

To: General Purposes Licensing Committee

Date: 14th June 2010 **Item No:**

Report of: Head of Environmental Development

Title of Report: Review of Hackney Carriage and Private Hire Vehicle Criteria

Summary and Recommendations

Purpose of report: To review, amend and update the criteria for licensed vehicles.

Report Approved by:

Finance: Gillian Chandler

Legal: Daniel Smith

Policy Framework: Improving local environment, economy and quality of life and public safety.

Recommendation(s):

Committee is recommended to:

- i) note the contents of this report,
- ii) agree to adopt the amended criteria private hire vehicles as set out in Appendix One,
- iii) agree to reduce the minimum engine size of a licensed private hire vehicle to 1375cc,
- iv) decide not to change the criteria allowing a vehicle to carry less than 4 passengers,
- v) decide not to remove the requirement of the removal of a seat in vehicles that carry more than 4 passengers,
- vi) agree to adopt the amendments to the criteria for hackney carriages as outlined in paragraph 30, and
- vii) agree to amend the criteria for first aid kits, for both private hire and hackney carriage vehicles, as set out in paragraph 21 of Appendix One.

Introduction

1. The criteria for licensed vehicles requires reviewing from time to time in order to keep up to date with ever changing legislation regarding vehicle emissions, as well as ensuring that technological advances in vehicle improvements are noted and as such the criteria and guidelines be altered accordingly for what may or may not be suitable as a licensed vehicle within this Authority.

Private Hire Vehicle Criteria

2. On the 8th February 2010 a report went before Committee regarding the criteria of Private Hire Vehicles after officers received a request to licence a Mercedes Smart car as a Private Hire Vehicle. The current criteria for licensed vehicles would not allow the vehicle to be licensed, the main reason being that the current minimum requirement for the engine size is 1500cc, the largest engine currently for a Smart car is 999cc.
3. The Committee decided that as parts of the current vehicle criteria were over 10 years old that a full review should be carried out, taking into account the advances in vehicle technology.
4. Section 48 of the Local Government (Miscellaneous Provisions) Act 1976 provides the Council with a reasonably wide discretion when it comes to setting the criteria for suitability of vehicles. If evidence supports it, the Council may consider amending it's criteria so long as the following objectives are fulfilled:
 - Suitability of vehicle in terms of type, size and design.
 - The safety and comfort of passengers.
5. Vehicle criteria are designed to be a common standard and must be clear, certain and straightforward for proprietors to understand. Proprietors must be able to be reasonably certain that a proposed vehicle will or will not meet the criteria before they decide to purchase. Any criteria in place for licensed vehicles should be able to cover the majority of large family saloon cars for licensing, and ensure that customers are provided with a means of transport that any reasonable person would expect. When considering criteria for licensed vehicles the primary consideration must always be suitability of the vehicle and the safety and comfort of the travelling public. If a vehicle fulfils the criteria it cannot be restricted to only being licensed by certain operators/proprietors.
6. It is recommended that the criteria should not specify vehicle manufacturers or models in particular.
7. When reviewing the criteria the officers took into account

