



Application for a licence to driver Private Hire Vehicles Knowledge Test Information

If you are applying for the 'first grant' of a licence to drive private hire vehicles you will be required to take a knowledge test.

When you have submitted your application an appointment will be arranged for you to take this test and this document will provide you with the necessary information to help you prepare for the test. You will always be offered the next available appointment unless you prefer a later date. Please confirm on your application form details of a timescale within which you would like your test to be booked.

The test that you will take will depend on which part of the Borough you are proposing to work in, and to which you have specified on your application.

- West (Ashton in Makerfield, Standish, Wigan etc)
- East (Astley, Atherton, Golborne, Hindley, Leigh, Tyldesley etc)

Knowledge tests currently take place on Thursdays and the tests are held at:

The Town Hall
Library Street
Wigan
WN1 1YN

You should arrive promptly by no later 10:00 a.m. where you will be met by a member of staff from the Licensing Section.

- If you fail to arrive on time you will not be permitted to enter the examination room and therefore will be unable to carry out your test.
- If you are unable to attend the test you must give at least 24 hours notice (not including weekends or bank holidays).
- You must produce your UK driving licence prior to the start of the test. If you don't you will be unable to carry out your test.

In the above circumstances a further fee may be payable before another test will be arranged.

Please Note: You must produce the original identity documents submitted with your application. You are reminded that your application will not be determined if you do not produce your original documents.

If you fail the test you will be given the opportunity to re-sit the test until a pass mark is obtained. However please be advised that a further test fee will be payable.

Applicants will normally be informed of their test result within 5 working days of the test and you are advised to not contact us during this time.

If you have any questions about the knowledge test or require any additional support when undertaking the test please contact the Licensing Team by email at: licensing@wigan.gov.uk

About the Test

The test is in two parts, the first being on the law and conditions relating to private hire and the second part of the test relates to knowledge of the Borough.

It is essential that you have a good knowledge of the law and conditions and of the local area to be able to pass this test.

You will be given 45 minutes in which to complete the test and you will be permitted to use an A to Z for this test. A copy of which will be provided by the Licensing Section at the time of the test. You will not be permitted to use your own A to Z.

The PASS mark for the test is 70%. However this is dependant on you meeting the qualifying criteria set in this document.

Part One – Law and Conditions

Part one of the test is in two sections as outlined below:-

(a) Compulsory Questions

You will be given 4 multiple choice questions in this section which must **all** be answered correctly. Should you fail to answer any of these 4 questions correctly then you will **automatically fail** the test and the rest of your test paper will not be marked.

Page 4 of this document sets out the 4 compulsory questions.

(b) Multiple Choice Questions

You will then be provided with 6 further multiple choice questions which will be chosen at random from a list of 28. You will only be required to answer 4 of these questions. If you do complete more than 4 questions only the first 4 will be marked. You are therefore advised to read all 6 questions and ensure you answer the ones you feel most confident with.

Pages 4 and 5 of this document sets out the list of multiple choice questions.

5 marks will be allocated to each question answered correctly in the above sections. You will have to read the contents of this document to find the answers to these questions.

Part Two - Knowledge of the Borough

Part two of the test is also in two sections as outlined below:-

(a) Popular Destinations

You will be required to locate 10 'popular destinations' from within the Borough which will be selected at random from a list. A full list of the destinations that may be on your test can be found on pages 5 and 6 of this document. Your answers should include the name of the road / street and the area they are in, for example: -

- Alexandra Park = Victoria Street, Newtown
- Leyland Park = Park Road, Hindley

2 marks will be allocated to each question answered correctly in this section. The full 2 marks cannot be allocated if you fail to include the area to which a destination is located. You need to obtain at least 10 marks in this section to qualify for a pass.

(b) Section (b) Routes

You will then be provided with 6 questions which will be chosen at random from a list. You should describe the shortest (not quickest) route between the 2 locations given, naming all roads, major junctions etc.. that you travel through, for example Hunter Road, Marsh Green to Wigan North Western Railway Station would be: -

- From Hunter Road turn right into Scot Lane. Continue into Robin Park Road to the traffic lights at Ormskirk Road & Warrington Road (Saddle Junction), turn left with the traffic flow, through the traffic lights to Wallgate, under the first railway bridge, continue along Wallgate under the second railway bridge, turn right and you have reached your destination.

You will only be required to answer 4 of these questions. If you do complete more than 4 questions only the first 4 will be marked. You are therefore advised to read all 6 questions and ensure you answer the ones you feel most confident with.

Details of the routes that may be on your test can be found on pages 6 and 7 of this document.

A maximum of 10 marks will be allocated to each question answered correctly in this section. The full 10 marks cannot be allocated if you fail to describe the correct route in full. You need to obtain at least 20 marks in this section to qualify for a pass.

The Questions

Part One – Law and Conditions

(a) Compulsory Questions

Remember these 4 questions are compulsory and **must** be answered correctly.

- 1) Where must you display your drivers badge?
- 2) What must you do if you are convicted of any offence, given a formal caution or have any fixed penalty notice imposed on you?
- 3) Whilst you are working but don't have a booking, you are approached by someone in a street and they ask you to take them as a passenger. What must you do?
- 4) Can you drive a private hire vehicle in a bus lane, which has a sign, "buses & taxis only"?

(b) Multiple Choice Questions

- 1) What must you do about any lost property found in your vehicle after you have dropped a passenger off?
- 2) What must you do if you change address?
- 3) When do you have to issue a receipt?
- 4) Do you have to carry an animal in your vehicle?
- 5) Can you convey passengers other than the one who hired the vehicle?
- 6) When the vehicle has been hired to pick up at a specified time & place, what must you do?
- 7) Who is responsible for ensuring a child aged under 14 yrs wears a seat belt in your vehicle?
- 8) An authorised officer of the Council or a Police Officer who is making enquiries about private hire vehicles asks you to give him information or to assist him. What must you do?
- 9) Do you have to produce your private hire vehicle driver licence to an authorised officer of the Council or Police Officer when driving a private hire vehicle?
- 10) How must you dress when acting as a private hire vehicle driver?

