



Hackney Carriage and Private Hire Driver Suitability Criteria and Licence Conditions

HACKNEY CARRIAGE / PRIVATE HIRE DRIVERS LICENCE

SUITABILITY CRITERIA

1. A person being considered for licence to drive hackney carriages and/or private hire vehicles shall:-

1.1 Be over 21 years of age and have held a full UK Driving and Vehicle Licence Agency (DVLA) (or EU equivalent) driving licence for at least three years. Applicants MUST supply a DVLA issued counterpart (until withdrawn by the DVLA) or their European Community/European Economic Area (EC/EEA) licence upon submission of application.

1.2 Complete an application form on which must be shown all convictions and cautions. (NOTE: Omissions or incorrect statements of a serious nature will render the licence liable to immediate suspension. It is a criminal offence to make a false declaration. Please see 1.34 below in relation to Basildon Borough Council's policy on relevant convictions.)

1.3 Be vetted by the Disclosure and Barring Service (DBS) (formally the Criminal Records Bureau (CRB) upon application and subsequently every three years.

(NOTE 1: Applicants are required to complete a form supplied by Basildon Borough Council and return it together with the relevant fee for an enhanced disclosure, including any supporting, original documents that may be required by the Council.

NOTE 2: Applicants for Hackney Carriage/Private hire drivers' licences are exempt from the provisions of the Rehabilitation of Offenders Act 1974. Applicants MUST therefore disclose all previous cautions and convictions whether they are "spent" or not.

NOTE 3: When applying for a licence, regard should be had to the Council's guidance on the relevance of convictions. A copy of this guidance can be found on the Council's website www.basildon.gov.uk or may be obtained free of charge from the Council's Licensing Service. Any conviction or caution revealed that is relevant to an applicants' fitness for licensing will be taken into account when determining the application.)

1.4 The Council shall require all applicants for new hackney carriage and private hire drivers 'combined' licences and restricted private hire drivers licences to provide original documentary evidence to verify that they can legally work in the UK. Examples of documents that may be provided include (but are not limited to) the following. At least one of the following proofs of ID needs to be shown:

- **A UK passport confirming that the holder is a British Citizen (or citizen of another EEA country including Switzerland);**

- ***A passport or other travel document endorsed to show that the holder is allowed to stay in the UK and undertake paid employment;***
- ***A full UK birth/adoption certificate;***
- ***An immigration document issued by the Border and Immigration Agency to the holder which indicates that the person named in it can stay in the United Kingdom and undertake paid employment;***
- ***A work permit or other approval to take employment issued by the Home Office or the Border and Immigration Agency when produced in combination with either a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to undertake paid employment.***

NOTE 1: When an applicant is subject to immigration controls, a licence will not be issued for longer than the period that the applicant has permission to undertake paid employment in the United Kingdom.

NOTE 2: If Licensing Officers are unsure about an applicant's right to work in the UK, they will discuss the applicant's documentation with the Home Office. If it transpires that the applicant is illegally in the UK (due to illegally entering or overstaying for example) Licensing Officers will assist the UK Border Force, Immigration Office or Police in their enquiries as necessary.

NOTE 3: All current licence holders will be asked to prove their right to work upon renewal of their licence. Submission of proof of right to work, if confirmed, will normally only be needed once. Applicants can only be licensed up to the date that their right to work will expire.

NOTE 4: For applicants who have limited permission to be in the UK, the check must be repeated at each subsequent application to renew the licence until such time as the applicant demonstrates that they are entitled to remain indefinitely in the UK and, as a result the restrictions on their ability to work have been removed.