- Department of Transport Taxi & Private Hire Licensing Best Practice Guidance March 2010
 - Department of Transport Legislation on use of seatbelts
 - Best Practice Guide for Hackney Carriage and Private Hire National Inspection Standards
 - Other Local Authorities Criteria
8. The main considerations for a licensed vehicle are the comfort, safety and accessibility for all passengers. Section 37 of the Disability Discrimination Act 2005, which came into force on 31st March 2001, placed a duty on licensed drivers to carry assistance dogs. If the criteria were to be changed to allow a vehicle to be licensed with no rear seats/foot wells there would be no facility for an assistance dog to be carried. As already stated if a vehicle fulfils the criteria it cannot be restricted to only be licensed by certain operators/proprietors.
 9. When looking at other authorities criteria it was apparent to officers that Oxford City Council has one of the most comprehensive vehicle criteria for licensed vehicles. It has been developed over a number of years with the cooperation of the trade to ensure high standards. When an engine size was stated in other authorities criteria the smallest size was 1290cc, the majority required that the vehicle had 4 doors (though 1 authority did allow 3 doors) and a minimum of 4 passengers and up to 8 passengers.
 10. Of the other authorities that have been looked at, only one authority, South Oxfordshire District Council, license a Smart Car. The vehicle fell outside their 'normal' criteria and therefore it was licensed with a special vehicle licence which was determined at the Licensing Officer's discretion under delegated powers. The South Oxfordshire District Council criteria is attached as Appendix Two with the relevant part in bold.
 11. Officers are concerned that if a Smart Car were to be held to be compliant within the criteria for licensed private hire vehicles within this Authority, a precedent may be set for other persons to try and licence other similar vehicles (i.e. low cc, lack of luggage facilities, lack of space for assistance dogs, etc). This would be in opposition to the existing requirements for safety, comfort and reasonable expectation.
 12. Officers are also concerned that allowing single passenger vehicles to be licensed, may lead to confusion for customers when booking a private hire vehicle, and could lead to numerous vehicles being used to carry out the travel plans of a group of people, rather than just one vehicle being supplied that could accommodate all of the group.
 13. As manufacturers have improved the performance of engines since the last review of criteria it was felt that the current engine capacity could be reduced. As the engine size is on the vehicle registration document, criteria based upon this measure is preferred to reliance upon engine power output.

14. If Committee decides not to drastically reduce the engine size of vehicles but wishes to continue the high standard of vehicles in Oxford, Committee could decide to reduce the engine size slightly so as to still have a similar hp to 10 years ago and enough power for a large family saloon car. After consulting with the trade and considering the improvements in car manufacturing, officers feel that the current engine size could be reduced to 1375 cc which would allow a 1.4 litre vehicle to be licensed. Currently there are no large family saloon cars that would have that size engine and also fulfil the other criteria (seat width etc) but as further improvements are made to the efficiency of engines this will change in the future.
15. As more Hybrid vehicles are being designed the committee may wish to consider an incentive to proprietors to licence such vehicles as the way forward to reducing vehicle emissions further. Such a change in vehicle criteria would be in keeping with the Corporate Objectives of:
 - Tackling climate change and promote environmental resource management
 - Improving the local environment, economy and quality of life
16. However, currently any vehicle that is licensed for the first time cannot be older than 5 years old which means that the emissions on the vehicle is up to Euro 4 standard and from October 2012 all vehicles first licensed have to have been first registered after the 1st October 2009 so that they will be Euro 5 compliant on emissions.
17. In 1998 the first people carrier (MPV) was licensed and the committee agreed to add the following requirement to the vehicle criteria, "Allow unrestricted access and egress for every passenger". This would either be achieved simply by the removal of the nearside seat from the middle row (Ford Galaxy's or Peugeot 806/07's) or a conversion for which a whole vehicle type approval certificate has been granted.
18. The condition was agreed by Committee so that a passenger that was unfamiliar with the way a seat mechanism worked would be able to get in and out easily without trying to find various knobs and handles that would/could tilt, lift or slide a seat for them to use the rear seats of the vehicle. It was also considered to be safer for passengers in the event of an accident that they would be able to get out of the vehicle quickly.
19. The Trade has requested that Committee remove the requirement of simply removing the seat to allow unrestricted access and egress to vehicles that carry more than 4 passengers. Larger vehicles that have the rear seats converted to face each other would still need to have a whole vehicle type approval certificate.
20. If Committee decides to remove the current criteria for the easy access and egress of passengers it should be agreed that the change will not be retrospective for vehicles that have already been licensed.

However, if a vehicle has only had a seat removed to fulfil the current criteria, as with the Peugeot 807 and Ford Galaxy, that the seat can be reinstated and the number of passengers to be carried increased on the licence. There would be a small administration charge for the new licence and plate if the proprietor requested the change before the renewal of the licence.

