



STOCKPORT
METROPOLITAN BOROUGH COUNCIL

Taxi Licensing
Fred Perry House
Edward Street, Stockport SK1 3XE
Direct Line: 0161 474 3264
Fax: 0161 474 4369
Email: taxi.licensing@stockport.gov.uk

ASSISTED TRANSPORT HIRE DRIVER APPLICATION PACK

ALL YOU NEED TO KNOW
ABOUT BECOMING AN
ASSISTED TRANSPORT HIRE DRIVER
IN THE BOROUGH OF STOCKPORT

CONTENTS

Section	Heading	Page number
1	Introduction	3
2	How do I become a licensed Assisted Transport driver in Stockport?	3
3	What forms do I need to complete to apply for a Driver's Licence?	3
4	What other documentation do I need to submit at the time of application?	5
5	How do I submit my application?	5
6	What happens if I have convictions?	6
7	What further exams and tests do I have to take?	7
8	What happens after successful completion of the driver knowledge exam?	7
9	How long does it take to process my application?	7
10	Do I get my money back if my application is unsuccessful or if I withdraw my application?	7
Appendix 1	Assisted Transport Hire Driver Test Guidance	9
Appendix 2	Obsolete	
Appendix 3	Legislation relating to Assisted Transport Hire Drivers	14
Appendix 4	Private Hire Driver and Vehicle Conditions	16

1. INTRODUCTION

- 1.1 The purpose of this pack is to explain the Taxi Licensing driver application process in Stockport for Assisted Transport Hire drivers. Assisted Transport Hire is a particular type of Private Hire Driver's Licence which is restricted to pre-arranged schools and social care contract work.

2. HOW DO I BECOME A LICENSED ASSISTED TRANSPORT HIRE DRIVER IN STOCKPORT?

- 2.1 To become an Assisted Transport Hire driver you will need to obtain a licence from the Local Authority.

3. WHAT DO I NEED TO APPLY FOR AN ASSISTED TRANSPORT HIRE DRIVER'S LICENCE?

- 3.1 In order to apply for a Driver's Licence, the following information must be submitted in its entirety at the time of application. Only complete applications will be accepted for processing. Any incomplete applications will be invalid and will be returned to the applicant. The relevant forms are available to download from our website.

3.2 Application Form (ref h&e701)

- 3.2.1 The application form asks for the applicant's personal details and previous licensing history.
- 3.2.2 The application form provides a checklist of all the documents you are required to produce in order to process the application.
- 3.2.3 You must sign the declarations and consents.

3.3 The Application Fee

- 3.3.1 Details of the current fees are on our website www.stockport.gov.uk/taxilicensing
- 3.3.2 The licence fee is exclusive of the Disclosure and Barring Service (DBS) application fee which is payable direct to Personnel Checks. The DBS requirement is explained in paragraph 3.8.
- 3.3.3 The application fee is non-refundable.

3.4 Medical Report of fitness to drive a licensed vehicle (ref h&e703)

- 3.4.1 In order to drive a licensed vehicle, the applicant must be able to pass a medical examination. This is because there is a risk and level of responsibility involved in driving the general public on a day-to-day basis. There are also physical demands such as lifting heavy objects like luggage or wheelchairs.

- 3.4.2 Certain medical conditions may prevent you from driving professionally and it is important that the Council is informed.
- 3.4.3 The applicant's own GP or one who has access to your full medical history and records must complete this form. There is usually a fee payable for this service, determined by the Medical Practice.
- 3.4.4 The medical is valid for 28 days from the date of issue and so we recommend that this is the last document that you obtain before attending surgery to submit your application.

3.5 **Applicant Declaration Form (ref h&e719)**

- 3.5.1 This is a declaration detailing any convictions held by you.
- 3.5.2 Stockport Council expects you to obey this undertaking strictly. All convictions, including any which you may consider as 'spent', motoring convictions, restorative justice or other criminal disposal that you have been subject to and offences committed outside of the UK, must be declared.
- 3.5.3 Before completing this form, you should read the Stockport Council Guidelines Relating to the Relevance of Convictions, which is available on our website.

3.6 **Data Protection Mandate (ref h&e712)**

- 3.6.1 By completing and signing this form, you give permission for Stockport Council to request your current endorsement and licence category information from the DVLA via the external company Intelligent Data Systems.