- 11) Are you or your passengers allowed to smoke in your vehicle?
- 12) What is your duty in relation to any noise made by a radio or other sound producing instrument or equipment in your private hire vehicle?
- 13) What is your responsibility in relation to passengers?
- 14) Can you play a radio or other sound producing equipment or instrument whilst you have a passenger in your vehicle?
- 15) What safety equipment must be carried in a private hire vehicle?
- 16) Can you stop on a 'taxi' rank to pick up a passenger?
- 17) Can you sound your horn to attract the attention of your passenger when you have reached the pick up point and stopped?
- 18) Between what hours must you not sound your horn in a built up area?
- 19) What must you do if you find a defective tyre on your private hire vehicle?
- 20) What route must you follow from pick up to drop off when booked to take a passenger?
- 21) When must you wear your drivers identity badge?
- 22) Where on the vehicle should a private hire plate be fixed?
- 23) How long does your licence to drive private hire vehicles last?
- 24) What is the maximum number of passengers a private hire vehicle can be licensed to carry excluding the driver?
- 25) If you lose your badge what must you do?
- 26) Can your partner drive your private hire vehicle to go shopping or for other personal use?
- 27) Can you charge extra for carrying a disabled passenger?
- 28) Can you leave your private hire vehicle unattended on a 'taxi' rank?

Part Two - Knowledge of the Borough

(a) Popular Destinations

➤ West

▪ Wigan Town Hall	▪ Citizens Advice Bureau
▪ St. John Fisher Catholic High School	▪ Wigan Police Station
▪ Thomas Linacre Outpatient Centre	▪ Wigan & Leigh Magistrates Court
▪ Village on the Green	▪ Wigan North Western Railway Station
▪ La Mama Restaurant	▪ DW Stadium
▪ Winstanley College	▪ Wigan Library
▪ Sir Thomas Gerard	▪ Boston House
▪ Wigan Infirmary	▪ Wigan Sorting Office
▪ Britannia Hotel	▪ Fat Olive Restaurant
▪ Winstanley's Pramworld	▪ Revolution
▪ Talbot House Farm	▪ Wigan R.U.F.C.

▪ Wigan Golf Club		▪ Albert's Restaurant
▪ Tesco Extra		▪ Wigan Little Theatre
▪ Gidlow Cemetery		▪ Swimming Pool, Wigan
▪ Newbridge Learning Community		▪ Dean Wood Manor
▪ Pemberton Leisure Homes		▪ Brocket Arms
▪ The Allotment		▪ Douglas Valley Children's Centre
▪ Hope Community Library		▪ Wigan Roller Rink
▪ Central Park Academy		▪ Edwards Funeral Directors
▪ Heinz Factory		▪ Ancliffe Residential Care Home

➤ **East**

▪ Leigh Police Station		▪ Cineworld
▪ Pennington Flash Country Park		▪ Weaver's Arms
▪ Oakfield High School & College		▪ Fourways Accommodation Service
▪ Holiday Inn Express		▪ Turnpike Gallery
▪ R Banks & Son		▪ Common Fold Kennels & Cattery
▪ Sir Charles Napier		▪ Atherton Cemetery
▪ Garrett Hall Primary School		▪ BJ's Bingo
▪ Suhana Indian Restaurant		▪ Don Alberto's
▪ Oaklea Private Day Nursery		▪ Booker Cash & Carry
▪ Leigh NHS Walk In Centre		▪ Atherton Library
▪ Fred Longworth High School		▪ Woodlands Dementia Care Home
▪ Leigh Cemetery		▪ Concert Inn
▪ Tyldesley Post Office		▪ The Chanters Care Home
▪ Hindley Railway Station		▪ Leigh Sports Village
▪ Hollybank Boarding Cattery & Kennels		▪ Mahabarat Restaurant
▪ Howe Bridge Leisure Centre		▪ Old Boathouse
▪ Nando's		▪ The Pelican Centre
▪ Hindley Health Centre		▪ Applewood Farm
▪ St Mary's Catholic High School		▪ The Oaks Boarding Kennels
▪ High Street Medcial Centre		▪ Tyldesley Health Centre

(b) Routes

➤ **West**

▪ Chatsworth Street, Pemberton	to	Brocket Arms
▪ Red Robin	to	Netherby Road, Beech Hill
▪ Club 3000, Robin Park	to	Balliol Way, Ashton in Makerfield
▪ Boston House	to	Dean Crescent, Orrell
▪ Windsor Crescent, Aspull	to	Wigan Little Theatre
▪ Tracks Lane, Billinge	to	Upper Dicconson Street, Wigan
▪ Wykeham Close, Ince	to	Wallgate Train Station
▪ Franco's Restaurant	to	Jupiter Grove, Winstanley
▪ Britannia Hotel, Standish	to	DW Stadium
▪ Clapgate Lane, Marus Bridge	to	Pemberton Train Station
▪ Moon Under Water	to	Raj Gate Indian Restaurant, Orrell
▪ Highfield Grange Avenue	to	Pemberton Primary Care Resource Centre
▪ Wigan & Leigh Magistrates Court	to	Vulcan Road, Marsh Green
▪ Gathurst Golf Club	to	Park Avenue, Shevington
▪ Wigan Infirmary	to	Leigh Infirmary
▪ North Western Railway Station	to	Village on the Green, Aspull
▪ Wigan Golf Club	to	MacDonald Kilhey Court
▪ Bucks Head, Abram	to	Ince Railway Station
▪ Stubshaw Cross Labour Club	to	Premier Inn, Wheatlea Park
▪ Lidl, Standish	to	Rowton Rise, Standish
▪ Central Park Academy	to	Swimming Pool, Wigan
▪ Wigan Town Hall	to	Ashfield House Hotel, Standish
▪ Primark, Standishgate	to	Empire Cinema
▪ Cheetham Grove, Wigan	to	Wigan Library

➤ **East**

▪ Leigh Cricket Club	to	Lilford Park, Leigh
▪ Cromer Drive, Atherton	to	Wigan Infirmary
▪ Tesco Superstore, Atherton	to	Peel Close, Atherton
▪ Atherton Central Railway Station	to	Chanters Industrial Estate, Atherton
▪ Ringway Avenue, Leigh	to	St Thomas C of E Primary School, Leigh
▪ Heathfield Drive, Tyldesley	to	St Michael's Avenue, Howe Bridge
▪ Lidl, Derby Street, Leigh	to	Royal Drive, Leigh
▪ Shopmobility, Leigh	to	Hope Carr Lane, Leigh

