Licensing a New Private Hire Vehicle in Basingstoke and Deane

What is Private Hire?
Private hire is the provision of a vehicle and driver to undertake a journey carrying passengers for hire and reward. The journey may only be undertaken if booked in advance with a licensed private hire operator.

Three licences are required in order to undertake a private hire journey

1. Private hire operator licence- This authorises a company or an individual to invite and accept bookings and dispatch licensed vehicles and drivers to undertake those bookings.

2. Private hire driver licence- This authorises a driver to drive licensed private hire vehicles to carry the passengers.

3. Private hire vehicle licence- This authorises a specific vehicle to be used for carrying the passengers.

This guidance document outlines the procedure that must be followed in order to apply for a new private hire vehicle licence. Separate guidance documents are available on our website for new private hire driver and operator licence applications. All three licences must be in place and issued by the same authority in order for a legitimate private hire booking to be accepted.

Further guidance documents are also available on our website for applicants wishing to transfer the ownership of an existing licensed vehicle, update their vehicle licence to reflect a change of registration number or apply for a temporary vehicle licence in the event that their vehicle is involved in an accident.

How long will my application take?
The Licensing Team estimates that the application process for a new vehicle licence application will take up to 6 working days. If your application is delayed due to failure to provide a complete application or your vehicle requires additional inspection the process may take longer than stated above. You are reminded that it is an offence to permit a vehicle to be used for the purposes of private hire until you are in possession of a current private hire vehicle licence issued by Basingstoke and Deane Borough Council.

What do I need to consider before I apply for a new Private Hire Vehicle Licence?
Any vehicle that seats eight passengers or less and is available for hire with a driver requires a licence. Licensed private hire vehicles may only be driven by persons holding a private hire driver's licence issued by the same council who issue the vehicle licence. This means other family members who do not hold a private hire driver's licence may not lawfully drive the licensed vehicle.

In view of the vast numbers of makes and models of vehicles available, it is preferred not to produce a definitive list of vehicle makes and models that could be approved. The council requires all vehicles that are to be used for private hire meet a specification in respect of its age, condition and size. Before you make an application you should consider the following:
### General Requirements

<table>
<thead>
<tr>
<th>Applicants must complete and give to the Council an application on the form provided and pay the current licence fee.</th>
<th>Section A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicants must produce a current certificate of insurance/cover note to include hire and reward.</td>
<td></td>
</tr>
<tr>
<td>Applicants must produce an original certificate of compliance from one of the council’s authorised testing centres.</td>
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<tr>
<td>Private hire drivers are required to have public liability insurance to a minimum of £2,000,000. If your public liability insurance is included within a vehicle or operator policy and you change the vehicle you drive, you must ensure your public liability remains in place and you remain covered.</td>
<td></td>
</tr>
<tr>
<td>Applicants must produce the vehicle registration document stating that they are the registered keeper of the vehicle. If you do not have the vehicle registration document you will be required to provide other proof of ownership (sales invoice or receipt) and supply the vehicle registration document within one month.</td>
<td>Section B</td>
</tr>
<tr>
<td>Before submitting a new vehicle licence application all applicants must ensure the proposed vehicle meets the criteria outlined within the private hire vehicle specification.</td>
<td>Section C</td>
</tr>
<tr>
<td>A checklist is provided at the end of the specification document for completion by the applicant. The specification includes requirements in relation to seating capacity, leg room, engine size, luggage space etc.</td>
<td></td>
</tr>
</tbody>
</table>

### Private hire vehicles licensed for day to day private hire use (pickups from pubs, clubs and shops etc)

| Applicants must be prepared to permanently affix licence plates and ‘no booking no ride’ stickers to vehicles used for day to day private hire for the period of the licence. | |
| Applicants who wish to licence a vehicle for between 4-8 passengers must ensure that direct access is provided from the doors to the seats, without having to manoeuvre other seats or obstructions. | |
| All private hire vehicles used for day to day private hire work must be less than 3 years old at first licence. | |

### Exempt Vehicles (corporate/executive work)

| Certain private hire vehicles may be exempted from the requirement to display licence plates or the Council’s door signage where the vehicle meets the council’s exemption policy. The exemption policy relates to companies wishing to carry out only corporate/executive hire chauffeur type work which requires a higher specification/prestigious vehicle for which a premium fare would be expected to be charged. | Section D |
| Vehicles licensed for corporate/executive hire work and granted an exemption may be up to 7 years of age at first licence. |
New private hire vehicle application procedure

**Stage 1: Prior to Purchase**

Applicant reviews the private hire vehicle specification and completes the specification checklist to determine whether the vehicle is suitable to be licensed as a private hire vehicle.

Does the vehicle meet the private hire vehicle specification?

- **YES**
  - Where the applicant is satisfied the vehicle meets the specification and has completed the checklist they should submit an application to the Licensing Team in line with **Stage 2** of the application procedure:
    - Application form
    - Insurance cover (hire and reward)
    - Certificate of compliance
    - Vehicle registration document of proof of ownership
    - Licence fee and plate deposit (where applicable)

- **NO**
  - Where the proposed vehicle does not meet all the required criteria, it will not be licensed
  - Where the applicant has any queries regarding the suitability of the vehicle having completed stage 1 they should contact the Licensing Team. Where necessary the Licensing Team will arrange for an inspection at the council offices.

Once the Licensing Team is satisfied that the application is complete they will consider the application and make a decision whether to grant or refuse the private hire vehicle licence.

- **GRANT**
  - The Licensing Team will contact the applicant to advise the vehicle licence has been granted and advise when the licence and plates will be ready for collection

- **REFUSAL**
  - The Licensing Team will contact the applicant to advise the vehicle licence has been refused and provide information on appeal rights.
**Stage 1: Is the vehicle you intend to purchase suitable to be licensed?**

The first stage of the application process requires the applicant to read the private hire vehicle specification and complete the standard checklist at the end of the document. Applicants must be satisfied that the vehicle meets the private hire vehicle specification and the exemption policy (where applicable) before committing to purchasing a vehicle. If the proposed vehicle does not meet all the required criteria, it will not be licensed.

