

# APPENDIX 1

**HC9**

## **SOUTHEND ON SEA BOROUGH COUNCIL**

### **APPLICATION FOR PRIVATE HIRE VEHICLE LICENCE**

SURNAME: .....

OTHER NAMES: .....

ADDRESS: .....

.....

.....

For Official Use Only  
DIRECT DEBIT/CASH/CHEQUE

Fee £      Rec. No.

Account No: U-DT-24002936

Replacement/Renewal

NB: Every other proprietor, partner or director to be shown below.

Telephone No: ..... Date of Birth: .....

Particulars of vehicle to be licensed:

Registration No:	Date First Registered	Engine Rating:	Make & Type:
		cc's	

If licensed this Vehicle will be operated by: .....  
(If 'Self' you require an Operator's Licence)

### **CAUTION**

**ANY PERSON GIVING FALSE INFORMATION OR WITHHOLDING INFORMATION IN THIS PART OF THE APPLICATION MAY COMMIT A CRIMINAL OFFENCE**

Have you been convicted of any offence in any Court? .....

Have you received a Police caution or other formal caution? .....

Have you received a Fixed Penalty Notice for any traffic offence? .....

If "Yes" details of all convictions, cautions and Fixed Penalty Notices must be shown below.  
(Applicants are reminded that they are not required to declare convictions which are "spent", as defined in the Rehabilitation of Offenders Act 1974.) See form HC 2.

OFFENCE	COURT	DATE	PENALTY

I declare that my answers to the above questions are true to the best of my knowledge. I understand that if there are any omissions or incorrect statements of a serious nature, my application may be refused without further consideration, or if a licence has been issued it will be liable to immediate suspension. I have read the Conditions printed overleaf and understand them.

Date: ..... Signature: .....

**NAMES AND ADDRESSES OF OTHER PROPRIETORS, ETC.** Including details of all convictions.

NAME	ADDRESS	POSITION

Details of all previous convictions (see note above on "spent" convictions)

NAME	OFFENCE	COURT	DATE	PENALTY

This form to be returned to the Director of Technical & Environmental Services, Civic Centre, Southend on Sea, together with the receipt of payment of the correct fee or duly signed Direct Debit Mandate. Cheques/Postal Orders to be made payable to Southend Borough Council.

**PRIVATE HIRE VEHICLE LICENCE**  
**Conditions of Licence**

In order that a good and reliable private hire vehicle service is provided in the Borough a person being considered for a Private Hire Vehicle Licence on the first occasion and subsequently shall:-

1.
  - a) Have a vehicle or possession of a vehicle which is the subject of a hiring agreement or hire purchase agreement in a form satisfactory to the Director of Technical & Environmental Services providing that the vehicle is not more than five years old when first licensed and not more than eight years old when subsequently licensed unless a vintage car or limousine or a specially approved vehicle.
  - b) The vehicle shall be a saloon motor car, hatch back motor car, or estate car (NOT a London type cab), which according to the manufacturer's specification has:-
    - (i) **Rear seat accommodation for between two & six persons with a minimum of 45.7cm (18 inches) per person, or if the vehicle is fitted with side impact bars, 43.18 cm (17 inches) per person;**
    - (ii) **Separate front seats, save in the case of a limousine or a vintage car which may have a bench seat with an arm rest to accommodate one person in addition to the driver;**
    - (iii) **An overall height of not less than 135 cm (53 inches);**
    - (iv) **A length of not less than 432 cms (170 inches);**
    - (v) **Four Doors;**
    - (vi) **A rating of not less than 1550cc;**
    - (vii) **Seat belts for all passengers;**
    - (viii) **If the vehicle is an estate car, a substantial protective shield should be fitted to the rear section.**
  - c) Submit the vehicle for mechanical examination
  - d) Produce the appropriate insurance documents:
 

