

Private Hire and Hackney Carriage Licensing Handbook



The information contained in this handbook is very important. If you do not understand anything, please contact the Licensing Office on the telephone number below and an Officer will be pleased to assist you.

المعلومات الموجودة في هذا الدليل هامة جداً، إن لم تفهم شيئاً
فيرجى الإتصال بمكتب الإجازات على رقم الهاتف أدناه
فسيساعدكم الموظفون.

এই পুস্তিকাটিতে দেয়া তথ্যাদি খুবই গুরুত্বপূর্ণ। আপনি যদি এর কোন কিছু না বুঝেন, তবে দয়া করে নিম্নোক্ত নম্বরে লাইসেন্সিং অফিসে যোগাযোগ করুন, তাহলে একজন অফিসার আপনাকে আনন্দের সঙ্গে সহায়তা করবেন।

આ પુસ્તિકામાં લખેલ માહિતી ઘણી અગત્યની છે. જો તમને કોઈ બાબત ન સમજાય, તો કૃપા કરી નીચે આપેલા ટેલિફોન નંબર પર લાઇસેન્સિંગ ઓફિસનો સંપર્ક સાધો અને એક અધિકારી તમને ખુશીથી મદદ કરશે.

इस पुस्तिका में दी गई जानकारी बहुत आवश्यक है। यदि आपको इसमें कुछ समझने में कठिनाई हो तो कृपया लाइसेंसिंग ऑफिस को नीचे दिये फोन नंबर पर संपर्क करें और कोई ऑफिसर आपकी सहायता करेगा।

ਇਸ ਹੈਂਡਬੁੱਕ ਵਿੱਚ ਦਿੱਤੀ ਗਈ ਜਾਣਕਾਰੀ ਬਹੁਤ ਹੀ ਜ਼ਰੂਰੀ ਹੈ। ਜੇ ਤੁਹਾਨੂੰ ਇਸ ਵਿੱਚੋਂ ਕੋਈ ਗੱਲ ਸਮਝ ਨਹੀਂ ਲੱਗਦੀ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਹੇਠਾਂ ਦਿੱਤੇ ਗਏ ਟੈਲੀਫੋਨ ਨੰਬਰ ਉੱਤੇ ਲਾਇਸੇਂਸਿੰਗ ਔਫਿਸ ਨਾਲ ਸੰਪਰਕ ਕਰੋ, ਅਤੇ ਉੱਥੇ ਸਾਡਾ ਕੋਈ ਨਾ ਕੋਈ ਅਫਸਰ ਬੜੀ ਖੁਸ਼ੀ ਨਾਲ ਤੁਹਾਡੀ ਮੱਦਦ ਕਰੇਗਾ।

اس کتابچے میں دی گئی معلومات بے حد اہم ہیں۔ اگر کوئی بات آپ کی سمجھ میں نہ آئے، تو براہ مہربانی لائسنسنگ آفس سے نیچے دیئے گئے نمبر پر رابطہ کریں، جہاں افسر بخوشی آپ کی مدد کرنے کو تیار ہوں گے۔

Tel: 0845-359-7545

Section 1

INTRODUCTION

Purpose Of This Handbook

This booklet aims to provide you with all the information you will need to enable you to apply for a Private Hire or Hackney Carriage licence in Sandwell.

By taking the time to read this handbook carefully, you will be given information on the following: -

- The aims of the Licensing Service
- How to make an application
- How to avoid additional charges
- What documents are required
- The Appointment/Drop-in System
- Acceptable criteria for Applicants
- Is your vehicle suitable?
- Licence Conditions

IMPORTANT

There are a number of significant amendments to Council Policy, to be implemented at various times during the next few years. These will be highlighted in this revised booklet.

The Aims Of The Licensing Service

The Licensing Service has 3 aims.