If you have any queries about the suitability of a vehicle or the number of passengers the vehicle will be licensed for after reading the specification and completing the checklist please speak to a member of the Licensing Team on 01256 844844 or email Licensing@basingstoke.gov.uk

Where necessary the Licensing Team will arrange for an inspection of the vehicle at the council offices by a member of the Licensing Team.

**Stage 2: What do I need when I submit my application?**

Postal applications should be sent to The Licensing Team, Civic Offices, London Road, Basingstoke, RG21 4AH.

Applications can also be submitted in person to the Parklands reception at the civic offices where a member of the customers services term will check your application. If you bring your application to the Parklands reception you will need to take a ticket and the officers will photocopy any original documents and return those to you. Please do not leave your application without it being checked.

Your application MUST be complete. The following documents must be submitted:

1. Application Form fully completed, signed and dated *(Section A)*
2. Current certificate of insurance/cover note to include hire and reward
3. Original certificate of compliance from a Council authorised testing centre
   a) J Davy, West Ham, Basingstoke, RG22 6PL
   b) L&M Autos, Unit 5 Bell Road, Daneshill Estate, Basingstoke RG24 8FB
   c) Bryant and Freeman, Beresford Centre, Wade Road, Basingstoke RG24 8PL
4. Vehicle registration document or other proof of ownership
5. Licence fee and plate deposit(s) where applicable *(Section A)*

**Replacement vehicle application**

Applicants may apply to replace an existing licensed vehicle with a new vehicle at mid-licence however, all replacement vehicles must be licensed for a full year. Any unused licence can be transferred to the new vehicle licence and deducted from the annual fee payable. The Licensing Team will calculate the fee based on the number of full or part months that have expired since the issue date.
What happens next?
Following completion of Stage 1 of the application process the Licensing Team will process your application which will be subject to a six working day turn around period. Where necessary the Licensing Team will request that the vehicle be presented at the council offices for inspection by a member of the Licensing Team.

Where a decision is made to grant the private hire vehicle licence the applicant will be notified when their licence and plates are ready for collection from the council offices. All private hire vehicle licences are issued subject to compliance with the standard private hire vehicle licence conditions which will be provided on issue of your vehicle licence. Further copies of all private hire and hackney carriage licence conditions and byelaws are available to download at basingstoke.gov.uk.

Where a decision is made to refuse the private hire vehicle licence the applicant will be notified in writing and provided the opportunity to appeal the decision to the Licensing Sub-Committee or the Magistrates Court within 21 days.

What do I need to do once my licence is issued?
All private hire vehicles (except those issued with an exemption notice) must display the corporate identity. This includes permanently affixed ‘no booking no ride’ door vinyl’s (not magnetic), front and rear vehicle licence plates and an internal sticker. The display of the corporate identity will form part of the vehicle compliance test. Please refer to the private hire vehicle conditions issued at the time of licence for further guidance on how to display vehicle plates and door signs. You must ensure the vehicle complies with the licence conditions attached to the licence. A copy of the standard conditions is included within this pack.

Vehicle testing requirements
A private hire vehicle will require a certificate of compliance test on first licence and annually thereafter up to a period of three years from date of first registration. Private hire vehicles between three and five years of age will require a certificate of compliance test every six months and private hire vehicle over five years of age will require a certificate of compliance test every four months. Your vehicle may be tested up to thirty days in advance of the expiry date, as the new certificate of compliance may be predated accordingly, as long as you take the existing certificate with you to the testing station.

How do I renew my vehicle licence?
Private hire vehicle licences are due for renewal every year. You will be sent a renewal reminder by the Licensing Team between 4-8 weeks before your private hire vehicle licence is due for renewal. Renewal applications must be submitted at least 10 working days before your current licence expires. Failure to do so could mean your licence is not renewed before your current licence expires and therefore you will be unable to work.
## LICENSING
### APPLICATION FOR A NEW PRIVATE HIRE VEHICLE LICENCE

This form MUST NOT be used for a renewal vehicle licence application, or if the vehicle is being transferred, or you are changing the registration number.

**PLEASE COMPLETE PAGE ONE AND TWO IN CAPITAL LETTERS USING BLACK INK**

### PROPRIETOR DETAILS:
1. **NAME (in full)**

2. **ADDRESS**

3. **HOME TEL. NO.**

4. **MOBILE TEL. NO.**

5. **EMAIL ADDRESS**

### VEHICLE DETAILS:
6. **MAKE**

7. **MODEL**

8. **ENGINE SIZE**

9. **REGISTRATION NO.**

10. **PASSENGER SEATING CAPACITY**

11. **DATE OF VEHICLE REGISTRATION**

### 12. EXEMPTION CERTIFICATE

Owners of certain **prestige vehicles**, who carry out executive/chauffeur hire work ONLY, may apply for an exemption from displaying the corporate signage. If you wish to apply for an exemption you must ensure the vehicle meets the council's exemption policy at section D and answer the following:

Do you carry out executive/chauffeur hire work ONLY?  
YES [ ]  NO [ ]

If Yes, do you require an exemption certificate?  
YES [ ]  NO [ ]

### 13. NAME OF OPERATOR

### 14. CO-PROPRIETOR OR INTERESTED PARTY

Provide the name and addresses of co-proprietors or any other persons who have an interest in the vehicle.

### 14. DECLARATION

I hereby declare that the information and particulars given by me in all pages of this application are true and correct to the best of my knowledge and belief and I make it knowing that if it is tendered inaccurately, any licence determined and issued in connection with it may be suspended, modified and/or revoked.