▪ Leigh Bus Station	to	The Point, Astley
▪ The Greyhound Sporting Lodge Inns	to	Leigh & Lowton Sailing Club
▪ Asda Super Centre, Atherleigh Way	to	Cromer Drive, Atherton
▪ Hindley Railway Station	to	Hindley Green Family Church
▪ Spinners Arms, Leigh	to	Belmont Avenue, Bickershaw
▪ Asda Superstore, Golborne	to	Heywood Avenue, Golborne
▪ Tyldesley Cemetery	to	The Greyhound Sporting Lodge Inns
▪ Leigh Police Station	to	HM Prison Hindley
▪ Ley Crescent, Astley	to	Leigh Sports Village
▪ St George's Parish Church, Atherton	to	Heathfield Drive, Tyldesley
▪ Applewood Farm	to	Willow Grove, Golborne
▪ Tesco Superstore, Atherton	to	North Croft, Atherton
▪ Pickley Green, Leigh	to	Oakfield High School
▪ B and M, Tyldesley	to	Cherrington Drive, Tyldesley
▪ Coltsfoot Close, Leigh	to	Cineworld, Leigh
▪ Devon Road, Tyldesley	to	Leigh NHS Walk In Centre
▪ Hindley Railway Station	to	HM Prison Hindley

The Law and Conditions

The Law

- **Production of licences**

Licence holders must produce the licences to an authorised officer or police constable if requested to do so (Sections 50, 53 & 56 LG(MP)A).

If the licence cannot be produced at the time of request it must be produced within 7 days, either at the Licensing Section or Wigan Police Station.

- **Obstruction of Authorised Officer or a Constable**

Under Section 73 of the Local Government (Miscellaneous Provisions) Act 1976 any person who:

- (a) wilfully obstructs an authorised officer or constable acting under the provisions of the Act; or

- (b) without reasonable cause fails to comply with any requirement properly made to him by such officer or constable under the Act; or
- (c) without reasonable cause fails to give such an officer or constable any other assistance or information which he may reasonably require of such person for the purpose of the performance of his function under the Act;

Shall be guilty of an offence.

Operators

▪ **Operator licences**

Every operator of private hire cars must be licensed by the Council (Section 46 LG(MP)A). The Council cannot grant a licence unless it is satisfied that the applicant is a 'fit and proper person' (Section 55 LG(MP)A).

A licence cannot be issued for a period exceeding five years (Section 55(2) LG(MP)A).

Wigan Council licences are issued for 5 years with an annual fee payable each year on the date of the grant of the licence.

▪ **Responsibility for hirings**

Every hiring of a private hire car is deemed to have been made with the operator who accepted the booking, whether or not he himself provided the vehicle (Section 56 LG(MP)A).

Operators are therefore directly responsible for the actions or omissions of drivers or proprietors used by them and must therefore, ensure that all vehicles and drivers are licensed and insured.

▪ **Suspension and revocation of operator licences**

The Council may suspend or revoke or refuse to renew a licence on the following grounds:-

- (a) the commission of an offence under the LG(MP)A;
- (b) unbefitting conduct of the operator;
- (c) any material change in the operator's circumstances; or
- (d) any other reasonable cause (Section 62 LG(MP)A).

Vehicles

▪ **Vehicle licences**

Every vehicle used for private hire purposes must be licensed by the District Council (Section 46 LG(MP)A). The Council cannot grant a licence unless it is satisfied the vehicle is:-

- (a) suitable in type, size and design for such use;
- (b) does not resemble or appear to be a hackney carriage;
- (c) in a suitable mechanical condition;
- (d) safe and comfortable; and

(e) insured for private hire use.

▪ **Type of vehicle**

- (a) The vehicle must not be an Austin FX4, TX1, Metrocab or similar vehicle approved for use as a hackney carriage in Wigan.
- (b) The vehicle must not be left hand drive.
- (c) The vehicle must have at least four doors.
- (d) The vehicle must produced 90HP or more; or have an engine capacity of at least 1600cc.
- (e) Private hire vehicles may be licensed for up to eight passengers. The approval for the use of such vehicles depends on: -

- (i) all passenger seats facing to the front or rear;
- (ii) all seats positioned to ensure the comfort and safety of the passenger;
- (iii) there must be at least two separate means of exit for all passengers seated to the rear of the driver's seat. The exits and paths to the exits must be unobstructed by seating, wheel-arches, engine cowling, vehicle trim or other protrusions, so that passengers have a second means of exit in case the first is unavailable either because of malfunction or accident;
- (iv) tip-up seats are not permissible;
- (v) saloon cars or estates which are promoted as seven or eight seaters will only be licensed for four passengers. The very rear seat passengers are required to pass tip-up seats (e.g. Peugeot, Citroen).

The towing of trailers by licensed vehicles is not permitted unless the trailers have been tested together with the vehicle licensed by the Council and displaying the necessary licence plate. Over-riders (Bull Bars) are not allowed on private hire vehicles.

If you have any doubts regarding the age and types of vehicles applicants are recommended to contact the Licensing Section for advice.

▪ **Number of persons to be carried**

The maximum number of persons who may be lawfully carried in a private hire vehicle (excluding the driver) is eight as stated in Section 68 Part II of the Local Government (Miscellaneous Provisions) Act 1976.

▪ **Testing of vehicles**

All vehicles (whatever their age) must be tested and inspected before a licence can be issued to ensure that they are mechanically fit, safe, comfortable and of good appearance (Section 48 LG(MP)A).

An authorised officer or police constable has power to inspect and test any licensed vehicle at any reasonable time (Section 68 LG(MP)A).

▪ **Vehicle insurance**

Before a vehicle licence can be issued a current certificate of insurance or cover note relating to the proposed use of the vehicle must be produced (Section 48 LG(MP)A).

A certificate or cover note must be produced on demand to an authorised officer (Section 50(4) LG(MP)A).

- **Identification plates on vehicles**

A licensed vehicle must display the plates issued by the Council at all times (Section 48 LG(MP)A).

The plate need not be displayed on a licensed private hire car if:-

- (a) the vehicle is being used in connection with a funeral;
- (b) the vehicle is being used in connection with a wedding; or
- (c) the vehicle is carrying written permission by the Council that the plate need not be displayed (Section 75 LG(MP)A).

On revocation, suspension or expiry of the vehicle licence, the plates must be returned to the Council within seven days (Section 58 LG(MP)A).

The place where the plate must be fitted is set out in the conditions attached to a vehicle licence. The condition requires the plates to be fitted on the outside and at the front and rear of the vehicle and maintained so it can be clearly seen at all times.

- **Taxi Ranks**

The Local Government (Miscellaneous Provisions) Act 1976 states that no vehicles other than hackney carriages are allowed to stop or park on a hackney carriage rank. That applies therefore to private hire vehicles.

