



PRIVATE HIRE OPERATOR LICENCE

CONDITIONS

(Contract)



LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

PRIVATE HIRE OPERATOR LICENCE

CONDITIONS

1.0 CONTRACT

The operator must only undertake work exclusively under and in strict accordance with the terms and conditions of a contract issued by the Council to transport children to and from educational establishments.

2.0 RECORDS

2.1 The Operator must keep a daily record of each journey undertaken in accordance with the contract issued by the Council. The record must include:

- (i) Details of the schedule of the journey
- (ii) The registration number and licence number of the vehicle used
- (iii) The name of the driver of the vehicle

The record must be kept in a manner approved by the Licensing Authority.

2.2 It is the responsibility of the Operator to ensure that the records are kept in a legible manner.

2.3 The records must be made available to an Authorised Officer of the Council on request.

3.0 VEHICLE INSPECTIONS

3.1 All vehicles operated must be subject to a daily walk around check.

3.2 All vehicles operated must be subject to maintenance/safety checks at least every 8 weeks. These checks must be of the same standard as those required under the PSV licensing regime. A record must be kept of these checks and must be made available to an Authorised Officer of the Council on request.

4.0 LEDGER OF DRIVERS

4.1 The Operator must keep a ledger of drivers who may at any time drive a vehicle operated by them.

4.2 The ledger must be made available to an Authorised Officer of the Council on request.

Failure to regularly update such records may be construed as knowledge of a driver being unlicensed.

5.0 OPERATING PREMISES

- 5.1 The Operator must only operate from premises declared to the Council and shall not operate from those premises until such time as an Operator's Licence is issued for those premises.
- 5.2 The Operator must notify the Council of the address of every office proposed to be used by them for the purpose of taking bookings, and must within seven days notify the Council in writing of any change in the address.
- 5.3 All such offices or any other premises used by the Operator for the purposes of their business must have in force in respect of it, a valid planning permission and must comply in all other respects with any rule, byelaw or regulation governing its use, including but not limited to Health and Safety at Work Regulations, Fire Regulations and the provision of Public Liability and Employers Liability Insurance.

6.0 CHANGE OF PRIVATE ADDRESS

- 6.1 The Operator must notify the Council in writing of any change of his private address during the period of the licence within seven days of such change taking place.

7.0 COMPLAINTS

- 7.1 The Operator must, on receipt of a complaint concerning one of his vehicles or drivers, notify the Children and Young Peoples Department and the Licensing Authority, within 48 hours of receipt.

8.0 UNLICENSED DRIVER

- 8.1 The Operator must not cause, permit or allow any person to drive any vehicle which the Operator is using as a Private Hire Vehicle unless the driver holds a current licence issued by the Council under Section 51 Private Hire Driver's Licence of the Local Government (Miscellaneous Provisions) Act 1976.

9.0 UNLICENSED VEHICLE

- 9.1 The Operator shall not operate any vehicle as a Private Hire Vehicle unless the said vehicle has been licensed by the Council under the provisions of Section 48 of the Local Government (Miscellaneous Provisions) Act 1976.

10.0 CONVICTIONS

- 10.1 The Operator shall within seven days notify to the Council in writing **details of any prosecutions pending/conviction/caution** imposed on them (or, if the Operator is a company, on any of its directors) during the period of the licence.

The Operator must comply at all times with the above conditions and in the course of operating within the terms of their Operator's licence must comply with any other conditions of relevant licences.

IF YOU ARE AGGRIEVED BY ANY OF THE REQUIREMENTS CONTAINED IN THE ABOVE CONDITIONS YOU HAVE THE RIGHT OF APPEAL TO A MAGISTRATES' COURT WITHIN 21 DAYS

Licensing
Town Hall
Brighton Street
Wallasey
CH44 8ED