**Signature:**  
**Name (please print):**  
**Date:**

### FOR OFFICE USE ONLY:

**FORM NO:**  LIC_TXVP  
**Revision date:** May 2018  
**PLATE NO:**

**Revision date:** May 2018  
**Next revision:** May 2019
1. Application Form fully completed, signed and dated (Section A)

2. Current certificate of insurance/cover note to include hire and reward

3. Original certificate of compliance from a Council authorised testing centre
   d) J Davy, West Ham, Basingstoke, RG22 6PL
   e) L&M Autos, Unit 5 Bell Road, Daneshill Estate, Basingstoke RG24 8FB
   f) Bryant and Freeman, Beresford Centre, Wade Road, Basingstoke RG24 8PL

4. Vehicle registration document or other proof of ownership

5. Licence fees (Section A)

<table>
<thead>
<tr>
<th>Fees 2019</th>
<th>Vehicle Licence Fee</th>
<th>Office Use Only: Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Year Licence</td>
<td>£173.00</td>
<td>1-B4603001-YB61</td>
</tr>
<tr>
<td>1 Year Licence Renewal</td>
<td>£157.00</td>
<td>1-B4603001-YB61</td>
</tr>
<tr>
<td>No Booking No Ride stickers</td>
<td>Free</td>
<td>Free</td>
</tr>
</tbody>
</table>

Payment information:
Payment can be made in person at Parklands reception or by phone with our contact centre (01256) 844844.

Replacement vehicle
The yearly licence fee may be subject to change where the new vehicle is a replacement for an existing licensed vehicle at mid-licence. Any unused licence can be transferred to the new vehicle licence and deducted from the annual fee payable. The licensing team will calculate the fee based on the number of full or part months that have expired since the issue date. For confirmation of the total payment required for a replacement vehicle please contact the Licensing Team.

Basingstoke and Deane Borough Council 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. For further information, see the Level 2 notice on Basingstoke and Deane Borough Council website which can be found at: [http://www.basingstoke.gov.uk/browse/council-and-democracy/council-documents/antifraud-and-corruption.htm](http://www.basingstoke.gov.uk/browse/council-and-democracy/council-documents/antifraud-and-corruption.htm) or contact Internal Audit Investigations Team, Basingstoke and Deane Borough Council, Tel 01256 845501.

HOW WE COLLECT AND USE INFORMATION
We will use the information given in this form and any supporting evidence you send us to process your Hackney carriage/private hire application. We may pass the information to other agencies or organisations, such as the Department for Work and Pensions and the Inland Revenue, as allowed by law. We may check information you have provided, or information about you that someone else has provided, with other information held by us. We may also get information about you from certain third parties, or give them information to:
• make sure the information is accurate;
• prevent or detect crime; and
• protect public funds.
These third parties include government departments, local authorities, and private-sector companies such as banks and organisations that may lend you money. We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us.

Basingstoke and Deane Borough Council is the data controller for the purposes of the Data Protection Act. If you want to know more about what information we have about you, or the way we use that information, please ask us. You have a right of access to the information that this Council holds about you. To request this please write to: Information Management (Legislation and RIPA) Officer, Basingstoke and Deane Borough Council, Civic Offices, London Road, Basingstoke, RG21 4AH
Specification relating to the Construction and Licensing of Private Hire Vehicles in the Borough of Basingstoke and Deane

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Head of Street Scene, Parks and Regulatory Services
Licensing Team
Basingstoke and Deane Borough Council
London Road
Basingstoke
Hampshire
RG21 4AH

FORM NO:  LIC_TXPHVSPEC   Revision date: JAN 2017   Next revision: JAN 2018

Part I – Private Hire Vehicles
Part II – Mini Buses
Part 1 – Private Hire Vehicles

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3. Doors
4. Seating, Access, Capacity, Head and Knee Room
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6. Steering
7. Brakes
8. Tyres
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PART 1

Specifications for Private Hire Vehicles

1. **General**

All licensed private hire vehicles must comply in all respects with the requirements of any Acts and Regulations relating to motor vehicles in force at the time of licensing.

Vehicles working under the authority of a private hire vehicle exemption notice must meet the specification within the Basingstoke and Deane exempt vehicle policy.

2. **Wheels**

**Road Wheels**

(a) All vehicles must have at least 4 full size road wheels and be of the correct type, size and pressure for that vehicle.

(b) **Spare Wheel Provision**

In cases where a vehicle manufacturer originally provides a full sized spare wheel, the driver/owner shall continue to use this type of wheel and tyre as spare wheel provision.

(c) Where the vehicle manufacturer originally supplies a vehicle with their approved:

- run flat tyre, or
- a spare wheel and tyre of a compact design, or
- a repair or inflation equipment kit (in place of a spare wheel) as standard with a new vehicle,

the vehicle shall at all times carry the manufacturer's alternative (and where appropriate tools suitable for wheel changing) and keep in a condition capable of being immediately used.

In other words, the spare wheel must be the original option as designed and delivered by the vehicle manufacturer when new. Space saver tyres and puncture repair kits will only be acceptable in vehicles that are manufactured without full size spare tyres and vehicles that are adapted in a way to prevent them carrying a full size spare tyre,

(d) In the event of the need arising for the fitting of a space saver tyre, the use of a run flat tyre or a repair or inflation kit then the appropriate remedial action to replace with 'new' (as per original specification) must be undertaken upon completion of the journey meaning no passenger(s) can be collected when any form of temporary wheel is in use.
3 Doors

All vehicles must have a least four doors, excluding any tailgate. Sliding doors must be fitted with a warning device to indicate when they are open.

4 Seating Access, Capacity, Head and Knee Room

(a) Seating Access

Access from the doors to the seats must be direct, without having to manoeuvre other seats or obstructions.

(b) Rear Seat (Length)

The length of the rear seat measured in a straight line lengthwise on the front of the seat must be such as will allow adequate seating accommodation to the extent of at least sixteen inches (400mm) per person.

(c) Seats (Width)

The width of the back seat from the squab to the front edge must not be less than eighteen inches (457mm).

(d) Knee Space Front and Rear passengers

There must be at least 28 inches distance between the squab of the rear and middle seats and the back of the front and middle seats when all seats are occupied. (Middle rows relates to MPV vehicles only)

There must be a minimum of 28 inches between the squab of the front passenger seat and the nearest point of the dashboard at knee level.

