

Hackney Carriages and Hackney Carriage Drivers

October 2024

Hackney Carriages and Hackney Carriage Drivers.....	1	Proof of ownership	6	Roof sign.....	17
Licensing	2	Change of address.....	6	Doors and windows.....	18
Hackney Carriage byelaws – see pages 10 to 14.....	2	Transfer of licence.....	6	Spare wheel.....	18
Hackney Carriage fares.....	2	Damaged vehicle	6	Liquid petroleum gas (LPG) installation	18
Hackney Carriage stands (ranks)	2	Convictions.....	6	Tinted windows	18
Hackney Carriage driver.....	2	Refusal of licence.....	7	Towing devices	19
Hackney Carriage vehicle... 2		Hackney Carriage driver	7	Taximeter.....	19
Age of vehicle.....	2	Age.....	7	Audio-visual surveillance apparatus.....	19
Continuous licensing	3	Medical standard.....	7	Convictions	19
Maximum age of vehicle.....	3	Medical report	7	Important note.....	19
Engine capacity	3	Medical fitness	7	Hackney Carriage vehicle and licence and plates	20
Passenger seats.....	3	Criminal record.....	7	Appeals.....	20
Taximeter	3	Driving licence.....	8	Appendix A to Hackney Carriage and Private Hire drivers licence conditions.....	21
Mirrors	4	Photographs.....	8	Appendix B to Private hire drivers' licences conditions of licence	22
Roof.....	4	Identity badge.....	8	Conduct of driver.....	22
Identification Plate (see also Hackney Carriage Vehicle Licence condition no. 3).....	4	Knowledge test.....	8	Passengers.....	22
Interior light.....	4	Safeguarding training	8	Lost and found property	22
Right hand drive	4	Dress code	9	Written receipts	22
Wheelchair accessible vehicles	4	True and complete information	9	Animals	23
Fully electric vehicles.....	4	Refusal, revocation, and suspension of licence.....	9	Prompt attendance.....	23
Inspection of vehicle	5	Byelaws with respect to Hackney Carriages	10	Deposit of licence.....	23
Vehicles aged 0 to 2 years .	5	Hackney Carriage stands (ranks).....	15	Taximeter.....	23
Vehicles aged 3 to 6 years .	5	Hackney Carriage vehicle licence conditions.....	15	Fare to be demanded.....	23
Vehicles aged 7 years and over	5	Alteration of vehicle.....	15	Change of address.....	24
Insurance.....	5	Identification plate	15	Convictions	24
Vehicle registration document.....	6	Safety equipment	16	Return of badge	24
Vehicle excise licence	6	Signs and notices.....	16	Important note.....	24
		Operator identification.....	17	Appeals.....	24

Licensing

Town Policy Clauses Act 1847

Local Government (Miscellaneous Provisions) Act 1976

Byelaws with Respect to Hackney Carriages

Hackney Carriage byelaws – see pages 10 to14

The Borough of Reigate & Banstead has made byelaws for Hackney Carriages (taxis), proprietors and drivers which must be complied with. Failure to comply with the byelaws may lead to prosecution of offenders in the Magistrates' Court.

Hackney Carriage fares

The current fare tariff is available on our website and the meter must always be used for hirings within the Borough even when the Hackney Carriage is being used for private hire work. The fare shown on the meter is the maximum that can be charged, although drivers are free to accept a lesser amount if they choose to do so.

Hackney Carriage stands (ranks)

Details of the Council taxi ranks are shown on pages 15 which may be used by all Hackney Carriages licensed by Reigate & Banstead Borough Council.

There is also a rank at Redhill railway station which is enforced by Council officers but only those taxis which have a permit issued by the railway company can wait on the rank. The railway company make a charge for the permits for this rank and the number of permits is limited by them.

Hackney Carriage driver

A Hackney Carriage driver licence is a dual licence and also permits the driver to drive Private Hire vehicles. See Appendix A and B

Hackney Carriage vehicle

In addition to the byelaws (pages 10 to 14) and Hackney Carriage vehicle licence conditions (pages 15 to 20) please note the following requirements:

Age of vehicle

The age of a vehicle when licensed for the first time must be less than 7 years from date of first registration.

Reigate & Banstead Borough Council

October 24

Continuous licensing

An application to re-license a vehicle over 7 years old, which is made after the current licence has expired, will be considered as a first application and will not be granted.

Maximum age of vehicle

- a. The age of a vehicle when re-licensed should be less than 7 years from the date of first registration. An application to re-license an exceptional vehicle beyond 7 years of age will be considered on its merits. An “exceptional” vehicle may be any make, model or type of vehicle which should be in showroom condition and will be assessed taking account of its exterior and interior condition, paintwork, maintenance, cleanliness and comfort. Such vehicles could include London-type taxis, wheelchair accessible vehicles or high specification executive vehicles.
- b. Purpose built wheelchair accessible vehicles, which have received European Whole Vehicle Type Approval (ECWVTA):

The age of a purpose built wheelchair accessible vehicle with ECWVTA must be less than 9 years from the date of first registration. An application to re-license an exceptional vehicle beyond 9 years of age will be considered on its merits. An “exceptional” vehicle may be any vehicle which should be in showroom condition and will be assessed taking account of its exterior and interior condition, paintwork, maintenance, cleanliness and comfort. Such vehicles could include London-type taxis, wheelchair accessible vehicles or high specification executive vehicles.