3.7 **A DVSA test certificate issued within the last 6 months**

- 3.7.1 You will need to sit a Driver and Vehicle Standards Agency (DVSA) practical test and receive a certificate showing successful completion of the practical taxi and private hire test (the private hire assessment). You do not require the wheelchair assessment.
- 3.7.2 You can book your test online <https://www.gov.uk/book-driving-test>. If you have any queries regarding this element, you must contact the DVSA and not the Licensing Team. The DVSA test may be undertaken at any of the DVSA test centres.

3.8 **Disclosure and Barring Service (DBS) Certificate**

- 3.8.1 Stockport Council is empowered in law to check for the existence and content of any criminal record held in the name of an applicant in order to establish whether an applicant is a fit and proper person to hold a licence.
- 3.8.2 In order to obtain this information you must make an application to the Disclosure and Barring Service (DBS) to obtain a certificate of your criminal history.

- 3.8.3 Stockport Council now work in partnership with a company called Personnel Checks who will assist you in the DBS process. Their contact details are on our website at www.stockport.gov.uk/taxilicensing.
- 3.8.4 There is a fee of £44 for the DBS application that is payable directly to Personnel Checks. They will advise you how to make this payment.
- 3.8.5 Personnel Checks will advise you as to what supporting documentation you are required to submit in order to satisfy the identity checking requirements of the DBS check. You have three options to get scanned copies of your original documents to Personnel Checks:
- a) Take the documents into a Taxi Licensing Surgery drop in session at Fred Perry House, where scanned copies will be taken and forwarded to Personnel Checks free of charge;
 - b) Take the documents directly to Personnel Checks office in Accrington (there will be an admin charge of £25 by Personnel Checks for this);
 - c) Take the documents to a Post Office, who will charge a fee of £8 to make certified copies which you can then post/email to Personnel Checks.
- 3.8.6 The DBS disclosure certificate will be sent directly back to you and you must bring it in to the Council at the time of your application. Any information received by us in relation to information on your DBS Certificate will be kept in strict confidence and will only be used for the purposes of establishing whether you are a fit and proper person to hold a licence.
- 3.8.7 All the information collected will be used to determine whether you are a 'fit and proper person' to hold a licence under the Local Government (Miscellaneous Provisions) Act 1976 and the Town Police Clauses Act 1847.

4. WHAT OTHER DOCUMENTATION DO I NEED TO SUBMIT AT THE TIME OF APPLICATION?

- 4.1 In addition to the forms explained in Section 3, the applicant must also submit the required supporting documentation listed in the application form h&e701.
- 4.2 We will not accept any incomplete or unsigned forms. All of the documentation must be presented together or the application will be returned to the applicant.

5. HOW DO I SUBMIT MY APPLICATION?

- 5.1 In order to submit the application, you will need to make an appointment for one of our Taxi Licensing surgeries at Fred Perry House by using our online booking system. A link to the booking system can be found at www.stockport.gov.uk/taxilicensing.

5.2 Current Taxi Licensing surgery times are:

Monday, Tuesday and Thursday	2pm – 2.30pm	Drop-in session
	2.30pm – 4pm	Bookable appointments

Wednesday and Friday	10am – 10.30am	Drop-in session
	10.30am - 12pm	Bookable appointments

5.3 If you are having difficulty accessing a suitable device to use the booking system or are struggling to use it, there are computers available in Fred Perry House reception and staff who will be able to assist.

5.4 Only fully completed applications will be accepted for processing. Any incomplete applications will be invalid and will be returned to the applicant. The relevant forms are attached to the back of this pack.

5.5 Surgery appointments get booked up very quickly so we recommend that you book your appointment at your earliest convenience to avoid any delays in the processing of your application. There are no time constraints on the surgery bookings so you are able to book a slot for an appointment well in advance of the actual appointment.

6. WHAT HAPPENS IF I HAVE CONVICTIONS?

6.1 If you have declared any convictions on the Applicant Declaration Form, and/or information on the DBS Certificate indicates convictions or other information, then the application will be considered by the Licensing, Environment and Safety Committee.

6.2 The disclosure of a criminal record, caution or other information will not prevent applicants from gaining a Licence unless Stockport Council considers that the information renders them unsuitable to hold a Licence.

6.3 You will be invited to attend the Committee Meeting where elected members of the Council will make a decision on the progress of the application. They may ask you any relevant questions in order to determine whether you are a fit and proper person to be a licensed driver in Stockport.