All front passengers must be able to sit squarely and without causing physical contact with the dashboard or with the driver whilst driving and using the controls.

(e) Height (Inside)

From the top of the seat cushions at its junction with the rear squab vertically must be not less than thirty two inches (813mm).

Subject to the further consideration of vehicle wheelbase and engine size as follows:

Any vehicle with a wheelbase of 100 inches (2.54cm) or more shall be licensed to carry 4 (or more to a maximum of 8) passengers subject to engine size of 1550cc and above and seat measurement criteria as at (b), (c), (d) and (e), above.

The number of persons licensed to be carried shall be exhibited outside the vehicle.
5  **Estate Cars**

Estates must have sufficient luggage space for the number of passengers the vehicle is licensed to carry for each journey without having to fold any seat. Must be fitted with a guard between luggage and passengers.

6  **Steering**

(a) The steering wheel must be on the offside of the vehicle.

(b) The steering mechanism must be so constructed or arranged that no overlock is possible and that the road wheels do not in any circumstances foul any part of the vehicle.

(c) The steering arms and connections must be of adequate strength and as far as possible protected from damage by collision.

7  **Brakes**

(a) All brakes must act directly on the wheels of the vehicle.

(b) The pedal operated braking system must be so designed that notwithstanding the failure of the brakes on any pair of wheels, either on one axle or diagonally opposite, there must still be available for application brakes on the other pair sufficient to bring the vehicle to rest within a reasonable distance.

8  **Tyres**

All tyres must be kept at correct pressure and meet legal requirements and be suitable for use on the vehicle.

9  **Suspension**

Every vehicle must be fitted with an efficient suspension system so designed and constructed that there is no excessive roll or pitch.

10  **Transmission**

Vehicles using automatic or semi-automatic transmission must be fitted with a device to prevent the engine starting with the transmission selector in a DRIVE or REVERSE position.

11  **Modifications to vehicle**

(a) No material alteration or change in the specification, design, condition or appearance of the vehicle shall be made without the prior approval of the council at any time during the term of the licence.
(b) Safety screens may be installed in private hire vehicles but must be approved by the council prior to installation.

12 Bolts and Nuts

All moving parts and parts subject to severe vibration connected by bolts or studs and nuts must be fitted with an approved locking device.

13 Fuel Tanks

(a) Fuel tanks must not be placed in the engine compartment and must be adequately protected from damage by collision.

(b) All fuel tanks and all apparatus supplying fuel to the engine must be so placed or shielded that no fuel overflowing or leaking there from can fall or accumulate upon any part or fitting where it is capable of being readily ignited or can gall into any receptacle where it might accumulate.

(c) The filling points for all fuel tanks must be accessible only from the outside of the vehicle and filler caps must be so designed and constructed that they cannot be dislodged by accident.

(d) In the case of an engine powered by LPG a device must be fitted by which the supply of fuel to the engine may be immediately cut off. Its situation together with the means of operation and “OFF” position must be clearly marked on the outside of the vehicle.

(e) In the case of a battery powered engine there must be adequate charging capacity in the batteries to sustain the use of the vehicle for private hire.

14 Electrical Equipment

(a) All electrical leads and cables must be adequately insulated and where liable to be affected by exposure to water, diesel, petrol or oil, must be adequately protected.

(b) All electrical circuits must be protected by suitable fuses.

(c) Batteries must be so placed and protected that they cannot be a source of danger.

15 Fire Appliances

An appliance for extinguishing fire must be carried in such a position as to be readily available for use and such appliances must comply with the requirements relating to Fire Extinguishing Appliances for use on Public Service Vehicles.

16 Exhaust Pipe
The exhaust pipe must be so fixed or shielded that no inflammable material can fall or be thrown upon it from any other part of the vehicle and that it is not likely to cause a fire through proximity to any inflammable material on the vehicle. The outlet must be placed at the rear of the vehicle and in such a position as to prevent fumes from entering the vehicle.

17 **Body**

The body must be of the fixed head type. Approved sun roof may be fitted.

18 **Driver’s Compartment**

The driver’s seat must be designed to accommodate the driver only and be adjustable for reach.

The vehicle must be fitted with adequate devices for demisting, defrosting and washing the windscreen and with a sun visor adjustable by the driver.

Direction indicators of an approved type must be fitted.

19 **Windows**

(a) Windows must be provided at the sides and at the rear.

(b) Rear passenger door windows must be capable of being opened easily by passengers when seated.

20 **Heating and Ventilation**

An adequate heating and ventilation system must be fitted for the driver and passengers.

21 **Glass**

The windscreen and all windows must be safety glass in accordance with the latest British Standard at the time of approval.

22 **Door Fittings**

Passengers’ doors must be capable of being readily opened from inside and outside the vehicle by one operation of the latch mechanism. Approved central locking systems are permitted. Double catches of approved types must be fitted to all doors.

23 **Floor Covering**

The floor of the vehicle must be suitable covered and in good repair.

24 **Luggage**
(a) Provision must be made for carrying luggage sufficient for the number of persons for which the vehicle is licenced having regard to each specific journey type.

(b) If it is intended to carry luggage on the roof, the carrier must be of an approved type fitted to the roof guttering. It must not be used to carry weight in excess of the manufacturer's recommendation.

25 Horn

A legal horn of an approved type must be fitted and maintained in working order.

26 Taximeter

If fitted, must be of an approved type and tested by or on behalf of the council.

27 Radio Apparatus

(1) Where apparatus for the operation of a two-way radio system is fitted, no part of the apparatus may be fitted in the rear boot compartment if LPG tanks or equipment are situated therein.

(2) Any other radio receiver fitting must be of an approved type.

28 Registration Marks

Must comply with the latest specifications.

29 Maintenance

Vehicles, including all fittings, etc, must be well maintained and kept clean and in good working order. The vehicles will at all times be subject to test and inspection and should it be found that a vehicle is not being properly maintained or that any part or fitting is not in good working order, a notice will be served on the owner prohibiting him from using the vehicle until the defect has been remedied.

