



RUNNYMEDE BOROUGH COUNCIL

REGULATORY COMMITTEE

23 SEPTEMBER 2004

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RUNNYMEDE BOROUGH COUNCIL

REGULATORY COMMITTEE

23 June 2004

Members of the Committee Present: Councillors Mrs F.J. Barden, Mrs P.I. Broadhead, P.A. Greenwood, D.W. Parr and B.J. Relph

Members of the Committee Absent: None

Other Members of the Council who had attended the Annual Meeting were also present.

27. ELECTION OF CHAIRMAN

RESOLVED that -

Councillor D.W. Parr be Chairman of the Committee for the Municipal Year 2004/05.

28. ELECTION OF VICE-CHAIRMAN

RESOLVED that -

Councillor Mrs P.I. Broadhead be Vice-Chairman of the Committee for the Municipal year 2004/05.

Chairman



RUNNYMEDE BOROUGH COUNCIL

PRIVATE HIRE LICENSING REQUIREMENTS AND CONDITIONS

Director of Technical Services
Runnymede Borough Council
Civic Offices
Station Road
Addlestone
Surrey. KT15 2AH

Tel.: (01932) 425737
Fax.: (01932) 838384

September 2004

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INTRODUCTION

This booklet is issued to give guidance on the legislation controlling the operation of private hire vehicles in the district, and includes details of the licensing conditions introduced by the Council to regulate these activities.

The Local Government (Miscellaneous Provisions) Act 1976, brought into operation controls in respect of private hire vehicles and enabled district councils to introduce by resolution in their areas a comprehensive system of licensing controls over these vehicles.

Such a resolution was passed by Runnymede Borough to take effect from 1st April 1978 and it is through the powers adopted under this legislation that the Council imposes conditions in respect of the various types of licences granted. These conditions are set out in full in this booklet, together with a summary of the main provisions of the Act.

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

A summary of the main requirements of Part II of the above Act in respect of the control, operation and licensing of private hire vehicles.

1. Private Hire Licences

Before a vehicle can be used for the purposes of private hire, the following licences must have been obtained from the Council and be currently in force:-

- a) an operator's licence - sections 55 and 56
- b) a vehicle licence - section 48
- c) a driver's licence - section 51

2. Submission of Information - Section 57

The Council can require an applicant for a licence to submit information as may be considered reasonably necessary to enable an application to be determined.

3. Vehicle Requirements - Section 48

Before a licence will be granted for a vehicle the council must be satisfied that:-

- a) it is of suitable type, size and design (see LICENSING PROCEDURES)
- b) it is not of such design and appearance as to be mistaken for a hackney carriage
- c) it is in a safe, comfortable and suitable mechanical condition
- d) it is adequately insured.

4. Vehicle Plate - Sections 48 and 75

The licence plate issued by the Council must, when the vehicle is in use, be displayed in accordance with the licensing conditions, except when a vehicle is under a contract for hire for a period of not less than 24 hours.

5. Transfer of Vehicle - Section 49

The proprietor of a private hire vehicle must notify the Council within 14 days if he transfers his vehicle and licence to another party.

6. Inspection of Vehicle and Documents - Section 50

The proprietor of a private hire vehicle must:-

- a) present the vehicle for inspection and testing when required to do so by the Council.
- b) state where the vehicle is garaged when not in use.
- c) notify the Council within 72 hours of the occurrence of any accident to the vehicle which materially affects its safety, performance or appearance or the comfort or convenience of the persons carried therein.
- d) when required by an authorised officer of the Council produce the vehicle licence and Certificate of Insurance for inspection.

7. Driver's Badge and Licence - Sections 53 and 54

A driver must at all times when driving a vehicle for private hire purposes wear the badge issued by the Council in such a position and manner as to be plainly and distinctly visible and when required by an authorised officer or police constable produce his licence for inspection.

8. Operators of Private Hire Vehicles - Section 56

An Operator must keep records of all private hire bookings and vehicles operated by him in accordance with the conditions of his licence, and when required by an authorised officer or constable be prepared to produce these and his licence for inspection.

9. Appeals - Section 77

Proprietors, Drivers and Operators of private hire vehicles have the right of appeal to a Magistrates' Court if they are aggrieved by the Council's refusal to grant a licence or by any conditions specified therein. Appeals must be made within 21 days of receipt of the relevant notification.

10. Return of Vehicle Plate - Section 58

The vehicle licence plate must be returned to the Council when a licence expires, is suspended or revoked.

11. Suspension, Revocation or Refusal to Renew Licences - Sections 60, 61 and 62

The Council have the power to refuse to renew a licence or to suspend or revoke it if:-

- a) in the case of a vehicle they are not satisfied as to its fitness;
- b) in the case of a driver, they have been convicted of an offence involving dishonesty, indecency or violence, or they have been convicted of an offence under the provisions of this part of the Act.
- c) in the case of an operator, they have been convicted of an offence under this part of the Act, or they has behaved in a matter which renders them unfit to hold a licence.

12. Prohibition on the use of Hackney Carriage Stands - Section 64

It is an offence for a private hire vehicle to wait on any hackney carriage stand.

13. Prolongation of Journeys - Section 69

It is an offence for a driver of a private hire vehicle to unnecessarily prolong a journey in distance or time.

14. Taximeters for Private Hire Vehicles - Section 71

Private hire vehicles are not required to be fitted with any form of taximeter but if such an appliance is fitted, it must then be tested and approved by the Council and it become an offence for any person to tamper with the meter or its seals.

15. Obstruction - Section 73

It is an offence to obstruct any authorised officer of the Council or police constable in the performance of their duties under this part of the Act.

16. Penalties - Section 76

Persons found guilty of any offence under the provisions of this part of the Act may be liable, on conviction, to a fine not exceeding Level 3 on the Standard Scale of the Criminal Justice Act 1982 which at the time of printing was set at £1000.

17. Definition of a Private Hire Vehicle - Section 80

For the purposes of the Act, a private hire vehicle is defined as a motor vehicle constructed or adapted to seat fewer than nine passengers, other than a hackney carriage or public service vehicle, which is provided with the services of a driver for the purposes of carrying passengers.

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 PART II

PRIVATE HIRE OPERATOR'S LICENCE

CONDITIONS OF LICENCE

These conditions are additional to the requirements of Part II of the Local Government (Miscellaneous Provisions) Act 1976 in respect of the conduct of operators of private hire vehicles, and all operators will be expected to be familiar with these conditions as well as the relevant provisions of the Act.

1. Definitions

In these conditions unless the subject or context otherwise requires:-

"the Council" means the Council of the Borough of Runnymede.

"Operator" means the holder of a Private Hire Vehicle Operator's Licence granted by the Council.

"Vehicle" means a private hire vehicle licensed by the Council.

"Driver" means a person holding and acting in accordance with a private hire driver's licence issued by the Council.

2. Prohibition on the Transfer of Licence

The Operator shall not assign or in any way part with the benefit of this licence.

3. Hiring Records

The Operator shall keep a record of particulars of every hiring, invited or accepted by them, and shall enter therein before any hiring is commenced the following details:-

- a) the date and time of the hiring.
- b) the date and time of the journey.
- c) the place at which the hire commences and the destination.
- d) the name of the hirer.
- e) the name and licence number of the driver.
- f) the licence number of the vehicle.
- g) whether the request for the hiring was made by the hirer or another operator.
- h) keep records of hirings for a period of no more than 7 years.

4. Vehicle Records

The Operator shall keep a record of any private hire vehicle operated by them showing the following details:-

- a) make and model of the vehicle.
- b) registration number of the vehicle.
- c) private hire vehicle licence number.
- d) the age of the vehicle.
- e) the name of the licensing authority.
- f) the date of expiry of the vehicle licence.
- g) the name and address of the proprietor of every vehicle operated by him.
- h) the date upon which the vehicle commenced to be operated by them.

