

**HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING**  
**CONDITIONS**

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First published: March 1988

Revised: March 1990  
July 1993  
October 2001  
February 2008  
October 2008  
November 2009  
July 2011  
November 2011  
February 2014

## INTRODUCTION

These conditions should be read in conjunction with the provisions of the Town Police Clauses Act 1847, the Local Government (Miscellaneous Provisions) Act 1976, and any Order made under these or any other Act of Parliament. Nothing in these licence conditions shall relieve any licence holder from any duty to observe and carry out any obligation made under other legislation. In particular, Licensed Drivers of Hackney Carriages are reminded that their activities are regulated by the Hackney Carriage Byelaws.

1. These conditions are in operation from the date printed on the front page of this document.
2. Unless otherwise stated any reference to "licensed vehicles" includes both Hackney Carriages and Private Hire Vehicles.

**For the avoidance of doubt all of the following requirements shall be deemed to form both the Borough Council's policy (i.e. pre requisite to the grant of a licence) as well as conditions subject to which the licence is granted (which will continue to apply throughout the duration of the licence as appropriate).**

## PART I

### GENERAL CONDITIONS OF FITNESS OF VEHICLES

#### 3. General

Licensed vehicles shall comply with the Construction and Use Regulations for motor vehicles. Where the term 'approved' is used in these conditions it means the matter or item shall be acceptable to the Borough Council's Vehicle Inspector.

A vehicle will not be licensed by the Borough Council if it is already licensed by another local authority unless the vehicle is specifically supplied as a temporary replacement vehicle and the vehicle has been licensed in that capacity by another local authority.

#### 4. Wheels

The vehicle shall have at least 4 road wheels fitted with manufacturer's recommended size tyres, which – unless alloy – shall have matching wheel trims. The vehicle must also carry at least one spare wheel, a jack and wheel-brace all securely stored in a position not liable to damage passenger's luggage. The spare tyre should be of the same type as fitted to the road wheels. If a vehicle is fitted with a 'Space Saver' spare tyre, run-flat tyre or any other emergency repair system, these will be permitted if:

The type of space saver or other system is an original part of the vehicle's design specification; and

The space saver tyre or other system is limited to use in an emergency situation only, at a maximum of 50mph. Distance and mileage is to comply with manufacturer's instructions.

#### 5. Doors

All vehicles shall have at least four doors, excluding any tail gate or shall be purpose built mini-buses with rear tail-gates or doors of full width and height.

#### 6. Seating Capacities

Vehicles shall have seating capacities as per the registration document or per the number of seat belts fixed therein or calculated on the basis of a passenger unit seat width of 16 inches (40cm) measured laterally across the middle of any continuous seat, which ever is the least.

#### 7. Estate Cars

Estate cars shall have sufficient luggage space for the number of passengers the vehicle is licensed to carry without having to fold any seat. A metal grille or any alternative method recommended by the manufacturer shall be fitted between luggage and passengers to ensure passenger safety to the satisfaction of the Borough Council's Inspector. Luggage must be adequately restrained at all times.

#### 8. Steering

The steering wheel shall be on the offside of the vehicle unless the vehicle is an imported limousine or other specialist vehicle.

9. Tyres

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

10. Additional Fuel Tanks

- (a) Fuel tanks shall not be placed in the engine compartment and shall be adequately protected from damage by collision.
- (b) All fuel tanks and all apparatus shall comply with Construction and Use Regulations.
- (c) The filling points for all fuel tanks shall be accessible only from the outside of the vehicle and filler caps shall be so designed and constructed that they cannot be dislodged by accident.
- (d) In the case of an engine fuelled by LPG a device shall be fitted by which the supply of fuel to the engine may be immediately cut off. Its situation, together with the means of operation and 'OFF' position shall be clearly marked on the outside of the vehicle. This shall either be a manufacturer's fitted system or if not the installation shall be supported by documentation showing that it meets the standards set by the LP gas Association in their "Code of Practice 11 Autogas Installations June 1997" or later document.

11. First Aid Kit and Fire Extinguisher

A suitable first aid kit shall be carried in the vehicle, together with an efficient fire extinguisher conforming to a recognised standard such as British Standard EN3 or 5423. The fire extinguisher shall be kept in a readily accessible position and both the extinguisher and the first aid kit shall have the registration number of the vehicle and the Borough Council's licence number affixed thereon.

12. Body

The body shall be of the fixed head type. An approved sun roof may be fitted.