21. The requirement to carry a first aid kit in licensed vehicles has been raised by members of the Trade. The Trade felt that the list of individual items as stated in the current criteria was excessive and that there was not one kit on the market that included all the items. The Motor Transport Depot, where the vehicles are tested every 6 months, advised that it was difficult and time consuming to check all the items on the list and that in the case of creams and eyewash it was not always clear if they had been opened (in which case they would have to be replaced for safety).
22. Committee is recommended to amend the criteria for the first aid kit that should be carried. Please see Appendix One for the proposed criteria.
23. The Private Hire Vehicle Criteria has been reviewed as outline in the previous paragraphs. The proposed criteria is presented in Appendix One with the changes under consideration highlighted in large bold type.
24. In summary, Committee is requested to consider the following :-
 - To reduce the minimum engine size of a licensed Private Hire Vehicle
 - To decide if it wishes to implement new criteria to allow a vehicle that will carry less than 4 passengers
 - To decide if it wishes to remove the requirement of the removal of a seat in vehicles that carry more than 4 passengers
 - To approve all or some of the changes for Private Hire Criteria in Appendix One (shown in large bold italic)

Hackney Carriage Criteria

25. Section 47 of the Local Government (Miscellaneous Provisions) Act 1976 gives the local authority discretionary powers in relation to hackney carriages licenses :-
 - Section 47(1) a district council may attach to the grant of a licence of a hackney carriage under the Act 1847 such conditions as the district council may consider reasonably necessary.
26. Oxford City Council has a regulated number of Hackney Carriage Licenses of 107, since 2000 all vehicles have been wheelchair accessible. The majority of vehicles are London Style 'black cabs',

though there are a small number of converted vehicles. These are large minibus type vehicles that are converted, usually by a manufacturer, to carry wheelchairs.

27. The current vehicle criteria is very specific for wheelchair accessibility and therefore officers found only two changes that the committee need to determine.
28. As already stated the majority of Hackney Carriages are 'black cab' and the smallest engine that is currently manufactured is a 2.5 litre engine. On the current criteria no minimum requirement of engine size is stated. After consultation with the Trade, officers feel that to prevent the possibility of a converted vehicle being licensed with too small an engine and therefore possibly being unable to carry passengers and/or wheelchair users safely that a new minimum requirement of 1975cc (2 litre) would be sufficient to allow a vehicle to carry all passengers safely.
29. A number of proprietors have had a tow bar fitted to the rear of the vehicle (this is to prevent damage to the vehicle in a minor accident), therefore it is recommended that this be added to the criteria as an acceptable addition but subject to constraints.
30. Committee is requested to agree to add the following to the Hackney Carriage Criteria:-
 - Minimum engine size of 1975cc
 - Any tow bar fitted to a licensed vehicle cannot be used for any purpose whilst the vehicle is licensed.

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Background papers:

Appendix One : Private Hire Vehicle Criteria

Appendix Two: South Oxfordshire District Council Criteria

Version number: 2

Appendix One



Private Hire Vehicle

Criteria and Conditions of Fitness

Criteria and Conditions of Fitness for Private Hire Vehicles

A. GENERAL

B. TYPE OF VEHICLE & CONDITIONS OF FITNESS

C. DURATION OF CERTIFICATES OF COMPLIANCE and advisory notes

A General

- 1. *The Council has the power to attach conditions to a Private Hire Vehicle Licence in accordance with Section 48(2) of the Local Government (Miscellaneous Provisions) Act 1976***
2. It must be understood that although the conditions of fitness set out may have been complied with, approval will be withheld if the Council is of the opinion that the vehicle is unsuitable for use as a private hire vehicle.
3. Vehicles offered for licensing as private hire vehicles in Oxford must not be the subject of a private hire vehicle licence issued by another Licensing Authority or be the subject of a hackney carriage licence issued by this or another Licensing Authority.
4. It must be understood that although the conditions set out may have been complied with and a certificate of compliance and private hire vehicle licence issued, full payment of the current fee for the issue of a private hire vehicle licence must be made or the licence will cease to be valid.
5. It is the responsibility of the proprietor(s) of the private hire vehicle to ensure that all conditions of fitness are complied with at all times and that there is in existence for the vehicle a valid and current insurance policy, a current certificate of compliance and a current licence.
6. The Council does not accept responsibility for informing licence holders of the need to re-licence before a particular date nor for inspecting vehicles before a particular date, although every effort will be made to inspect vehicles prior to the expiry of the licence or certificate if an application is made in good time.
7. At all times, the vehicle should be maintained in exceptional condition. The bodywork should be kept in a clean condition and the interior, including the floor, seats and any covers must be in good condition, clean and tidy. Any damage caused to the vehicle materially affecting its safety performance or appearance must be notified to the Licensing Office within 72 hours.