5. Notification of Change of Address

In the event of the operator changing their address they shall within fourteen days give notice, in writing, thereof to the Council's Director of Technical Services.

6. Prohibition on the use of the terms "Cab" or "Taxi"

An operator shall not include in the name of his business or in advertising material, letter headings or other stationery, the words "Cab", "Taxi Cab" or "Taxi" whether in the singular or plural, or whether they form part of another word or not.

7. Vehicle Insurance

The operator shall ensure that all vehicles operated by them are satisfactorily insured to operate on private hire work.

8. Quality of Service

The Operator shall provide a prompt, efficient and reliable service to members of the public at all reasonable times and for this purpose shall in particular ensure that when a private hire vehicle has been hired to be in attendance at an appointed time and place, the vehicle shall, unless delayed or prevented by sufficient cause, punctually attend at that appointed time and place.

9. Compliance with Licence Conditions

The Operator shall ensure that the licence conditions in respect of any vehicles used by them and drivers employed or contracted to them are complied with at all times.

10. Disclosure of Convictions

The Operator shall within seven days disclose to the Council in writing details of any conviction imposed on them (or if the operator is a company or partnership, on any other directors or partners) during the period of the licence.

11. Certification of Persons Employed

The name and licence number of drivers, and the name and address of proprietors of vehicles that are currently working for the Operator must be notified to the Council not less than every three months.

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976, PART II

PRIVATE HIRE VEHICLE LICENCE

CONDITIONS OF LICENCE

These conditions are additional to the requirements of Part II of the Local Government (Miscellaneous Provisions) Act 1976, controlling the operation of vehicles for the purpose of private hire and all proprietors will be expected to be familiar with these conditions as well as the relevant provisions of the Act.

1. Definitions

In these conditions unless the subject or context otherwise requires:-

"Proprietor" means the holder of a Private Hire Vehicle Licence.

"Council" means the Council of the Borough of Runnymede.

"Driver" means a person holding and acting in accordance with a private hire driver's licence issued by the Council.

"Licence" means a Private Hire Vehicle Licence issued by the Council.

"Vehicle" means a private hire vehicle licensed by the Council.

"Licence Plate" means the plate issued by the Council for the purposes of identifying the vehicle as a private hire vehicle duly licensed by the Council.

2. Vehicle Requirements

Every proprietor of a vehicle shall ensure that:-

- a) the vehicle is fitted with an external driving mirror.
- b) the vehicle is provided with satisfactory interior lighting.
- c) a spare wheel is carried together with suitable tools to fit same when required.
- d) a suitable and efficient fire extinguisher of a type approved by the Council (e.g. either dry powder or vaporising liquid types of not less than 2 lb/0.9 kg capacity) is provided in such a position in the vehicle as to be readily visible for immediate use in an emergency and is maintained in a satisfactory working order.
- e) a suitably stocked first aid box is provided and kept in a position as to be readily available for use.
- f) the seats of the vehicle are properly cushioned or covered.
- g) the floor is provided with a proper carpet, mat or other suitable covering.
- h) the vehicle, together with all its fittings and equipment, is kept in an efficient, safe, watertight, clean and tidy condition and all relevant statutory requirements are fully complied with, including in particular those contained in Motor Vehicles (Construction and Use) Regulations.
- i) ***an additional fire extinguisher and emergency hammer are provided for the emergency use of passengers in the rear compartment.***

3. The Licence Plate

The proprietor shall at all times when the vehicle is being used as a Private Hire vehicle cause the licence plate, issued by the Council, to be displayed on the vehicle. The licence plate shall be fixed in an upright position and displayed outside and on the rear of the vehicle, ***other than on the rear screen, but*** in such position that the vehicle's registration number is not obscured and with the details of the licence plate clearly visible. The proprietor or driver shall not wilfully or negligently cause or suffer the licence plate attached to the vehicle, in pursuance of this condition, to be concealed from public view nor shall the proprietor allow the licence plate to be so defaced that any figure or material particular is illegible.

The licence plate shall remain the property of the Council and where a licence lapses or is suspended or revoked, shall be returned immediately to the Council. Any deposit which may from time to time be determined by the Council shall be refunded upon the plate being returned in a satisfactory condition. A deposit will be forfeit where formal procedures have to be adopted by the Council to secure the recovery of the plate.

4. Advertising, signs, etc

Save for the requirements of Condition 3, no signs, marks, notices or advertisements whatsoever shall be displayed on or from the vehicle whether in connection with its use for private hire or otherwise, except for the name and telephone number of the proprietor or the name under which they carry on their business, which may be displayed on the side of the vehicle in lettering of not more than 3 inches in height, and such lettering shall not be illuminated or include the words "cab", "taxi-cab" or "taxi".

5. Display of Licence Details inside the Vehicle

The proprietor shall cause to be clearly marked and maintained inside the vehicle in such a position as to be visible at all times to persons conveyed therein the licence number with the number of passengers prescribed in the licence.

6. Alterations to the Vehicle

No material alteration or change in the specification, design, condition or appearance of the vehicle shall be made without the approval of the Council at any time while the licence is in force.

7. Change of Proprietor's Address

In the event of a proprietor of a vehicle changing their address they shall, within fourteen days of the change taking place, give notice in writing to the Council's Director of Technical Services of their new address.

8. Change of Vehicle

Where a proprietor wishes to transfer their licence to another vehicle, they must first notify the Council's Director of Technical Services and arrange for that vehicle to be mechanically inspected by the Council at such time and place as may be required by the said officer.

9. Disclosure of Convictions

The proprietor shall within seven days disclose to the Council, in writing, details of any convictions imposed on them (or, if the proprietor is a company or partnership, on any other directors or partners) during the period of the licence.

10. Compliance with Licence Conditions

The proprietor must ensure that all persons involved in the driving or operation of the vehicle for private hire purposes are fully aware of these licence conditions and the proprietor must also ensure that the conditions are fully observed and carried out.

11. Insurance (June 1999)

- a) The minimum period of insurance cover shall be not less than 7 days.
- b) Evidence of renewal of insurance cover shall be submitted, by the proprietor, to the Director of Technical Services, within 7 days of ***the request for evidence being made.***

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

PRIVATE HIRE DRIVER'S LICENCE

CONDITIONS OF LICENCE

These conditions are additional to the requirements of the Local Government (Miscellaneous Provisions) Act 1976 with which the licence holder must also be fully conversant.

1. Definitions

In these conditions unless the subject or context otherwise require:-

"The Council" means the Council of the Borough of Runnymede.

"Driver" means a person holding and acting in accordance with a private hire driver's licence issued by the Council.

"Vehicle" means a private hire vehicle licensed by the Council.

2. Conduct of Driver

The driver shall:-

- a) afford all reasonable assistance with passengers' luggage.
- b) at all times be clean and respectable in their dress and person and behave in a civil and orderly manner.
- c) take all reasonable steps to ensure the safety of passengers conveyed in, entering or alighting from the vehicle driven by them.
- d) not without the express consent of the hirer smoke or eat in the vehicle.
- e) not without the express consent of the hirer play any radio or sound reproducing instrument or equipment in the vehicle other than for the purpose of sending or receiving messages in connection with the operation of the vehicle.
- f) at no time cause or permit the noise emitted by any radio or other previously mentioned equipment in the vehicle which they are driving to be a source of nuisance or annoyance to any person, whether inside or outside the vehicle.

3. Passengers

- a) The driver shall not convey or permit to be conveyed in a private hire vehicle a greater number of persons than that prescribed in the licence for the vehicle, provided however that for this purpose two children below the age of ten years may be counted as one person insofar as the rear seating only is concerned.
- b) The driver shall not allow there to be conveyed in the front of a private hire vehicle:-
 - i) any child below the age of ten years, or,
 - ii) more than one person above that age.
- c) The driver shall not without the consent of the hirer of a vehicle convey or permit to be conveyed any other person in that vehicle.