13. Windows

- (a) All passenger door windows shall be capable of being opened easily by passengers when seated.
- (b) Windscreens shall comply with current MOT regulations.

14. Heating and Ventilation

An adequate heating and ventilation system shall be fitted for the driver and

passengers.

15. Glass

The windscreen and all windows shall be safety glass in accordance with the latest British Standard applicable at the time of manufacture. The windscreen and front side windows shall not be excessively tinted such that the vehicle does not meet legal requirements.

16. Door Fittings

Each passenger door shall be capable of being readily opened from inside and outside the vehicle by one operation of the latch mechanism.

17. Floor Coverings

The floor of the vehicle shall be suitably covered and in good repair.

18. Luggage

(a) Provision shall be made for carrying luggage sufficient for the number of persons for which the vehicle is licensed.

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

19. Taximeter

A Hackney Carriage shall have a taxi-meter fitted and this shall be tested, approved and calibrated by the Borough Council before the vehicle is offered for Hire. Any breakdown or failure of the meter shall be notified to the Borough Council immediately and a suitable sign notifying the travelling public of this fact and giving details of fares shall be displayed and brought to the attention of potential passengers until the meter is repaired. However the necessary repair shall be carried out within 5 working days and the meter re-tested to the Borough Council's satisfaction.

A Taximeter shall be of an approved type and tested by or on behalf of the Borough Council and shall be sealed at all times. **A Taximeter shall be fitted to Hackney Carriages.** A Taximeter **SHALL NOT** be fitted to a **Private Hire Vehicle.** A Tariff card issued by the Borough Council shall be displayed at all times in a Hackney Carriage vehicle where it can be conveniently seen by all passengers.

20. Taxi Sign

A 'TAXI' sign of approved pattern, clearly visible both by day and by night, when the vehicle is in hire shall be fitted to the roof of the Hackney Carriage. For the avoidance of doubt, all "Taxi" roof signs shall be of an approved pattern and attached to the outside of the Hackney Carriage in a central position upon the roof when viewed from either the front or the rear of the vehicle.

Roof signs are not allowed to be fitted to any Private Hire Vehicle.

21. Radio Apparatus

Two-way radio apparatus shall be fitted to the satisfaction of the Borough Council's Vehicle inspector.

22. Registration Marks

These shall comply with the latest VOSA and DVLA specifications.

23. Maintenance

Vehicles, including all fittings, etc. shall be well maintained and kept clean and in good working order. The vehicles will at all times be subject to test and inspection and should it be found that a vehicle is not being properly maintained or that any part or fitting is not in good working order, a notice will be served on the owner prohibiting him from using the vehicle until the defect has been remedied. Vehicle owners shall keep a record of all servicing, maintenance and repairs undertaken on their vehicle(s) and produce such records to an authorised officer of the Borough Council upon request.

Miscellaneous

24. For the convenience of subsequent passengers the consumption of food or drink in a Hackney Carriage or a Private Hire Vehicle shall be prohibited.

25. The requirements of the Smoke-free (Exemptions and Vehicles) Regulations 2007 and the Smoke-free (Signs) Regulations 2007 shall be met in relation to hackney carriages and private hire vehicles.

## PART II

### Additional Conditions relating to Mini-Buses (and similar larger passenger carrying vehicles)

26. Sliding Doors

Side doors, whether sliding or hinged, shall be fitted with an audible or visual warning device, not connected to the horn, to indicate when they are open.

27. Emergency Exit

Rear doors shall be clearly marked on the inside and outside of the vehicle 'Emergency Exit' with the means of operation clearly indicated. Rear doors shall also be fitted with an audible or visual warning device, not connected to the horn, to indicate when they are open.

28. Construction/Adaptation

Vehicles will not be licensed unless the DVLA V5 vehicle registration document shows the carrying capacity of the vehicle to be eight passengers or less.

29. A mini-bus which is licensed as either a Hackney Carriage or a Private Hire Vehicle and seating no more than 8 passengers shall be so constructed or adapted that no additional seats can be fitted.

30. A minibus licensed as a Hackney Carriage or Private Hire Vehicle shall have at least one opening window to the rear of the driver's compartment unless the vehicle is fitted with air conditioning for the passenger compartment that can be controlled by the driver or the passengers.