- 1. To protect public safety.**
- 2. To provide our customers with the assistance and guidance they require in order to deliver an excellent service to the public.**
- 3. To improve the quality of Private Hire and Hackney Carriage services to the public.**

These three aims inform everything that the Licensing Office is working towards. They also form the basis upon which we make decisions and provide us with a focus, to enable us to move our service forward.

How To Contact Us

The Licensing Office is situated at: -

**Licensing Office
Sandwell Metropolitan Borough Council
Highways
Waterfall Lane Depot
Waterfall Lane
Cradley Heath
West Midlands
B64 6RL**

Our opening hours are: -

8.00am until 5.00pm - Monday to Thursday
8.00am until 4.30pm - Friday

The Appointment System

We operate a formal appointment system throughout office hours. You can book an appointment in the following ways: -

By Phone on: 0845 359 7545 (*during office hours*)

By Fax on: 0121 559 9359 (*anytime*)

By Email on: highways@sandwell.gov.uk

To ensure that you are dealt with, when you arrive for your appointment, you should ensure the following: -

- Arrive on time
(No more than 5 minutes late)
- Have all required documents with you

If you are late for an appointment, we will have to re-arrange it.

The Drop In Service

You do not need an appointment for the following services: -

- Producing your documents
- Extending your plate
- Arranging a vehicle retest
- Replacing a lost badge
- Replacing a lost plate
- Collecting your plates
- Having your licence issued
- Having accident damage assessed
- Transferring a vehicle licence
- Changing a licensed vehicle Reg.No.
- General licensing advice and guidance
- Booking an appointment

If you call in, we will see you as soon as possible, and in all cases within 1 hour of your arrival in the Licensing Office reception

Fees

The fees charged by Sandwell Council Licensing Office are "all-inclusive".

This means that once you have paid your licence fee, you will only have to pay further fees to the Council, if: -

- You fail a required test.
- You are late producing your Insurance document. (See page 3.14 - Insurance)
- You fail to return a set of Private Hire or Hackney Carriage plates.

You should ensure, that when you arrive for your test, your vehicle passes the test first time. Failing tests costs you money!

Licence Fees are determined by the Council on an annual basis. They are normally reviewed each year in January or February and come into force on 1st April.

The Council's intentions are advertised in the Local Press, to ensure that everybody has an opportunity to comment on the fees before they come into force in the new financial year.

A copy of the current list of fees is available from the Licensing Office on request.

Please be aware that you must pay all outstanding fees before a further appointment will be booked or any other applications accepted.

PLEASE NOTE THAT THE LICENSING OFFICE DO NOT ISSUE REFUNDS OF ANY FEES!

Payment Methods

The Licensing Office accepts payment for Licence Fees in the following ways: -

- Cash
- Cheque accompanied by a valid cheque guarantee card covering the full amount (**multiple cheques will not be accepted**).
- Sandwell Private Hire Operator's business cheques
- Credit Card (*Visa or MasterCard*)
- Debit Card (*Solo, Switch or Delta*)

The Licensing Committee

The Council has an obligation to ensure that Private Hire and Hackney Carriage licences are only issued to applicants that are considered to be 'fit and proper'.

To enable the Council to do this, the Licensing Office has drawn up the criteria, which an applicant must meet for the licence to be issued.

If you don't fulfil these criteria for any reason and wish to pursue your application, you will be required to attend a Licensing Committee Meeting.

This Committee has the power to grant or refuse applications. The Committee can also suspend, revoke or refuse to renew an existing licence.

The Licensing Committee is comprised of a maximum of 6 Elected Council Members who normally meet once a month, in order to deal with licensing issues.

To ensure that the meeting is conducted in an appropriate and lawful manner, there will be a number of Council Officers present.

If you are required to attend a Committee Meeting, the reason will be explained to you at the earliest opportunity by the member of staff from the Licensing Office.

A letter will be sent inviting you to attend the next available Meeting. This letter will contain the time and date of the meeting and a copy of the report that will be presented to the Committee.