6.4 In making its decision, Stockport Council will consider the nature of the offence, how long ago it was committed and any other factors that may be relevant in accordance with the Stockport Council Statement of Policy and Guidelines Relating to the Relevance of Convictions which can be found on our website.

- 6.5 Once the Committee has considered the application, you will be informed of their decision as soon as possible. Usually at the time of the meeting.
- 6.6 If the Licence is granted, you should contact the Licensing Team as soon as possible to arrange to take the Driver Knowledge Exam.
- 6.7 If the application is refused, the applicant has the right of appeal to Stockport Magistrates Court.
- 6.8 Please also refer to our convictions policy on our website 'Statement of policy and guidelines relating to the relevance of convictions, formal/simple cautions, complaints and other matters which may impact on the granting of a licence', for guidance in relation to any convictions/cautions and/ or points on your Licence and how this might affect your application.

7. WHAT FURTHER EXAMS AND TESTS DO I HAVE TO TAKE?

- 7.1 You will first be required to sit the Driver Knowledge Exam. Guidance in relation to this exam is given in Appendix 1 of this pack.
- 7.2 Should you not achieve the required pass mark for this exam, you can pay the retest fee and re-sit the exam no less than 4 weeks later.

8. WHAT HAPPENS AFTER SUCCESSFUL COMPLETION OF THE DRIVER EXAM AND TESTS?

- 8.1 Once all checks and tests have been successfully carried out, the badge and paper Licence will be issued by post within 5 working days.
- 8.2 Licences can be issued for 1 year or 3 years.
- 8.3 Applicants who wish to renew their Licence must submit a renewal application to Taxi Licensing before the expiry date of the Licence.
- 8.4 It is your responsibility to ensure you renew your Licence before it expires.
- 8.5 Failure to renew your badge before the date of expiry will result in you having to start the whole application process over again, **this means you will be regarded as a new applicant.**

9. HOW LONG DOES IT TAKE TO PROCESS MY APPLICATION?

- 9.1 It usually takes around 6 weeks to process the application and carry out the relevant checks.

- 9.2 The process time is dependent on you producing the correct documentation, any requirement to attend Committee and the successful completion of the driver exam and tests.
- 9.3 The application will be cancelled if the Licence is not issued within 12 months of the application.

10. DO I GET MY MONEY BACK IF MY APPLICATION IS UNSUCCESSFUL OR IF I WITHDRAW MY APPLICATION?

- 10.1 The Licence fee is non-refundable.

APPENDIX 1 - ASSISTED TRANSPORT HIRE DRIVER TEST INFORMATION

DRIVER KNOWLEDGE EXAM

In order to become a licensed Assisted Transport Hire driver, the applicant must pass the Stockport Council Assisted Transport Hire Driver Knowledge Exam.

The objectives of the exam are to assess that the applicant has a good all round knowledge of:

- the Stockport Council Conditions of Licence for drivers and vehicles.
- the legislation that applies to licensed drivers and vehicles.

The exam comprises of 20 questions of which 16 must be answered correctly in order to pass the exam.

We recommend that the applicant studies the Highway Code and Stockport Council Licensing Conditions for Licensed Hire Car Drivers and Vehicles which are given in Appendix 4 of this pack.

Applicants will be given 30 minutes to complete the exam. Any applicant who does not achieve the required pass mark will be given the opportunity to resit the exam at a later date, not less than 4 weeks after sitting the test. This will incur a retest fee (see website or contact Taxi Licensing for details of the current fee).

Reference material is strictly prohibited for use during the exam, this includes mobile phones. Any candidate found using reference material will automatically fail the exam and will not be permitted to resit for 3 months.

List of possible Assisted Transport Hire Driver Knowledge Exam questions

1. Bearing in mind the type of vehicle, how many passengers may be conveyed in the front of a licensed hire car beside the driver?
2. Can the driver of a school/care contract vehicle refuse to take an assistance dog? Give your reasons
3. After concluding your contract work, the office asks you to just go to Sainsbury's and pick up an elderly lady and her shopping, and take her to her home address which is local. It will take you about 15 minutes. The booking will be allocated to you personally as a 'cash job' and is not on the books. Is there any problem with this?
4. What does condition 9(h) say about fire extinguishers?
5. The driver shall not allow any child under what age to be conveyed in the front of the vehicle?