- 1.5** Submit themselves for an independent medical examination to affirm that they meet the criteria laid down in the "Medical Aspects of Fitness to Drive" (Group 2 Standard) at such place as the Council may direct. Applicants will be required to submit themselves for a medical assessment on first application, then every 5 years to the age of 65, then annually. Applicants suffering from a known and notified medical disorder will be required to undergo a medical examination to Group 2 standards annually or any lesser period that the examining General Practitioner may decide. Basildon Council may also ask any applicant to provide proof of medical fitness at any other reasonable time. Applicants over the age of 70 years will be required to undergo an eyesight test upon initial application and

annually in addition to the eyesight test conducted at the medical and submit a copy of the results to the Council. The applicant must submit the certificate of examination to the Council.

(NOTE 1: This examination will normally be arranged after passing the knowledge test at an additional cost to the candidate.)

NOTE 2: Under the Equality Act 2010, applicants/existing drivers may apply for a certificate of exemption from complying with the duties imposed by s165 (Passengers in wheelchairs) of the said Act on the following grounds:

a) On medical grounds, or

b) On the grounds that the person's physical condition makes it impossible or unreasonably difficult for the person to comply, applicants will be asked to submit a letter requesting an exemption together with a medical letter from their own General Practitioner.

NOTE 3: Under the Equality Act 2010, applicants/existing drivers may apply for a certificate of exemption from complying with the duties imposed by s168 (Assistance dogs in taxis) and s170 (Assistance dogs in private hire vehicles) of the said Act on medical grounds

- 1.6 Provide evidence that they have passed a Driver and Vehicle Standards Agency (DVSA), or equivalent hackney carriage and private hire driving assessment as the Council may direct. (NOTE: The cost of this assessment will be at the applicants' expense.)
- 1.7 Undertake a Passenger Assisted Transport Training course at their own expense and produce an accredited certificate to confirm that they have been suitably trained in Disability Discrimination awareness to the required standard.
(NOTE: Unless otherwise required by the Council, this requirement will not have to be repeated upon renewal of the licence).
- 1.8 Undertake a DVLA (Driver and Vehicle Licensing Agency) check to confirm the acceptability of their driving history.
(NOTE 1: This condition will also apply to all existing drivers upon renewal of their licence.
NOTE 2: Reference should be made to the Council's guidance on the relevance of convictions. A copy of this guidance can be found on the Council's website www.basildon.gov.uk or may be obtained free of charge from the Council's Licensing Service. Driving offences will be taken into account when determining the application.)

- 1.9 Pass the computer based knowledge test of the streets and places of the Basildon Borough and answer questions on the Highway Code, byelaws and conditions of licence.
(NOTE: At the discretion of Licensing Officers, a driver who has been licensed before by Basildon Borough Council may be required to undertake a further knowledge test and/or DSA assessment if, for example, more than 2 years has elapsed since the person last held a licence to drive hackney carriages and/or private hire vehicles in the borough.)
- 1.10 Where they have lived in a country, other than the UK, for one or more continuous periods of 6 months since the age of 10 years old, submit a 'Certificate of Good Conduct' issued by the relevant non-UK country. The certificate must be an extract from the judicial record or equivalent document issued by a competent judicial or administrative authority for the relevant country. The certificate must document any convictions recorded against the individual or confirm 'good conduct'.
(NOTE 1: The applicant must meet any cost incurred in obtaining the document(s). Failure to provide a certificate may prevent an application being considered. Failure to provide such information, without good reason, will be taken into account when a decision is made. The Disclosure and Barring Service website www.gov.uk/government/publications/criminal-records-check-for-overseas-applicants gives information about obtaining Certificates of Good Conduct, or similar documents, from a number of countries.
Note 2: When applying for a licence, regard should be had to the Council's guidance on applicant's that have spent time outside of the UK. A copy of this guidance can be found on the Council's website www.basildon.gov.uk or may be obtained free of charge from the Council's Licensing Service.
- 1.11 Declare whether they hold or have held a licence to drive hackney carriages and/or private hire vehicles. (NOTE: Where an applicant currently holds, or has previously held, a licence to drive hackney carriages or private hire vehicles with another local authority, Basildon Borough Council will seek to verify the applicant's conduct as a licensed driver through a Local Authority check.)
- 1.12 Provide two passport sized photographs of the applicant, one of which must be signed on the reverse as a true likeness.
- 1.13 Be able to demonstrate a **good** ability to speak, read and understand English in order to be able to serve the diverse population of Basildon and its many visitors.