If you are unable to attend the meeting or feel that you need further assistance in any way, you should contact the Licensing Office immediately.

The Meeting gives you the opportunity to tell the Committee about anything you feel they should know, before they make a decision about your application. It also allows the Committee to look at the background to your individual circumstances before making a decision on the application.

Licensing Office staff will not be included in the decision making process and have no influence over the decision of the Committee. To ensure that this is the case, members of staff from the Licensing Office who are involved in the investigation and compilation of the report will leave the meeting room with you, whilst the decision is made.

You will be informed of the Committee's decision immediately after it has been made.

This decision is then confirmed in writing within **ten working days**. If a licence is refused, suspended or revoked, the letter will outline the reason for the Committee's decision and will inform you of any right of appeal you may have.

If you are unhappy with the Council's decision, and wish to appeal, you may want to seek legal advice.

Passengers With Disabilities

Private Hire/Hackney Carriage Implications

In order that all members of the public in Sandwell receive a consistently high level of service from Private Hire/Hackney Carriage drivers/operators/vehicle owners within the Borough, the Local Authority would expect licence holders to comply with the following requirements:

- All Private Hire Operators should have the facility to carry guide dogs for the blind, hearing dogs for the deaf and other assistance dogs, when required to do so by a member of the public. **There should be a minimum of 1 vehicle and driver available at all times to carry out this type of work. Therefore if one vehicle is being used another one should also be available to provide this facility.**
- **All** Private Hire and Hackney Carriage Drivers have a duty to carry guide, hearing and other assistance dogs accompanying disabled people, and do so without additional charge. The dog must be allowed to remain with the passenger. (Section 37 Disability Discrimination Act 1995). The **only** exception to this rule is where the driver provides medical evidence in support of an application for an Exemption Certificate.
- Private Hire Operators must ensure that at all times the level of service they provide to people with disabilities is identical to the service they provide to able-bodied passengers, both in terms of price and level of service.
- Any discrimination in relation to disabled passengers is unacceptable. Discrimination will be considered as behaviour that is inappropriate to a Sandwell Licence Holder and will be considered by the Licensing Committee and may result in action being taken in relation to your licence.

Disability - Some Useful Suggestions

Most people want to treat disabled employees, job applicants and customers in the same way as everyone else, but are not always sure how to go about it.

The following suggestions may help:

- Disabled people are individuals, just like everybody else. Don't make assumptions about their disabilities or their needs. Don't forget that some disabilities are hidden, for example epilepsy and mental illness.
- If you aren't sure how something might affect a disabled person, ask them for advice.

Communication

- If a disabled person is with somebody else, talk to the disabled person directly not to the person who is with them. This also applies to a deaf person accompanied by a sign language interpreter.
- When talking to a deaf person, find out - if necessary in writing - whether they lip read. If they do, make sure your face is in the light, look directly at the person, speak clearly and naturally, remembering to keep your hands away from your face.
- When you first meet a blind person, introduce yourself. When you are going to move away, tell them. Don't leave them in an empty space.
- When you are talking to someone with a speech impairment, concentrate on what is being said, be patient and don't try to guess what they want to say. If you don't understand, don't pretend you do.
- If someone has difficulty understanding you - perhaps because they have a learning disability - be patient and be prepared to explain something more than once.
- When talking to a wheelchair user, try to ensure that your eyes are at the same level as theirs, perhaps by sitting down.
- Avoid asking personal questions about a person's disability; such as were you born like that? But an employer could ask, Does your disability affect your ability to do this job?
- If someone looks different, avoid staring. Concentrate on what they are trying to say, not on the way they look.
- If you are talking to an adult, treat them like an adult.

Assistance

- If someone looks as if they need assistance, offer it, but wait for them to accept before you help.
- When guiding a blind person do not push or pull them. Ask them if they would like to take hold of your arm. If there are any steps tell them whether the steps go up or down.