### PART III

#### Additional Conditions Relating to Hackney Carriage Vehicles

31. The provisions of the Byelaws with respect to Hackney Carriages in force within the Borough shall be complied with in all respects. A copy of these Byelaws will be supplied on request.
32. At all times the proprietor shall during the currency of the licence keep in force in relation to the use of the vehicle a policy of insurance that complies with the requirements of the Road Traffic Act, 1972 or any re-enactment thereof. The licence holder shall produce to the Borough Council within 72 hours of any change of insurer, a copy of the relevant insurance cover note or certificate.
33. The identification plate provided by the Borough Council bearing the number of the licence granted in respect of the vehicle and the maximum number of passengers to be conveyed **shall be securely fixed, to the satisfaction of the Borough Council, to the outside rear of the vehicle** in such a position that it shall be clearly visible from the rear of the vehicle. The Licence plate shall remain the property of the Borough Council and may be removed **at any time** by the Borough Council's Inspector if he is of the opinion that the vehicle contains a fault of a serious nature and that the Licence should be temporarily suspended or where the vehicle is not currently licensed by the Borough Council. Worn or illegible plates may be removed by the Borough Council's Inspector and a fee for a replacement plate will be payable.
34. The proprietor of the Hackney Carriage Vehicle shall not convey or permit to be conveyed in such vehicle any greater number of persons than the number of persons specified in the vehicle registration document and indicated on the Borough Council's vehicle licence plate. The Borough Council shall be notified of the change of owner or the change of address of the owner of the vehicle within 7 days of the change taking place.
35. The Borough Council shall be notified of all accidents affecting safety, performance or appearance of the vehicle or the comfort or convenience of passengers, such notification to be within 72 hours of the occurrence of any such incident.
36. The proprietor of the Hackney Carriage shall comply with the provisions of the Town Police Clauses Act 1847, the Local Government (Miscellaneous Provisions) Act 1976 and the Transport Act 1985 as far as these provisions apply to Hackney Carriages.



## PART IV

### Additional Conditions Relating to Private Hire Vehicles

37. The identification plate provided by the Borough Council bearing the number of the licence granted in respect of the vehicle and the maximum number of passengers to be conveyed **shall be securely fixed, to the satisfaction of the Borough Council, to the outside rear of the vehicle** in such position that it shall be clearly visible from the rear of the vehicle, and shall not be wilfully or negligently concealed from public view while the vehicle is being used for hire (except for those vehicles where exemption from displaying the plate has been applied for and granted – see below). The licence plate shall remain the property of the Borough Council and may be removed **at any time** by the Borough Council's Inspector if he is of the opinion that the vehicle contains a fault of a serious nature and that the Licence should be temporarily suspended, or where the vehicle is not currently licensed by the Borough Council. Worn or illegible plates may be removed by the Borough Council's Inspector and a fee for a replacement plate will be payable.

Vehicles seeking exemption from displaying the plate in accordance with section 75(3) of the Local Government (Miscellaneous Provisions) Act 1976 will instead of displaying the plate on the rear of the vehicle will be required to carry the Borough Council's licence plate in the boot together with a paper exemption certificate in the vehicle at all times.

38. At all times the proprietor shall during the currency of the licence keep in force in relation to the use of the vehicle a policy of insurance that complies with the requirements of the Road Traffic Act, 1972 or any re-enactment thereof. The licence holder shall produce to the Borough Council within 72 hours of any change of insurer, a copy of the relevant insurance cover note or certificate.
39. The operator of the Private Hire Vehicle:
- (a) shall not carry or permit to be carried in such vehicle any greater number of persons than the number of persons specified in the vehicle registration document and indicated on the Borough Council's vehicle licence plate.
  - (b) shall not display on any Private Hire Vehicle licensed by the Borough Council any sign or notice -
    - i) that consists of or includes the word 'taxi' or 'cab' (or any corruption thereof) whether in the singular or plural and whether alone or as part of another word
    - ii) that is any form of advertising other than the name and telephone number of the Private Hire Operation for which he is employed. The lettering of such a sign shall not contain letters exceeding 5 cm. in height and may only be displayed on either, the front and rear of the vehicle, or the sides of the vehicle. Where such a sign is displayed it shall include the words "pre-booked only".

iii) which consists of the words 'for hire' or any form of wording which may suggest that the vehicle on which it is displayed is available for hire or it would be so available if not already hired.

40. The Borough Council shall be notified of all accidents affecting safety, performance or appearance of the vehicle and/or the comfort or convenience of passengers within 72 hours of the occurrence. The Borough Council shall be notified of the change of owner or the change of address of the owner of the vehicle within 7 days of the change taking place.
41. The operator of a licensed vehicle shall comply with the provisions of the Local Government (Miscellaneous Provisions) Act 1976 so far as the provisions thereof relate to the operation and control of Private Hire Vehicles.