4. Lost Property

- a) The driver shall immediately after the termination of any hiring of a private hire vehicle or as soon as practicable thereafter carefully search the vehicle for any property which may have been accidentally left there.
- b) If any property accidentally left in a private hire vehicle by any person who may have been conveyed therein is found or handed to the driver they shall, within 48 hours, take all such property to the local police station and leave it in the custody of the officer in charge.

5. Written Receipts

The driver shall if requested by the hirer of a private hire vehicle provide them with a written receipt for the fare paid.

6. **Animals (general)**

The driver shall not convey in a private hire vehicle any animal belonging to or in the custody of themselves, the proprietor or operator of the vehicle, and any animal belonging to or in the custody of any passenger which in the driver's discretion may be conveyed in the vehicle shall only be conveyed in the rear of the vehicle.

Assistance Dogs

Except where medical grounds exist justifying its omission: "Private Hire Drivers must carry a Guide, Hearing or Assistance Dog belonging to a passenger free of charge."

7. **Prompt Attendance**

The driver of a private hire vehicle shall, if they are aware that the vehicle has been hired to be in attendance at an appointed time and place, or has otherwise been instructed by the operator or proprietor of the vehicle to be in attendance at an appointed time and place, punctually attend at the appointed time and place, unless delayed or prevented by some sufficient cause.

8. **Copy of Conditions**

The driver shall at all times when driving a private hire vehicle carry with them a copy of these conditions and shall make it available for inspection by the hirer or any other passenger on request.

9. **Notification of Change of Address**

The driver shall notify the Council in writing of any change of their address during the period of the licence within fourteen days of such change taking place.

10. **Disclosure of Convictions**

The driver shall within seven days disclose to the Council in writing details of any convictions imposed on them during the period of the licence.

11. **Driver's Badge**

The badge issued to the driver by the Council when granting this licence remains the property of the Council, and must be returned the Council forthwith upon the expiry (without immediate renewal), revocation or suspension of this licence. Any deposit for the driver's badge which may from time to time be determined by the Council shall be refunded upon the badge being returned in a satisfactory condition.

12. **Certification of Persons Employed**

The driver shall notify the Council of the name and address of the operator for whom they are working. If the driver changes Operators the driver will notify the Council of the new operator's details as and when this change occurs.

LICENSING PROCEDURES

Requirements in respect of Private Hire Vehicles

An application for a vehicle licence will not be considered if the vehicle concerned does not satisfy the definition of a private hire vehicle, as set out in Section 80 of the Local Government (Miscellaneous Provisions) Act 1976, (i.e. a car constructed or adapted to seat fewer than nine passengers), or fails to meet the following requirements:-

- a) the vehicle must be of a four door saloon or estate car type but does not include a convertible or soft top vehicle.
- b) if fitted with a sun roof, it must not exceed 50% of the roof area.
- c) must have an engine capacity of a minimum of 1300 cc.
- d) must have a minimum seat width of 41 cm per passenger.
- e) passengers must have clear access and egress from every seat for which the vehicle is licensed.
- f) the vehicle must not be over ten years old (except where the applicant can satisfy the Council that there are special reasons for granting a licence).
- g) the vehicle must not be fitted with or carry signs or advertisements illuminated or otherwise save for the name and telephone number of the firm, which may be displayed on the side of the vehicle in lettering of not more than 3 inches in height, and such lettering shall not be illuminated or include the words "cab", "taxi-cab" or "taxi".
- h) the vehicle must not be an Austin FX4 or be of similar appearance.

Before a private hire vehicle licence will be granted, the vehicle must have fitted in a readily accessible position, a dry powder type fire extinguisher of not less than 2 lb/0.9 kg capacity, or other suitable type approved by the Council, and when a licence is granted the licence plate issued by the Council must be fitted and displayed on the vehicle in accordance with the licensing conditions.

Requirements in Respect of Drivers

1. To be considered for a licence to drive a private hire vehicle, the applicant must satisfy the Council that they are a fit and proper person and have been the holder for at least twelve months of a licence granted Part III of the Road Traffic Act 1972 authorising them to drive a motor car.
2. The applicant should be aware that the licensing authority is empowered in law to check with the Criminal Records Bureau (CRB) for the existence and content of any criminal record held in the name of an applicant. Information received from the CRB will be kept in strict confidence while the licensing process takes its course and will be retained for no longer than is necessary (Section 47, Road Traffic Act 1991).
3. The applicant must supply the names and addresses of two persons with whom the Council may communicate for the purpose of obtaining references. One of persons concerned must be the applicant's last employer whilst the other should have known the applicant for at least three years.
4. The applicant must produce their birth certificate or current passport for examination, together with four recent passport sized photographs taken without sunglasses.
5. The applicant must also produce a certificate signed by his/her registered medical practitioner to the effect that the applicant is physically fit, **as defined by reference to the guidance issued by the Drivers Medical Unit of the DVLA**, to be the driver of a private hire vehicle. Such certificates are required to be produced every five years up to the age of 60 years and thereafter every twelve months.
6. Applicants who reach the age of 70 and who submit a medical assessment form should also submit the results of a full assessment of their driving ability by the Department of Transport. This can be done at a Mobility Advice and Information Centre (MAVIS); the nearest centre is at Damson Way, Orchard Hill, Queen Mary Avenue, Carshalton, Surrey, SM5 4NR.
7. The applicant must be able to demonstrate that they possess a good working knowledge of the district and Regulations for the type of licence for which the application is made.

8. Where a person has been disqualified because of a conviction for a serious offence, it is the Council's policy not to consider an application for a period of 5 years from the date on which the period of disqualification expired.
9. Where a person has been convicted of a serious criminal offence, it is the Council's policy not to consider a licence application for a suitable period from the date of conviction.

Requirements in respect of Private Hire Operators

1. ***In order to be considered for a Private Hire Operator's Licence, the applicant must supply the Council with;***
 - a) ***their name and address.***
 - b) ***the address or addresses whether within the area of the Council or not from which he intends to carry on business in connection with Private Hire vehicles licenced under the Act.***
 - c) ***details of any previous application he has made for an Operator's licence.***
 - d) ***details of the revocation or suspension of any Operator's licence previously held by him.***
 - e) ***declare any conviction recorded against him.***
2. ***The applicant should be aware that the Licensing authority is empowered in law to check with the Criminal Records Bureau (CRB) for the existence and content of any criminal record held in the name of an applicant. Information received from the CRB will be kept in strict confidence while the licensing process takes its course and will be retained for no longer than is necessary (Section 47, Road Traffic Act 1991).***
3. ***Where a person has been disqualified because of a conviction for a serious offence, it is the Council's policy not to consider an application for a period of 5 years from the date on which the period of disqualification expired.***
4. ***Where a person has been convicted of a serious criminal offence, it is the Council's policy not to consider a licence application for a suitable period from the date of conviction.***



RUNNYMEDE BOROUGH COUNCIL

CIVIC OFFICES
STATION ROAD
ADDLESTONE
SURREY
KT15 2AH

TELEPHONE: (01932) 425737
FAX: (01932) 838384

Email: licensing@runnymede.gov.uk

BYLAWS AND LICENSING CONDITIONS MADE IN RESPECT OF HACKNEY CARRIAGES

Director of Technical Services
Civic Offices
Station Road
Addlestone
Surrey. KT15 2AH

Tel.: (01932) 425737
Fax.: (01932) 838384

September 2004

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INTRODUCTION

This booklet is issued to give guidance on the legislation controlling the operation of hackney carriages in the district, and includes details of the bylaws and licensing conditions introduced by the Council to regulate these activities.

The Town Police Clauses Act 1847 empowers the Council to control the operation of hackney carriages in the whole or any part of its district. In the case of Runnymede Borough Council, the whole of the district has been prescribed as a controlled area and consequently all hackney carriage vehicles and drivers operating in its district must be licensed. It is under this Act that the Council is able to make bylaws to regulate the general standard of vehicles and the conduct and behaviour of the drivers and proprietors.