2. The application form together with all relevant documentation and fee must be presented by the applicant, in person, to the Licensing Service at Basildon Borough Council. Where the application and fee can be taken on line, applicants will still be required to provide original documentation (where necessary), to Licensing Officers, to support their application.
3. The licensing authority will consider each individual case on its merits, having regard to the need to protect public safety and whether the applicant has demonstrated, in the light of the information he or she has provided and all the evidence available, that they are a fit and proper person to hold a licence. All relevant facts will be taken into account and if justifiable reasons exist, it may be that additional or higher standards will be imposed.
4. A person applying for a driving licence who is not renewing his/her hackney carriage/private hire drivers licence currently in force or who has not held one during the previous month shall be treated as someone applying for a driver's licence on the first occasion, unless there are proven medical reasons as to why the applicant was unable to renew the licence. Licensing Officers will consider the individual circumstances of each case.
5. Any person aggrieved by a decision of the Council to refuse to grant a licence has the right to appeal to the Magistrates Court within 21 days of that decision.

RESTRICTED PRIVATE HIRE DRIVERS LICENCE

PRE LICENSING STANDARDS

A 'Restricted' Private Hire Drivers Licence will ONLY be issued to a driver for the purposes of collecting and returning vehicles for testing, servicing or repairing and that driver is not permitted to carry passengers. Such a licence will NOT be issued for any other purpose. A person being considered for a Restricted Private Hire Drivers Licence shall:-

- a) Complete an application form on which must be shown all convictions and cautions. (NOTE: Omissions or incorrect statements of a serious nature will render the licence liable to immediate suspension. It is a criminal offence to make a false statement. Please see 1.3 in relation to Basildon Borough Council's policy on relevant convictions).
- b) Be over 21 years of age and have held a full UK Driving and Vehicle Licence Agency (DVLA) (or EU equivalent) driving licence for at least three years. Applicants MUST supply a DVLA issued

counterpart (until withdrawn by the DVLA) or their European Community/European Economic Area (ec/eea) licence upon submission of the application.

- c) Provide evidence that they are employed by a garage or, if they are self employed that they trade as a garage for the purposes of testing, servicing or repairing vehicles.
 - d) Attend an interview with the Licensing Officer and answer questions on the Licence Conditions and the Highway Code. The applicant for a 'restricted private hire drivers' licence' is not required to submit themselves for a knowledge test. Should the applicant wish to take up the driving of hackney carriage or private hire vehicles other than in the course of the above criteria, they will be required to submit an application for a hackney carriage and private hire combined drivers licence and fulfil all the suitability criteria.
 - e) Not be required when applying for a 'restricted private hire drivers licence' to be vetted by the Disclosure and Barring Service (DBS).
 - f) Not be required when applying for a 'restricted private hire drivers licence' to submit themselves for an independent medical examination to affirm that they meet the criteria laid down in the "Medical Aspects of Fitness to Drive.
 - g) The licence for a 'restricted private hire driver's licence' will be issued for a maximum period of 12 months.
2. Legal proceedings will be taken against any driver with a restricted licence found driving any licensed vehicle for public hire or hire and reward within the Borough of Basildon.

HACKNEY CARRIAGE / PRIVATE HIRE DRIVERS LICENCE

CONDITIONS OF LICENCE

INTRODUCTION

In order that a reliable hackney carriage/private hire service of an acceptable standard is provided under a Basildon Borough Council licence, the following conditions will apply:

1. Pre-Licensing Standards

To ensure that licensed drivers are reliable and of a good standard, a person being considered for a drivers licence shall satisfy all aspects of the Council's suitability criteria before obtaining a licence.