PART II

Specification for Licensing of Mini Buses

30 Legislation Regulations

(a) All licensed vehicles must comply in all respects with the requirements of any Acts and Regulations relating to motor vehicles in force at the time of licensing.

(b) Vehicles registered on or after 1 April 1988 and manufactured after 1 October 1987 shall comply with the new unified standards of construction and equipment contained in Regulations 41 to 43 of the Road Vehicles (Construction and Use) Regulations 1986.
(c) Vehicles registered on or before 1 April 1988 and manufactured before 1 October 1987 and which do not comply with the new unified standards shall comply with the Mini Bus (Conditions of Fitness, Equipment and Use) Regulations 1977 as amended.

31 Sliding Doors

Sliding doors must be fitted with a warning device to indicate when they are open.

32 Seating Access

Access from the doors to the seats must be direct, without having to manoeuvre other seats or obstructions.

33 Emergency Exit

Rear doors must be clearly marked on the inside and outside of the vehicle “Emergency Exit” with the means of operation clearly indicated.

Operators are advised that Up and Over doors are not acceptable on safety grounds and emergency use.

34 Safety Rails

Vehicles converted or adapted by the removal of passenger seats must be fitted with safety rails constructed in such a manner:

(a) to prevent passengers from entering the space in the event of an accident.

(b) not to obstruct the driver’s view to the nearside.

(c) that any luggage loaded must not interfere with the driver’s controls.

(d) to prevent any luggage loaded from moving into the passenger compartment in the event of an accident.

35 Mini Buses to have a minimum wheelbase of 100 inches.
NEW PRIVATE HIRE VEHICLE SPECIFICATION CHECKLIST

Before purchasing a new vehicle to be submitted for licensing as a private hire vehicle, applicants must check that the vehicle meets the private hire vehicle specification.

This checklist covers some of the main specification criteria. However, please ensure you read the entire specification document before committing to buy a vehicle.

Please use this checklist when considering purchasing a vehicle for licensing and prior to paying any deposit for a vehicle. If the answer to any of the questions within the checklist is no or the vehicle does not meet the minimum measurement requirements the vehicle will not be licensed. The checklist includes additional sections which should be completed in respect of minibuses, MPV’s and vehicles granted an exemption.

It is the responsibility of the applicant to provide the correct information and measurements. The council cannot be held responsible for errors made by an applicant or loss of money on a vehicle purchase if a vehicle is found to be non-compliant with the specification.

If you have any queries about the suitability of a vehicle after reading the specification and completing this checklist please speak to a member of the Licensing Team on 01256 844844 or email licensing@basingstoke.gov.uk. Where necessary the Licensing Team will request a copy of the completed checklist and arrange for an inspection of the vehicle at the council offices by a member of the Licensing Team.

<table>
<thead>
<tr>
<th>Age</th>
<th>Is the vehicle newer than 3 years old?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YES</strong></td>
<td><strong>NO</strong></td>
</tr>
<tr>
<td>Engine Size</td>
<td>What is the engine size (Minimum acceptable 1550cc)</td>
</tr>
<tr>
<td><strong>YES</strong></td>
<td><strong>NO</strong></td>
</tr>
<tr>
<td>Seat access</td>
<td>Is there direct access to all seats without having to move seats or other obstructions?</td>
</tr>
<tr>
<td><strong>Photo ref 1</strong></td>
<td>Measure all the rear seats along the front edge from the widest point?</td>
</tr>
<tr>
<td></td>
<td>Do the seats measure at least 16” per seat?</td>
</tr>
<tr>
<td><strong>Photo ref 2</strong></td>
<td>Measure from the middle back to the middle front of the back seat.</td>
</tr>
<tr>
<td></td>
<td>Does this measure at least 18” per seat?</td>
</tr>
<tr>
<td><strong>Photo ref 3</strong></td>
<td>Measure the front seat(s) along the front edge from the widest point.</td>
</tr>
<tr>
<td></td>
<td>Does this measure at least 16” per seat?</td>
</tr>
<tr>
<td><strong>Photo ref 4</strong></td>
<td>Measure from the middle back to the middle front of the front seat.</td>
</tr>
<tr>
<td><strong>Does this measure at least 18” per seat?</strong></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td></td>
</tr>
<tr>
<td><strong>As per Photo ref 2</strong></td>
<td>With the front seat located in its central position, measure from the rear of the back seat to the back of the front seat.</td>
</tr>
<tr>
<td></td>
<td>Does this measure at least 28”?</td>
</tr>
<tr>
<td><strong>Photo ref 5</strong></td>
<td>With the front seat located in its central position, measure from the rear of the front seat(s) to the nearest point of the dashboard?</td>
</tr>
<tr>
<td></td>
<td>Does this measure at least 28”?</td>
</tr>
</tbody>
</table>
| **Photo ref 6** | Measure all seats from the middle rear to the top of the vehicle ceiling. *Does this measure at least 32”*

**Driver’s seat**

| Is the driver’s seat a single seat? |

**Windows**

| Are windows fitted on both sides and at the rear of the vehicle? |
| Can all passenger windows be opened easily by passengers when they are seated? |
| Can the rear passenger door windows be opened easily by the passenger when seated? |
| Are the windscreen and all windows fitted with suitable safety glass? |

**Wheels**

| Does the vehicle have four full size road wheels? |
| Does the vehicle have either; a matching size spare wheel and tyre /space saver spare tyre, or tyre repair provision as included within manufacturer specification and vehicles first sale? |
| Does the vehicle have appropriate wheel changing tools? |