6. What official item should you wear whilst working as an Assisted Transport Hire driver?
7. If a driver has a conviction or police caution recorded against them what should they do and when should they do it?
8. If you are requested to produce a Certificate of Insurance for examination by an authorised Officer of the Council. What must you do?
9. What do the drivers conditions say about passenger luggage?
10. If you change your address when must you inform the Council?
11. How and where should the identification plates be affixed to the vehicle?
12. According to driver condition 5, what 3 things should a driver NOT do without the express consent of the hirer?
13. A member of the public waves to you in your Private Hire car while you are moving along the public highway. You stop and are asked to take this person to a public house, what should you do?
14. You must not stop or park on the carriageway or the hard shoulder of a motorway except when?
15. A school contract driver in his vehicle is about to leave the school after completing the pre-arranged morning contract run. The driver is approached by the head-teacher who asks if he could just get a lift to another school, which is actually on the route back. Is it lawful to accept this request? Explain your reasons.
16. When reaching a roundabout who should you give priority to?
17. Driver condition 24 relates to radio equipment and sound reproducing equipment installed in hire cars. Explain what it means.
18. There are flashing amber lights under a school warning sign. What action should you take?
19. What two driver conditions must a driver comply with regarding the hire car identification plates?
20. What does the law say in relation to the driver of a school/ assistance contract vehicle and the wearing of a seat belt?
21. What should a driver do when passengers are entering or alighting from the vehicle?
22. Can you park your hire car on a Hackney Carriage rank?

23. For what reason may you use the right-hand lane of a motorway?
24. Which one of these if allowed to get low could cause an accident?
(circle the correct answer)
- a) Battery water level b) Radiator coolant level
c) Anti-freeze level d) Brake fluid level
25. What should you do if a passenger becomes ill during the journey?
26. When a contract journey requires a Passenger Assistant (an escort) to be in attendance, then who is responsible for the safety and comfort of the passengers?
27. According to Condition 9(i) how many doors for use of passengers only should a hire car have that are separate from the driver?
28. When should a proprietor disclose any conviction or adult caution to the Council and how should it be done?
29. What two things must you not do on a pedestrian crossing or in the area covered by the zig-zag lines?
30. What should a driver do if he finds any property not belonging to him in his hire car?
31. You arrive at a house to pick up a passenger and notice that your passenger has red bruise marks to their arms. You say 'What have you been up to then?' The reply is 'It's alright, I was being naughty last night and my Dad had to hold me down for a bit'. The person gets in the vehicle and they do not seem bothered at all. Is there any need to do anything else? Give your reasons.
32. You must stop when signaled to do so by which three of the following?
(circle the correct answers)
- a) a police officer b) a member of the public c) a bus driver
d) a school crossing patrol e) a red traffic light.
33. For what 2 reasons should you use hazard warning lights?
(circle the correct answers)
- a) When you need to park on the pavement.
b) When you slow down quickly on a motorway because of a hazard ahead
c) When you wish to stop on double yellow lines
d) When you have broken down
34. What 2 things does condition 10 say about any damage to hire cars?

35. You must not use your horn when driving in a built up area between the hours of what?
36. Vehicle condition 6 describes the mechanical and structural condition of the vehicle, what does it say.
37. According to driver condition 3, whose consent do you need before another person may drive the hire car?
38. When approaching a zebra crossing what must you look out for?
39. What items are a hire car driver obliged to have in their vehicle in case of injury or emergency?
40. You must obey signs giving orders. These signs are mostly in:-
(circle the correct answer)
- | | |
|---------------------|--------------------|
| a) Red Triangles | b) Red Circles |
| c) Green Rectangles | d) Blue Rectangles |
41. What two things do the vehicle conditions say about conveyance of luggage?
42. Condition 7 relates to 2 things about the vehicles interior and exterior condition, what does it say?
43. What 2 things must the proprietor of a licensed hire car cause to be done with regard to passenger seating?
44. Can a 9 year old be carried in the front seat of a hire car?
45. Normally the driver of a vehicle is responsible for ensuring that all passengers are wearing seatbelts. Who is responsible when undertaking a school /care assisted contract?
46. What would you do if your vehicle is involved in an accident when transporting vulnerable passengers?
47. What details are required to be kept of any bookings for the hire of a private hire vehicle by an operator?
48. Where should you wear your drivers badge when engaged in a school/assistance contract and who can demand to inspect it?
49. As the proprietor of a licensed vehicle how often are you obliged to have the vehicle tested?