## PART V

### Private Hire Operator's Licence Conditions

42. The Licensed Operator shall maintain at the premises for which they are licensed either a bound record book with consecutively numbered pages or an auditable computer record of a type approved by the Borough Council. Before the commencement of each journey the following shall be completed:

Date of booking.  
How booking received.  
Name of hirer.  
Date and time of pick-up.  
Place of pick-up.  
Destination of passenger.  
The fare quoted for the journey

Where a booking is legally capable of being subcontracted to or from another licensed operator, in addition to the above details, the record shall show the name of the other operator.

All the above records shall be kept for a minimum of two years.

The operator of a licensed vehicle who has accepted a booking or has been hired to provide a vehicle at an appointed time and place shall, unless the driver is delayed or prevented by some sufficient cause, ensure that the driver punctually attends with the vehicle at the appointed time and place.

43. All signs or advertisements in whatever form and wherever so displayed shall not include the words "Taxi" or "Cab" (or any corruption thereof), whether in the singular or plural and whether alone or as part of another word unless the vehicles offered for hire are licensed Hackney Carriages.
44. The Operator licence is personal to the licensee and shall not be transferred to any other person. The Operation may only be run from the address that is specified on the Licence
45. The Licence holder, while carrying on the business of an Operator, shall not permit licensed Private Hire Vehicles to obstruct entrances to adjoining premises, Hackney Carriage Ranks or bus stops.
46. The Licence holder shall not permit annoyance or interference to be caused to residents of adjoining premises by the use of radio communications operators.
47. The Operator shall notify the Borough Council, in writing, of any change of his address (including any address from which he operates or otherwise conducts his business) as an Operator.
49. The Operator shall, within 7 days, disclose to the Borough Council in writing details of any convictions imposed upon him.

50. The Operator shall notify the Borough Council in writing, within 7 days, when a licensed driver or vehicle starts or finishes working for him.
51. Upon the issue or renewal of the Operators Licence, the Operator shall provide the Borough Council with a list of all drivers and vehicles working under the benefit of his/her Licence.

## PART VI

### Hackney Carriage and Private Hire Driver's Licence Conditions

52. The Licensed Driver shall at all times, in compliance with Section 54 of the Local Government (Miscellaneous Provisions) Act 1976, when driving any Private Hire or Hackney Carriage Vehicle wear in a conspicuous position the drivers badge issued by the Borough Council bearing the number corresponding with the number assigned to the driver in the Register maintained by the Borough Council for that purpose.
53. The badge and licence remains the property of the Borough Council and shall be returned to the Borough Council, in good condition, immediately the driver ceases to be licensed by the Borough Council either through expiry of licence, revocation of licence or suspension of licence.
54. The Licensed Driver should be smart and clean in appearance. The driver shall at all times behave in a civil, courteous and orderly manner, and shall take all reasonable precautions to ensure the comfort and safety of persons conveyed in or entering or alighting from licensed Vehicles.
55. The Licensed Driver shall not convey in a vehicle used for private hire or hackney carriage a greater number of persons than the number of persons specified on the vehicle licence plate.
56. The Borough Council shall be notified of accidents affecting the safety, performance or appearance of the vehicle or the comfort or convenience of passengers, such notification to be as soon as reasonably practicable and in any case within 72 hours of the occurrence thereof.
57. The driver of a licensed vehicle who has agreed or has been hired to be in attendance with the vehicle at an appointed time and place shall, unless delayed or prevented by some sufficient cause, punctually attend with such vehicle at such appointed time and place
58. The Driver of a licensed vehicle so constructed as to carry luggage shall when requested by any persons hiring the vehicle:
  - (a) convey a reasonable quantity of luggage;
  - (b) render reasonable assistance in loading and unloading of luggage.
59. The driver of a Licensed Private Hire vehicle shall keep a daily record in respect of the vehicle and hiring undertaken therein and in any record shall be entered: vehicle licence number, date, name of the Licensed Private Hire Operator of the vehicle, name of the driver, number of hours worked by the driver, and full details of every hiring undertaken. This record shall be supplied on request to any authorised Officer of the Borough Council for inspection.
60. The driver of a Licensed Hackney Carriage vehicle shall observe and comply with the requirements of the provisions of any Orders, Regulations or Byelaws made under any Act of Parliament.