- Remember that guide dogs for blind people, hearing dogs for deaf people and other assistance dogs, are working dogs, not pets. They should not be fed, patted or distracted when they are working.
- Above all put yourself in the disabled person's place. Most of the above points are just good manners.

Language

Some of the words and phrases we use offend disabled people, because they suggest that the disabled person is dependent or helpless. Some words such as cripple or retarded have become terms of abuse or are used to make fun of disabled people. On the following page are some common words to avoid with suggested alternatives.

DO NOT SAY	USE
the disabled	disabled people/people with disabilities
suffering from /crippled by/afflicted by/a victim of	a person who has/a person with
deaf and dumb	deaf without speech
an epileptic	a person with epilepsy
spastic	a person with cerebral palsy
mentally handicapped/subnormal	a person with a learning disability
confined to a wheelchair/wheelchair bound	wheelchair user

IMPORTANT DATES TO REMEMBER

<i>WHAT EXPIRES</i>	<i>WHEN</i>
Private Hire Drivers Licence	
Medical (every 3 years unless over 60)	
Police Check/CRB Trace (every 3 years)	
Private Hire Vehicle Licence	
Private Hire Insurance (remember to attend before expiry)	
MOT Certificate	
Meter Calibration Certificate (Hackney Carriage only)	
Interim Safety Checks due	1) 2)
Private Hire Operators Licence	
Planning Permission	
DTI Licence (Radio Communications)	

Section 2

PRIVATE HIRE & HACKNEY CARRIAGE DRIVER'S LICENCE

Making an Application For a Driver's Licence

In order to make an application for a licence you must bring the following documents:

1. The completed application form - (Private Hire applicants must have the form signed by a Sandwell licensed Private Hire Operator).
2. Your full, current driving licence issued by DVLA, Swansea. (If you possess the new style licence, both the paper licence and photo I.D. card must be produced).
3. The current fee. (Please refer to the fee list attached to your application form)
4. Photographic identification *i.e.*, a passport, DVLA photocard.
5. Documentation required for the criminal history check

If you forget any of the above items when you attend the Licensing Office, your application **may not** be accepted.

The application process requires you to undergo a number of tests and checks before a licence can be issued to you. These tests and checks are detailed below.

THE DRIVING TEST

The Private Hire and Hackney Carriage Driving Test is carried out on the Council's behalf by the Driving Standards Agency (DSA). The DSA is an executive agency of the Department for Transport.

The Driving Standards Agency carry out a vocational taxi test specifically designed to reflect modern driving practices and conditions. There are specific elements that relate to the safe conveyance of passengers.

You will be given a pack that contains all the information you will need to book your test. Also included is information that should assist you when you come to take the test.

The DSA are totally independent of the Council and fees for the driving test are payable directly to the DSA. As such, any complaints or enquiries should be made directly to the DSA.

If you need any help, or guidance in relation to the driving test, please do not hesitate to contact the DSA directly on the telephone number provided in the pack.

Once you have passed the driving assessment, you will need to present your pass certificate to the Licensing Office at the time of your second appointment.

THE MEDICAL EXAMINATION

In order to ensure the safety of both you and your passengers, you will have to successfully complete a medical assessment.

All applicants must be medically examined by the Council's authorised Medical Examiner every 3 years. In the case of applicants over the age of 65 years, a medical examination is required annually.

In some cases, the Medical Examiner may determine that individual applicants are examined on a more regular basis.

The Council's authorised Medical Examiner is located at the Sandwell Health Trust, Occupational Health Unit, Hallam Close, West Bromwich.

Medical Fitness Certificates from any other source will NOT be accepted by the Council.

The procedure for taking the medical is as follows:

1. If you are a renewal applicant and are required to take a medical, we will write to you informing you that the medical is due. We will send you the paperwork with contact details for the Occupational Health Unit (OHU). You will need to telephone the OHU to make an appointment for your medical. Please ensure that you complete the paperwork **BEFORE** you attend for your medical, and you will be required to pay your fee on arrival at the Unit.