B Type of Vehicle and Conditions of Fitness

No vehicle will be licensed as private hire vehicle unless it complies with the Council's Conditions of Fitness

1. Age of Vehicle

- a. No vehicle will be first licensed as a private hire vehicle unless it is less than five years of age from the date of first registration.
- b. **Date of first registration** will mean the date of first registration in the UK, or the date of manufacture in the case of vehicles first registered outside the UK
- c. All vehicles re-licensed after the 1st September 2010 must be Euro 3 emissions compliant (this will affect vehicles registered before 1st January 2000). All vehicles re-licensed after 1st January 2013 must be Euro 4 emissions compliant (this will affect vehicles registered after 1st January 2005).
- d. For vehicles older than the maximum age for first licensing, the application formalities and payment of fees must be fully completed within eight weeks of any expired licence.

2. General Construction

- a. Every private hire vehicle must comply in all respects with the requirements of any Acts and Regulations relating to motor vehicles in force at the time of licensing and must, in all respects, be in exceptionally well maintained condition.

b. "Exceptionally well maintained" means

- i) The vehicle to be in excellent mechanical condition;
- ii) The vehicle to be in all respects, safe and roadworthy, with no signs of corrosion to the mechanical parts, chassis, underside or body work.
- iii) The exterior of the vehicle to be clean and in excellent condition with no dents or damage of significance. The paintwork to be in excellent condition, of professional standard and consistent with the colour scheme of the vehicle
- iv) The interior of the vehicle to be in good condition. The upholstery, linings, seats and floor coverings to be clean with no holes, tears or signs of wearing.
- v) The boot or luggage compartment to be in good condition, clean and uncluttered.

- c. Vehicles offered for licensing as private hire vehicles must be:
- i) Fitted with an engine of a cubic capacity of not less than **1375cc**
 - ii) ***Be capable of carrying at least 4 passengers and not more than 8 passengers in addition to the driver***
 - iii) Fitted with a minimum of four passenger doors (see 20 f, if wheelchair accessible)
 - iv) Allow unrestricted access and egress for every passenger. (SEE NOTE 6.e)
 - v) Be safe and comfortable
 - vi) Be suitable in type, size and design for use as a private hire vehicle.
 - vii) Not of such design or appearance as to lead any person to believe that the vehicle is a hackney carriage.

3. Colour of Vehicles

A vehicle submitted for licensing as a Private Hire Vehicle, to carry more than five passengers or of a non-saloon type **will not** be approved for licensing if it is black in colour.

4. Alterations to vehicles

- a. All motor vehicles are required to have a type approval certificate before they can be licensed and used upon the public roads.
- b. No alterations to a vehicle as approved and granted to the original manufacturers type approval certificate will be permitted, with the following exceptions.
 - i) A conversion for which a whole vehicle type approval certificate has been granted.
 - ii) Following the grant of a whole vehicle type approval certificate, with the approval of the Council, the simple removal of a seat to allow the easy access to all seats, required by Council regulations.
- c. ***Any tow bar fitted to a licensed vehicle cannot be used for any purpose whilst the vehicle is licensed.***

5. ***Vehicles Powered by Liquid Petroleum Gas (LPG)***

- a. ***An application for a vehicle that has been converted to run on LPG must have a certificate issued by a member of the LPG Association confirming satisfactory installation, examination and testing of the vehicle in accordance with the LPG Association Code of Practice; and that the vehicle is therefore considered safe. The certificate must be provided with the application.***
- b. ***For vehicles that have a LPG system fitted during the currency of a vehicle licence the proprietor must inform the Licensing Office in writing and produce the above certificate within 7 days.***
- c. ***If the LPG conversion involves installation of an LPG fuel tank in a vehicles boot space that any spare wheel displaced as a result must be stowed in a location that does not impinge on the passenger carrying area of a vehicle. A spare wheel cage could be installed to the manufacturers and British Standard.***