Part II of the Local Government (Miscellaneous Provisions) Act 1976 contains provisions which allow district councils, by resolution, to bring into operation in their areas, a comprehensive system of licensing controls over private hire vehicles together with additional powers in relation to the licensing of hackney carriages and their drivers. These powers were adopted by Runnymede Borough Council, and took effect from 1st April 1978. It is under this legislation that the Council imposes conditions on the various licences which it grants.

Details of these licence conditions and the Hackney Carriage Bylaws are set out in full in this booklet, together with a summary of the main provisions of the Acts concerned.

HACKNEY CARRIAGE BYLAWS

BYLAWS made under section 68 of the Town Police Clauses Act 1847 and section 171(4) of the Public Health Act 1875 by the Borough Council of Runnymede with respect to hackney carriages in the District of the Borough of Runnymede.

1. Interpretation

Throughout these bylaws "the Council" means the Borough Council of Runnymede and "the District" means the District of the Borough of Runnymede.

2. Display and Condition of Vehicle Licence No. and Plate

Provisions regulating the manner in which the number of each hackney carriage, corresponding with the number of its licence, shall be displayed.

- i) The Proprietor of a hackney carriage shall cause the number of the licence granted to him in respect of the carriage to be displayed on the outside of the vehicle by fixing the licence plate supplied by the Council for that purpose in such a position as to be readily visible whilst the carriage is standing or plying for hire, or whilst it is hired. The proprietor shall also cause the number of the licence to be displayed on the inside of the vehicle in a position where it can be clearly identified by any person hiring the carriage.
- ii) A proprietor or driver of a hackney carriage shall:
 - a) not wilfully or negligently cause or suffer any such number to be concealed from public view while the carriage is standing or plying for hire;
 - b) not cause or permit the carriage to stand or ply for hire with any such plate or marking so defaced that any figure or material particular is illegible.

3. Standards for hackney carriages

The Proprietor of a hackney carriage shall:-

- a) provide sufficient means by which any person in the carriage may communicate with the driver;
- b) cause the roof or covering to be kept watertight;
- c) provide any necessary windows and a means of opening and closing not less than one window on each side;
- d) cause the seats to be properly cushioned or covered;
- e) cause the floor to be provided with a proper carpet, mat or other suitable covering;
- f) cause the fittings and furniture generally to be kept in a clean condition, well maintained and in every way fit for public service;
- g) provide suitable means for carrying and securing luggage;
- h) provide an efficient fire extinguisher of a type and size approved by the Council which shall be carried in such a position as to be readily available for use;
- i) provide a suitably stocked first aid box which shall be kept in a position as to be readily available for use;
- j) provide at least two doors for the use of persons conveyed in such carriage and separate means of ingress and egress for the driver.

4. Taximeters

From 1st April 1982, the proprietor of a hackney carriage shall cause the carriage to be provided with a taximeter, so constructed attached and maintained as to comply with the following requirements, that is to say:-

- i) the taximeter shall be fitted with a key or other device the operating of which will bring the machinery of the taximeter into action and cause the word "HIRED" to appear on the face of the taximeter;
- ii) such key or other device shall be capable of being locked in such a position that the machinery of the taximeter is not in action and no fare is recorded on the face of the taximeter;
- iii) the taximeter shall be regulated to show only the tariff fixed by the Council. When the machinery of the taximeter is in action there shall be recorded on the face of the taximeter, in figures clearly legible and free from ambiguity, a fare not exceeding the rate of fare which the proprietor or driver is entitled to demand and take for the hire of the carriage by distance in accordance with the said tariff;
- iv) the word "FARE" shall be printed on the face of the taximeter in plain letters so as clearly to apply to the fare recorded thereon;
- v) the taximeter shall be so placed that all letters and figures on the face thereof are at all times plainly visible to any person being conveyed in the carriage, and for that purpose the letters and figures shall be capable of being suitably illuminated during any period of hiring;
- vi) the taximeter and all the fittings thereof shall be so affixed to the carriage with seals or other appliances that it shall not be practicable for any person to tamper with them except by breaking, damaging or permanently displacing the seals or other appliances.

5. The Conduct of Drivers with regard to Taximeters

The driver of a hackney carriage provided with a taximeter shall:

- a) when standing or plying for hire, keep the key, or other device fitted in pursuance of the bylaw in that behalf locked in the position in which no fare is recorded on the face of the taximeter, but in which the words "FOR HIRE" are clearly visible and conveniently legible to persons outside the carriage;
- b) as soon as the carriage is hired by distance, and before beginning the journey, bring the machinery of the taximeter into action by moving the said key or other device, so that the word "HIRED" is legible on the face of the taximeter and keep the machinery of the taximeter in action until the termination of the hiring;
- c) cause the dial of the taximeter to be kept properly illuminated throughout any part of a hiring which is during the hours of darkness as defined for the purposes of the Road Traffic Act 1972, and also at any other time at the request of the hirer.

6. Prohibition on the tampering with a Taximeter

A proprietor or driver of a hackney carriage shall not tamper with or permit any person to tamper with any taximeter with which the carriage is provided with the fittings thereof or with the seal affixed thereto.

7. Fares

The proprietor or driver of a hackney carriage shall be entitled to demand and take for the hire of a carriage the fare rate or fare prescribed by the Tariff fixed by the Council referred to above, the rate of fare being calculated by distance and time. Provided that, save for any supplementary charges authorised by the said table which it may not be possible to record on the face of the taximeter, the proprietor or driver thereof shall not be entitled to demand and take a fare greater than that recorded on the face of the taximeter with which the carriage is provided.

8. Conduct at Stands

The driver of a hackney carriage shall, when plying for hire in any street and not actually hired:-

- a) proceed with reasonable speed to one of the stands fixed by the Council in that behalf.
- b) if a stand, at the time of their arrival, is occupied by the full number of carriages authorised to occupy it, proceed to another stand.
- c) on arriving at a stand not already occupied by the full number of carriages authorised to occupy it, and where it is practicable, station the carriage immediately behind the carriage or carriages on the stand so as to face the same direction.
- d) from time to time when any other carriage immediately in front is driven or moved forward, cause their carriage to be moved forward so as to fill the place previously occupied by the carriage driven off or moved forward.

9. Prohibition on Touting

A proprietor or driver of a hackney carriage, when standing, or plying for hire, shall not, by calling out or otherwise, importune any persons to hire such carriage and shall not make use of the services of any other person for the purpose.

10. Behaviour of Drivers

The driver of a hackney carriage shall behave in a civil and orderly manner and shall take all reasonable precautions to ensure the safety of persons conveyed in or entering or alighting from the vehicle.

11. Prompt Attendance

The proprietor or driver of a hackney carriage who has agreed or has been hired to be in attendance with the carriage at an appointed time and place shall, unless delayed or prevented by some sufficient cause, punctually attend with such carriage at such appointed time and place.

12. Route to Destination

The driver of a hackney carriage when hired to drive to any particular destination shall, subject to any directions given by hirer, proceed to that destination by the shortest available route.

13. Permitted Number of Passengers

A proprietor or driver of a hackney carriage shall not convey or permit to be conveyed in such carriage any greater number of persons than the number of persons specified on the plate affixed to the outside of the carriage.

14. Driver's Badge

The driver of a hackney carriage shall, when standing or plying for hire and when hired, wear the badge provided by the Council in such position and manner as to be clearly visible. Moreover the driver of a hackney carriage shall not lend the badge or knowingly allow it to be used by any other person.

15. Luggage

The driver of a hackney carriage so constructed as to carry luggage shall, when requested by any person hiring or seeking to hire the carriage:-

- a) convey a reasonable quantity of luggage;
- b) afford reasonable assistance in loading and unloading;
- c) afford reasonable assistance in removing it to or from the entrance of any house, station, or place at which he may take up or set down each person.