- **Plying and standing for hire**

Private hire vehicles must not pick up passengers without a prior booking made by the hirer direct with the operator for which the vehicle works. Failure to do otherwise is an offence and may also invalidate your insurance cover (Section 45 TPCA).

- **Charging separate fares**

The practice of 'doubling up' of passengers and charging separately is illegal except in the following circumstances:-

- (a) all the passengers carried on the occasion in question booked their journeys in advance; and
- (b) each of them consented, when booking his journey, to sharing the use of the vehicle on that occasion with others on the basis that a separate fare would be payable by each passenger for his own journey on that occasion (Section 11 TA).

Note that separate fare agreements must be made at the time of booking with the operator, **not** the driver, owner of the vehicle or anyone else.

A private hire driver cannot charge a disabled person any extra because that person has a disability (e.g. wheelchair user).

A private hire driver cannot refuse to take a fare unless they have a reasonable excuse to do so.

- **Accidents and damage to vehicles**

Vehicles damaged as a result of an accident which materially affect the safety, performance or appearance of the vehicle must be reported to the Council by the proprietor or driver immediately and in any case within 72 hours (Section 50 LP(MP)A).

- **Defective tyre(s)**

If when driving or inspecting a private hire vehicle it is found to have a defective tyre(s) the matter should immediately be reported to the owner and the vehicle taken off the road until a new tyre has been fitted.

- **Advertisements on vehicles**

A roof sign consisting of or including the words 'taxi', 'cab' or 'for hire' or similar words is prohibited (Section 64 Transport Act 1980).

The only signs that may be permanently displayed on a private hire vehicle are:-

(1) No light other than one fitted by the manufacturer of the vehicle at the time of manufacture shall be fitted in or on the vehicle without the Council's written permission.

(2) Subject to (3) below, nothing shall be displayed in, on or from the vehicle other than something fitted by the manufacturer of the vehicle at the time of its manufacture or which is required by law except:

(a) a sign which contains the name of the operator of the vehicle and the name of a passenger(s) who have booked the vehicle through the operator displayed on or from the vehicle whilst it is stopped waiting to pick up the passenger(s) named on the sign; or

(b) where the vehicle is a saloon or estate car, a sign displayed only on the front doors of the vehicle, containing only the name, logo, details of the services provided and telephone number of the operator who provides bookings for the vehicle. The sign shall not contain the word hackney, cab or taxi or any word which bears any resemblance to or contains within it, hackney, cab or taxi. The letters, numbers or logos displayed in the sign shall be no larger than 10 cm in height; or

(c) where the vehicle is a minibus or multi-purpose vehicle, a sign displayed on the front doors, and or the side and rear of the vehicle containing only the name, logo, details of the services provided and telephone number of the operator who provides bookings for the vehicle. The sign shall not contain the word "hackney", "cab" or "taxi" or any word which bears any resemblance to or contains within it "hackney", "cab" or "taxi". The letters, numbers or logos displayed in the sign shall be no larger than 20 cm in height.

(3) There shall be displayed on the outside of the vehicle in centre of and immediately underneath the window of each rear door which passengers use to get into the vehicle the sign provided by the Council bearing the Council's Logo and words, "Licensed For Pre-Booked Journeys Only".

▪ **Transfer of ownership of vehicles**

Where the ownership of a licensed vehicle is transferred the Council must be informed of the transfer by the person listed by the Council as the owner, in writing within 14 days of the transfer, stating the name and address of the new owner (Section 49 LG(MP)A).

▪ **Suspension and revocation of vehicle licences**

The Council may suspend, revoke or refuse to renew a licence on the following grounds:-

- (a) the vehicle is unfit;
- (b) the commission of an offence under the LG(MP)Act; or
- (c) any other reasonable cause (Section 60 LG(MP)A).

A licence may be suspended by an authorised officer or police constable if he considers the vehicle unfit (Section 68 LG(MP)A).

On suspension, revocation or expiry of the licence, the plate must be returned to the Council within seven days (Section 58 LG(MP)A).

▪ **Taximeters in vehicles**

A private hire vehicle is not required to fit a taximeter, but if such a meter is fitted, it must be tested and approved (Section 71 LG(MP)A). Where a meter is fitted a table of fares should be displayed showing the operator's current rates.

▪ **Use of bus lanes**

Where there is a stipulation in a bus lane which states "Bus Lane & Taxis only" the word 'taxi' refers to hackney carriage vehicles only i.e. vehicles licensed by the authority as hackney carriage type vehicles. This precludes private hire vehicles from using such lanes.

▪ **M.O.T. certificate exemptions for vehicles**

Licensed vehicles are exempt from the requirements to possess an M.O.T. certificate.

If licence holders are requested to produce an M.O.T. certificate, by the police, the licence issued by the Council should be produced instead.

When applying for vehicle tax, the vehicle licence must be produced at Vehicle Licensing Centres or Post Offices.

N.B. Once the Council licence has expired, is suspended, revoked or cancelled, the vehicle reverts to the status of an ordinary private car and the normal traffic laws apply i.e. an M.O.T will be required before the vehicle can be used on a road.

- **Funeral cars**

Vehicles used wholly or mainly for funerals by a funeral director do not need to be licensed for private hire work.

- **Wedding cars**

Vehicles used solely for weddings need not be licensed as private hire vehicles.

- **Sounding the horn**

The Highway Code and Regulation 99 Construction and Use Regulations state:

“The Horn - Use only when your vehicle is moving and you need to warn other road users of your presence. Never sound your horn aggressively.”

You must not use your horn:

- (a) while stationary on a road and
- (b) when driving in a built-up area between the hours of 11.30 p.m. and 7.00 a.m. except when another vehicle poses a danger.

- **Smoking**

On July 1st 2007, England introduced a new law to make virtually all enclosed public places and workplaces in England smokefree. A smokefree England ensures a healthier environment, so everyone can socialise, relax, travel, shop and work free from secondhand smoke.

Under the smokefree law, all vehicles used for public transport are required to be smokefree **at all times**. This will mean that a member of the public can be sure that the public transport they use will always be free from hazardous secondhand smoke.

The Smoke-free (Exemptions and Vehicles) Regulations 2007: -

11.—(1) Subject to the following paragraphs of this regulation, an enclosed vehicle and any enclosed part of a vehicle is smoke-free if it is used: -

- (a) by members of the public or a section of the public (whether or not for reward or hire); or

The smokefree law applies to private hire vehicles and therefore such vehicles should remain smokefree **at all times**, which includes times when the vehicle is not being used for hire.