50. Can a Private hire vehicle operator, licensed by Macclesfield Council accept a booking and use an Assisted Transport hire vehicle licensed by Stockport Council?

APPENDIX 3 – LEGISLATION RELATING TO PRIVATE HIRE DRIVERS AND VEHICLES

The following information is intended to provide a guide to the main provisions of the legislation relating to Private Hire. This should not be taken as a comprehensive and authoritative statement of the law for which reference should be made to the appropriate legislation.

LEGISLATION APPLICABLE TO DRIVERS

Licensed Hire Car Drivers

Local Government (Miscellaneous Provisions) Act 1976
Licence Conditions
Greater Manchester Act 1981 Section 166-167
Health Act 2006
Equality Act 2010

REQUIREMENTS TO DRIVE A LICENSED VEHICLE

Before a person can drive an Private Hire Vehicle, they must obtain a Licence to drive a licensed vehicle from the Council. A Licence will be issued provided the applicant fulfills all of the Councils requirements.

SUSPENSION OR REVOCATION OF DRIVER'S LICENCE

The Council has the power to suspend, revoke or refuse to renew a driver's Licence if the driver has been convicted of an offence under the Town Police Clauses Act 1847 or the Local Government (Miscellaneous Provisions) Act 1976, or for any other reasonable cause.

DRIVER'S BADGE

When a Licence is issued the driver will be provided with a Badge which must be worn at all times whilst engaged in licensed hire work, in a position where it can be clearly visible when driving for hire. It is a criminal offence for drivers not to wear their badge whilst working.

PROLONGATION OF JOURNEYS

It is an offence for any driver of a licensed hire vehicle without reasonable cause to unnecessarily prolong in time or distance a journey for which the vehicle has been hired.

SMOKING IN A LICENSED VEHICLE

It is a criminal offence to smoke in a smoke free place, this includes smoke free premises and smoke free vehicles. Private Hire vehicles are classed as smoke free vehicles.

The penalties and fines for the smoke free offences set out in the Health Act 2006 are:

Smoking in a smoke free premises or vehicle: a fixed penalty notice of £50 (discounted to £30 if paid within 15 days from the issue of a notice) or a fine by a court not exceeding level 1 on the standard scale (up to £200)

Failure to display no smoking signs in smoke free premises and vehicles as required by the new law: a fixed penalty notice of £200 (discounted to £150 if paid within 15 days from the issue of a notice) or a fine by a court not exceeding level 3 on the standard scale (up to £1000)

Failing to prevent smoking in a smoke free premises or vehicle: a fine by a court not exceeding level 4 on the standard scale (up to £2500)

TAXIMETERS

Applicants are advised that it is an offence to tamper with any seal on a taximeter or alter the taximeter with intent to mislead.

ILLEGAL PLYING FOR HIRE

It is a criminal offence for any Private Hire driver to take any passengers for hire or reward without the journey first being booked through a Licensed Private Hire Operator. This also renders the vehicle insurance invalid.

OBSTRUCTION OF AUTHORISED OFFICERS AND CONSTABLES

It is an offence for any person to willfully obstruct any authorised Officer of the Council. This includes the failure to comply with any requirement of the Officer or failing to give them any assistance or information they may reasonably require.

APPENDIX 4 – Private Hire Driver and Vehicle Conditions

CONDITIONS FOR LICENSED HIRE CAR DRIVERS

1. 'authorised officer' has the same meaning as in Section 80 of the Local Government (Miscellaneous Provisions) Act 1976.

'the Council' means the Council of the Metropolitan Borough of Stockport.

'the identification plate' means the plate issued by the Council for the purpose of identifying the vehicle as a licensed hire car.

'the operator' means a person holding a licence to operate hire cars issued pursuant to Section 55 of the Local Government (Miscellaneous Provisions) Act 1976.

'licensed hire car' has the same meaning as in Section 80 of the Local Government (Miscellaneous Provisions) Act 1976.

'taximeter' has the same meaning as in Section 80 of the Local Government (Miscellaneous Provisions) Act 1976.

'the proprietor' has the same meaning as in Section 80 of the Local Government (Miscellaneous Provisions) Act 1976.