2. Conditions of Licence

- 2.1 A combined hackney carriage/private hire drivers licence is valid for three years (01 March 2015 – 28 February 2018)
- 2.2 A person shall not drive a private hire vehicle or hackney carriage for hire and reward without holding a valid hackney carriage/private hire drivers licence. The holder shall also deposit that paper licence for examination by his proprietor, both at the commencement of their employment and immediately after any renewal of the licence.
- 2.3 The driver of a private hire vehicle shall produce the licence for inspection on request by an authorised officer of the Council or any Police Officer.
- 2.4 No licensed driver shall act as a hackney carriage/private hire driver without the consent of the licensed proprietor of the vehicle.
- 2.5 The licence holder shall notify the Licensing Authority of a change of his/her home address within seven days.
- 2.6 The licensed driver shall, at all times when their vehicle is available for hire, wear their drivers badge on their person so that it is clearly visible.
- 2.7 A licensed driver must not wear their identity badge other than when carrying out work in connection with their business.
- 2.8 No person shall damage, deface, mutilate or obscure a driver's badge or any part of it.

- 2.9 The badge and licence remain the property of Basildon Borough Council and the driver shall, upon expiry (without immediate renewal), revocation or suspension of the licence, return them to the Licensing Service at Basildon Borough Council. ***Where a licence holder's immigration status changes, for example their permission to be in the UK has been curtailed, they have been served a deportation order or they have been convicted of an immigration offence, the licence holder is required to return the licence to Basildon Borough Council's Licensing Office within 7 days. NOTE: A licence holder who fails, without reasonable excuse, to return the licence to Basildon Borough Council, commits an offence.***

3. Physical, Mental Fitness and Medical Evidence

- 3.1 Up to the age of 65 years, drivers shall undergo a medical examination to DVLA Group 2 standard as to their fitness to drive, every five (5) years, or any lesser period that the examining doctor may decide and submit a certificate of examination to the Council.
- 3.2 Those drivers suffering from known and notified medical disorders and those over 65 years of age, will be required to undergo a medical examination to Group 2 standards annually or any lesser period that the examining doctor may decide and submit a certificate of examination to the Council.
- 3.3 Drivers over the age of 70 years are required to undergo an eyesight test annually in addition to the eyesight test conducted at the medical and submit a copy of the result to the Council.
- 3.4 Licensing Officers may make a medical referral to such place as the Council may direct, specifically where a driver suffers from a serious medical condition during the period between their last Group 2 medical assessment and the next medical assessment. This is to affirm that they continue to meet the criteria laid down in the 'Medical Aspects of Fitness to Drive" (Group 2 Standard).
- 3.5 A driver, who has a proven medical condition that prevents him/her from assisting passengers in wheelchairs or carrying any Guide or Assistance dog, must submit a letter to the Senior Licensing Officer requesting an exemption together with a medical letter from their own GP. Any Medical Exemption Certificate must be displayed clearly at all times when driving the vehicle.

(NOTE: To all of the above, all medical examinations will be at the expense of the individual driver at such independent clinic or hospital as the Council may direct.

4. Dress Code of Licensed Drivers

- 4.1 The driver shall, at all times, be clean and respectable in person and appearance. (NOTE: Basildon Borough Council has a policy in relation to dress code which can be found at appendix 1)

5. Conduct of Driver

- 5.1 The driver shall behave in a civil and orderly manner at all times when carrying out their duties, and not act in a manner to a passenger, member of the public or other licence holder that may:

- Cause any person to take offence at their actions;
- Cause any person to believe their actions are inappropriate;
- Cause any person to fear for their physical safety;
- Cause any person to doubt their integrity;
- Bring into disrepute the integrity of the Council for having issued a licence to such person.