A person who smokes in any smoke free premises, place or vehicle commits an offence which is subject to a fixed penalty fine. In the event of any person failing to pay a fixed penalty fine in respect of either of the offence, further proceedings may be taken through the Magistrates' court. Any person found guilty at court will be liable, upon conviction, to a fine of up to £200.

Drivers

- **Drivers of licensed vehicles must be licensed**

Once a vehicle is licensed as a private hire vehicle every driver of that vehicle, whether it is used for business or pleasure, must possess a current private hire vehicle licence (Section 45 LG(MP)A).

- **Driver licences**

Every driver of a private hire vehicle must be licensed by the Council (Section 46 LG(MP)A). A Council cannot grant a licence unless it is satisfied that the applicant: -

- (a) is a 'fit and proper person;'
- (b) has held a full UK driving licence for at least 12 months, for motor cars;
- (c) is medically fit to drive a private hire vehicle (Sections 51 & 57 LG(MP)A);
- (d) satisfactorily completes the 'knowledge test'; and
- (e) is aged 21 years or over.

A licence (if granted) is valid for 3 years from the date of issue and is renewable thereafter before the expiry date.

- **Driver's badges**

All drivers must wear the badge provided when driving a private hire vehicle in a position so as to be plainly visible (Section 54 LG(MP)A). The badge need not be worn if: -

- (a) the vehicle is being used in connection with a wedding or funeral;
- (b) the vehicle is carrying written permission by the Council that the plate need not be carried (Section 75 LG(MP)A).

On revocation or suspension of the driver licence, the badge must be returned to the Council on demand (Section 61 LG(MP)A).

If you lose your private hire driver badge you must contact the Licensing Section to make arrangements to obtain a replacement. You should not continue to drive a licensed vehicle until a replacement has been obtained.

- **Suspension and revocation of driver licences**

The Council may suspend or revoke or refuse to renew any licence on the following grounds:-

- (a) the commission of an offence involving dishonesty, indecency or violence;
- (b) the commission of an offence under LG(MP) Act; or
- (c) any other reasonable cause (Section 61 LG(MP)A).

- **Drivers of licensed vehicles must be licensed**

Once a vehicle is licensed as a private hire car, every driver of that vehicle whether it be used for business or pleasure, must possess a current private hire driver's licence from the Council who licenses the vehicle.

- **Prolongation of journey** (Section 69 LG(MP)A)

A driver must proceed by the shortest route, subject to the instructions of the hirer.

- **Wearing seatbelts**

Private hire vehicle drivers are exempt from wearing seatbelts (under Motor Vehicles (Wearing of Seatbelts) Regulations 1993) when a fare paying passenger is in the vehicle and not at any other time. It should also be borne in mind that should a child under 14 be a passenger in the vehicle then it is the driver's responsibility to ensure that the child is wearing a seatbelt or other appropriate restraining device.



Private Hire Driver Conditions

The Licensee shall at all times comply with the provisions of Part II of the Local Government (Miscellaneous Provisions) Act 1976 and the conditions hereinafter provided.

1. Definitions

In this licence:

The Act	Means the Local Government (Miscellaneous Provisions) Act 1976.
The Council	Means Wigan Council
The Operator	"Means a person holding a licence to operate private hire vehicles issued pursuant to Section 55 of the Act.
Private Hire Vehicle	Has the same meaning as in Section 80 of the Act.
The Proprietor	Has the same meaning as in Section 80 of the Act.
The Meter	Means any device for calculating the fare to be charged in respect of any journey in a private hire vehicle by reference to the distance travelled or time elapsed since the start of the journey or a combination of both.
Authorised Officer	Has the same meaning as in section 80 of the Act.
Licensee	Means the person who holds the private hire drivers' licence.
Hirer	Means the customer that has made the booking, who could also be the passenger
Passenger	Means the person(s) travelling in the booked vehicle. For the avoidance of doubt, all children (including babies) count as individual passengers.
Sexual Activity	Includes but not limited to touching, kissing, inappropriate comments or conversation or propositioning.
Owner	Means a person to whom any lost property belongs to
Drivers Badge	Has the same meaning as in Section 80 of the Act.

He and Him	Words importing the masculine gender such as “he” and “him” shall include the feminine gender and be construed accordingly.
------------	---

Where any condition below requires the Licensee to communicate with the Council, all communication must be to the Council’s Licensing Team unless otherwise stated. Reference to the Council’s email address means the email address of the Council’s Licensing Team (licensing@wigan.gov.uk)

2. Licence Administration

- 2.1 The Licensee shall notify the Council in writing of any change of their address and contact details during the period of the licence within 7 days of such change taking place.
- 2.2 The Licensee shall notify the Council in writing within 7 days of commencing work with a private hire operator.
- 2.3 The Licensee shall notify the Council in writing within 7 days of any subsequent change of operator.
- 2.4 The Licensee shall provide a copy of his private hire driver's licence with the Operator through which the Private Hire Vehicle is being used.
- 2.5 The Licensee shall ensure that relevant documentation (including DBS certificate / status, medical certificate, and right to work documentation) required by the Council to assess their fit and proper status, is kept up to date and remains ‘valid’ in line with the Council’s policy.
- 2.6 For the duration of the licence, the Licensee shall attend (as required) and pay the reasonable administration charge or fee attached to any requirement for training or to produce a relevant certificate (i.e. new medical certificate), assessment, validation check or other administration process.
- 2.7 The Licensee will register and remain registered with the DBS Update Service to enable the Council to undertake regular checks of the DBS certificate status as necessary.

3. Convictions and Suitability Matters

- 3.1 The Licensee shall notify the Council immediately in writing (or in any case within 24 hours) if they are subject to any of the following:
 - arrest or criminal investigation
 - summons
 - charge
 - conviction
 - formal/simple caution
 - fixed penalty or speed awareness course
 - criminal court order
 - criminal behaviour order or anti-social behaviour injunction
 - domestic violence related order
 - warning or bind over
 - any matter of restorative justice

and shall provide such further information about the circumstances as the Council may require.