**Doors**

| Can all passenger doors be easily opened from inside and outside by one operation of the door mechanism? |
| Does the vehicle have a minimum of 4 side doors? |
| If sliding doors, is there a warning device to indicate they are open? |
| Estate Cars | Is there sufficient luggage space (in boot) for the proposed number of passengers without the need to fold seats? |
| Steering | Is there a luggage guard fitted between the passengers and the luggage space at the rear? Is the steering wheel fitted on the offside of the vehicle? Are the steering arms and connections of adequate strength and as far as possible protected from damage by collision? |
| Brakes | Do all brakes act directly on the wheels of the vehicle? |
| Transmission | If the vehicle has automatic or semi-automatic transmission, does it have a device to prevent the engine starting with the gear stick in the DRIVE or REVERSE position? |
| Fuel Tank | If LPG, is there a device which will allow the immediate cut off of the fuel supply? |
| Heating/ventilation | Is there an adequate heating and ventilation system installed within the vehicle? |
| Floor covering | Is the floor covering suitable in in good condition? Is it free from trip hazards? |
| Electrical Equipment | Are all electrical leads and cables adequately protected? |
| Luggage | Is there sufficient luggage space in the boot for the proposed number of passengers? |
| Modifications | Has the vehicle specification, design, condition or appearance changed from its original production? |
| Registration plate | Does the vehicle registration plate comply with current DVLA requirements? |

For minibuses and MPVs
Passenger seating capacity between 4 – 8 passengers

<p>| Wheelbase | Is the measurement of the wheelbase more than 100” or 2.54m? |
| Sliding doors | If vehicle has sliding doors, are they fitted with a warning device to indicate when they are open? |</p>
<table>
<thead>
<tr>
<th><strong>Seating Access</strong></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is there reasonable space for adults to access all seats directly from side doors without having to manoeuvre other seats and/or obstructions?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Safety Rails</strong></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>If vehicles have been adapted by removal of passenger seats, have safety rails been fitted in such a manner so to: prevent passengers entering space in event of accident?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>not obstruct the drivers view?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>prevent any luggage located from interfering with the drivers’ controls?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>prevent any luggage loaded from moving into the passengers’ compartment in event of accident?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**For executive / chauffeur style vehicles (exemption applications)**

<table>
<thead>
<tr>
<th><strong>Engine size</strong></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the engine size 2000cc or greater?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>List price</strong></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the list price greater than £28k exclusive of any add ons?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Specification</strong></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the vehicle fitted with air conditioning or climate control to front and rear seating areas?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the vehicle have electric windows and central locking facilities?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do all seats have headrests?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Age</strong></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the vehicle less than 7 years of age?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NB:** Vehicles over 7 years of age can only be licensed at the discretion of the Head of Service.
BASINGSTOKE AND DEANE BOROUGH COUNCIL

POLICY FOR GRANTING OF EXEMPTIONS UNDER SECTION 75(3) LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976.

Pre Application advice

Under section 75(3) of the above Act, a local Authority may, by way of a notice to the proprietor of a private hire vehicle, exempt such a vehicle from the requirement to display plates as required by section 48(6) of that Act and also from the requirement for drivers of such vehicles to wear their private hire driver’s badge as required under section 54(2) of the same Act.

Basingstoke and Deane Borough Council will only provide a notice of exemption from that requirement to display plates in accordance with the attached Policy. That notice will also exempt the proprietor from having to comply with the licence conditions relating to display of additional internal and external signage.

The notice will be granted subject only to written application by a proprietor and compliance with the policy.

This policy relates to companies wishing to carry out only Corporate/Executive Hire Chauffeur type work and other ‘special’ journeys which require a higher specification and more prestigious vehicle for which a premium fare would be expected to be charged.

This policy specifically excludes vehicles being used for day to day private hire work such as pubs, clubs, shopping and other similar journeys which must comply with the Act and relevant private hire vehicle licence conditions at all times.

In view of the public safety implications of vehicles working without signage each application will be considered on its individual merits and on its compliance with the Policy.

Policy for approving exemptions under section 75(3) of the Local Government (Miscellaneous Provisions) Act 1976

Approved work for which exempt vehicle may only be used.

1. Corporate bookings to transport employees and clients on corporate business journeys and/or

2. Airport and other ‘special’ journeys where the client specifically requests a vehicle of a prestige specification at the time of booking and pays a recognisably higher fee for that service compared to that charged for a non-exempt vehicle displaying corporate identity.

Approved Vehicle Specification

In view of the vast numbers of makes and models of vehicles available, it is preferred not to produce a definitive list of vehicle makes and models that could be approved. We do not want to restrict any further than those vehicles which do not meet the following criteria.
The approval of an exemption will be based on the cost, reputation, specification, appearance, perception and superior comfort levels of a vehicle and the fact that it will not resemble a non-exempt private hire vehicle licensed to undertake the ‘normal’ day to day role. Each application will be considered on its individual merits but the final decision for approval or refusal will remain with the Head of Community Protection.

1 Saloon and hatchback vehicles to be licensed for 4 passengers only plus the driver allowing sufficient space for adult passengers to travel comfortably.

2 Engine size 2000cc or greater

3 A range of vehicles capable of carrying in excess of 4 passengers will be considered provided they meet the higher specification and original list price required.

4 Vehicles seating more than 4 passengers will be licensed only for sufficient numbers of passengers to travel comfortably. Each seat must be of adequate dimensions and must permit direct access into and out of the side doors of the vehicle without the need to move, remove or fold down any seat. No vehicle modifications from the manufacturer’s specification are accepted.

5 The original list price of any vehicle must be a minimum of £28,000 in spite of its age on application. This minimum price will be exclusive of any extras added at the time of purchase. Evidence of the original new list value will be obtained at the time of application. Officers must be satisfied the evidence provided verifies the original list value.

6 The vehicle must have a minimum specification of at least air conditioning/climate control to front and rear seats, all electric windows, central locking and front and rear headrests sufficient for each passenger.

7 Male drivers are required to wear a suit or jacket and trousers plus shirt and tie at all times. Female drivers must follow an equivalent dress code but will not be required to wear a tie. This dress code must be followed at all times the vehicle is being used to undertake a booking. Jackets may be removed where weather conditions require it.

8 Vehicles should be under 7 years of age at first licence. The decision to grant exemptions for any vehicle older than this will be at the discretion of the Head of Governance.