16. Conveyance of Dead Bodies

Every proprietor or driver of a hackney carriage who shall knowingly convey in the carriage the dead body of any person shall, immediately thereafter, notify the fact to the Director of Technical Services of the Council.

17. Display of Fare Tariff

The proprietor or driver of a hackney carriage shall display a copy of the tariff fixed by the Council, where it is readily visible to any person hiring the carriage.

18. Search for Lost Property

The proprietor or driver of a hackney carriage shall, immediately after the termination of any hiring or as soon as practical thereafter, carefully search the carriage for any property which may have been accidentally left therein.

19. Disposal of Lost Property

The proprietor or driver of a hackney carriage shall, if any property accidentally left there by any person who may have been conveyed in the carriage be found by or handed to him:-

- i) carry it within 48 hours, if not sooner claimed by or on behalf of the owner, to the Police Station at Addlestone, Chertsey or Egham, and leave it in the custody of the officer in charge of the Police Station on his giving a receipt for it;
- ii) be entitled to receive from any person to whom the property shall be re-delivered an amount equal to five pence in the pound of its estimated value (or the fare for the distance from the place of finding to the Police Station, whichever be the greater but no more than five pounds).

20. Penalties

Every person who shall offend against any of these bylaws shall be liable on summary conviction to a fine not exceeding level 2 on the standard scale of the Criminal Justices Act 1982 which, at the time of printing of this booklet was £500. In the case of a continuing offence, to a further fine not exceeding five pounds for each day during which the offence continues after conviction therefor.

REPEAL OF BYLAWS

The bylaws relating to hackney carriages in the district of the former Chertsey Urban District Council and the area added to the district of Runnymede by Article 4 of the Runnymede and Woking (Areas) Order 1977 which were made by the Runnymede District Council on 27th February 1978 and confirmed by one of Her Majesty's Principal Secretaries of State on 1st June 1978 and the bylaws relating to hackney carriages in the district of the former Egham Urban District Council, which were made by the Runnymede District Council on 5th July 1978, and confirmed by one of Her Majesty's Principal Secretaries of State on 25th August 1978 are hereby repealed.

Dated twenty-third day of February 1982

**The COMMON SEAL of
RUNNYMEDE BOROUGH COUNCIL
was hereunto affixed in
the presence of:**

.....
Clerk and Chief Executive

HACKNEY CARRIAGES - STATUTORY REQUIREMENTS

In addition to the aforementioned bylaws, proprietors and drivers of hackney carriages must comply with the statutory requirements set out in the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976. They must also meet the requirements of any conditions attached to licences granted by the Council under the Act of 1976.

A summary of the principal requirements contained in the above legislation together with details of the licensing conditions are set out below, and unless specified otherwise the requirements of the Acts apply only to the "controlled district" which in this case is the Borough of Runnymede.

Town Police Clauses Act 1847

1. All hackney carriages must be licensed and registered by the Council.
2. A hackney carriage proprietor must notify the Council of any change of address.
3. It is an offence for a proprietor to permit a vehicle to be used as a hackney carriage:-
 - a) unless the licence plate issued by the Council is openly displayed,
 - b) if the vehicle is not licensed, or
 - c) while the licence is suspended.
4. It is an offence for a person to act as a driver of a hackney carriage or for a proprietor to employ a person if that person is not licensed by the Council to drive a hackney carriage.
5. The Act also requires a proprietor employing any driver to retain that person's hackney carriage driving licence until such time as the employment is terminated.
6. Following a conviction for a second or subsequent offence under the provisions of this Act or its bylaws the Council may suspend or revoke the licence of a proprietor or driver.
7. The number of persons permitted to be carried in a hackney carriage must be displayed on the outside of the vehicle and it is an offence for a driver to refuse to carry the permitted number without reasonable excuse.
8. It is also an offence for a driver to refuse, without reasonable excuse, to accept a hiring for any journey within the boundaries of the district.
9. It is an offence to charge for a journey in excess of the rate set out in the authorised "Table of Fares".
10. A driver must also honour any agreement on cost or distance made with the hirer before the journey commences.
11. The Act also makes it an offence for a driver or proprietor to permit any person to be carried in the hackney carriage without the consent of the hirer.
12. Penalties are also imposed by the Act in the case of obstruction or misconduct by drivers.
13. The Act also makes provision for unpaid fares to be recovered through the courts and allows a proprietor to seek compensation from a person who when using the hackney carriage is responsible for causing wilful damage to the vehicle.

Local Government (Miscellaneous Provisions) Act 1976

1. Submission of Information - Section 57

The Council can require an applicant for a licence to submit information as may be considered reasonably necessary to enable an application to be determined.

2. Licence Conditions - Section 47

The Council may attach to the licence such conditions as they may consider reasonably necessary. Any person aggrieved by any conditions attached to such licence may appeal to a Magistrates' Court.

3. Vehicle Identification - Section 47

The Council may require any hackney carriage licensed by them to be of such design or appearance or bear such distinguishing marks as shall clearly identify it as a hackney carriage.

4. Transfer of Vehicle - Section 49

A proprietor of a hackney carriage shall within 14 days give notice in writing to the Council of the transfer of their interest in the hackney carriage licence and specify the name and address of the person to whom the licence has been transferred.

5. Inspection of Vehicle and Documents - Section 50

a) Without prejudice to the provisions of Section 68 of this Act, the proprietor of a licensed hackney carriage shall present it for inspection and testing by the Council within such period and at such place within the area of the Council as they may by notice reasonably require (but not more than three inspections during any one period of twelve months).

b) The proprietor of a licensed hackney carriage may be required to give the Council in writing the address of every place the vehicle is kept when not in use and afford to them such facilities as may be reasonably necessary to enable them to inspect and test the vehicle there.

c) The proprietor of a licensed Hackney Carriage shall at the request of an authorised officer of the Council produce for inspection the vehicle licence and the certificate of the policy of insurance.

6. Accidents - Section 50

a) The proprietor of a licensed hackney carriage shall report to the Council as soon as reasonably practicable and in any case within 72 hours of the occurrence thereof, any accident to the vehicle causing damage materially affecting the safety, performance or appearance of the vehicle or the comfort or convenience of the persons carried therein.

b) Contravention of the provision of this Section shall be an offence.

7. Return of Plate on Revocation, Expiry or Suspension of Licence - Section 58

a) On revocation, expiry or suspension of a licence the Council may by notice require the proprietor of that licensed hackney carriage to return to them within seven days after the service on him of that notice, the plate issued to him by the Council.

b) if any proprietor fails without reasonable excuse to comply with the items of this notice

i) he shall be guilty of an offence, and

ii) any authorised officer of the Council or constable may remove and retain the plate.

8. Suspension, Revocation or Refusal to renew Licence - Section 60

- a) If a vehicle is unfit for hackney carriage use or the operator or driver commits any offence or fails to comply with this part of this Act or of the Town Police Clauses Act 1847 or for any other reasonable cause the Council may suspend, revoke or refuse to renew a vehicle licence. Notice to be given to the proprietor of the vehicle of the grounds within fourteen days.
- b) A proprietor aggrieved by a decision under this Section may appeal to a Magistrates' Court.

9. Hackney Carriage used for Private Hire - Section 67

- a) No hackney carriage shall be used in the district under a contract or purported contract for private hire except at a rate of fare or charge not greater than that fixed, and when being so used the fare or charge shall be calculated from the point in the district at which the hirer commences his journey.
- b) Contravention of the provisions of this section shall be an offence.
- c) In sub-section (a) of this section "contract" means a contract made other than when the hackney carriage is plying for hire in the district or standing on an approved rank, or made otherwise than with or through the driver of the vehicle while it is so plying or waiting.

