APPENDIX 13 – PROPOSED PH OPERATOR LICENCE CONDITIONS

SOUTHEND ON SEA BOROUGH COUNCIL

APPLICATION FOR PRIVATE HIRE V	EHICLE OPERATOR'S LICENCE	<u> </u>	For Official U	Jse Only
SURNAME:			Fee £	500 O.I.Iy
OTHER NAMES:			Rec. No.	
ADDRESS:	Nec. No.			
			Account No:	U-DR-3100932
			Licence No.	
TELEPHONE NO:	DATE AND PLACE OF B	IRTH [.]		
PRESENT OCCUPATION:				
PRESENT EMPLOYER:				
CAUTION				
ANY PERSON GIVING FALSE INFORMAT MAY COMMIT A CRIMINAL OFFENCE.	ION OR WITHHOLDING INFOR	MATION	I IN THIS PA	RT OF THE APPLICATION
Have you been convicted of any offence in an	y Court?			
Have you received a Police caution or other for	ormal 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 sh	own belo	ow.	
OFFENCE	COURT		DATE	PENALTY
Convictions, Police cautions or other formal or reported immediately to: The Hackney Carria may render the licence liable to suspension.				
Name of Business:				
All Business Addresses:				
Have you ever been refused a Private Hire Ve	ehicle Operator's Licence?			
I declare that my answers to the above qu omissions or incorrect statements of a seriou has been issued, it will be liable to immediate	is nature, my application may be i	refused v	vithout further	consideration, or if a licence
Date:	Signature:			
IS THIS OPERATOR'S LICENCE TO COVER	R A MAXIMUM OF THREE PRIVA	TE HIRE	VEHICLES?	
 If the answer to this question is 'YES', do If the answer is 'NO', you must complete 		this form	n,	
This form to be returned to the Hackney Carri- SS2 6ZG together with the receipt of payment Council.				
POSITION OF APPLICANT IN BUSINESS:				

08-13v08 Page 1 of 4 HC10

NAME		ADDRESS		POSITION	
AUTION					
NV DEDSON GIVING E	ALSE INFORMATION OR WIT	HUOI DING INFORMATIO	N IN THIS DART OF T	JE ADDI ICATION MA	
OMMIT A CRIMINAL OF		HIOLDING INFORMATION	VIIV THIS PART OF TI	TE APPLICATION WA	
lavo vou boon convicted	of any offence in any Court?				
lave you received a Polic	e caution or other formal caution	on?			
lave you received a Fixed	Penalty Notice for any traffic of	offence?			
Applicants are reminded	tions, cautions and Fixed Pena that they are not required to	o declare convictions which	реюw. h are 'spent', as defin	ed in the Rehabilitation	
Offenders Act 1974.) See			,		
NAME	OFFENCE	COURT	DATE	PENALTY	
IVAIVIL	OFFEROL	COUNT	DATE	ILNALII	
	IPANY, HAS THE COMPANY				
OLICE CAUTION OR OT	THER FORMAL CAUTION OR	FIXED PENALTY NOTICE	?		
'YES', details of all convi	ctions, cautions and Fixed Pen	alty Notices must be shown	below:		
			DATE	PENALTY	
OFFENCE		COURT	DATE		
OFFENCE		COURT	DATE	1 214/1211	
OFFENCE		COURT	DATE		
OFFENCE		COURT	DATE		
OFFENCE		COURT	DATE		
OFFENCE		COURT	DATE		
OFFENCE		COURT	DATE	LIVIETI	
OFFENCE		COURT	DATE	LIVIE	
onvictions, Police cautio	ns or other formal cautions o	r Fixed Penalty Notices red	corded since the comp	letion of this form mus	
onvictions, Police cautio	he Hackney Carriage Office, S	r Fixed Penalty Notices red	corded since the comp	letion of this form mu:	
onvictions, Police cautic ported immediately to: 1	he Hackney Carriage Office, S	r Fixed Penalty Notices red	corded since the comp	letion of this form mu	
onvictions, Police cautic ported immediately to: 1	he Hackney Carriage Office, S	r Fixed Penalty Notices red	corded since the comp	letion of this form mu:	

Page 2 of 4 HC10 08-13v08

Private Hire Vehicle Operator's Licences expire on 30 September 1997 and every five years thereafter.