9 All vehicles licensed under this policy will be inspected on renewal prior to the grant of a renewed licence.
LOCAL GOVERNMENT (MISCELLANEOUS) PROVISIONS ACT, 1976 – PART 11

PRIVATE HIRE VEHICLE LICENCE CONDITIONS - S48(2) LGMP Act 1976

Definitions

In this licence, and in these conditions, unless the subject or context otherwise requires:

“authorised officer” means an officer of the Council authorised in writing by the Council for the purpose of these conditions;

“the Council” means the Basingstoke and Deane Borough Council;

“Private Hire Vehicle” has the same meaning as in Part II of the Local Government (Miscellaneous Provisions) Act, 1976;

“Licence plate” means the plates issued by the Council for the purpose of identifying the vehicle as a Private Hire Vehicle duly licensed by the Council;

“Proprietor” means the person or persons or body named in the licence as the proprietors of the vehicle and includes a part-proprietor;

“The vehicle” means the Private Hire vehicle or vehicles in respect of which this licence is issued.

“Exceptional condition” means meeting the Certificate of Compliance test standard detailed in the vehicle standard inspection manual.

“Corporate Identity” means the vinyl door signs and internal stickers displaying the Council logo and other information and the Council issued Licence plates.

“Prestige” means a Council pre-approved vehicle of a high specification and purchase price.

“Corporate style work” means work only carried out for companies requiring a chauffeur service in a prestige vehicle to undertake client, employees journeys.
Private Hire Vehicle Licence Conditions

Each private hire vehicle licence shall be issued subject to the conditions stated below:

Specification of Vehicle

1. (a) the vehicle hereby licensed shall comply with the Council’s specifications detailed in the ‘Basingstoke and Deane Borough Council, Construction and Licensing of private hire vehicles’ and the Vehicle Standards Inspection Manual. (Copies are available from the Licensing Team and are available on the Council website www.basingstoke.gov.uk)

(b) the proprietor shall cause the vehicle, its fittings and furniture to be kept in clean condition, well maintained and in every way fit for public service.

2. Vehicle Testing

(a) a Private Hire vehicle will require a Certificate of Compliance test on first licence and annually thereafter up to a period 3 years from date of first registration. The vehicle test must be carried out at the Council’s authorised test centre;

(b) a Private Hire vehicle between three and five years of age will require a Certificate of Compliance test every six months;

(c) a Private Hire vehicle over five years of age will require a Certificate of Compliance test every four months.

(d) the proprietor shall produce the Compliance Test Certificate on request to any authorised officer or to a police constable;

(e) any alteration in the design of the vehicle whether to the machinery or to the body shall be reported to the Council, who may require the proprietor to submit the vehicle for further examination;

3. Vehicle Age

(a) a Private Hire vehicle shall be less than three years of age on first licence.

(b) a Private Hire vehicle over five years of age shall not be relicensed unless deemed in exceptional condition.

4. Licence Display and Corporate Identity (for vehicles not granted exemption)

(a) The proprietor shall cause the number of the licence in the form of front and rear licence plates to be securely fixed to the vehicle using the fixing system supplied by the Council and to the satisfaction of the Licensing Officer. The licence plate must be displayed on the vehicle at all times the vehicle is licensed.

(b) the rear licence plate shall be fixed and displayed outside and on the rear of the vehicle either immediately above or immediately below the bumper in such position that the vehicle’s registration mark is not obscured with the particulars thereon facing outwards and in such manner and place that the
licence plate is clearly visible by daylight from the road at the rear of the vehicle;

(c) the front licence plate shall be displayed by way of a bracket or by directly attaching to the vehicle in a manner not to obscure the vehicle’s registration mark.

(d) the licence plates remain the property of the Council and shall be returned to it within seven days after the service on the proprietor of an appropriate notice by the Head of Legal and Democratic Services. Any deposit which may from time to time be determined by the Head of Legal and Democratic Services, for the issue of the licence plate shall be refunded upon the plate being returned to the Council in a satisfactory condition.

(e) all licensed private hire vehicles must display door vinyl’s issued by the Council. These must be permanently affixed (not magnetic) on either both front driver and passenger doors or both rear passenger side doors of the private hire vehicle immediately below the windows using the instructions provided at the time of issue in accordance with the diagram attached below at Appendix 1. Where minibuses do not have rear doors on the side of the vehicle the sign must be displayed immediately below the window in accordance with the attached diagram and in a position opposite the sign applied to the side with the door.

The first set are issued free of charge. Replacement sets shall incur a charge.

NB You are reminded not to sign write your vehicle in such a way as to prevent the council’s door signs from being correctly applied in the required position on the vehicle. Failure to correctly apply the door signs as per this condition will result in vehicles being suspended until door signs are correctly applied. (sec 60 (c) LG(MP) Act 1976)

(f) all vehicles must display a Council issued internal sticker detailing vehicle licence information and notes to passengers. This must be displayed on the inside of the front windscreen in the top left hand corner, so as not to obstruct the driver’s view.

(g) no proprietor may remove the corporate identity and vehicle licence plates for any reason other than one agreed by the Council.

5 Availability of vehicle for Inspection

(a) the proprietor shall permit an authorised officer of the Council to inspect and test a Private Hire vehicle at all reasonable times. If the officer is not satisfied as to the fitness or condition of the Private Hire vehicle, or any taximeter which may be fitted thereto, he/she shall give notice in writing to the proprietor to make the vehicle available for further inspection and testing at such reasonable time and place as specified in the notice, the vehicle licence being suspended until such time as the officer is so satisfied. Provided that if the officer is not so satisfied within 2 months of the date of suspension, the licence shall be revoked. The licence plate shall, on revocation of the licence, be handed to the officer of the Council but will be returned on reinstatement of the licence;
(b) in the event of a vehicle licence being suspended under 5 (a) above, the licence plate shall be immediately surrendered to the authorised officer or police officer, and shall be held by them pending the testing of the vehicle;

(c) without prejudice of the aforementioned conditions, the proprietor on receipt of a notice in writing from the Head of Legal and Democratic Services, shall present the Private Hire vehicle for inspection and testing by or on behalf of the Council. The separate occasions of inspection and testing shall not exceed three in number in any one period of twelve months, and a test shall not be required within two months of a previous test when the vehicle was found to be satisfactory;