10. Fitness of Vehicle and Meter - Section 68

- a) Any authorised officer of the Council or constable shall have power to inspect and test any licensed hackney carriage or the taximeter fitted thereto for the purpose of ascertaining the fitness of the vehicle and/or the accuracy of the taximeter and if not satisfied give notice in writing to the proprietor to make the vehicle and/or taximeter available for further inspection at such reasonable time and place as specified in the notice and suspend the licence until such time as he is so satisfied.
- b) If the authorised officer or constable is not satisfied before the expiration of a period of two months the licence shall be revoked.
- c) Any proprietor aggrieved by a decision of the Council may appeal to a Magistrates' Court.

11. Offences due to fault of other persons - Section 72

Where an offence is committed by a person as a result of the Act or default of another the latter may be charged and convicted whether or not proceedings are taken against the first-mentioned person.

12. Obstruction of Authorised Officers - Section 73

Any person who -

- a) wilfully obstructs an authorised officer or constable acting in pursuance of this Act or the Act of 1847, or
- b) without reasonable excuse fails to comply with any requirement properly made to them by such officer or constable, or
- c) without reasonable cause fails to give such officer or constable so acting any other assistance or information which they may reasonably require of such person for the purpose of the performance of their function, shall be guilty of an offence.

If any person giving such information as is mentioned above makes any statement which they know to be false they shall be guilty of an offence.

13. Penalties - Section 76

Where there is no express penalty provision a fine for any offence shall not exceed Level 3 on the Standard Scale, which at the time of publication of this document was £1,000.

14. Appeals - Section 77

Where there is a right of appeal against a Council decision, until the time for appealing has expired or a lodged appeal is disposed of or withdrawn no proceeding shall be taken in respect of any failure to execute any works required by the decision and the person may continue to carry on their business. Appeals to Magistrates Courts must be made within 21 days of receipt of the notification of suspension, revocation, refusal to renew or implementation of conditions.

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 - PART II

CONDITIONS OF HACKNEY CARRIAGE VEHICLE LICENCE

The following conditions are in addition to those requirements set out in the statutory provisions controlling hackney carriages. The proprietors must, therefore, ensure that they are familiar with such provisions particularly those requirements set out in the Council's Bylaws, The Town Police Clauses Act of 1847 and the Local Government (Miscellaneous Provisions) Act 1976.

1. Interpretations

In these conditions unless the subject or context otherwise requires:-

The "Council" means the Council of the Borough of Runnymede;

The "Proprietor" means the holder of a hackney carriage vehicle licence;

The "Licence Plate" means the plate issued by the Council for the purposes of identifying the vehicle as a hackney carriage duly licensed by the Council;

The "Vehicle" means the hackney carriage in respect of which the licence is issued.

2. Condition of the Vehicle

Every Proprietor of a vehicle shall ensure that:-

- a) The vehicle is fitted with an external driving mirror;
- b) The vehicle is provided with satisfactory interior lighting;
- c) A spare wheel is carried, together with suitable tools to fit same when required;
- d) The vehicle and all its fittings and equipment are kept at all times when the vehicle is in use or available for hire in a watertight, mechanically sound, efficient, safe, clean and tidy condition, and that all relevant statutory requirements are fully complied with including in particular those contained in the Motor Vehicles (Construction and Use) Regulations.
- e) ***an additional fire extinguisher and emergency hammer are provided for the emergency use of passengers in the rear compartment***

3. Alteration of the Vehicle

No material alteration or change in the specification, design, condition or appearance of the vehicle shall be made without the approval of the Council at any time while the licence is in force.

4. The Licence Plate

The Licence Plate shall be affixed and displayed outside and on the rear of the vehicle, ***other than on the rear screen***, but in such a position that the vehicle's registration mark is not obscured and with the details of the Licence Plate clearly visible.

The Licence Plate shall remain the property of the Council and where a licence lapses or is suspended or revoked, shall be returned immediately to the Council. Any deposit which may, from time to time, be determined by the Council, shall be refunded upon the plate being returned in a satisfactory condition.

5. Display of Licence Details and Table of Fares

The proprietor shall cause to be clearly displayed and maintained inside the vehicle in such a position as to be visible at all times to persons conveyed therein the licence number with the number of passengers prescribed in the licence and a copy of the current "Table of Fares".

6. Taxi Sign

The proprietor shall ensure at all times when the vehicle is in use or is applying for hire that a sign, of a type approved by the Council, bearing the word "TAXI" and capable of being properly illuminated, shall be displayed on the roof of the vehicle.

7. Change of Address

In the event of a proprietor of a vehicle changing his address, he shall, within fourteen days of the change taking place, give notice in writing to the Council's Director of Technical Services of their new address.

8. Change of Vehicle

Where a proprietor wishes to transfer their licence to another vehicle they must first notify the Director of Technical Services and arrange for that vehicle to be mechanically inspected by the council at such time and place as may be required by the Officer.

9. Disclosure of Conviction

The proprietor shall, within seven days, disclose to the Council in writing details of any conviction imposed on them (or, if the proprietor is a company or partnership, on any other directors or partners) during the period of the licence.

10. Display of Signs, Notices and Advertisements

When a vehicle is in use or plying for hire no signs, notices or advertisements shall be displayed on, in or from the said vehicle except in accordance with the Council's statutory requirements, bylaws or approved conditions of licence. However, this condition shall not apply to any sign which contains no words or numbers other than the name, address and telephone number of the proprietor or the name under which he carries on his business.

11. Insurance (June 1999)

- a) The minimum period of insurance cover shall be not less than 7 days.
- b) Evidence of renewal of insurance cover shall be submitted, by the proprietor, to the Director of Technical Services, within 7 days of the ***request for evidence being made.***

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

CONDITIONS OF HACKNEY CARRIAGE DRIVER'S LICENCE

The following conditions are in addition to those requirements set out in the bylaws and Part II of the Local Government (Miscellaneous Provisions) Act 1976, in respect of Hackney Carriages. Drivers are expected to be familiar with such requirements.

1. Interpretations

In these conditions unless the subject or context otherwise requires:-

The "Driver" means a person holding and acting in accordance with a Hackney Carriage Driver's licence issued by the Council.

The "Council" means the Council of the Borough of Runnymede.

"Vehicle" means Hackney Carriage licensed by the Council.

2. Display of Licence Plate and Taxi Sign

The driver shall ensure that the licence plate number and the sign marked "Taxi", attached to the vehicle, are clearly displayed when the vehicle is being operated in accordance with the requirements of the bylaws and the above Act.

3. Disclosure of Convictions

In the event of a driver being convicted of any offence they must within fourteen days notify the Council's Director of Technical Services, in writing, and supply any details which may be required.

4. Change of Address

In the event of a driver changing his address they shall within fourteen days notify the Council's Director of Technical Services of their new address.

LICENSING PROCEDURES

Requirements in respect of vehicles

An application for a hackney carriage licence will not be considered if the vehicle concerned does not satisfy the definition of a hackney carriage (a car constructed or adapted to seat fewer than nine passengers) and does not meet the following requirements:-

- a) the vehicle is of a four door saloon or estate car type but does not include a convertible or soft top vehicle;
- b) if fitted with a sun roof this must not exceed 50% of the roof area;
- c) has an engine capacity of a minimum of 1300 cc's;
- d) has a minimum seat width of 41 cm per passenger;
- e) passengers must have clear access and egress from every seat for which the vehicle is licensed.
- f) no vehicle over ten years old will be licensed except where the applicant can satisfy the Council that there are special reasons for doing so.

Before a hackney carriage licence will be granted the vehicle must be fitted with:-

- g) an approved taximeter;
- h) a "TAXI" sign displayed on the roof;
- i) a fire extinguisher which meets the bylaw requirements;
- j) a suitably stocked first aid box.
- k) ***an additional fire extinguisher and emergency hammer are provided for the emergency use of passengers in the rear compartment.***

Advertisements are permitted on hackney carriage vehicles subject to the following conditions:-

- i) no advertisement shall be displayed on the boot, the front elevation (i.e. radiator grill and the area either side of it), the windows and any other glass areas, the wheels and bumpers of the Hackney Carriage.
- ii) all advertisements shall conform with the rules of the British Code of Advertising Practice;
- iii) no advertisement related to the promotion of alcoholic drinks, tobacco or any of its derivatives shall be displayed on any part of the hackney carriage.