2. The driver shall notify the Council in writing of any conviction or police caution recorded against him immediately after the conviction or caution has been imposed.
3. The driver shall not permit any other person to drive a vehicle let for hire except with the consent of the proprietor.
4. The driver shall at all times when the vehicle is available or being driven for hire, be clean and respectful in his dress and person, shall behave in an orderly manner and conduct himself with civility and propriety towards every person seeking to hire or hiring or being conveyed, and shall comply with every reasonable requirement of every person hiring or being conveyed in the vehicle.
5. The driver shall not, except with the express consent of the hirer, smoke, drink or eat in the vehicle whilst the vehicle is being let for hire.
6. Whilst the vehicle is being let for hire the driver shall not, except with the express consent of the hirer, play any radio or sound producing instrument or equipment other than for communicating with the operator.

7. The driver when hired to drive to any particular destination shall, subject to any directions given by the hirer, proceed to that destination by the shortest practical route.
8. The driver shall not, except with the express consent of the hirer, convey any other person other than the hirer in the licensed hire car.
9. The driver shall not conceal either the exterior identification plate of the licensed hire car or the details painted or marked thereon, or the interior display of the licensed hire car licence numbers, from the public view and will keep the identification plate and the details in a clean condition.
10. The driver of a licensed hire car whose vehicle has been hired to be in attendance at an appointed time or place shall, unless delayed or prevented by some sufficient cause, punctually attend with the licensed hire car at such appointed time and place.
11. The driver shall afford all reasonable assistance with passenger's luggage.
12. The driver shall deposit his licensed hire car driver's licence with the proprietor of the vehicle before commencing to drive the licensed hire vehicle.
13. The driver shall immediately after the termination of any hiring or as soon as practicable thereafter carefully search the licensed hire car for any property which may have been accidentally left therein.
14. The driver of a licensed hire car shall, if any property is accidentally left therein by a person who may have been conveyed in the vehicle and be found by or handed to him, carry it as soon as possible and in any event within 24 hours if not sooner claimed by or on behalf of its owner, to a Police Station in the district in order to receive instructions from the Police regarding its custody.
15. The driver shall at all times when a vehicle is hired, take all reasonable steps to ensure the safety of the passengers whilst conveyed in, entering or alighting from the vehicle.
16. The driver shall give notice to the Council of any change of his address during the period of his licence within seven days of such change taking place.
17. The driver shall not permit a licensed hire car to carry a greater number of passengers than the number prescribed in the licence for the licensed hire car.
18. The driver shall not allow any child under the age of 10 years to be conveyed in the front of the vehicle.

19. The driver shall allow only one passenger to be carried in the front beside the driver, except where the hire car is licensed to carry more than six passengers and appropriate seat belts are fitted.
20. The driver shall at all times carry a copy of these conditions and the conditions attached to the vehicle licence in the licensed hire car for inspection by the hirer or other passengers.
21. The driver shall if requested by the hirer provide him with a written receipt of the fare paid.
22. If the vehicle being driven is fitted with a taximeter the driver shall not cause the fare recorded thereon to be cancelled or concealed until the hirer has had reasonable opportunity of examining it and has paid the fare.
23. The driver of a licensed hire car shall not demand from any hirer a fare in excess of that previously agreed for that hiring between the hirer and the licensed hire car operator, or if it is a vehicle fitted with a taximeter the fare shown on the face of the taximeter.
24. The driver shall at no time cause or permit the noise emitted by any radio equipment or any sound reproducing equipment installed in the licensed hire car to be a source of nuisance or annoyance to any person whether inside or outside the vehicle.
25. The driver shall not while driving or in charge of a licensed hire car:-
 - (a) Tout or solicit on a road or other public place any person to hire or be carried for hire in any licensed hire car, or
 - (b) Cause or procure any other person to tout or solicit on a road or other public place any person to hire or be carried for hire in any licensed hire car, or
 - (c) Offer that vehicle for immediate hire while the driver of that vehicle is on a road or other public place, or
 - (d) Accept an offer for the immediate hire of that vehicle while the driver is on a road or other public place except where such offer is first communicated to the driver by telephone or by radio apparatus fitted to that vehicle.

In this condition:

'Road' means any highway and any other road to which the public has access including such roads at Manchester International Airport and bridges over which a road passes.

26. The licence holder will attend the Licensing, Environment and Safety Committee following any conviction or police caution in respect of a criminal offence.
27. A licence in respect of which the licence fee has been paid by cheque shall not be effective until the cheque has been cleared.