6. **Passengers**

- a. Every passenger must have a minimum of 40cm seat space. (If it is intended to licence a vehicle to carry 4 passengers then the rear seat must be at least 120cm.
- b. The minimum leg-room for passengers using the rear seats shall be 17cm. The measurement to be taken from the front edge of the rear seat to the back of the front seat when it is placed in the furthest possible position from the dashboard and the backrest part of the seat is at a 90% angle with the seat.
- c. ***The minimum clear space in front of every part of each seat squab, in the case of non-saloon car with forward facing seats, shall be 66cm. REMOVE – not sure what this relates to.***
- d. The minimum clear space in the case of non-saloon cars where seats are placed facing each other, between every part of the front of a seat and any part of any other seat with faces it shall be 48cm.

- e. ***Access to every passenger seat must be unobstructed and be easily accessible to passengers without the need for seats to be folded, tilted or moved and without the need for more than one passenger to move.***

OR see paragraphs 18-21 of committee report

Access to every passenger seat must be unobstructed and be easily accessible to passengers without the need for more than one passenger to move.

- f. Suitable measures must be provided to assist persons to rise from the rear seats with particular attention to the needs of elderly people and people with disabilities.

7. Seat Belts

Every vehicle must be fitted with seat belts of a type that conform to the British Standards Institution standards. A seat belt must be provided for every passenger and the driver.

8. Steering

The steering wheel must be on the offside of the vehicle.

9. Wheels and Tyres

- a) All wheels and the tyres fitted must be of the correct type, size and the correct pressure for the vehicle ***as fitted by the manufacturer. Any spare wheel system fitted by the manufacturer must be in working order and of good repair. All licensed drivers using the vehicle must know how the system works and be able to continue a journey should a wheel/tyre need replacing.***

- b) The vehicle must only be used with a space saver tyre or when normal pressure has been lost from a run flat tyre to enable a hiring to be completed and then must only be used in accordance with the parameters prescribed by the manufacturer. The vehicle may not be used for any further hiring's until the wheel and tyre has been replaced by a wheel and tyre of the correct type for the vehicle or the run-flat tyre has been replaced.

REMOVE the rest of criteria below. As new systems seem to be invented every couple of years the amended criteria should be sufficient for the future.

Unless the vehicle is supplied by the manufacturer with approved run-flat tyres or a spare wheel and tyre of a compact design as original equipment, a spare wheel and tyre of the same type as that fitted to the vehicle and at the correct pressure must be carried.

It is essential that vehicles with run flat tyres be fitted with a working tyre pressure monitoring system.

Where a wheel and tyre of compact design (space saver) is carried, tools sufficient to allow the spare wheel to be fitted during a journey will be carried in the vehicle in a safe and secure position.

10. Windows

- a.** Windows must be provided at the sides and at the rear of the vehicle. The light transmission of any window in any position must not be less than that currently required of the front windscreen and side windows by The Road Vehicles (Construction & Use) Regulations 1986. ***(not less than 75% through the windscreen and not less than 70% through all other windows).***
- b.** The light transmission through the windows of vehicles, including those licensed prior to the introduction of this regulation may not be reduced in any way from that present when the vehicle was approved for licensing.
- c.** Passenger door windows must be capable of being opened easily by passengers when seated. The control for opening a door window must be easily identified so as not to be mistaken for any other control.
- d.** Where electrically operated windows are fitted they must be approved and comply with the following.
- i) Switches must be available for passengers to operate the windows as required, but the driver's controls must be capable of overriding and locking out the passenger's controls when unescorted children are being carried.
 - ii) An approved sensing device must be fitted that will stop the window closing when an obstruction is present.

11. Glass

The windscreen must be of laminated construction and not be tinted. All other windows and glass must be an approved safety type.

12. Luggage

Provision must be made for carrying a reasonable amount of luggage and an efficient method of securing it must be provided.