When a licence is granted the licence plate issued by the Council must be fitted and displayed on the vehicle in accordance with the bylaws and licensing conditions.

Requirements in respect of drivers

1. To be considered for a licence to drive a hackney carriage the applicant must satisfy the Council that they are a fit and proper person and have been the holder for at least twelve months of a licence granted under Part III of the Road Traffic Act 1972 authorising them to drive a motor car and have reached the age of 21 years.
2. The applicant should be aware that the licensing authority is empowered by law to check with the Criminal Records Bureau (CRB) for the existence and content of any criminal record held in the name of an applicant. Information received from the CRB will be kept in strict confidence while the licensing process takes its course and will be retained for no longer than is necessary (Section 47, Road Traffic Act 1991).
3. The applicant must supply the names and addresses of two persons with whom the Council may communicate for the purpose of obtaining references. One of the persons concerned must be the applicant's last employer whilst the other should have known the applicant for at least three years.
4. The applicant must also produce a certificate signed by their registered medical practitioner to the effect that the applicant is physically fit **as defined by reference to the guidance issued by the Drivers Medical Unit of the DVLA** to be the driver of a hackney carriage. Such certificates are required to be produced every five years up to the age of 60 years and thereafter every twelve months.
5. Applicants who reach the age of 70 and who submit a medical assessment form should also submit the results of a full assessment of their driving ability by the Department of Transport. This can be done at a Mobility Advice and Information Centre (MAVIS); the nearest centre is at Damson Way, Orchard Hill, Queen Mary Avenue, Carshalton, Surrey, SM5 4NR.
6. The applicant must provide their birth certificate or current passport for examination, together with four recent passport sized photographs taken without sunglasses.
7. An applicant must be able to demonstrate that they possess a good working knowledge of the district and regulations for the type of licence for which the application is made.
8. Where a person has been disqualified because of a serious conviction for a motoring offence, it is the Council's policy not to consider a licence application for a period of 5 years from the date on which the period of disqualification expired.
9. Where a person has been convicted of a serious criminal offence, it is the Council's policy not to consider a licence application for a suitable period from the date of conviction.

HACKNEY CARRIAGE STANDS

The following stands have been appointed for hackney carriages within the Borough of Runnymede:-

	Number of Vehicles Permitted on the Stand	Situation of Stand
	2	Addlestone Station (in front of the supermarket)
Council)	2	Virginia Water Station (adjoining Public Car Park provided by the Borough
Station	5	Egham Station (in the Service Area near the Building)
Station	2	Chertsey Station (opposite entrance to the Building)
	3	Thorpe Park
	2	Byfleet & New Haw Railway Station (adjacent to north entrance

«QADD»

Please Note new Fax No. 01932 838384

Please contact Mr. P. Groves

Direct line: **01932 425722**

Email: peter.groves@runnymede.gov.uk

My Ref: PG/yp

Date: 12th August 2004

Dear «QSAL»

Consultation Regarding Scale of Fees for Private Hire Operators Licences

As a result of a complaint received following the increase in fees associated with private hire and hackney carriage licences, a recommendation was made by the Licensing Committee that a review of the fee for the operator's licence should be undertaken. This letter is being sent to all Private Hire Operators seeking their views on the proposed fee structure.

Currently Runnymede Borough Council charge a set fee of £170 for an operators licence, irrespective of whether the operator has one vehicle or 100 vehicles in their fleet. This places a disproportionately high level of cost upon the operator with one vehicle. Of course, whatever fee levels are adopted they will always disadvantage some and advantage others.

Many authorities have a sliding scale of fees for operators. These have been used to determine the following proposal :-

Proposed Scale of Fees For Runnymede Borough Council Private Hire Operators		No. of Licensed Vehicles	Fee Level	Fee
	Operators with :	1 – 5	1	£ 130
	6 – 20	2	£ 190	
	21 – 50	3	£ 280	
	Over 51	4	£ 500	

For the purposes of comparison, the surrounding local authorities have the following arrangements :-

	Vehicles	Fee		Vehicles	Fee
Guildford Council	Less than 5	£ 139	Reigate and Banstead	1 – 5	£ 107
	5 – 10	£ 160		6 – 10	£ 159
	11 – 15	£ 172		11 – 20	£ 212
	16 – 20	£ 183		21 – 50	£ 311
	21 – 30	£ 205		51 – 100	£ 458
	31 – 40	£ 229		Over 100	£ 587
	41 – 50	£ 250			
	Over 50	£ 284			

	Vehicles	Fee		Vehicles	Fee
Elmbridge Council	6 – 10	£ 175	Spelthorne	Up to 10 PHVs	£ 170
	11 - 15	£ 220		Over 10 PHVs	£ 250
	16 – 20	£ 260			
	21 – 25	£ 305			
	26 – 30	£ 345			
	31 –35	£ 385			
	36 – 40	£ 425			
Woking Council	All	£ 225			

I have enclosed a postage paid, addressed envelope and would appreciate your comments by Thursday, 26th August 2004.

Yours sincerely



Peter Groves
Senior Licensing Officer

Hackney Carriage Fare Comparisons

<u>Council</u>	Rate One				Rate Two			
	Pull Off £	one mile £	two miles £	Waiting	Pull Off £	one mile £	two miles £	Waiting
Runnymede	2.70	2.70	4.30	44p-2min	4.05	4.05	6.45	44p-2min
Elmbridge	3.25	3.60	5.00	60p-2min	4.25	4.75	6.75	60p-2min
Guildford	2.40	3.60	4.80	40p-2min*	3.60	4.90	7.20	60p-2min*
Woking	2.40	3.60	4.80	40p-2min*	3.60	5.40	7.20	60p-2min*
Surrey Heath	2.70	2.70	4.30	40p-2min*	4.10	4.10	6.50	60p-2min*
Spelthorne	2.40	2.40	3.80	50p-2min*	3.60	3.60	5.70	60p-2min
Windsor	2.20	2.86	4.40	50p-2min*	3.30	4.29	6.60	90p-2min*
National Average	2.00	2.67	4.02		2.71	3.60	5.37	

* approximate



RUNNYMEDE BOROUGH COUNCIL

CIVIC OFFICES
STATION ROAD
ADDLESTONE
SURREY
KT15 2AH

TELEPHONE: (01932) 838383
FAX: (01932) 838384

To all Private Hire and Hackney Carriage
Drivers and Operators

Please contact Mr. P. Groves

Direct line: 01932 425722

Email: peter.groves@runnymede.gov.uk

My Ref: L6/2/PG/ypp

Date: 12th July 2004

Dear Sir/Madam

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 Consultation regarding Hackney Carriage Fares

Runnymede Council is about to undertake a review of the current Hackney Carriage fare tariff, the result of which will be submitted to a Licensing Committee on 23rd September 2004. The last review was conducted in July 2002.

It is appreciated that not all Private Hire vehicles are fitted with a meter. Those that have a meter frequently undertake pre-quoted bookings therefore the meter is not used. All views are sought in order that the committee can be made aware of current trends within the trade.

Do you feel a rise in the fare would be beneficial to the trade? and
Would you like us to introduce a soiling charge?

If you are of the opinion that fares should be increased, set out overleaf are our suggestions for the new fare structure. If you have any comment regarding the suggestions I would ask that you complete the questionnaire below and return it to me, to be received no later than 6th August 2004.

Also, please find enclosed Minutes of the Private Hire and Hackney Carriage Advisory Group Meeting on 22nd June 2004. I would draw your attention to the dates of the next two meetings, which you are invited to attend.

Yours faithfully

Peter Groves
Licensing Manager

Please complete and return this section in the enclosed reply paid envelope

Is your vehicle: **Hackney Carriage** or **Private Hire** If Private Hire, does it have a meter? **Yes** **No**

Your Vehicle Plate No.