Engine capacity

Minimum 1600cc or greater than 75 BHP (from one engine source) if less.

Fully electric vehicles solely powered by battery must be capable of travelling 150 miles without further recharging. This information must be shown within the manufacturer vehicle specifications.

Passenger seats

Minimum of 4, maximum of 8. Individual seats must be at least 41cm wide. A seat for 3 passengers must be at least 127cm wide.

Taximeter

(Also see byelaws to number 4).

All Hackney Carriages must be fitted with Transport for London approved (TfL) clock-calendar meters.

Mirrors

Two external driving mirrors.

Roof

Solid roof which must be kept watertight. Convertibles or soft-tops will not be allowed but sunroofs may be permitted if not in excess of 50% of the roof area.

Identification Plate (see also Hackney Carriage Vehicle Licence condition no. 3)

The plate shall be fixed in a vertical plane to the exterior of the rear of the vehicle, either to the body or on a bracket, as specified by the Council.

On revocation or expiry of a vehicle licence or the suspension of a licence the Council may serve notice on the proprietor requiring him to return the plate within seven days after service of the notice.

Interior light

Interior light must be in working order.

Right hand drive

The steering wheel of the vehicle must be on the right hand or offside of the vehicle.

Wheelchair accessible vehicles

The following Hackney Carriages must be wheelchair accessible (capable of carrying a person seated in a wheelchair):

Nos. 54 to 60 (inclusive),

Nos. 71 to 75 (inclusive), Nos. 76 and above (except Nos. 201 to 205 inclusive, fully electric battery powered vehicles)

Any non wheelchair accessible Hackney Carriage (1 to 53 and 61 to 70) that expires without renewal or is surrendered will only be issued as a wheelchair accessible vehicle.

Fully electric vehicles

The following Hackney Carriages must be fully electric battery powered only:

Nos. 201 to 205 (inclusive)

Inspection of vehicle

Otherwise than by prior arrangement, all vehicles must be examined by a competent motor engineer or approved Department of Transport examiner at the Council depot.

Where examination is given other than by a Department of Transport test certificate, the examination of the vehicle must have been carried out to the statutory requirements prescribed by the regulation for the issue of test certificates.

The Council's Officers will inspect the vehicle, by appointment, to ensure that it is furnished or provided to the Council's requirements and specifications set out above.

In addition, the Act empowers any authorised officer of the Council or any constable at all reasonable times to inspect and test, for the purpose of ascertaining its fitness, any licensed Hackney Carriage vehicle and any taximeter fitted therein and, if he or she is not satisfied as to the fitness of the vehicle or accuracy of the taximeter, he or she may, by notice in writing, require the proprietor to make it or its taximeter available for further inspection and testing and suspend the vehicle licence until such time as such authorised officer or constable is so satisfied.

Vehicles aged 0 to 2 years

For new vehicles licensed for the first time, an MoT must have been carried out within the 28 days prior to your appointment. Checks will be made to make sure all vehicles have a current MoT, including those under 3 years old (unless they are brand new and have less than 1000 miles on the clock).

Vehicles aged 3 to 6 years

Two mechanical inspections at the council's Earlswood Depot are required when the vehicle is licensed or relicensed if it is more than 3 years old and less than 7 years old from date of first registration. Inspections are to be 6 months apart.

Vehicles aged 7 years and over

If a vehicle aged 7 years or older from date of first registration is accepted for licensing, three mechanical inspections at the Council's Earlswood Depot are required when the vehicle is licensed or relicensed. Inspections are to be 4 months apart.

Insurance

The vehicle must be insured for the carriage of passengers for hire and reward and at least third party risks. The certificate of insurance or cover note must be provided at licence application and when requested by an authorised officer. The certificate or cover note must clearly show that the vehicle is insured for public hire and clearly show the vehicle registration number and the names of all persons entitled to drive the vehicle.

The current valid certificate of insurance or cover note must be provided to the Council within 2 working days of the expiry of the previous certificate or cover note. Failure to comply with this requirement will lead to the immediate suspension of the vehicle's licence until the Council is satisfied that the vehicle and driver(s) have correct insurance cover.

Vehicle registration document

All pages of the vehicle registration document V5 must be provided at licence application.

Vehicle excise licence

The vehicle must hold a valid vehicle excise licence.