Change to

When luggage is carried it must be either placed in the boot of the car or be securely stored and prevented from becoming dislodged in an accident in such a manner as may cause injury. If the vehicle has no boot no hazardous items can be carried in the vehicle and all items e.g. fire extinguisher must be securely fitted.

13. Fittings

No fitting other than those approved may be attached to or carried upon the inside or outside of the vehicle.

14. Certificate of Insurance

A current certificate of insurance as required by any Acts or Regulations relating to Private Hire Vehicles, must be carried in a holder securely affixed to the vehicle in an approved position and be positioned in the holder in such a manner that the details of commencement, expiry and details of cover are clearly visible.

Change to

A valid and current certificate of insurance as required by any Acts or Regulations relating to Private Hire Vehicles must be carried in the vehicle and upon request by authorised officers or passengers available for inspection.

15. Licence Plates

A plate, as supplied by the Council, must be securely **and permanently fixed by screws** to the rear of the vehicle in an approved position. The plate will show the following information:

- a. the number of the licence issued in respect of the vehicle.
- b. the maximum number of passengers allowed to be carried.
- c. the registration number of the vehicle to which the licence has been issued.
- d. the expiry date of the licence.

16. Door stickers

Door stickers in a form supplied by the council, identifying the vehicle and bearing the words 'Office and Telephone Bookings Only' shall be affixed directly to the front doors on both sides of the vehicle **above the door trim**. No method of attachment to the vehicle other than that intended or supplied by the council shall be used.

17. Plying for Hire Sticker

A sticker in a form supplied by the council, indicating that the private hire vehicle is not available for hire shall be affixed to the windscreen.

18. Operator's Sign

- a. A sign must be displayed **above the door trim** on the rear doors on both sides of the vehicle containing details of the name of the Operator of the vehicle and any telephone number, fax number or email or web address of that firm.
- b. The sign shall be no larger than the door sign supplied by the Council to identify the vehicle and required under condition introduced in April 1993 and amended in September 2000, to be fitted on the front doors of the vehicle.
- c. The sign shall not contain the words "tax", "taxi", "cab", "taxi-cab" or "for hire", whether or not as part of another word.
- d. Exemption for the display of the sign will be granted to those vehicles, which have been granted exemption for the display of a licence plate under s74 (3) Local Government (Miscellaneous Provisions) Act 1976 and with the same conditions contained in legislation for that exemption.

19. Steps (for non-saloon vehicles)

- a. The top of the tread for any entrance must be at the level of the floor of the passenger compartment and must not exceed 38cm above ground level when the vehicle is unladen.
- b. The outer edge of the floor at each entrance must be fitted with non-slip treads and must be colour contrasted to an approved type to aid partially sighted persons.
- c. **REMOVE** An additional, if standard step height is more than 19cm, removable step must be provided which must not exceed 19cm above ground level when the vehicle is unladen. The step must be fitted with non-slip treads and must be colour contrasted to an approved type to aid persons with disabilities to enter the vehicle. The step must be of an approved design and be designed in such a way as to make it impossible for the door to be closed when the step is in place.

20. Wheelchair Facilities (where fitted)

- a. Approved anchorages must be provided for the wheelchair. These anchorages must be either chassis or floor linked. If floor linked they must be affixed in such a manner that the forces are distributed evenly throughout the floor area by means of a suitable galvanised plate of minimum dimensions 200 x 200mm which must be used beneath the floor.
- b. Approved restraints must be provided for the wheelchair and the person using the wheelchair. These restraints must be independent of each other.
- c. Approved anchorages must also be provided for the safe storage of a wheelchair when not in use whether folded or otherwise if carried within the passenger compartment.
- d. All anchorages and restraints must be so designed that they do not cause a foreseeable danger to other passengers.
- e. An approved ramp or ramps or other apparatus for the loading and unloading of a wheelchair and occupant must be available at all times for use at an approved position. An adequate locating device must be fitted to ensure that the ramp(s) do not slip or tilt when in use. The ramp(s) must be capable of being stowed safely when not in use.
- f. When a wheelchair lift is fitted for rear loading a vehicle may be licensed if it has one rear side door and full access for all passengers from the rear.