If you are a new applicant, the medical paperwork will be handed to you at the Licensing Office once you have submitted your application.

1. You should contact the Occupational Health Unit by telephone, to arrange an appointment.
2. After completing the medical, the doctor will inform you of the result of the examination and will send the result sheet to the Licensing Office. You do not have to do anything else. If there are any problems with the outcome of the examination, we will contact you in order to discuss it with you.

If you have any difficulties with this procedure, please contact the Licensing Office immediately to avoid any unnecessary delays.

THE CRB DISCLOSURE

The Criminal Records Bureau or CRB, is a Government Agency responsible for carrying out checks in relation to an applicant's criminal history.

All applicants for a Private Hire or Hackney Carriage Driver's Licence are required to undergo a criminal history disclosure on application and every three years.

The disclosure application form will be completed, at the time of your first appointment and then sent to the Criminal Records Bureau (CRB) for them to carry out their checks. If an applicant has a criminal history, **this will be revealed on the disclosure**. You must disclose all convictions, cautions, reprimands, conditional discharges and bind-overs **NO MATTER HOW LONG AGO THEY HAPPENDED**. Failure to disclose matters which are revealed on the CRB disclosure may result in delays, as your application may be referred to the Licensing (Miscellaneous) Committee for a decision (Please refer to the Guidelines to the Licensing (Miscellaneous) Committee).

It is the responsibility of the applicant to check the form, to ensure that all information entered on the form is correct.

In order to complete the form you must be able to provide the following details:

1. Full name, date of birth, current permanent address etc.
2. National Insurance number.
3. Place of birth.
4. Previous addresses in the last 5 years.

You will also need to have with you **at least three** of the following original documents which are **listed on the sheet attached to the application form**. Please note that there are time limits on some of the documents. Examples of the documents you will need are:

- Passport.
- DVLA Driving Licence.
- Birth Certificate.
- Marriage Certificate.
- P45 or P60.
- Utility bill (dated within the last 3 months)
- UK medical card
- Bank / credit card statement (dated within the last 3 months)

Failure to provide the required documents, may result in the CRB contacting you for further information, and delaying the application process.

When all checks have been made, the CRB will send a copy of your disclosure form to both you and the Licensing Office.

Any matters identified on the disclosure will be assessed against the Council's policy and "Guidelines for the Licensing (Miscellaneous) Committee", which is included in this Handbook for your information.

THE KNOWLEDGE TEST

To ensure that all your customers receive a consistently high level of service, you are required to pass a knowledge test.

The test is designed to ensure that you understand the following:

- The conditions of the licence.
- When to inform us if you are convicted of an offence, or if you have received cautions, reprimands, conditional discharges, bind-overs or fixed penalties.
- Your responsibilities to the Council.

To assess your understanding, we will ask 10 questions and you will need to answer at least 8 correctly. If you do not successfully complete this test, retests can be taken up to a maximum of 3 tests in total (i.e. 2 retests). **If you have failed the test 3 times, we will refuse to grant your licence.**

You will not normally be able to reapply within 12 months of the date of your last unsuccessful test.

If your English or basic skills are below the required standard to pass the knowledge test, you will be advised to take English for Speakers of Other Languages (ESOL) lessons or literacy and numeracy skills lessons.

CRITERIA FOR APPLICANTS

Listed below are the circumstances under which the Council will **normally** refuse to grant you a licence, or take action in respect of an existing licence.

If you are unsure whether your application will be affected by any convictions or other matters you may have, a member of the licensing team will be pleased to advise you.