6. Vehicle Insurance

(a) the proprietor shall at all times during the currency of the licence keep in force in relation to the user/s of the vehicle as a Private Hire vehicle, a policy of insurance issued by an approved insurance company on a minimum of third party liability basis and comply with the requirements of Part VI of the Road Traffic Act, 1972 or any re-enactment thereof;

(b) on being so required by an authorised officer the proprietor shall produce to that officer for examination a certificate of insurance issued by an approved insurance company in respect of the vehicle for the purpose of Part VI of the Road Traffic Act, 1972 or any re-enactment thereof, provided that if the proprietor fails to produce such certificate to that officer on that request the proprietor shall, within five days of such request, produce it to that officer or to any other authorised officer at the Civic Offices, London Road, Basingstoke;

7. Advertising on Vehicles

(a) there shall be no advertising on any private hire vehicle without the prior approval of the Council, apart from the operator’s business name, address and telephone number of the licensed operator’s premises from which the licensed vehicle operates;

(b) there shall be no mark or sign on the licensed vehicle that shall include the word taxi or taxi’s or any words of a similar meaning that may suggest the vehicle is a Hackney Carriage;

8. Vehicle Damage

(a) the proprietor shall report to the Council as soon as reasonably practicable and in any case within seventy-two hours, of the occurrence thereof, any accident to a Private Hire vehicle causing damage materially affecting the safety, performance or appearance of the vehicle or the safety, comfort or convenience of passengers carried therein;

9. Fire Fighting and First Aid

(a) the proprietor shall ensure that at all times there is within the vehicle, an appliance for extinguishing fire, which must be carried in such a position as to be readily available for use. Such appliance must comply with the
requirements relating to fire extinguishing appliances for use on public service vehicles and the specification of the British Standards Institution No 5423 and has a minimum capacity of 1kg;

(b) the proprietor shall ensure that at all times there is within the vehicle, a first-aid kit containing such dressings and appliances as may be required for use in emergency. The first-aid kit to be located in such position as to be immediately available;

10. Taximeter

(a) the proprietor shall not be required to equip the vehicle with a taximeter but no Private Hire vehicle so equipped shall be used for hire within the controlled district (the area of the Borough of Basingstoke and Deane) unless such taximeter has been tested and sealed on behalf of the Council;

11. Vehicles Granted an Exemption Notice under S75(3) LGMPA 1976

(a) a specifically approved ‘prestige’ private hire vehicle which has been granted an exemption notice following application to the Council, may only be used to carry out such work/journeys as applied for and approved at the granting of the exemption notice. (eg, Corporate or chauffeur type work in an approved style of vehicle only).

Such specifically approved vehicles are exempt from the requirement to display the Corporate Identity but the vehicle licence plates issued by the Council must be carried inside the vehicle at all times. Such specifically approved vehicles are also exempt from the maximum age restriction of the vehicle at first licence.

The exemption is valid so long as the exempt vehicle is only used in accordance with the terms of the exemption for ‘prestige’ vehicles.

(b) From 1 May 2009 all vehicles carrying out corporate or chauffeur style work and granted an exemption from the requirement to display a plate and signage must display a council issued internal sign in the front windscreen.

(c) if any vehicle issued with an exemption notice is found to be contravening the terms of that exemption, that vehicle will, with immediate effect, have its exemption removed, and will be required to comply with the requirement to display the Corporate Identity and vehicle licence plates.


The proprietor shall not convey (or permit, cause or suffer to be conveyed) in the vehicle a greater number of persons (excluding the driver) than the number of persons specified in the licence provided.

13. S233(2) and (5) Local Government Act 1972, or any re-enactments thereof, shall have effect and are incorporated in these conditions to be given or served on the proprietor by or on behalf of the Council by an authorised officer;

14. Vehicle Transfer
if the ownership of the vehicle changes, the Council must be notified in writing within 14 days of the date of transfer of ownership.

(b) the new vehicle proprietor must apply for a transfer of the licence into his/her name and pay the relevant fee.

(c) the proprietor shall not assign or in any way part with the benefit of the licence without prior written consent of the Council;

15 General Conditions

(1) The Council may decide to suspend, revoke or refuse to renew any licence in respect of a Private Hire vehicle for any reasonable cause, including:

(b) that the Private Hire vehicle is unfit for use as a Private Hire vehicle;

(c) any offence under, or non-compliance with, the provisions of Part II of the Local Government (Miscellaneous Provisions) Act, 1976, or any re-enactments thereof, on the part of the proprietor/operator.

(2) EXPIRY OF LICENCE

No vehicle shall be used as a private hire vehicle after the date of expiry of the licence unless the licence has been renewed and the licence plate replaced with the replacement plate.

SPECIAL NOTE


Public Health Act 1936, S300 (2)

Any person aggrieved by the refusal of the Council to grant a licence, or by any of the written conditions as attached to the grant of such licence, may appeal to the magistrates Court within 21 days from the date on which notice of the councils requirement, refusal or other decision was served upon the person desiring to appeal.

FAILURE TO COMPLY WITH LICENCE CONDITIONS

Failure to comply with any of the above private hire vehicle licence conditions without reasonable cause, will result in suspension and/or revocation of the vehicle licence to which these conditions are attached. (LG(MP) Act 1976 S60)
APPENDIX 1

The No Booking, No Ride door signs must be permanently affixed to either the front or rear doors.

Required position of No Booking No Ride Signs on front car doors (condition 4(e))
(not to scale)

Required position of No Booking No Ride Signs on rear car doors (condition 4(e))
(Not to scale)
Options for position of No Booking No Ride door signs on Minibuses (not to scale)

This picture 1 shows options for the positioning of the ‘No Booking No Ride’ door signs on a minibus as per condition 4(e)
Makes and models may vary but the positioning must be a close as possible to that shown above. One sticker each side.

The door signs must be positioned prior to the application of any company advertising or signage and must be to the satisfaction of the Licensing officer.