- 5.2 The driver shall:

- a) Take all reasonable precautions to ensure the safety of persons travelling in, entering or alighting from the vehicle.
- b) Convey a reasonable amount of luggage including wheelchairs and children's pushchairs, provided they can be carried in a safe manner.
- c) Afford reasonable assistance in loading and unloading/securing such luggage into/from the vehicle.
- d) Give reasonable assistance to elderly, vulnerable or disabled persons with entering or alighting from the vehicle, and any other reasonable assistance during the course of the journey.
- e) Not, at any time, smoke tobacco or any other like substance in a licensed vehicle.
- f) Not, at any time, use a handheld mobile phone or any other handheld mobile device, other than a two-way radio, which performs an interactive communication function by transmitting and receiving data, when driving under hire.
- g) Not drink or eat in the vehicle whilst a passenger or passengers are on-board.

- h) Not drive a vehicle while having use of illegal drugs or having misused legal drugs (including alcohol).
- i) Not at any time drive a vehicle if he or she no longer holds, has had suspended or is disqualified from holding a DVLA driving licence for that type of vehicle.
- j) Not at any time lend or give his or her badge or licence to any other person, save for the copy of the licence that is required by these conditions to be given to the Private Hire Operator/Proprietor.
- k) Not, whilst driving or in charge of a Private Hire Vehicle, permit the vehicle to be parked or ply for hire on a taxi rank.
- l) Not, by calling out or otherwise, tout or solicit persons to hire the vehicle and shall not make use of the service of any other person for that purpose.
- m) Not permit any other person to act as the driver of the vehicle, unless they are licensed with Basildon Borough Council and comply with relevant conditions as set out in this document
- n) Not tamper with or permit any person to tamper with the taximeter in the vehicle. The meter must be sealed at all times, unless there is a need to remove the seal for repair. However, should this be the case, it must be reported to the Licensing Service and the vehicle presented to have the meter resealed as soon as possible.

If the meter has to be adjusted or repaired the driver must inform the Licensing Service and the vehicle must be presented for inspection by the Council as soon as possible after such repair or adjustment. If the meter has to be adjusted or repaired when there is no officer of the Council available to inspect it (e.g. over the weekend or Bank Holiday periods), then the driver must inform the Licensing Service as soon as reasonably practical for inspection by the Council.

- o) Where it has been agreed to be in attendance with the vehicle at an appointed time and place shall, unless delayed or prevented by some sufficient cause, punctually attend with such vehicle at the appointed time and place.
- p) When picking up the hirer, make his presence known in person or by use of any electronic means and shall not attract the hirer's attention by sounding their horn, shouting or making any other disturbing noise.

- q) When hired to drive to any particular destination shall, subject to any directions given by the hirer, proceed to that destination by the shortest available route.
- r) Not, without reasonable cause, unnecessarily prolong in distance or time, the journey for which the vehicle was hired.
- s) At all times, comply with the Council's conditions of licence and byelaws (where appropriate).

6. Passengers

- 6.1 The driver shall not convey or permit to convey in the vehicle a greater number of persons than that prescribed on the licence plate of the vehicle.
- 6.2 No other person shall be carried in the vehicle when hired, without the expressed consent of the person hiring the vehicle.
- 6.3 No person, being the driver of a vehicle, without reasonable excuse, shall:
 - a) refuse to attend to the needs or refuse assistance to any person with a disability, whether in a wheelchair or not;
 - b) refuse to carry a dog used as a guide dog for the blind or partially sighted persons, or a hearing dog for those otherwise impaired;
 - c) not charge an extra fee for carrying a guide or hearing dog, or for the carriage of a wheelchair.
- 6.4 The driver shall, if requested by the hirer of a vehicle, provide him/her with a written receipt for the fare or payment paid.

7. Lost Property

- 7.1 The driver of a licensed vehicle shall:
 - a) Immediately after termination of the hiring, inspect the vehicle for any property that may have been left in the vehicle.
 - b) On finding any property left in the vehicle, the driver shall carry it as soon as possible and in any case within 72 hours, to the Environmental Health Service, Basildon Centre, St. Martin's Square, Basildon.

