is in all other respects suitable for the purpose for which it isintended;
 - (ii) the vehicle is provided with both a first aid kit and a suitable BCF dry powder fire extinguisher of 1kg or greater capacity. The extinguisher shall be fitted to the vehicle readily available for use by the driver. The school transport vehicle licence number shall be painted on the extinguisher.
47. At all times during the currency of the licence the proprietor shall keep in force in relation to that vehicle a policy of insurance complying with the requirements of part VI of the Road Traffic Act 1988.
48. At all times during the currency of the licence the proprietor shall keep in force in relation to that vehicle a current and valid vehicle excise licence.
49. All vehicles used for the provision of a STS contract shall be well-maintained. Vehicles should be kept dean, free from litter and graffiti.
50. (i) You must, following a road traffic accident or any other incident involving a licensed school transport vehicle owned by you, give full details of:
- (a) yourself
 - (b) the driver of the vehicle at the time of the accident or incident
 - (c) the insurance for the vehicle.
- to any person reasonably requesting the information within 72 hours of the accident.
- (ii) You must report the accident or incident to STS as soon as possible and in any case within 72 hours.
51. The proprietor shall notify the council in writing within 14 days of the following:
- (i) any change of address from that shown on the school transport vehicle licence;
 - (ii) any change in the engine capacity, registration mark or internal features of the vehicle;
 - (iii) any conviction in any court involving the proprietor and/or the vehicle giving details of the date, offence, name of Court and penalty imposed.
52. The proprietor shall keep written records of any maintenance checks of the vehicle and these shall be available for inspection by authorised officers of the Council.
- The proprietor shall report the loss or theft of a school transport vehicle licence plate or card to the Police and the Council as soon as the loss becomes known, and in the event of ceasing to use the vehicle for school transport purposes shall return the school transport vehicle licence plate and card to the council within **seven days**.
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55. If the vehicle is operated by a school transport vehicle operator, the proprietor of the vehicle shall, before commencing employment, deposit the school transport vehicle licence and a copy of the certificate of insurance for the vehicle with the school transport vehicle operator for retention by him/her until such time as the vehicle ceases to be operated by him/her.
56. The proprietor of the vehicle shall within **14 days** inform the council in writing if the vehicle ceases to work for the operator with whom his/her licence is deposited.
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