Proof of ownership

The Council will only grant a licence to the true proprietor (owner) of the vehicle. Proof of ownership (not the registration document) must be provided. A hire purchase agreement, whereby the hirer will become the legal proprietor on completion of payment, will be accepted if the 'hirer' is the applicant for the licence.

Change of address

The proprietor must notify the Council in writing within five working days of any change of address.

Transfer of licence

If the proprietor of a licensed private hire vehicle transfers his or her interest in the private hire vehicle to another person he or she shall within fourteen days after such transfer give notice in writing to the Council, specifying the name and address of the person to whom the private hire vehicle has been transferred.

Damaged vehicle

The proprietor of the vehicle involved in an accident affecting the safety, performance or appearance of the vehicle or the comfort or convenience of its passengers shall report the accident to the Council as soon as soon as possible and, in any case, within 72 hours. This is in addition to the normal obligation to notify the Police.

Convictions

The proprietor shall notify the Council in writing within five working days of receiving a driving licence endorsement, fixed penalty notice, warning, reprimand, police caution, criminal conviction or other criminal proceedings (including their acquittal as part of a criminal case). In addition, licence holders must inform the Council within three working days of their arrest for any matter (whether subsequently charged or not). If the proprietor is a company or partnership, this requirement will also apply to the secretary of the company and any of the directors or partners, during the period of the licence.

Refusal of licence

If your application for a Hackney Carriage vehicle licence is refused you may appeal to the Crown Court and we will advise you of your rights and procedures for an appeal.

Hackney Carriage driver

The Council is empowered to seek such information as it may require to determine whether an applicant is a fit and proper person to hold a licence, and will not issue a licence until such enquiries are complete.

See the HACKNEY CARRIAGE BYELAWS Sections 5 to13: Conduct of proprietors and drivers and Hackney Carriage Private Hire Driver Licence Conditions to Appendix A and Appendix B (pages 18 to 21), in addition to the following:

Age

Minimum age 21 years.

Medical standard

The Council requires all drivers to meet a high medical standard which is the same as the current DVLA Group 2 medical standard for vocational drivers.

Medical report

When you apply for your first licence you will provide a medical report completed by a doctor at your registered practice who has access to your medical records, on the Council form (at your own expense). A medical report must be less than six months old. If you are over 45 years old you will provide a medical report every three years, and if you are over 65 years old you will provide a medical report every year. In exceptional circumstances (for example where a practice refuses to undertake a medical) a medical can be carried out by a Council approved provider. Written evidence of the practice's refusal to undertake the medical will be required.

Medical fitness

The Council reserves the right to require any driver to submit to a medical examination at any time where circumstances may demand evidence of the fitness of a person to act as a driver of a Hackney Carriage or private hire vehicle.

Criminal record

You will complete an application for an Enhanced Disclosure and Barring Service (DBS) check (this can take six weeks or more in some cases). You must declare any convictions and cautions you may have, including 'spent' convictions. When considering applications the Council will have regard to the Council's Taxi and PHV Criminal Convictions Policy to available online. All licensed drivers are required to evidence continuous registration with the Reigate & Banstead Borough Council

DBS update service to enable the routine check for new information every six months. Drivers that do not subscribe up to the DBS update service must provide a new DBS certificate every 6 months at their expense.

The information you give will be treated in confidence and will only be taken into account in relation to your application. If you would like to discuss what effect a conviction might have on your application you may telephone the Licensing Officer on **01737 276 672**.

Driving licence

You must have held a full Driver and Vehicle Licensing Agency (DVLA) driving licence (or a driving licence issued by a country in the European Union) for 12 months. Your driving licence must have your current address. You will sign a form authorising a driver licence checking agency to supply the Council with information held on the DVLA computer.

Photographs

You will provide one passport size photograph, which will be used on the driver identity badge.

Identity badge

When a licence is granted a driver will be issued with two badges. One badge must be worn at all times that the driver acts as the driver of a Hackney Carriage or private hire vehicle in such a manner and position as to be plainly and distinctly visible. It will be an offence to fail to do so without reasonable excuse. The second badge must be displayed on the dashboard, again to be plainly and distinctly visible to passengers.

Knowledge test

When you first apply for a Hackney Carriage driver licence you will have to pass the knowledge test (even if you have previously been licensed as a Private Hire driver).

The test will take approximately 45 minutes and you will be asked questions including street names and the most direct routes between taxi ranks and various locations in the whole of the Borough. You will be expected to know the location of schools, churches, hospitals, hotels, leisure venues, public houses, railway stations, shopping and residential areas and other places of interest. You will also be asked to find locations using the Ordnance Survey Surrey Street Atlas. You will be questioned on the Hackney Carriage Byelaws, Hackney Carriage fares, Hackney Vehicle licence conditions and Hackney Carriage Driver licence conditions, the Convictions Policy and stands (taxi ranks).

Safeguarding training

All drivers must successfully complete the online awareness training. New drivers must do this before their licence is granted.