Do you require a fare increase? **Yes** **No** Do you agree with the soiling charge **Yes** **No**

Do you agree with the suggested increase? (overleaf) **Yes** **No**

If not, what are your alternative suggestions?

**RUNNYMEDE BOROUGH COUNCIL
HACKNEY CARRIAGE FARES**

With possible effect from November 2004

**TABLE OF FARES
(For Hiring By Distance)**

Rate 1		Daytime Rate – hiring between 6 am & midnight (except where rates 2 & 3 apply)
	£2.90 10p	Any distance not exceeding 1609m (1 mile approx.) If the distance exceeds 1609m (1 mile approx.) for each subsequent 95m (¹ / ₁₇ mile approx.)
Rate 2		Night and Holiday - hiring between midnight & 6 am and Bank Holidays (except where rate 3 applies)
	£4.35 15p	Any distance not exceeding 1609m (1 mile approx.) If the distance exceeds 1609m (1 mile approx.) for each subsequent 95m (¹ / ₁₇ mile approx.)
Rate 3		Double Time Rate – hiring on Xmas Day, Boxing Day & New Years Day
		from:- i. Midnight on 24 Dec to midnight on 26 Dec ii. Midnight on 31 Dec to midnight on 1 st Jan
Waiting Time		
	10p	For each period of 25 seconds or part thereof
Supplementary Charges		
	30p	For each person in excess of two
	30p	For each package, or article of luggage conveyed outside the passenger compartment.
	30p	For each animal
Free of Charge		For each assistance dog (e.g. guide dogs & hearing dogs)

It has also been suggested that a soiling charge of £50 be introduced

Local Authorities Fare Comparison

	Woking	Elmbridge	Spelthorne	Runnymede
Pull Off	£2.40	£3.25	£2.70	£2.70
One Mile	£3.60	£3.35	£2.70	£2.70
Two Miles	£4.80	£5.00	£4.30	£4.20
Waiting	40p	60p	50p	44p
1 hour	£15.00	£18.00	£16.00	£13.20

HC/PH Consultation Responses regarding possible Fare Increases – August 2004

Req. Inc.	req. Soiling Charge	Agree Suggested Inc.	Own Suggestions
Y	Y	Y	Waiting time 27 ppm=£16.20 ph or same as Spelthorne £3 pull off £1.60 pm Waiting £15 ph
Y	Y	Y	
Y	Y	Y	
Y	N	N	All local boroughs should be the same £3 pull off
Y	Y	N	
Y	Y	Y	
Y	Y	Y	
Y	Y	Y	
Y	N	N	Rate 1 £3 + 10p per 95 mtr, Rate 2 £4.50 + 15p per 95 mtr, Rate 3 Double, wait time same, soiling charge £65, No supp. charges £3.25 pull off
Y	Y	N	
Y	Y	Y	
Y	Y	N	Waiting £15, \$3.50 pull off, £2.90 ½ mile pull off, increased mileage ok Soiling charge insufficient
Y	N	Y	
Y	Y	Y	If customer reqs driver to contact via mob phone a 30p supp. Charge shd be made
Y	Y	Y	Waiting time £16 ph
Y	Y	Y	
Y	Y	Y	
Y	Y	Y	Should be same as Elmbridge
Y	Y	Y	
Y	Y	Y	
Y	Y	Y	
Y	Y	Y	
Y	Y	Y	
Y	Y	Y	
Y	Y	Y	
Y	Y	N	£3 Rate 1 or £3.20 pull off + 10p. Proposed £2.90 insufficient Pull off £3.50, waiting £15 ph
Y	Y	N	
Y	Y	N	Pull off £3, £1.60 pm 06.00 – 24.00, agree supp. charges £3 pull off, mileage as Elmbridge
Y	Y	N	
Y	Y	Y	
Y	Y	Y	
Y	Y	N	Not enough, want same as Elmbridge Not enough
Y	Y	N	
Y	Y	N	Like Woking, £2.90 pull off, £3.60 1st mile
Y	Y	Y	
Y	Y	Y	
Y	Y	Y	
Y	Y	Y	
Y	Y	Y	
Y	Y	Y	
Y	Y	Y	£3 Rate 1,£4.50 Rate 2, 25ppm waiting time
Y	Y	Y	
Y	Y	Y	Waiting Time shd be £16 ph, as Spelthorne
Y	Y	N	
Y	Y	Y	start at £3
Y	Y	Y	Waiting time shd be £16 ph
Y	Y	Y	
Y	Y	Y	
Y	N	Y	
Y	Y	N	£3 Rate 1 + 10ppm, waiting time £15 ph. No supp charges as drivers don't use them
Y	Y	Y	
Y	Y	Y	
Y	Y	Y	
Y	Y	Y	
Y	Y	N	£2 Rate 1, £4.50 Rate 2, Soiling £100 Soiling £80 for MPVs
Y	Y	Y	
Y	Y	Y	
Y	Y	Y	
N	N	N	
N	N	N	
N	N	N	
Y	Y	Y	
Y	Y	N	Pull off £3.20, 1 mile £3.20, 2 mile £4.90 closer to Elmbridge levels
Y	Y	N	
Y	Y	Y	How will we implement soiling charge
Y	Y	Y	
Y	Y	Y	
Y	Y	Y	

RUNNYMEDE BOROUGH COUNCIL
HACKNEY CARRIAGE FARES

TABLE OF FARES
(For Hiring By Distance)

CURRENT RATES		PROPOSED RATES	
Rate 1	Daytime Rate - hiring between 6 am & midnight (except where rates 2 & 3 apply) Any distance not exceeding 1609m (1 mile approx.) If the distance exceeds 1609m (1 mile approx.) for each subsequent 107m (1/15 mile approx.)	Rate 1	Daytime Rate - hiring between 6 am & midnight (except where rates 2 & 3 apply) Any distance not exceeding 1609m (1 mile approx.) If the distance exceeds 1609m (1 mile approx.) for each subsequent 95m (1/17 mile approx.)
£ 2.70 10p		£ 3.00 10p	
Rate 2	Night and Holiday - hiring between midnight & 6 am and Bank Holidays (except where rate 3 applies) Any distance not exceeding 1609m (1 mile approx.) If the distance exceeds 1609m (1 mile approx.) for each subsequent 107m (1/15 mile approx.)	Rate 2	Night and Holiday - hiring between midnight & 6 am and Bank Holidays (except where rate 3 applies) Any distance not exceeding 1609m (1 mile approx.) If the distance exceeds 1609m (1 mile approx.) for each subsequent 95m (1/17 mile approx.)
£ 4.05 15p		£ 4.35 15p	
Rate 3	Double Time Rate - hiring on Xmas Day, Boxing Day & New Years Day from:- i. Midnight on 24 Dec to midnight on 26 Dec ii. Midnight on 31 Dec to midnight on 1 st Jan	Rate 3	Double Time Rate - hiring on Xmas Day, Boxing Day & New Years Day from:- iii. Midnight on 24 Dec to midnight on 26 Dec iv. Midnight on 31 Dec to midnight on 1 st Jan
Waiting Time		Waiting Time	
11p	For each period of 30 seconds or part thereof	10p 12p	For each period of 22 seconds or part thereof for daytime rates For each period of 22 seconds or part thereof for night and holiday rates
Supplementary Charges		Supplementary Charges	
20p	For each person in excess of two For each package, or article of luggage conveyed outside the passenger compartment.	30p 30p	For each person in excess of two For each package, or article of luggage conveyed outside the passenger compartment.
20p	For each animal	30p	For each animal
20p	For each assistance dog (e.g. guide dogs & hearing dogs)	Free of Charge	For each assistance dog (e.g. guide dogs & hearing dogs)
Free of Charge			

Important

If the journey takes the cab outside the Borough of Runnymede, the driver MUST still charge in accordance with the above scales unless he has agreed otherwise with the hirer before the journey has started.