PRIVATE HIRE/HACKNEY CARRIAGE DRIVERS

We will normally refuse to grant you a licence, or take action in relation to an existing licence, if:

- You are a new applicant and have held a full driving licence for less than 2 years, or are under 21 years of age, unless you can provide evidence that you have at least one year's equivalent previous driving experience prior to the issue of your full DVLA (or EU) licence (which you must have held for a minimum of 12 months).
- You have been disqualified from driving, and have not held your full driving licence for at least 12 months since the disqualification expired.
- You have not successfully completed the knowledge test. If you fail the knowledge test three times we will refuse to grant your application. You will not normally be able to reapply within 12 months of the date of your last unsuccessful test.
- If your English or basic skills are below the required standard to pass the knowledge test, you will be advised to take English for Speakers of Other Languages (ESOL) lessons, or literacy and numeracy skills lessons.
- You have not passed the DSA driving assessment.
- You have not passed the Council's medical examination undertaken by the Sandwell Occupational Health Unit.
- You have previously been a licence holder and that licence has been revoked during the past 12 months.
- The Guidelines to the Licensing (Miscellaneous) Committee provided to you with this Handbook, apply to you.

The matters detailed in the Guidelines are not exhaustive. You may have to attend Committee if there are other matters (not contained in the Guidelines) which indicate that you have exhibited behaviour which in the opinion of the Authority is inconsistent with that expected of a Sandwell licence holder e.g. allegations of a serious nature; in these cases you will be informed by the Licensing Office.

PLEASE NOTE: The Provisions of the Rehabilitation of Offenders Act 1974 do not apply to applicants for Private Hire and Hackney Carriage Driver's licences. Therefore all convictions/cautions, reprimands, conditional discharges, bind-overs and fixed penalties must be declared to the Licensing Office at the time of application.

ALL LICENCES

We will normally suspend, revoke or refuse to renew your licence if:

- You are in breach of any conditions of your licence during its lifetime.
- You exhibit behaviour, which in the opinion of the Authority, is inappropriate to a Sandwell licence holder.
- Any of the criteria outlined for refusal of a licence, apply to the licence holder after the grant of a licence.
- You have carried out, or have caused to be carried out a Sandwell M.B.C. Transport contract when either the driver, or vehicle, or both, were not correctly licensed, or insured.

LICENCE CONDITIONS

For Private Hire Driver's Licence Holders

This Licence is granted subject to the Local Government (Miscellaneous Provisions) Act 1976 and in addition, the following conditions:

1. The Licence holder must inform the Licensing Office immediately of any change of address.
2. The Licence holder shall ensure that the number of passengers carried in the vehicle does not exceed that stated in the licence.
3. The Licence holder shall ensure that the vehicle is searched at the end of every hiring to ensure that property has not been left behind by the passenger.
4. The Licence holder shall ensure that the Private Hire Driver's badge is worn in such a position and manner as to be plainly and distinctly visible at all times.
5. The Licence holder shall ensure that the Private Hire Drivers badges are returned to the Licensing Office within 7 days of being requested to do so.
6. The Licence holder shall ensure that a copy of his/her current, valid Private Hire Driver's Licence, full DVLA driving licence and Insurance documents are available for inspection at all times at the Private Hire Operators base, through which he/she is working.
7. The Licence holder will successfully complete a medical examination on a 3 yearly basis (unless a more frequent examination is required by the Medical Officer). On attaining the age of 65, the Licence holder shall complete the medical on an annual basis.
8. The Licence holder shall ensure that any conviction or caution, reprimand, conditional discharge, bind-over or fixed penalty sustained during the lifetime of the licence is reported to the Licensing Office in writing within 7 days.
9. The Private Hire Driver's Licence is not transferable.
10. The Licence holder shall not ply for hire under any circumstances.
11. With effect from 1st September 2007, upon grant or renewal of the licence, all private hire drivers shall wear a council approved corporate badge to be issued by the operator bearing the name of the operator.
12. The Licence holder shall ensure that the Private Hire and Hackney Carriage Drivers Licensing Booklet is complied with in every respect.