Dress code

Licensed drivers are advised at all times to be dressed in smart clothing which could include the following examples (or other smart clothing appropriate for a professional driver):

Men: shirt with collar (long or short sleeve, sports or polo), smart trousers or tailored shorts, dark jacket or jersey.

Women: shirt or blouse, smart trousers, skirt or tailored shorts, dark jacket or jersey.

True and complete information

If you give false information or fail to provide any relevant information (including details of convictions or offences), the licence may be refused, or if issued it may be revoked, and you may be prosecuted.

Refusal, revocation, and suspension of licence

If your application is refused or your licence is revoked or suspended you may appeal to the Magistrates' Court and we will advise you of your rights and procedures for an appeal. All driver refusals, revocations and suspensions are added to the National Register of taxi and private hire drivers (NR3S).

Byelaws with respect to Hackney Carriages

Made under section 68 of the Town Police Clauses Act 1847, and Section 171 of the Public Health Act 1875 by the Council of the Borough of Reigate and Banstead with respect to Hackney Carriages in the Borough of Reigate and Banstead.

Interpretation

1. Throughout these byelaws, 'the Council' means the Council of the Borough of Reigate and Banstead and 'the district' means the area of the Borough of Reigate and Banstead.

Provisions regulating the Manner in which the number of each Hackney Carriage Corresponding with the number of its Licence, shall be displayed.

2.
 - a. The proprietor of a Hackney Carriage shall cause the number of the licence granted to him in respect of the carriage to be legibly painted or marked on the outside and inside of the carriage, or on plates affixed thereto.
 - b. A proprietor or driver of a Hackney Carriage shall:
 - i) not willfully or negligently cause or suffer any such number to be concealed from public view while the carriage is standing or plying for hire;
 - ii) not cause or permit the carriage to stand or ply for hire with any such painting, marking or plate so defaced that any figure or material particular is illegible.

Provisions regulating how Hackney Carriages are to be furnished or provided

3. The proprietor of a Hackney Carriage shall:
 - a. provide sufficient means by which any person in the carriage may communicate with the driver;
 - b. cause the roof or covering to be kept watertight;
 - c. provide any necessary windows and a means of opening and closing 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;

Hackney carriage vehicles and drivers

- 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; and
 - i. provide at least two doors for the use of persons conveyed in such carriage and a separate means of ingress and egress for the driver.
4. 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, that is to say:
- 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;
 - 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 and time in pursuance of the tariff fixed by the Council;
 - d. the word 'FARE' shall be printed on the face of the taximeter in plain letters so as clearly to 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; and
 - 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.

Provisions regulating the Conduct of the Proprietors and Drivers of Hackney Carriages applying within the District in their several Employments, and determining whether such drivers shall wear any and what badges.

5. The driver of a Hackney Carriage provided with a taximeter shall:
 - a. when standing or plying for hire, keep the key, flag or other device fitted in pursuance of the byelaw in that behalf locked in the position in which no fare is recorded on the face of the taximeter;
 - b. before beginning a journey for which a fare is charged for distance and time, bring the machinery of the taximeter into action by moving the said key, flag or other device, so that the word "Hired" is legible on the face of the taximeter and keep the machinery of the taximeter in action until the termination of the hiring; and#
 - c. cause the dial of the taximeter to be kept properly illuminated throughout any part of a hiring which is between half an hour after sunset and half an hour before sunrise, and also at any other time at the request of the hirer.
6. A proprietor or driver of a Hackney Carriage shall not tamper with or permit any person to tamper with any taximeter with which the carriage is provided, with the fittings thereof, or with the seals affixed thereto.
7. The driver of a Hackney Carriage shall, when plying for hire in any street and not actually hired:
 - a. proceed with reasonable speed to one of the stands appointed by the council;
 - b. if a stand, at the time of his arrival, is occupied by the full number of carriages authorised to occupy it, proceed to another stand;
 - c. on arriving at a stand not already occupied by the full number of carriages authorised to occupy it, station the carriage immediately behind the carriage or carriages on the stand and so as to face in the same direction; and
 - d. from time to time when any other carriage immediately in front is driven off or moved forward cause his carriage to be moved forward so as to fill the place previously occupied by the carriage driven off or moved forward.
8. A proprietor or driver of a Hackney Carriage, when standing or plying for hire, shall not make use of the services of any other person for the purpose of importuning any person to hire such carriage.
9. The driver of a Hackney Carriage shall behave in a civil and orderly manner and shall take all reasonable precautions to ensure the safety of persons conveyed in or entering or alighting from the vehicle.
10. The proprietor or driver of a Hackney Carriage who has agreed or has been hired to be in attendance with the carriage at an appointed time and place shall, unless delayed or

Hackney carriage vehicles and drivers

prevented by some sufficient cause, punctually attend with such carriage at such appointed time and place.