20. Swivel Seat (where fitted) **REMOVE THIS**

The nearside of the front seat must be capable of swivelling on its axis to a position where a person with disabilities or an elderly person may seat themselves prior to entering the vehicle. The seat should be capable of re-siting securely in its travelling position with minimum effort from the passenger or minimum assistance from the driver only.

21. Accessories

a. Fire Appliances

A fire extinguisher which complies with E.E.C. Standard EN3, which has a minimum capacity of 1.0 Kg must be carried securely in such a position as to be readily available for use.

b. First Aid Equipment

A family size first aid kit must be carried securely in the vehicle and maintained at all times. The contents must be within the manufacturer's expiry date. It must be carried in such a way as to be readily available for immediate use by a qualified person or volunteer in an emergency.

REMOVE the table below, for the committees information a standard family size first aid kit contains the following :-

***24 assorted washproof plasters
1 fabric plaster strip
1 crepe bandage
8 antiseptic wipes
1 antiseptic cream 35g
1 microporous tape
2 low adherent dressing 5cm x 5 cm and 1 10cm x 10cm
1 adhesive wound dressing
1 scissors
1 guide to basic first aid***

A first aid kit, which complies with the table set out below, must be carried securely in the vehicle and a first aid window sticker must be prominently displayed on the vehicle windscreen.

Contents of First Aid Kit	Requirements for Vehicle Licensed to Carry				
	UP TO 4	5	6	7	8
First Aid Guidance Leaflet	MINIMUM OF 1	1	1	1	1
Sterile Adhesive Dressings, Waterproof	20	20	24	28	32
Sterile Eye Pad with Bandage, No 16	1	1	2	2	2
Triangular Bandage, No 16	2	2	3	3	3
Safety Pins	8	10	12	14	16
Sterile Wound Dressing, Large No 9	1	1	2	2	2
Sterile Wound Dressing,	3	3	4	4	5

Medium No 8					
Moist Cleansing Wipes, each wrapped	8	10	12	14	16
Sterile Eye Wash, 500ml	1	1	2	2	2
Scissors, Blunt Ended	1	1	2	2	2
Adhesive Dressing Strip 6.3cm x 15cm	1	1	2	2	2
First Aid Windscreen Sticker	1	1	1	1	1

c. Booster Cushion

Every vehicle must carry a booster cushion of a type that conforms to BSI standards, for use when carrying a child.

22. Taximeter (where fitted)

a. A taximeter, which conforms to the Council's criteria for taximeters may be fitted and if fitted must be fitted in an approved position.

b. Taximeters fitted in private hire vehicles in Oxford **must:**

Conform to the standards set by the British Standards Institution **and E.E.C.** for taximeters and be certified by the manufactures that it does conform.

Be approved by the Public Carriage Office

only display tariff rates or other charges set out in the table of fares of the Operator that the vehicle works through. The fare chart of the operator must be displayed in a clearly visible position in the vehicle.

be tested, sealed and approved prior to usage.

not be used if, for any reason, the seal has been removed or the meter tampered with until such time as the meter has been retested, resealed and approved for use.

D. DURATION OF CERTIFICATES OF COMPLIANCE (MOT)

1. The purpose of the test is to confirm vehicles meet the stringent standards set out above. Vehicles must be submitted fully prepared for the test. It is not intended that the test be used instead of a regular preventive maintenance programme. If in the opinion of the vehicle examiner the vehicle has not been fully prepared, the test will be terminated and a further full test could be required.

- 2. To allow a thorough examination of a vehicle or part thereof, it must be presented for the test in a clean condition. The vehicle will fail the test if, in the opinion of the examiner, the vehicle is so dirty that it would be unreasonable for the test to be carried out.**

- 3. Proprietors failing to maintain their vehicle in a safe and roadworthy condition may have their licence suspended or revoked by the Licensing Committee. You should be aware that an item which would ordinarily pass an MOT test with an advisory note, could fail the test for a licensed vehicle.**

4. Certificates of Compliance will be issued with duration of a minimum of four months and a maximum of six months. In general certificates will be issued with duration of six months.

