



**BRENTWOOD
BOROUGH COUNCIL**

PRIVATE HIRE VEHICLE OPERATOR'S LICENCE CONDITIONS

- 1.0 The operator shall keep records of all vehicles and drivers working under his operator's licence.
- 2.0 Before the commencement of each journey in respect of every private hire booking accepted by him, the operator shall record or cause to be recorded the following details in a format that will enable such records to be examined by any authorised officer:
 - 2.1 the name of the hirer;
 - 2.2 the date and time the hiring is to commence;
 - 2.3 the address at which the hiring is to commence;
 - 2.4 the destination;
 - 2.5 the licence number of the vehicle allocated for the booking;
 - 2.6 the licence number of the driver allocated for the booking.
- 3.0 All records required to be kept by virtue of Conditions 1.0 and 2.0 shall be kept for a period of not less than SIX months.
- 4.0 Upon change of either his home address or that of his operating premises, the operator shall notify the Head of Environmental Health & Licensing of that change in writing as soon as is reasonably practicable, and in all cases within SEVEN days.
- 5.0 **Operators' Responsibilities**
 - 5.1 An operator shall maintain records of the following documents and take all reasonable steps to ensure that at all times drivers and vehicles operating under his licence comply with both the statutory requirements and all Conditions of licences issued by the Council appertaining to Private Hire Vehicles.
 - 5.1.1 Insurance certificate/cover notes
 - 5.1.2 Department of Transport Test Certificate
 - 5.1.3 Licences
 - 5.1.4 Drivers Licences.

5.2 An operator shall take all reasonable steps to ensure that at all times vehicles operating under his licence comply with all the statutory requirements appertaining to mechanical and bodily condition.

6.0 Notification of convictions.

6.1 In the event that the licence holder is cautioned for or convicted of any criminal offence he shall within SEVEN days of the date of such caution or conviction report such caution or conviction in writing to the Head of Environmental Health & Licensing and give particulars of each caution or conviction and any penalty points imposed in respect of it.

6.2 In the event that a licence holder is issued with a fixed penalty notice, he shall produce the said notice to the Head of Environmental Health & Licensing within SEVEN days of receipt of the said notice.

6.3 Following any conviction or the issue of any fixed penalty notice which results in penalty points being endorsed on a licence holder's DVLA driving licence, that licence must be produced to the Head of Environmental Health & Licensing within SEVEN days of its return from DVLA or a court or a fixed penalty office following the endorsement of the offence thereon.

7.0 The Council reserves the right to amend or delete these Conditions or to impose further Conditions at any time.

NOTE

In addition to the above-mentioned conditions, licence holders are reminded that there are a number of other statutory requirements relating to Private Hire Licensing in the Local Government (Miscellaneous Provisions) Act 1976 of which they should make themselves aware.

SCHEDULE 1 - INTERPRETATION

In these conditions

"Council" means "Brentwood Borough Council"

"Operator" means "the holder of a Private Hire Vehicle Operator's Licence"

"Borough" means "Brentwood Borough Council Administrative Area".