8. Animals

- 8.1 The driver of the vehicle shall ensure that he/she complies with the duties imposed by S168 and S170 with regard to the carrying of Guide, Hearing and other assistance dogs for the disabled, including canine partner dogs. (Note: Guide and assistance dogs can be identified by the colour of their coat and harness label:

Yellow for Visual impairment and support dogs

Burgundy for hearing impairment

Blue for partner/companion dogs

- 8.2 The driver of a vehicle which has been hired by, or on behalf of, a blind or partially sighted person, or a disabled person who is accompanied by his/her assistance dog, or a person who wishes such a blind or partially sighted or disabled person to accompany him/her in the vehicle, shall carry the passenger and his dog, allowing it to remain with the passenger and not make any additional charge for doing so (subject to 8.5 below). If the Licensing Authority is satisfied that it is appropriate on medical grounds to exempt the person from the above requirement it shall issue a certificate of exemption. The driver is not compelled to convey any other type of animal.
- 8.3 The dog owner should carry an identification card, in the case of those registered as blind; this will include a passport size photograph.
- 8.4 The driver shall, if the hirer of a vehicle is accompanied by any animal(s), make sure that it is securely contained to the satisfaction of the driver. If the animal is contained appropriately, the driver shall convey the passenger and their animal(s) to their destination and not make any additional charge for doing so. If the Licensing Authority is satisfied that it is appropriate on medical grounds to exempt the person from the above requirement it shall issue a certificate of exemption.
- 8.5 The driver shall ensure that any animal(s) transported in the licensed vehicle are placed in the rear seating compartment of the vehicle.

9. Use of Unlicensed Drivers

- 9.1 The use of an unlicensed driver is strictly forbidden. If a driver wishes to be employed in such a capacity, then he/she must deposit with the proprietor a copy of his/her licence, which authorises him/her to drive.

- 9.2 The proprietor will retain that copy until such times as the driver ceases to be permitted or employed to drive the licensed vehicle. It is the responsibility of the driver to notify the proprietor of the vehicle if he/she ceases to be permitted to drive.

10. Convictions, Cautions, Penalty Points

- 10.1 A driver MUST disclose to the Council all cautions, convictions, charges, driving offences, disqualifications or fixed penalty notices (FPN's) occurring since the submission of their application for a licence.
- 10.2 In the event that the licence holder is arrested, the licence holder shall report the fact in writing to the Council's Licensing Service immediately or within 48 hours.
- 10.3 In the event that the licence holder is charged or summonsed for any alleged criminal offence, then within seven days of being charged or of receipt of the summons, he/she shall report the fact in writing to the Council's Licensing Service giving the particulars of each alleged offence and in which court the proceedings are pending.
- 10.4 In the event that the licence holder is cautioned for, or convicted of, any criminal offence, he/she shall report the fact in writing or by email to the Council's Licensing Service giving details of any penalty imposed within 7 days.
- 10.5 Following conviction or the issue of a fixed penalty notice which results in penalty points being endorsed on the licence holder's DVLA licence, that DVLA licence must be produced to the Council's Licensing Service within seven days of its return from the DVLA, court or fixed penalty office following the endorsement of the offence.
- 10.6 Proceedings resulting in no further action being taken, the licence holder must notify the Licensing Authority within 7 days of the outcome.
- 10.7 In the event of a conviction before a court resulting in disqualification from driving, a licensed driver shall immediately inform the Council's Licensing Service and surrender their driver's badge.

11. Display of Vehicle Plate

- 11.1 The driver shall ensure that the vehicle plate is displayed in the correct position and is clear and legible at all times.