PRIVATE HIRE VEHICLE OPERATORS' LICENCES

CONDITIONS OF LICENCE

- 1. The licensee shall keep in book form or electronic register, a record of all private hire vehicles operated by him/her. The record shall show for each vehicle:
 - a) the Private Hire Vehicle Licence number;
 - b) the name and address of the person to whom the vehicle licence was issued;
 - c) the registration number of the vehicle;
 - d) the date the licensee first operated the vehicle;

and these records shall be kept for at least 6 months (as per DFT Best Practice) after the licensee ceases to operate the vehicle.

- 2. The licensee shall hold:
 - a) the Private Hire Vehicle Licence of any vehicle he/she is operating;
 - b) the Private Hire Driver's Licence of any driver who is driving such a vehicle.
- The licensee shall keep a record of every booking of a Private Hire Vehicle invited or accepted by him/her, whether accepting the same from the hirer or by undertaking it at the request of another operator.

The record shall be completed before the commencement of the journey and shall show for each booking:-

- a) the date and time the booking was received;
- b) the name of the hirer;
- c) the address at which the hiring is to commence;
- d) the date and time the hiring is to commence;
- e) the registration or licence number of the vehicle allocated;
- f) the name or licence number of the driver of the vehicle allocated:
- g) in the case of a booking made by an automatic voice recording/printout from a computer, or other electronic system, it will be sufficient for the operator to show that such a system can demonstrate an accurate record of the booking, reflecting the above and showing the vehicle and driver allocated.

and these records shall be kept for at least six months (DFT best practice) from the date of the hiring.

4. No advertisement:

- (a) indicating that motor vehicles can be hired on application to a specific address or telephone number;
- (b) on or near any premises indicating that motor vehicles can be hired at those premises

shall include the word "taxi" or "cab", whether in the singular or plural and whether alone or as part of another word, unless the advertisement makes it clear that the vehicles are not hackney carriages.

- 5. Planning consent, where appropriate, must be obtained from the Local Authority where the operating base is situated (ie for a large operating base where the licensee operates multiple vehicles). An operating base shall not be more than seven miles from the boundary of Southend Borough Council.
- 6. A licensee who changes the place at which he/she carries on business shall notify the Council of such change within seven days.
- 7. A licensee who changes the place at which he/she lives shall notify the Council of such change of address within seven days.
- 8. Licensees/applicants for an Operators Licence shall submit to a basic criminal records check and shall:
 - a) not have been convicted of or have received a Police caution or other formal caution for a criminal offence during the previous four years;
 - b) not have been convicted for an offence of indecency during the previous five years;
 - c) not have been convicted of or have received a Police caution or other formal caution for a serious assault (eg grievous bodily harm/wounding) during the previous seven years;
 - d) not have been convicted of or have received a Police caution or other formal caution for a drugs related offence during the previous three years;
 - e) not have been convicted or have received a Police caution or other formal caution for any other offence, or followed a course of behaviour which the Licensing Authority does not consider fit and proper, during the previous four years.

The Licensing Authority may use its discretion over previous convictions and may refuse to issue a licence or revoke a licence accordingly.

- 9. 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 seven days.
- 10. An appeal may be brought against the Licensing Conditions within 21 days from the date on which notice of the Condition is served on the applicant to the Magistrates Court situated at Victoria Avenue, Southend on Sea, Essex.
- 11. An applicant disappointed by a decision of the authority in respect of an application also has a right of appeal to the Magistrates Court.

In respect of your application under the Local Government (Miscellaneous Provisions) Act 1976, please note:

This Authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.