11. A proprietor or driver of a Hackney Carriage shall not convey or permit to be conveyed in such carriage any greater number of persons than the number of persons specified on the plate affixed to the outside of the carriage.
12. If a badge has been provided by the Council and delivered to the driver of a Hackney Carriage he shall, when standing or plying for hire, and when hired, wear that badge in such position and manner as to be plainly visible.
13. The driver of a Hackney Carriage so constructed as to carry luggage shall, when requested by any person hiring or seeking to hire the carriage:
 - a. convey a reasonable quantity of luggage;
 - b. afford reasonable assistance in loading and unloading; and
 - c. afford reasonable assistance in removing it to or from the entrance of any building, station or place at which he may take up or set down such person.

Provisions fixing the Rates or Fares to be paid for Hackney Carriages within the district, and securing the due publication of such fares

14. The proprietor or driver of a Hackney Carriage shall be entitled to demand and take for the hire of the carriage the rate or fare prescribed by the Council, the rate or fare being calculated by distance and time unless the hirer express at the commencement of the hiring his desire to engage by time.

Provided always that where a Hackney Carriage furnished with a taximeter shall be hired by distance and time the proprietor or driver thereof shall not be entitled to demand and take a fare greater than that recorded on the face of the taximeter, save for any extra charges authorised by the Council which it may not be possible to record on the face of the taximeter.

15.
 - a. The proprietor of a Hackney Carriage shall cause a statement of the fares fixed by Council Resolution to be exhibited inside the carriage, in clearly distinguishable letters and figures.
 - b. The proprietor or driver of a Hackney Carriage bearing a statement of fares in accordance with this byelaw shall not willfully or negligently cause or suffer the letters or figures in the statement to be concealed or rendered illegible at any time while the carriage is plying or being used for hire.

Provisions securing the safe custody and redelivery of any property accidentally left in Hackney Carriages, and fixing the charges to be made in respect thereof

16. The proprietor or driver of a Hackney Carriage shall immediately after the termination of any hiring or as soon as practicable thereafter carefully search the carriage for any property which may have been accidentally left therein.
17. The proprietor or driver of a Hackney Carriage shall, if any property accidentally left therein by any person who may have been conveyed in the carriage be found by or handed to him:
 - a. carry it as soon as possible and in any event within 48 hours, if not sooner claimed by or on behalf of its owner, to the office of the Council and leave it in the custody of the officer in charge of the office on his giving a receipt for it; and
 - b. be entitled to receive from any person to whom the property shall be re delivered an amount equal to five pence in the pound of its estimated value (or the fare for the distance from the place of finding to the office of the Council, whichever be the greater) but not more than five pounds.

Penalties

18. Every person who shall offend against any of these byelaws shall be liable on summary conviction to a fine not exceeding level 2 on the standard scale and in the case of a continuing offence to a further fine not exceeding two pounds for each day during which the offence continues after conviction therefor.

Repeal of Byelaws

19. The byelaws relating to Hackney Carriages which were made by the Council on the Twelfth day of March 1979 and which were confirmed by the Secretary of State on the 4th day of May 1979 are hereby repealed.

The common seal of the Council of the Borough of Reigate and Banstead was hereunto affixed this 8th day of March 2001 in the presence of P J North, Authorised Signatory LS48/01.

The foregoing byelaws are hereby confirmed by the Secretary of State and shall come into force on the 22nd day of May 2001.

J M E Rogers 24th April 2001, Signed by the authority of the Secretary of State

Hackney Carriage stands (ranks)

Each of the several places specified in the following list shall be a stand for such number of Hackney Carriages as specified in the list:

- a. On the north side of Church Street, Reigate for a distance of 12 metres eastward from a point 10 metres east of its junction with Tunnel Road, Reigate (2 spaces).
- b. On the north-east side of Victoria Road, Horley between its junctions with High Street and Consort Way, a distance of approximately 17.68 metres from a point approximately 14.33 metres south-east of the eastern kerb line of Consort Way (2 spaces).
- c. The lay-by at the junction of Queensway and London Road, Redhill between the pedestrianised and non-pedestrianised part of London Road, Redhill, for a distance of 25.5 metres north-eastward from its southernmost point (5 spaces).
- d. On the east side of High Street, Redhill from a point 25 metres south of the intersection of the prolongation of the southern kerb line of Marketfield Road and the eastern kerb line of High Street southwards for a distance of 12 metres (2 spaces).
- e. On the south side of Banstead Road, Banstead from a point five yards west of the footpath leading to Nork and extending westward, by grass verge, as far as necessary for two cabs (2 spaces).

Hackney Carriage vehicle licence conditions

The vehicle and all its fittings and equipment shall at all times when the vehicle is in use or available be kept in an efficient, safe, tidy and clean condition and all relevant statutory requirements shall be fully complied with.

Alteration of vehicle

No material alteration or change in the specification, design, condition or appearance of the vehicle shall be made without the approval of the Council at any time while the licence is in force.