4. Notifications of Medical Conditions

- 4.1 The Licensee shall notify the Council of any newly diagnosed or change to a current medical condition which may restrict their entitlement to a driver's licence requiring a DVSA Group 2 medical standard. Notification must be sent to the Council's email address immediately (or in any case within 48 hours) of the relevant diagnosis or change to medical condition.
- 4.2 The Licensee shall at any time (or at such intervals as the Council may reasonably require) produce a certificate in the form prescribed by the Council signed by an appropriate Doctor / Consultant who has access to the driver's full medical records to the effect that he/she is or continues to be fit to be a driver of a private hire vehicle.

5. Driver Badge

- 5.1 The Licensee shall at all times when driving a private hire vehicle wear the driver's badge issued to them by the Council so that it is plainly and distinctly visible and show it to any passenger(s) if requested.
- 5.2 The badge shall be returned to the Council immediately upon request by an Authorised Officer (i.e. the licence is suspended, revoked or becomes invalid for any reason).
- 5.3 The Licensee must wear any lanyard, clip or holder issued to them by the Council.

6. Driver Conduct and Dealing with Passengers

- 6.1 The Licensee shall behave and drive in a civil, professional and responsible manner to passengers, other road users, members of the public, Council Officers and other agencies.
- 6.2 The Licensee shall comply with any reasonable request made by an Authorised Officer, Testing Mechanic or Police Officer. The Licensee will also comply with any reasonable request of the passenger regarding their comfort during the journey (e.g. heating / ventilation).
- 6.3 The Licensee shall, unless delayed or prevented by some sufficient cause, punctually attend with the private hire vehicle at the appointed time and place as required by the operator booking or as instructed by an Authorised Officer.
- 6.4 The Licensee shall stop or park the private hire vehicle considerately and legally (not in contravention of any road traffic orders) and shall switch off the engine if required to wait (no idling).
- 6.5 The Licensee shall not use the vehicle's horn to attract customer attention. The horn must only be used in an emergency.
- 6.6 The Licensee shall comply with the Council's Licensed Drivers Dress Code.

- 6.7 The Licensee shall provide reasonable assistance to passengers as required by the hirer (e.g. mobility assistance and loading / unloading luggage). The Licensee shall not provide mobility assistance to passengers by physically touching without consent to do so.
- 6.8 The Licensee shall ensure that luggage (including shopping and other large objects) are safely and properly secured in the vehicle.
- 6.9 The Licensee and passengers are not permitted to smoke in the vehicle. The Licensee also must not:
- a) vape or use an e-cigarette in the vehicle
 - b) drink or eat whilst driving
 - c) use any hand held device whilst driving or allow themselves to be distracted in any other way
 - d) display any moving images or have any form of visual display screen fitted to the licensed vehicle other than satellite navigation
 - e) conduct lengthy telephone conversations whilst driving passengers
 - f) play a radio or sound reproducing instrument or equipment in the vehicle (other than for communicating with the operator) without the express permission of the passenger(s)
 - g) cause or permit the noise emitted from any radio or sound reproducing instrument or equipment in the private hire vehicle to cause nuisance or annoyance to any person
- 6.10 The Licensee when hired shall, (subject to any directions given by the passenger), take the shortest route bearing in mind likely traffic problems and known diversions and explain to the passenger any diversion from the most direct route. Alternative routes must be discussed with the passengers before being taken.
- 6.11 The Licensee shall at all times when a vehicle is hired take all reasonable steps to ensure the safety of the passengers within, entering or alighting from the vehicle.
- 6.12 The Licensee shall report immediately to the operator any incident of concern including accidents where hurt or distress has been caused, customer disputes or passenger conduct concerns.
- 6.13 The Licensee shall be vigilant regarding vulnerable passengers and safeguarding concerns when carrying out his duties and shall report any concerns immediately or in any event within 24 hours in accordance with Council guidance.
- 6.14 The Licensee shall report (on the conclusion of the booking) to the operator any complaints a passenger/member of the public has made to the Licensee regarding their conduct or the conduct of other personnel/drivers.
- 6.15 The Licensee shall not engage in any sexual related activity in a licensed vehicle, even if consensual.
- 6.16 The Licensee shall not, except with the express consent of the hirer/passenger or approved ride share journey, carry any person (other than the hirer/passenger) in the private hire vehicle.

- 6.17 The Licensee shall not carry a greater number of passengers than is prescribed on the vehicle licence and shall not allow any unaccompanied child to be carried in the front seat of the vehicle.
- 6.18 The Licensee will ensure that the vehicle is clean for passengers and the plate clearly visible at all times he is on control of the vehicle.
- 6.19 The Licensee will ensure that he is aware of all the workings and mechanics of the vehicles before undertaking bookings.
- 6.20 The Licensee shall report any accidents involving a licensed vehicle they are driving within 72 hours to the Licensing Department and must comply with any requests thereafter by an Authorised Officer.
- 6.21 The Licensee shall ensure that a daily vehicle check log has been completed (either by himself or the vehicle proprietor) at the beginning of each shift. The checks to be carried out are as follows:
- Lights and indicators
 - Tyre condition, pressures and tread
 - Wipers, washers and washer fluid levels
 - Cleanliness inside and out
 - Bodywork – no dents or sharp edges
 - Licence plates present and fixed in accordance with these conditions
 - Any internal discs on display and facing inwards so customers can see
 - Door and bonnet stickers on display
 - Tariff sheet on display
 - Horn in working order

The Licensee shall ensure a record of the above information is kept in the vehicle at all times and will ensure the information is available to an Authorised Officer or Police Officer upon request.

7. Assistance Dogs

- 7.1 The Licensee shall carry a disabled passenger's assistance dog with the passenger. The Licensee will follow the advice of the passenger as to the exact position and location for the assistance dog to travel, to best suit their needs.
- 7.2 Where the Licensee has been granted a medical exemption so as to exempt them from any requirement under the Equality Act 2010; the notice of exemption must be displayed in the vehicle so that it is visible by fixing it in an easily accessible place (for example on the dashboard) or as prescribed by the Council.
- 7.3 The Licensee must notify their operator of any medical exemption they hold in relation to the requirements under the Equality Act 2010.

8. Fares

- 8.1 If the vehicle is fitted with a meter the Licensee shall ensure it is always visible. The Licensee shall ensure it is not cancelled or concealed until the passenger has paid the fare.
- 8.2 The Licensee shall ensure a copy of the current fare table is always displayed and visible in the vehicle.

- 8.3 The Licensee shall not demand from any passenger a fare in excess of that previously agreed, displayed on a fare card, or if the vehicle is fitted with a meter the fare shown on the face of the taximeter.
- 8.4 The Licensee shall, if requested by the passenger, provide a written receipt for the fare paid.