5. Certificates of Compliance may be renewed up to 14 days in advance of expiry, when, and only upon immediate production of the expiring certificate by the person presenting the vehicle for testing, the new certificate will be dated to expire six months (four months) from the expiry date of the previous certificate.

6. It must be understood that it is unlawful for a private hire vehicle licensed by the Council to be driven on the highway without a current Certificate of Compliance.

- 7. The Certificate of Compliance is instead of a 'normal' MOT and can be used when buying road tax for the vehicle or if a police officer request proof of a valid MOT. Please read the notes on the back of the certificate for full details.**

Appendix Two

South Oxfordshire District Council Guidance for Private Hire Vehicles

Policy on special event vehicles

21. This element of the policy only applies to private hire vehicles.

22. For the purpose of this policy, a 'special event vehicle' shall mean a vehicle that is used for a particular occasion or occasions of a restricted nature, e.g. transport to parties or an "executive vehicle" and is not a conventional vehicle used for standard private hire work.

Examples of vehicles that may fall within the 'special event' category are stretch limousines, classic cars, executive vehicles or a vehicle that has fewer than four seats.

23. This element of the policy does not apply in relation to vehicles used in connection with weddings and funerals, as these are exempt from private hire licensing.

24. The general licence conditions for private hire vehicles will not normally allow for special event vehicles to be licensed for a number of reasons including the style and design of the vehicle.

25. Any special event vehicle that has not been type approved, which does not meet the requirements of the Construction and Use Regulations or which otherwise would not meet the standard private hire vehicle conditions, the proprietor may apply to be licensed by seeking variation or exemption from some of the standard conditions.

26. Each vehicle will be considered and assessed on merit taking account of:

- The overall condition of the vehicle, the number of passengers for which it is required to be licensed, the specific criteria for which exemption is sought. The primary consideration will always be the safety and comfort of the travelling public.

27. This policy sets out the general considerations the council will take into account when considering an application for the licensing of a special event vehicle.

Specification

28. Vehicles may be right or left hand drive provided that right hand drive vehicles have vehicle type approval from the Department of Environment Transport and the Regions, of which the council requires proof.

- the vehicle must not have fewer than four road wheels
- the number of doors must be sufficient to allow safe access and egress for the number of passengers for which approval is sought
- The vehicle must comply with Constructions and Use Regulations.

29. Exemptions will not be granted from the following standard vehicle conditions:

☐ A fire extinguisher of a minimum of 1Kg power type and BS EN3 compliant, serviced in accordance with BS 5306, and a service record kept for inspection by an authorised officer of the council.

- A first aid kit.
- A spare wheel suitable for immediate use., A jack and tools for changing the wheels.
- The screen sticker, if supplied by the council, must be displayed in the lower nearside corner of the rear windscreen.
- Spare light bulbs.
- No audio or video recording system shall be installed or operated in the vehicle without the prior written permission of the council and any system for which approval is granted shall be installed and operated in accordance with the council's guidelines.

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30. Any vehicle that has been constructed or adapted to seat more than eight passengers cannot be licensed as a private hire vehicle.

31. The licensing officer will consider applications for vehicles older than ten years. The interior and exterior of the vehicle shall be maintained in a clean and proper manner to the satisfaction of the council. In particular, the exterior of the vehicle shall be free of large dents, rust or un-repaired accident damage and shall at all times have uniform paintwork equivalent to that applied by the manufacturer. The interior shall be free of stains, spills and tears and the seats must function in accordance with the original manufacturer's specification.

32. No age limit will be set for "special vehicles" but they are required to be tested once per year until they are four years old. If the vehicle is over four years old at the time of the licence being granted it is required to undertake two tests each year falling at the granting of the licence and six months into the vehicles licence. Brand new registered vehicles with less than 1,500 miles on the clock will not be required to have a vehicle test.

33. A vehicle test will be replaced with a MOT test. The council will only accept MOT tests that are valid for more than 11 months.

34. The individual nature of a special event vehicle will inevitably give rise to issues that would not apply to conventional private hire vehicles and therefore it will be necessary to consider whether special conditions should be included on any licence.