Identification plate

The plate identifying the vehicle as a Hackney Carriage shall be securely fixed to the rear of the vehicle in a conspicuous position as specified by the Council, and in such manner as to be easily removable by an authorised officer of the Council or a constable. The licence plate shall be fixed to the vehicle by the vehicle inspector at the time of licensing, either to a bracket (to be provided by the proprietor) or direct to the vehicle's bodywork.

Safety equipment

The vehicle and all its fittings and equipment shall at all times when the vehicle is in use or available be kept in an efficient, safe, tidy and clean condition and all relevant statutory requirements shall be fully complied with.

Signs and notices

The vehicle and all its fittings and equipment shall at all times when the vehicle is in use or available be kept in an efficient, safe, tidy and clean condition and all relevant statutory requirements shall be fully complied with.

The following signs are permitted:

a. Interior identification signs

The proprietor shall cause to be clearly marked and maintained inside the vehicle in such a position as to be visible at all times to persons conveyed therein the number of this licence and the number of passengers prescribed in this licence.

A double-sided small version of the licence plate must be placed inside the windscreen or nearside front window, as directed by a Council officer.

b. Pre-booking identification sign

While the vehicle is stationary a sign may be displayed giving the name and address of the operator of the vehicle or the name under which he or she carries on his or her business and its address and, in either case, the name of a passenger or passengers to be carried in the vehicle; but the sign must be displayed in pursuance of a prior arrangement made for the carriage of a passenger or passengers named in the sign.

c. Sign for school children

A sign may be displayed which is required to be exhibited whilst carrying school children under a contract for the hire of the vehicle. Any such sign shall be removed at the termination of the journey.

d. Commercial advertisements

Approved commercial advertisements may be displayed in accordance with the Council's directions.

e. 'No smoking' and 'No Food and Drink' signs

Approved signs may be displayed in side windows prohibiting smoking and or the consumption of food and drink. The maximum size of signs shall be 76mm x 76mm (3ins x 3ins).

f. Emergency door sign

The rear emergency door, where fitted, shall have a sign displayed on the inside and outside of the door indicating the means of operation, e.g. 'pull', 'turn clockwise'.

g. Roof sign

See below.

Operator identification

a. Advance approval of sign

The proprietor of a Hackney Carriage may display on the side doors of the vehicle a sign which has been approved by the Council before use.

b. Wording on signs

The sign may contain his or her name or trading name, town, email address, website address and telephone number.

c. Sizes of letters and figures on signs

In the case of vehicles licensed to carry 4, 5 or 6 passengers the letters or figures shall not be more than 50mm high (2ins). In the case of vehicles licensed to carry 7 or 8 passengers the letters or figures shall not be more than 76mm high (3ins).

d. Size of signs

In the case of vehicles licensed to carry 4, 5 or 6 passengers the maximum size of the sign shall be approximately 36cm wide x 26cm deep (approximately 14ins x 10ins). In the case of vehicles licensed to carry 7 or 8 passengers a larger sign may be permitted (with Council approval) to allow the letters and figures to be in keeping with the size of the sign.

Roof sign

The proprietor shall cause to be affixed and maintained on the vehicle:

A sign approved by the Council bearing the word 'TAXI' which shall be displayed on or above the roof and be capable of being illuminated; and a sign including the words 'FOR HIRE', to indicate that the vehicle is available for hire, to be displayed either in the window or may be incorporated with the 'TAXI' sign. In either case the sign shall be illuminated when the vehicle is available for hire and then be extinguished when the vehicle is hired or out of service.

The roof sign shall be a minimum width of 76.2cm (30ins), shall have 'TAXI' lettering a minimum height of 127mm (5ins) and the words 'Licensed by Reigate and Banstead Borough

Council', and shall be mounted across the roof of the vehicle (excepting purpose to built taxis).

Proprietors may display their name or business name or telephone number at the rear of the 'TAXI' sign

Doors and windows

- a. The rear emergency door, where fitted, shall have the means of operation (e.g. 'pull', 'turn clockwise') marked on the inside and outside. The emergency door shall be openable from both outside and inside. No vehicle shall be fitted with an emergency door, which can be locked from the outside unless, when so locked, it is capable of being opened from inside the vehicle when stationary
- b. The vehicle must have the appropriate number of doors to allow safe access and egress for the number of passengers it is licensed to carry.
- c. Where only one side door is fitted to a vehicle, that door is to be fitted to the nearside of the vehicle.
- d. Passengers must have free access to any device designed to release door locks or open windows, except where the vehicle is designed for doors to be locked when the brake is off. Child locks may only be used in appropriate circumstances when children are being carried.

Spare wheel

The vehicle must safely carry a spare wheel in good working order and tools to change a wheel in the event of a puncture (with the equipment meeting the manufacturer's approved specification). A temporary spare wheel shall only be used to complete the current journey and shall be replaced with a standard wheel before a subsequent hiring. Where no spare wheel is provided by the manufacturer of the vehicle, evidence of suitable 'run flat' tyres, repair product or evidence of other method of completing a journey should be provided.