9. Conduct relating to illegally plying or standing for hire

- 9.1 The Licensee shall ensure that the passenger(s) entering the vehicle is/are the correct person(s) for whom the vehicle has been pre-booked.
- 9.2 The Licensee must take precautions against behaviour that may be deemed to be standing or plying for hire, by not plotting or waiting without a booking:
- a) in high footfall / high visible locations
 - b) outside busy venues / businesses or in close proximity to events
 - c) at the front or back of designated hackney ranks
 - d) in groups or lines that present as a 'rank'
 - e) in contravention of road traffic orders
- 9.3 The Licensee shall not while driving or in charge of a private hire vehicle:
- (a) Tout or solicit any person to hire or be carried for hire in any private hire vehicle.
 - (b) Cause or allow any other person to tout or solicit any person to hire or be carried for hire in any private hire vehicle.
 - (c) Offer any Private Hire vehicle for immediate public hire (whether the journey was undertaken or not)
 - (d) Accept, or consider accepting, an offer for the immediate hire of that vehicle, including any such hire that is then communicated to the Operator to be recorded on the Operator's booking system. For the avoidance of doubt, bookings can only be undertaken when first communicated to the Licensee by the operator.

10. Responsibility for Lost Property

- 10.1 The driver must immediately after the end of every hiring or as soon as is practical thereafter, search the vehicle for any property which may have been accidentally left there.
- 10.2 If any property accidentally left in a private hire vehicle is found by or handed to the Licensee then all reasonable steps must be taken to return the property to its rightful owner. If the property cannot be returned to the owner, then the property should be reported to the Operator through whom the passenger booked the vehicle at the earliest opportunity and handed to the Operator as soon as is practical and in any case within 24 hours of the property being found.



Licensed Drivers Dress Code

The purpose of the dress code is to set a standard that provides a positive image of the licensed hackney carriage and private hire trade.

The licensee shall at all times comply with the following:

Dress Standards

- ✓ All clothing worn by those working as private hire or hackney carriage drivers must be in good condition and the driver must keep good standards of personal hygiene.
- ✓ As a minimum standard whilst working as a licensed driver, males should wear trousers and a shirt/t-shirt or polo shirt which has a full body and short/long sleeves. Knee length shorts are acceptable. Exceptions related to faith or disability are accepted.
- ✓ As a minimum standard whilst working as a licensed driver, females should wear trousers, or a knee length skirt or dress, and a shirt/blouse/t-shirt or polo shirt which have a full body and a short/long sleeve. Knee length shorts are also acceptable. Exceptions related to faith or disability are accepted.
- ✓ Footwear whilst working as a licensed driver shall fit (i.e. be secure) around the toe and heel.

Unacceptable Standards of Dress

- ✗ Clothing that is not kept in a clean condition, free from holes, rips or other damage.
- ✗ Words or graphics on any clothing that is of an offensive or suggestive nature which might offend.
- ✗ Sportswear e.g. football/rugby kits including team shirts or beachwear (tracksuits are accepted)
- ✗ Sandals with no heel straps, flip flops or any other footwear that is not secure around the heel
- ✗ The wearing of any hood or any other type of clothing that may obscure the driver's vision or their identity.

Uniforms

The Council recognises the positive image that uniforms can create. This dress code **does not** require a licensed driver to wear a distinct uniform. The Council acknowledges that many private hire and hackney carriage companies do require licensed drivers to wear appropriate corporate branded uniform, and this is a practice that the Council would encourage licensed drivers to support.



Private Hire Vehicle Conditions

The licensee shall at all times comply with the provisions of Part II of the Local Government (Miscellaneous Provisions) Act 1976 and the conditions hereinafter provided.

1. Definitions

For a legal definition of the following terms, see the Local Government (Miscellaneous Provisions) Act 1976.

Appointed Test Station	A garage approved by the Council for the purposes of carrying out a Vehicle Test
Authorised Officer	Any Officer of the Council authorised in writing by the Council for the purposes of the Local Government (Miscellaneous Provisions) Act 1976
The Council	Wigan Council
Identification Plates	The plates issued by the Council for the purpose of identifying the vehicle as a private hire vehicle
The Licensee	The holder of a private hire vehicle licence.
The Operator / PHO	A person who makes provisions for the invitation and acceptance of booking / hiring for a private hire vehicle.
The Private Hire Vehicle	A motor vehicle constructed to seat fewer than nine passengers, other than a hackney carriage or public service vehicle which is provided for hire with the services of a driver for the purpose of carrying passengers
The Proprietor	The person(s) who owns, or part owns the private hire vehicle, or who is in possession of the vehicle if subject to a hiring or hire purchase agreement.
The Meter	Any device for calculating the fare to be charged in respect of any journey in a private hire vehicle by reference to the distance travelled or time elapsed since the start of the journey or a combination of both
Test	A compliance test of the vehicle undertaken at an Appointed Test Station

He and Him	Words importing the masculine gender such as “he” and “him” shall include the feminine gender and be construed accordingly.
------------	---

Where any condition below requires the Licensee to communicate with the Council, unless otherwise stipulated, all communication must be to the Council’s Licensing Team.

2. Identification Plates

- 2.1 The vehicle front and rear licence identification plates must be displayed in the authorised plate holder, obtained from the Licensing Team; and the plate must be fixed in the plate holder using the clips provided, so as to allow them to be easily removed by an Authorised Officer. The plate holder should be securely fixed to the vehicle in such a way that neither it, nor the number plate are obscured; and that both are 100% visible. Cable ties are not an acceptable means of fixing plates to a vehicle or indeed to the plate holder.
- 2.2 The Licensee shall ensure that the ‘Identification Plates’ are maintained and kept in such condition that the information contained on the plate is clearly visible to public view at all times.
- 2.3 The Council has specified that the vehicle licence number, make, model and licence expiry date together with the number of passengers it is licensed to carry shall be placed on the identification plate attached to the vehicle. This plate must not be tampered with or amended by anybody other than an Authorised Officer.