CONDITIONS FOR LICENSED HIRE CARS

1. In this Licence 'authorised officer' has the same meaning as in Section 80 of the Local Government (Miscellaneous Provisions) Act 1976.

'the Council' means the Council of the Metropolitan Borough of Stockport.

'the identification plate' means the plate issued by the council for the purpose of identifying the vehicle as a licensed hire car.

'the proprietor' has the same meaning as in Section 80 of the Local Government (Miscellaneous Provisions) Act 1976.

'the taximeter' has the same meaning as in Section 80 of the Local Government (Miscellaneous Provisions) Act 1976.

'licensed hire car' has the same meaning as in Section 80 of the Local Government (Miscellaneous Provisions) Act 1976.

2. The identification plates when issued by the Council must be affixed to the front and rear of the licensed hire car, in accordance with the reasonable instructions of the authorised officer of the Council at the cost of the proprietor
3. The proprietor of the licensed hire car shall ensure the identification plates are maintained and kept in such a condition that the information contained on the identification plates are clearly visible to the public at all times.
4. The identification plates shall be securely fixed to the vehicle in accordance with the instructions of the authorised officer but in such a manner as to be easily removable by the authorised officer of the Council or a Constable.
5. The proprietor of the licensed hire car shall cause the number of the licensed hire car's licence granted by the Council in respect of the licensed hire car to be clearly marked and kept and maintained inside the vehicle in such a position as to be clearly visible at all times to persons being conveyed in the licensed hire car.
6. The proprietor shall ensure the licensed hire car shall be maintained in a sound mechanical and structural condition at all times and be capable of satisfying the Council's mechanical and structural inspection at any time during the continuance of the vehicle's licence in respect of the vehicle.

7. The interior and exterior of the licensed hire car shall be kept in a clean condition and maintained in a safe condition by the proprietor.
8. The proprietor shall not allow the mechanical and structural specification of the licensed hire car and its external colour to be varied without the consent of the Council.
9. The proprietor of the licensed hire car shall:
 - (a) Provide sufficient means by which any person in the licensed hire car may communicate with the driver during the course of the hiring.
 - (b) Cause the interior of the vehicle to be kept wind and water tight.
 - (c) Provide any necessary windows and means of opening and closing with not less than one window on each side of the passenger compartment.
 - (d) Cause the seats in the passenger compartment to be properly cushioned and covered.
 - (e) Cause the floor in the passenger compartment to be provided with a proper carpet, mat or other suitable covering.
 - (f) Cause fittings and furniture of the licensed hire car to be kept in a clean condition and well maintained and in every way fit and safe for public use.
 - (g) Provide facilities for the conveyance of luggage safely and protected from inclement weather.
 - (h) Provide and maintain to the satisfaction of the authorised officer an efficient fire extinguisher.
 - (i) Provide at least two doors for use of persons conveyed in such licensed hire car and a separate means of ingress and egress for the driver.
 - (j) Provide and maintain a first-aid kit containing the following first aid dressing and appliances:-
 - 1 x First Aid Guidance Leaflet
 - 3 x Medium Size Sterile Wound Dressings No. 8
 - 1 x Large Size Sterile Wound Dressing No. 9
 - 1 x Extra Large Sterile Wound Dressing No. 3
 - 20 x Assorted Sterile Adhesive Dressings (plasters)
 - 2 x Triangular Bandages 95 cm X 134 cm
 - 6 x Safety Pins (Assorted)
 - 1 x Pair Scissors Blunt / Blunt Ends
 - 10 x Alcohol Free Moist Wipes
10. Any damage to a licensed hire car materially affecting the safety, performance or appearance of the vehicle shall be reported to the Council by the proprietor in accordance with Section 50(3) of the Local Government (Miscellaneous Provisions) Act 1976, and until such damage is repaired to the satisfaction of the authorised officer of the Council the vehicle shall not be used for hire.
11. The proprietor shall not cause or permit any sign, notice or advertisement to be displayed in, on or from the licensed hire car unless such sign, notice or advertisement is approved in writing by the Council.