Liquid petroleum gas (LPG) installation

Evidence must be provided that the LPG installation has been properly carried out by an approved installer or vehicle manufacturer.

Tinted windows

Where fitted, the degree of tint or silvering must comply with Regulation 32(1) of the Road Vehicles (Construction & Use) Regulations 1986 as amended, which defines the acceptable standard.

Towing devices

Any towing bracket or towing device must be manufactured and maintained to either BSI or EC standards and a trailer which is used when the vehicle is hired or available for hire must be fitted with a duplicate licence plate at the expense of the proprietor.

Taximeter

All Hackney Carriages must be fitted with Transport for London approved (TfL) clock tocalendar meters.

Audio-visual surveillance apparatus

- a. Any in-cab audio-visual surveillance apparatus must be Transport for London (TfL) approved.
- b. The apparatus must be approved by a Council officer before it is installed.
- c. Where an audio-visual surveillance system is operated within a vehicle, outward-facing signs must be placed on all passenger windows advising of its presence. The signs must be approved by a Council officer before use.

Convictions

The proprietor shall within five working days disclose to the Council in writing details of any conviction imposed on him or her (or if the proprietor is a company or partnership, on the secretary of the company and any of the directors or partners) during the period of the licence.

Important note

The above conditions are additional to the relevant requirements of the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976, the more important of which are summarised as follows:

1. The proprietor(s) must not employ as driver any person who does not hold a Hackney Carriage drivers licence (1847 Act, Section 47).
2. If the proprietor of a Hackney Carriage transfers his interest in it to another person he must within 14 days give to the Council written notice of the name and address of the new proprietor (1976 Act, Section 49).
3. The proprietor must present the vehicle for mechanical inspection within such period and at such place as the Council by notice reasonably require (1976 Act, Section 50).
4. The proprietor of the vehicle involved in an accident affecting the safety, performance or appearance of the vehicle or the comfort or convenience of its passengers shall report the

Hackney carriage vehicles and drivers

accident to the Council as soon as possible and, in any case, within 72 hours. This is in addition to the normal obligation to notify the Police (1976 Act, Section 50).

5. The vehicle licence and insurance certificate must be produced to an authorised Officer of the Council on request (1976 Act, Section 50).
6. Authorised Officers of the Council (or Police Officers) may carry out 'spot checks' and may require further examination of the vehicle (1976 Act, Section 68).
7. A Hackney Carriage must not be left unattended in any street or place of public resort or entertainment (1847 Act, Section 62).

Hackney Carriage vehicle and licence and plates

1. The vehicle licence must be kept by the person to whom it is issued in respect of a stated vehicle. Should the vehicle be sold or replaced, this licence must be returned to the issuing authority.
2. If the vehicle is hired or sold and it is intended to continue its use as a Hackney Carriage it must be hired or sold complete with its plate and the licensing authority informed.
3. The plate is the property of the Borough of Reigate and Banstead and cannot be hired or sold other than as in (ii) above.
4. The plate shall be fixed in a vertical plane on the rear of the vehicle either to the car itself or on a bracket as specified by the Council.
5. Should a plate become lost or damaged the licensing authority shall be advised forthwith. A charge will be made for a replacement plate.

Appeals

Any person aggrieved by any conditions attached to the licence may appeal to a Magistrates' Court within 21 days of receipt of the licence.

Appendix A to Hackney Carriage and Private Hire drivers licence conditions

Important note concerning Hackney Carriage drivers (not relevant when driving private hire vehicles)

Town Police Clauses Act 1847

Local Government (Miscellaneous Provisions) Act 1976

The licence holder must observe the provisions of the byelaws and the above-mentioned Acts, among the more important of which are the following:

1. If the Hackney Carriage is standing at a rank or in a street the driver must not without reasonable excuse refuse to drive to any place within the “prescribed distance” (i.e., the area of the Borough) (1847 Act, Section 53).
2. The authorised fare scale must be used at all times for journeys within the Borough (however the hiring is effected) and may only be dispensed with for journeys ending outside the Borough IF the hirer agrees BEFORE the journey commences (1847 Act, Section 58; 1976 Act, Section 66; Borough Council byelaws).
3. If a Hackney Carriage is used for a “private hire contract” the fare is calculated from the point at which the hirer starts his journey. A “private hire contract” for this purpose is one made either with some person other than the driver, or when the Hackney Carriage is not at a rank or plying for hire (1976 Act, Section 67).
4. A Hackney Carriage must not be left unattended in a street or place of public resort or entertainment, and if it is one of the first two on a rank the drivers must be ready to be hired at once (1847 Act, Section 62 and byelaws).
5. The badge provided by the Council must be worn in a plainly visible position at all times when plying for hire or hired (byelaws).
6. Drivers must be civil and orderly and give reasonable assistance with passengers’ luggage (byelaws).
7. Drivers have a duty to carry guide, hearing and assistance dogs accompanying disabled people, and to do so without charge (Disability Discrimination Act 1995 Act, section 37), unless the driver has obtained a Certificate of Exemption from the Council on medical grounds (section 37(5)), and then a Notice of Exemption must be displayed in the vehicle.