}	<b>WHEN REQUESTED</b>
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- 2) Except as hereby required or permitted or otherwise required by law, no advertisement sign or light shall be placed either inside or outside the vehicle.
  - a) The disc bearing the number of the licence granted shall be displayed on the outside of the vehicle adjacent to the rear number plate and the number of the licence shall be displayed on the inside of the vehicle in such a position as to be plainly visible to persons travelling in the vehicle.
  - b) A sign provided by the Council for the purpose of indicating that the vehicle is a licensed Private Hire Vehicle shall be securely attached to each rear door panel of the vehicle.
  - c) Advertisements may be displayed on the outside of front doors or on the boot lid or hatchback door.
  - d) An inscription identifying the proprietor or the association of proprietors may be displayed on the boot lid or hatchback door if and only if it does not appear on the outside of the front doors.
  - e) Advertisements may be displayed on two panels inside the vehicle provided that the panels are not illuminated.
  - f) A sign not larger than 4" high and 12" wide identifying the proprietor or association of proprietors may be displayed in the rear windscreen provided that it does not obscure the view to the rear.
  - g) The licensee shall obtain the approval of the Council to the type and content of any advertisement hereby permitted before it is fitted or displayed.
- 3) The outside of the vehicle shall be clean and free from damage. The inside of the vehicle shall be clean, well maintained and free from damage.
- 4) An efficient 1 kg dry powder fire extinguisher shall be firmly fixed in the driver's compartment or boot and shall be easily accessible.
- 5) If the Private Hire Vehicle is fitted with a taximeter then (a) the taximeter shall be so constructed that it is not possible for any person to manually alter the tariff rate without breaking the seals affixed thereto. b) the taximeter shall be fitted with a key, flag or other device the operation of which will bring the machinery of the taximeter into action and cause the word "HIRED" to appear on the face of the taximeter; (c) 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 in figures clearly legible and free from ambiguity the fare which the proprietor or driver is entitled to demand and take for the hire of the vehicle by distance in pursuance of the fares fixed by the Council (d) the word "FARE" shall be printed on the face of the taximeter in plain letters so as to clearly to apply the fare recorded thereon; (e) the taximeter shall be so placed that all letters and figures on the face thereof shall be at all times plainly visible to any person travelling in the vehicle and for that purpose the letters and figures shall be suitably illuminated during any period of hiring, and the switch for operating the light providing the said illumination shall be incorporated in and operated in conjunction with the key, flag or other device which brings the machinery of the taximeter into action and no other method of operating the said light shall be employed. (f) the taximeter and all the fittings thereof shall be so affixed to the vehicle 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:
- 6) The licensee of a Private Hire Vehicle fitted with a taximeter being used for hire for which fares have been fixed by the Council shall cause the fare table provided by the Council to be fixed upon such vehicle in such a position and manner that the letters and figures shall be plainly visible to any person being conveyed and not wilfully cause such table to be altered or concealed at any time.
- 7) The Licensee who permits or employs any licensed person to act as the driver of the Private Hire Vehicle shall retain in his possession the licence of such driver while he remains in his employment. When the driver leaves his employment the licensee shall forthwith return to the driver the licence belonging to him.
- 8) The appropriate insurance documents shall be produced within 7 days when inspection of these documents is required by the Council.
- 9) A Licensee who changes the place at which he lives shall notify the Council of such change of address within 7 days.
- 10) Convictions, Police cautions or other formal cautions or Fixed Penalty Notices recorded since the completion of the application form for this Licence shall be reported to the Council within 7 days.
- 11) Vehicles failing a mechanical examination for serious body or mechanical defects shall be subject to prohibition by written notice from use as a Private Hire Vehicle until such time as the defect has been corrected to the satisfaction of the licensing authority.
- 12) Vehicle emissions shall comply with MOT standards at all times.
- 13) **The conditions may be relaxed by prior approval of the Council in exceptional cases.**

\* **The Council's Private Hire Vehicle Conditions of Licence relating to convictions and cautions are as follows:**

- 1) not have accrued more than 12 penalty points during the previous three years
- 2) not have been convicted or received a Police caution or other formal caution for a serious motoring offence during the previous three years
- 3) not have been convicted or received a Police caution or other formal caution for dishonesty during the previous four years
- 4) not have been convicted or received a Police caution or other formal caution of a sexual offence during the previous five years
- 5) not have been convicted or received a Police caution or other formal caution for a serious assault (eg grievous bodily harm) during the previous seven years
- 6) not have been convicted or received a Police caution or other formal caution for a drugs related offence during the previous three years

Previous convictions, Police cautions or other formal cautions or Fixed Penalty Notices for driving offences are applied to all vehicle licences issued or applied for, provided that if the licensee does not drive the licensed vehicle, convictions/cautions or Fixed Penalty Notices relating to driving offences only may be disregarded.

All relevant facts will be taken into account when consideration is given to an application for a Private Hire Vehicle licence and it may be that additional or higher standards will be imposed. The standards may be relaxed in exceptional cases. A licence will not be issued in the name of a company.

An appeal may be brought against the Licensing Conditions within 21 days from the date on which notice of the Conditions is served on the applicant.