12. Fare to be Demanded

12.1 The driver of a licensed vehicle shall:-

- a) At the commencement of a hired journey, where a meter is fitted, ensure that the meter is set to indicate that the vehicle is hired until the termination of the hiring.
- b) Cause the meter to be properly illuminated throughout any part of the hiring during the hours of darkness and at any other time when requested to do so by the hirer of the vehicle.
- c) Not cause the fare recorded thereon to be cancelled or concealed until the hirer has had reasonable opportunity of examining it and has paid the fare.
- d) Be entitled to demand and take for the hire the displayed rate of fare approved by Basildon Borough Council, or, by negotiation, a lesser fare. The driver must not charge a fee higher than that calculated by the rate of fares set by the Council at the termination of the journey.
- e) When driving a Hackney Carriage, ensure that a table of fares is displayed in a clearly visible position in the vehicle, and provide an explanation of the table of fare if so requested by the passenger.
- f) When driving a Private Hire Vehicle, equipped with a taximeter, ensure that a Table of Fares as issued by the Private Hire Operator/Proprietor is kept within the vehicle and made available to any passenger or Authorised Officer who so requests.

13. Certificate of Motor Insurance

13.1 The driver will be responsible for ensuring that any vehicle driven by them is insured as a licensed vehicle and that he/she is personally covered to drive such vehicle. The conditions relating to insurance of motor vehicles are contained in part 6 of the Road Traffic Act, 1988.

14. Condition of Vehicle

14.1 The driver will be responsible for ensuring that any vehicle driven by them is in a roadworthy condition and complies with any legislation in place at that time and complies with the Basildon Borough Council's conditions of licence pertaining to that vehicle.

15. Suspension

- 15.1 A licensed driver who is convicted (including cautions and warnings) for any offence may be subject to his/her licence being suspended or revoked with immediate effect.

16. Appeals

- 16.1 An appeal may be brought to a Magistrates Court against any licensing condition within 21 days from the date on which the licence is granted.

RESTRICTED PRIVATE HIRE DRIVERS LICENCE

CONDITIONS OF LICENCE

1. A 'Restricted' Private Hire Drivers Licence will ONLY be issued to a driver for the purposes of collecting and returning vehicles for testing, servicing or repairing and that driver is not permitted to carry passengers.

The holder of a 'Restricted Private Hire Drivers Licence' shall:

- a) Provide evidence that they are employed by a garage or, if they are self employed that they trade as a garage for the purposes of testing, servicing or repairing vehicles, when requested to do so by an Authorised Officer of the Local Authority or Police Constable.
- b) Not, at any time, lend his or her badge or licence to any other person.
- c) Wear on his or her person, the badge issued by the Council for that purpose and if requested produce it on demand to the Authorised Officer or Police Constable.
- d) Report the loss of the licence and/or badge to the Council as soon as loss becomes known, and arrange an appointment with the Licensing Officer for the issue of any replacement.
- e) Not drive a private hire vehicle for Hire and Reward.
- f) If the vehicle is being used by the holder of a restricted private hire drivers licence, the vehicle is the responsibility of the licence holder to ensure that the correct level of insurance cover is provided under third party liability and a copy of that insurance document must be provided with the application.

Drivers Dress Code:

General Conditions

All drivers are required to dress smartly and to maintain a clean and tidy appearance at all times.

Clothing should not be dirty, ripped, snagged or holed or contain words or graphics that are offensive or suggestive.

The following is a guide as to what the Council considers “smart dress”

Items of clothing allowed:

- Shirt or suitable blouse or other top;
- Polo shirts;
- Sensible trousers i.e. tailored knee length shorts, chinos, quarter length trousers;
- Knee length skirt or dress;
- Shorts may be worn only if properly tailored and of sufficient length when the driver is seated as not to offend against decency;
- Shoes, footwear should fit around the heel of the foot;
- Cultural dress is also acceptable providing it meets similar standards of decency and smartness

Items of clothing not allowed:

- Vest or singlet;
- Sports shirts, like football, rugby or cricket tops and or shorts;
- Track Suit or jogging bottoms;
- Ripped Jeans;
- Short skirt or dress;
- Bare midriff and similar clothes;
- Baseball caps
- Flip-flops and other beach-type footwear.