Appendix B to Private hire drivers' licences conditions of licence

Local Government (Miscellaneous Provisions) Act 1976

Conduct of driver

The driver shall:

- a. afford all reasonable assistance with passengers' luggage;
- b. at all times be clean and respectable in his or her dress and person and behave in a civil and orderly manner;
- c. take all reasonable steps to ensure the safety of passengers conveyed in, entering or alighting from the vehicle driven by him/her;
- d. not, drink or eat in the vehicle;
- e. not without the express consent of the hirer play any radio or sound reproducing instrument or equipment in the vehicle other than for the purpose of sending or receiving messages in connection with the operation of the vehicle;
- f. at no time cause or permit the noise emitted by any radio or other previously mentioned equipment in the vehicle which he or she is driving to be a source of nuisance or annoyance to any person, whether inside or outside the vehicle.

Passengers

- a. The driver shall not convey or permit to be conveyed in a private hire vehicle a greater number of persons than that prescribed in the licence for the vehicle.
- b. The driver shall not without the consent of the hirer of a vehicle convey or permit to be conveyed any other person in that vehicle.

Lost and found property

The driver shall immediately after the termination of any hiring of a private hire vehicle or as soon as practicable thereafter carefully search the vehicle for any property which may have been accidentally left there. All found property is to be dealt with according to the Operator's established procedure.

Written receipts

The driver shall if requested by the hirer of a private hire vehicle provide him with a written receipt for the fare paid.

Animals

- a. The driver shall not convey in a private hire vehicle any animal belonging to or in the custody of himself or herself or the proprietor or operator of the vehicle.
- b. Any animal, other than a guide, hearing or prescribed assistance dog, belonging to or in the custody of any passenger which at the driver's discretion may be conveyed in the vehicle, shall only be conveyed in the rear of the vehicle.
- c. Guide, Hearing and Assistance Dogs

The driver has a duty to carry a disabled passenger with their guide, hearing or assistance dog, allow the dog to remain with the passenger and not make any additional charge for doing so. The driver may apply to the Council for an exemption certificate on medical grounds. (Disability Discrimination Act 1995, Section 37A). A driver who has been issued a Certificate of Exemption must exhibit a Notice of Exemption in their vehicle.

Prompt attendance

The driver of a private hire vehicle shall, if he or she is aware that the vehicle has been hired to be in attendance at an appointed time and place or he has otherwise been instructed by the operator or proprietor of the vehicle to be in attendance at an appointed time and place, punctually attend at that appointed time and place, unless delayed or prevented by sufficient cause.

Deposit of licence

If the driver is permitted or employed to drive a private hire vehicle of which the proprietor is someone other than himself or herself, he or she shall before commencing to drive that vehicle deposit a copy of this licence with that proprietor for retention by him or her until such time as the driver ceases to be permitted or employed to drive the vehicle or any other vehicle of his or hers.

Taximeter

If a private hire vehicle being driven by the driver is fitted with a taximeter, the driver shall not cause the fare recorded thereon to be cancelled or concealed until the hirer has had a reasonable opportunity of examining it and has paid the fare (unless credit is to be given).

Fare to be demanded

The driver shall not demand from any hirer of a private hire vehicle a fare in excess of any previously agreed for that hiring between the hirer and the operator or, if the vehicle is fitted with a taximeter and there has been in previous agreement as to the fare, the fare shown on the face of the taximeter.

Change of address

The driver shall notify the Council in writing of any change of address during the period of the licence within five working days of such change taking place.

Convictions

The driver shall within five working days disclose to the Council in writing details of any conviction imposed on him during the period of the licence.

Return of badge

The driver shall upon the expiry (without immediate renewal), revocation or suspension of this licence forthwith return to the Council the driver's badge issued to him by the Council when granting this licence.

Important note

The above conditions are additional to the requirement of the Local Government (Miscellaneous Provisions) Act 1976, the more important of which are summarised below:

- a. A vehicle may not be used as a private hire vehicle unless there is a vehicle licence in force for it and the person inviting or accepting hirings has an operator's licence (Section 46).
- b. This licence must be produced within five days at the request of an authorised Officer of the Council or of a Police Officer (Section 53).
- c. The driver must at all times when acting under this licence wear the driver's badge issued by the Council in such position and manner as to be plainly visible (Section 54).
- d. The driver shall not without reasonable cause unnecessarily prolong, in distance or in time, any journey for which the vehicle has been hired (Section 69).

Appeals

Any person aggrieved by any condition attached to this licence may appeal to a Magistrates' Court within 21 days of receipt of this licence.