3. Condition of Vehicle

- 3.1 The Licensee shall ensure that the private hire vehicle shall be maintained in good mechanical and structural condition at all times and be capable of satisfying the Council’s mechanical and structural inspection at any time during the period the vehicle is licensed.
- 3.2 The interior and exterior of the private hire vehicle shall be kept in a clean and safe condition by the Proprietor.
- 3.3 The Licensee shall not allow the mechanical and structural specification of the Private Hire Vehicle to be varied without the written consent of the Council.
- 3.4 The Licensee of the private hire vehicle shall: -
 - Provide sufficient means by which any person in the private hire vehicle may communicate with the driver during the course of the hiring
 - Ensure the interior of the vehicle is kept wind and water tight and adequately ventilated
 - Ensure the seats in the passenger compartment are properly cushioned and covered
 - Ensure the floor in the passenger compartment has a proper carpet, mat or other suitable covering
 - Ensure fittings and furniture of the private hire vehicle are kept in a clean condition and well maintained and in every way fit and safe for public use

- Provide facilities for the carriage of luggage safely and protected from damaging weather conditions

3.5 All vehicles must undertake and pass any further Test at the Appointed Test Station in accordance with Council policy (Arrangements for vehicle testing are entirely the responsibility of the Licensee).

3.6 A daily vehicle check log must be completed by the driver of the vehicle at the beginning of each shift. The checks to be carried out are as follows:

- Lights and indicators
- Tyre condition, pressures and tread
- Wipers, washers and washer fluid levels
- Cleanliness inside and out
- Bodywork – no dents or sharp edges
- Licence plates present and fixed in accordance with these conditions
- Any internal discs on display and facing inwards so customers can see.
- Door and bonnet stickers on display
- Tariff sheet on display
- Horn in working order

The Licensee shall record the above information and keep it in the vehicle at all times and make it available to an Authorised Officer upon request.

4. Accidents

4.1 The Licensee shall report to the Council, in writing, as soon as is reasonably practicable and in any case within 72 hours of any accident causing damage materially affecting the safety, performance or appearance of the vehicle or the comfort or convenience of passengers. The report should contain full details of the accident damage including photos.

<https://www.wigan.gov.uk/Business/Licensing-Permits-Registrations/Taxi-and-Private-Hire/Report-a-vehicle-accident.aspx>

5. Vehicle Signage

5.1 No sign, notice, flag or emblem or advertisement shall be displayed in or on any private hire vehicle without the express permission of the Council.

5.2 The Licensee shall ensure that the Council issued mandatory bonnet and rear door and rear window signs are affixed permanently to the vehicle and are not removed whilst the vehicle is licensed.

6. Assistance Dogs

6.1 The Licensee shall permit any assistance dog to ride in the vehicle (in the control and custody of the passenger) and allow it to be carried in the front passenger seat footwell of the vehicles if required.

6.2 The location of the assistance dog must be agreed with the passenger at all times.

- 6.3 The Licensee will ensure that any certificates exempting drivers of the vehicle from duties to carry assistance dogs, are displayed visibly and prominently as prescribed by the Council.

7. Other Animals

- 7.1 Any other animal may be carried in the vehicle at the discretion of the driver and must be carried in the rear of the vehicle in the custody and control of the passenger.

8. Meters

- 8.1 If the vehicle is fitted with a meter:

- The Licensee shall ensure the meter is of a type approved by the Council and maintained in a sound mechanical condition at all times
- The Licensee shall ensure the meter is set to display any fare table which may be adopted by the private hire operator
- The Council may calibrate and seal, at the expense of the Licensee, any meter which is to be used in the licensed vehicle
- The Licensee shall ensure the meter is illuminated and is located in a position where any hirer can see the fare easily.
- The Licensee shall ensure that the words 'FARE' shall be printed on the face of the meter in clear letters so as to apply to the fare recorded thereon
- The Licensee shall ensure that the meter and any connected equipment is fitted securely without the risk of impairing the driver's ability to control the vehicle or be a risk to any person in the vehicle
- No meter shall be replaced without the consent of an Authorised Officer of the Council.

9. Fare Tables

- 9.1 The Licensee shall ensure that a copy of the current fare table is available, when not working for an 'app only' based operator, at all times, so it can be easily read by passengers.
- 9.2 The Licensee shall ensure that the fare table is not concealed from view or rendered illegible whilst the vehicle is being used for hire.

10. Licence

- 10.1 The Licensee shall retain a copy of the original private hire vehicle drivers' licences of all drivers driving the private hire vehicle and produce the same to an Authorised Officer or Police Constable on request.

11. Convictions and Suitability Matters

- 11.1 The Licensee shall ensure they provide a relevant DBS certificate as required by the Council to assess their fit and proper status; and that it is kept up to date and remains 'valid' in line with the Council's policy.
- 11.2 The Licensee will register and remain registered with the DBS Update Service to enable the Council to undertake regular checks of the DBS certificate status as necessary (where applicable).

If the Licensee is not a licensed private hire or hackney carriage driver, they will be subject to an annual Basic DBS check. This will apply to each licensee listed on the application / licence. In respect of a company or partnership, a check of each of the Directors or Partners will be required.

11.3 The Licensee shall notify the Council if they are subject to any:

- arrest or criminal investigation / summons
- charge
- conviction
- formal/simple caution
- fixed penalty
- criminal court order
- criminal behaviour order or anti-social behaviour injunction
- domestic violence related order
- warning or bind over
- or any matter of restorative justice

against them immediately in writing (or in any case within 24 hours) and shall provide such further information about the circumstances as the Council may require.

12. Notifications and Licence Administration

12.1 For the duration of the licence, the Licensee shall pay the reasonable administration charge or fee attached to any requirement to attend training, or produce a relevant certificate, assessment, validation check or other administration or notification process.

12.2 The Licensee shall notify the Council in writing within 14 days of any transfer of ownership of the vehicle. The notice will include the name, address and contact details of the new owner.

12.3 The Licensee shall give notice in writing to the Council of any change of his address or contact details (including email address) during the period of the licence within 7 days of such change taking place.

12.4 If requested by an Authorised Officer the Licensee must provide, in the timescale requested, in writing, to the Council the following information: -

- The name of the driver and their badge number
- The address of the driver
- The company for whom the driver works for
- The date and time you hired / lent / leased / rented your vehicle to the driver
- Whose insurance the driver will be using the vehicle under
- Whether the driver will have sole use of the vehicle, if not sole use whom else will have access to the vehicle
- The expected duration the vehicle will be hired / lent / leased / rented to the driver

13. CCTV

- 13.1 The Licensee shall ensure that, in accordance with any Council policy, that CCTV cameras are fitted and in good working order.

NB: This proposed condition is subject to change and further consultation if CCTV is mandated either by GM or the Government. At this stage further conversations will take place with the Surveillance Commissioner and relevant parties.