12. The proprietor shall cause to be affixed and maintained in a conspicuous position in accordance with the directions of the Council any signs or notices required from time to time by the Council.
13. The proprietor shall not permit the licensed hire car to be used to carry a greater number of passengers than the number prescribed in the licence.
14. The proprietor shall not allow any child under the age of 10 years to be conveyed in the front of the vehicle.
15. The proprietor shall allow only one passenger to be conveyed in the front of the vehicle beside the driver, except where the hire car is licensed to carry more than six passengers and the appropriate seat belts are fitted.
16. The proprietor shall not permit any animal belonging to the proprietor or the driver to ride in the vehicle and any animal of the hirer is to be conveyed in the rear of the vehicle.
17. If the vehicle is fitted with a taximeter;
 - (a) The proprietor shall cause the taximeter to be of a type approved by the Council and to be maintained in a sound mechanical condition at all times and for it to be located within the vehicle in accordance with the reasonable instructions of the authorised officer.
 - (b) The proprietor shall cause the taximeter to be set to display the proprietor's fare table approved by the Council from time to time.
 - (c) The proprietor shall not use or permit to be used a taximeter that the council has not sealed.
 - (d) The proprietor shall not permit the taximeter to be fitted with a second tariff unless second tariff is brought into force without driver operation.
 - (e) The proprietor shall cause the taximeter to be fitted with key to bring the machinery into action and cause the word 'HIRED' to appear on the face of the meter as soon as the vehicle is on hire.
 - (f) The proprietor shall ensure that when the vehicle is not hired the key is to be locked and the machinery kept inactive and the meter must show no fare at the time.
 - (g) The proprietor shall ensure that the meter shall not display a 'FOR HIRE' sign at any time.

- (h) The proprietor shall ensure that when the taximeter is brought into action the fare and permitted extras will be shown legibly on the face of the meter and shall be no more than permitted by the approved tariff.
- (i) The proprietor shall ensure the 'FARE' shall be printed on the face of the meter in clear letters so as to apply the fare recorded thereon.
- (j) The proprietor shall ensure that the taximeter is in such a position in the licensed hire car that the figures thereon are clearly visible to any passenger being carried therein.
- (k) The proprietor shall ensure that the taximeter is sufficiently illuminated that when in use it is visible to all passengers.
- (l) The proprietor shall ensure that the taximeter and all its fittings are affixed to the licensed hire car with seals or by other means so that it shall not be practicable for any person to tamper with the meter except by breaking or damaging or permanently displacing the seals and other fittings.
- (m) The proprietor undertakes to ensure that the taximeter will not be replaced without prior permission of the Council.
18. The proprietor shall ensure that a copy of the fare table, in a form approved by the council from time to time, is exhibited inside the licensed hire car at all times.
19. The proprietor shall ensure that the fare table is not concealed from view or rendered illegible while the vehicle is being used for hire.
20. The proprietor shall retain the licence of all drivers driving his vehicle and produce the same to an authorised officer or constable on request.
21. Section 49(1) of the Local Government (Miscellaneous Provisions) Act 1976 accommodates a transfer of a licensed hire car licence provided that notice is given to the Council within 14 days. This Council requires that any such transfer is completed at the Taxi Licensing Office, where both parties must be present to sign the transfer form. The Licensing staff will witness the transaction and supply copies of the transfer documents to both parties.
22. The proprietor shall ensure that no radio equipment is fitted to any of his licensed hire cars without prior written consent of the Council except where that radio equipment will allow the driver to communicate with an operator.
23. The proprietor shall ensure that any radio equipment fitted to the licensed hire car is at all times kept in a safe and sound condition and maintained in proper working order.

24. The proprietor of a licensed hire car shall immediately disclose to the Council in writing details of any conviction and details of any adult caution recorded against him by the police during the currency of his licensed hire car licence.
25. The proprietor of the licensed hire car shall keep in force in relation to the user of that vehicle a Policy of Insurance issued by an approved Insurance Company on a Comprehensive Basis and comply with the requirements of Part IV of the Road Traffic Act 1972.

On being so required by an authorised officer the proprietor shall produce to that officer for examination a Certificate of Insurance issued by an approved Insurance Company in respect of the vehicle for the purposes of Part IV of the Road Traffic Act 1972, provided that if the proprietor fails to produce such a certificate to the officer on request the proprietor shall within five days of such request produce it to that officer or to any other authorised officer at the office of the Council.

26. A licence in respect of which the licence fee has been paid by cheque shall not be effective until the cheque has been cleared.
27. The licence holder will attend the Licensing Environment and Safety Committee following any conviction in respect of a criminal offence.