61. The driver of a licensed Private Hire vehicle shall not ply for hire whether from a Hackney Carriage Stand or anywhere else and shall allow no indication to be given that the Private Hire Vehicle could be mistaken for a Hackney Carriage.
62. The Licensed Driver shall not refuse to carry a passenger with a guide dog or other assistance animal unless he/she has medical evidence of an allergy.
63. The Driver shall inform the Head of Administration of the Borough Council of any Conviction in any Court at any level immediately following the Court Hearing and failure to comply with the Condition may result in any Licence being suspended or revoked.
64. A Licensed Driver shall not eat or drink in the vehicle whilst conveying passengers.
65. The Licensed Driver shall not 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 whilst conveying a passenger.
66. The Licensed Driver shall at no time cause or permit the noise emitted by a radio or any previously mentioned equipment in the vehicle which he is driving to be a source of nuisance or annoyance to any person whether inside or outside the vehicle.
67. The Licensed Driver shall notify the Borough Council in writing of any change of his address during the period of the Licence within 7 days of such change taking place.

### **NOTES**

The Borough Council may decide at any time to suspend, revoke or refuse to renew a licence for any reasonable cause including:

- (a) any offence under, or non-compliance with, the provisions of the Town Police Clauses Act 1847 or Part II of the Local Government (Miscellaneous Provisions) Act 1976, or the Transport Act 1985;
- (b) in the case of a Hackney Carriage or Private Hire Vehicle, because it is unfit to be used as a licensed vehicle;
- (c) in the case of a Private Hire Vehicle Operator, any conduct on the part of the Operator which renders him unfit to hold an Operator's Licence;
- (d) in the case of a Private Hire Vehicle Operator, a material change in the circumstances of the Operator or the basis on which the Licence was granted;
- (e) in the case of a Driver, if they have, since the grant of the Licence, been convicted of an offence involving dishonesty, indecency or violence;
- (f) in the case of a Driver, if they have become disqualified from driving under any of the Road Traffic Acts or re-enactment thereof, in which case the Licence shall be automatically revoked;
- (g) in the case of a Driver, if the driver is suffering, or has suffered, from any illness or disability which in the opinion of the Borough Council renders him/her unfit to continue to act as a Private Hire or Hackney Carriage Driver; and
- (h) in the case of a Driver, any other reasonable grounds.

The following rights of appeal are provided by the Local Government (Miscellaneous Provisions) Act 1976:

- Appeal against conditions imposed on a Hackney Carriage Proprietor's Licence: section 47.
- Appeal against refusal to grant a Private Hire Vehicle Licence, or conditions imposed on such a licence: section 48.
- Appeal against refusal to grant a Private Hire Driver's Licence, or conditions imposed on such a licence: section 52.
- Appeal against refusal to grant a Private Hire Operators' Licence, or conditions imposed on such a licence: section 55.
- Appeal against refusal to grant a Hackney Carriage Driver's Licence: section 59.
- Appeal against suspension, revocation or refusal to renew a Hackney Carriage or Private Hire Driver's Licence: section 61.
- Appeal against suspension, revocation or refusal to renew a Private Hire Operators' Licence: section 62.

The rights of appeal in connection with:

Hackney Carriage Drivers' Licences  
Private Hire Operators' Licences  
Private Hire Drivers' Licences  
Private Hire Vehicle Licences

are to the Magistrates Court. These appeals can be both against a refusal to grant or renew a licence and in respect of a decision to suspend or revoke a licence that is in existence, as well as a right to appeal against any conditions which may have been imposed on any such licence by the Local Authority.

An appeal against a refusal to grant a Hackney Carriage Proprietors Licence lies directly to the Crown Court but an appeal against a failure to renew, or to suspend or revoke, a Hackney Carriage Proprietors Licence, is to the Magistrates Court.

However, of course, in all such cases, in the first instance, any aggrieved person should contact the Licensing Authority.

## **ANNEX 1**

### **Test Valley Borough Council - Code of Practice For the installation of in-car CCTV systems in licensed Hackney Carriages and Private Hire Vehicles**

#### **1. Introduction**

1.1 The Code of Practice sets out to ensure that in-car camera systems in licensed Hackney Carriages and Private Hire Vehicles are used to prevent crime, identify the perpetrators of crime, enhance the safety of drivers and passengers and reduce the fear of crime.

#### **2. The purpose of in-car CCTV systems**

2.1 The purpose of in-car CCTV systems shall be to provide a safer environment for the benefit of drivers and passengers by:

- Deterring and preventing the occurrence of crime
- Reducing the fear of crime
- Assisting the Police in investigating incidents of crime

#### **3. Installation and operation of CCTV systems**

3.1 Installation of CCTV will be carried out in accordance with any manufacturer's instructions and the Code.

3.2 All licensed vehicles with CCTV systems installed shall display prominent notices visible from outside the vehicle and also within the vehicle at a point readily visible to passengers, declaring;

- That a CCTV system is in operation within the vehicle
- Who the owner of the CCTV system is
- A contact phone number for queries and subject access requests
- 

3.3 The driver of a licensed vehicle with an in-car CCTV system may also verbally bring to the attention of passengers that in-car CCTV equipment is installed, if it is felt appropriate.

3.4 Such signs shall not be displayed if equipment is not installed or is not operational.

3.5 The installation will consist of one rear-facing camera in the vehicle unless the seating arrangements in the vehicle allows rear-facing passengers, in which case an additional camera may be installed to capture images of passengers in those seats. Any proprietor/owner wishing to install additional cameras to those allowed in this paragraph shall obtain written consent from the Borough Council prior to doing so.

3.6 All cameras shall be installed to ensure a clear view of passengers.

3.7 The CCTV system will at all times be operated in accordance with the manufacturers instructions.

3.8 The proprietor/owner of a licensed vehicle with a CCTV system will advise the Borough Council of any proposed changes to the installation.



#### **4. Use of information recorded on in-car CCTV systems**

4.1 It is important that any person, who suspects that a crime has been committed and that a CCTV system may contain relevant information to the crime, should report that suspected crime to the Police as soon as possible.

4.2 A CCTV system shall be used only for the purposes detailed within the Code. Misuse of the system including any data/images contained within it may breach Data Protection legislation and render the person(s) concerned liable to prosecution.

4.3 Except for the Borough Council, Police and other law enforcement bodies, images will not be provided to third parties.

4.4 Requests from individuals to see CCTV images of themselves shall be treated as Subject Access Requests (Section 7).

4.5 There is no specific minimum or maximum period for retaining images but it is recommended that they are retained for a period of at least ten days.

#### **5. Review and enforcement**

5.1 The Code shall be subject to review from time to time. Reviews will take place on an annual basis and also at other times when it becomes apparent that a particular matter within the Code requires urgent review.

5.2 All licensed proprietors/owners, operators and drivers utilising CCTV systems shall comply with the Code. Failure to do so may result in revocation or suspension of the appropriate licence issued by the Borough Council.

#### **6. Liability**

6.1 The in-car CCTV system will at all times remain the property of the licensed proprietor/owner of the vehicle who will at all times be liable for its use in their vehicle(s). The licensed proprietor/owner of the vehicle will be responsible for the maintenance and security of the system.

6.2 The licensed proprietor/owner of the vehicle will have responsibility for the control and security of the images recorded on any system. They will be responsible for notifying the Information Commissioner's Office that they are the data controller and for payment of the annual Notification fee.

#### **7. Subject Access Requests**

7.1 An individual has the right to view any images stored on the in-car CCTV system (subject access rights).

7.2 The system owner shall have in place procedures to respond to such requests and where applicable provide copies of such images.

7.3 The system owner may charge a fee of up to £10 for Subject Access Requests.

## **ANNEX 2**

### **Terms and conditions linked to hackney carriage proprietor licences issued after 1<sup>st</sup> January 2011**

All new hackney carriage proprietor licences issued after 1<sup>st</sup> January 2011 will only be released subject to the following terms and conditions. These terms and conditions must be read in conjunction with Test Valley Borough Council's standard hackney carriage vehicle licence conditions and complied with prior to a hackney carriage proprietor licence being issued.

1. The vehicle shall display Council approved accessible vehicle signage.
2. Vehicles must hold European Whole Vehicle Type Approval and appropriate documentation indicating this must be made available for inspection by the Council prior to the vehicle being licensed and at any time thereafter.
3. Vehicles first presented for licensing must not be more than 12 months old from the first date of registration.
4. Vehicles presented for licensing must be fully wheelchair accessible, side loading and capable of being licensed to carry 5, 6, 7 or 8 passengers.
5. A vehicle will only be licensed where it has met the criteria set out in the above conditions. Any vehicle replacing one issued under these conditions must meet the same criteria.