HACKNEY CARRIAGE DRIVER'S LICENCES

BYELAWS WITH RESPECT TO HACKNEY CARRIAGES IN THE METROPOLITAN BOROUGH OF SANDWELL

Byelaws made under Section 68 of the Town Police Clauses Act 1847, and section 171 of the Public Health Act, 1875, by Metropolitan Borough of Sandwell with respect to hackney carriages in the Metropolitan Borough of Sandwell.

INTERPRETATION

- (1) Throughout these byelaws "the Council" means the Council of the Metropolitan Borough of Sandwell and "the District" means the Metropolitan Borough of Sandwell.

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

- (2) (a) The proprietor of a hackney carriage shall cause the number of the licence granted to him in respect of the carriage to be legibly painted or marked on the outside and inside of the carriage, or on plates affixed thereto;
- (b) A proprietor or driver of a hackney carriage shall: -
- not wilfully or negligently cause or suffer any such number to be concealed from public view whilst the carriage is standing or plying for hire;
- (i) not cause or permit the carriage to stand or ply for hire with any such painting, marking or plate so defaced that any figure or material particular is illegible.
- (ii) Deleted by Home Office

Provisions regulating how hackney carriages are to be furnished or provided

- (3) 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 water-tight;

- (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 means for securing luggage if the carriage is so constructed as to carry luggage;
 - (h) provide an efficient fire extinguisher, which shall be carried in such position as to be readily available for use;
 - (i) provide at least two doors for the use of persons conveyed in such carriage and a separate means of ingress and egress for the driver.
- (4) The proprietor of a hackney carriage shall cause any taximeter with which the carriage is provided to be so constructed, attached, and maintained as to comply with the following requirements, that is to say,
- (a) the taximeter shall be fitted with a key, flag or other device the turning of which will bring the machinery of the taximeter into action and cause the word "HIRED" with letters at least two inches in height to appear on the face of the taximeter;
 - (b) such key, flag or other device shall be capable of being locked in such a position that the machinery of the taximeter is not in action and that no fare is recorded on the face of the taximeter;
 - (c) when the machinery of the taximeter is in action there shall be recorded on the face of the taximeter in clearly legible figures a fare not exceeding the rate or fare which the proprietor or driver is entitled to demand and take for the hire of the carriage by distance in pursuance of the byelaw in that behalf;
 - (d) 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;
 - (e) the taximeter shall be so placed so 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;

- (f) 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.

Provisions regulating the conduct of the proprietors and drivers of hackney carriages plying within the district in their several employments, and determining whether such drivers shall wear any and what badges.

- (5) The driver of a hackney carriage provided with a taximeter shall: -
 - (a) when standing or plying for hire, keep the key, flag or other device fitted in pursuance of the byelaws in that behalf locked in the position in which no fare is recorded on the face of the taximeter;
 - (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, flag 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) 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 seals affixed thereto.
- (7) 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 byelaw in that behalf;
 - (b) if a stand, at the time of his 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, station the carriage immediately behind the carriage or carriages on the stand and so as to face in the same direction;
 - (d) from time to time when any other carriage immediately in front is driven off or moved forward cause his carriage to be moved forward so as to fill the place previously occupied by the carriage driven off or moved forward.

- (8) A proprietor or driver of a hackney carriage, when standing or plying for hire shall not, by calling out or otherwise, importune any person to hire such carriage and shall not make use of the service of any other person for the purpose.
- (9) 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.
- (10) 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.
- (11) The driver of a hackney carriage when hired to drive any particular destination shall, subject to any directions given by the hirer, proceed to that destination by the shortest available route.
- (12) 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.
- (13) If a badge has been provided by the Council and delivered to the driver of a hackney carriage he shall, when standing or plying for hire, and when hired, wear that badge in such position and manner as to be plainly visible.
- (14) 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 building, station or place at which he may take up or set down such person.

Provisions fixing the stands of hackney carriages.

- (15) * **Please see attached list of Hackney Carriage Stands** (not part of the byelaw).

Provisions fixing the rates or fares to be paid for hackney carriages within the district, and securing the due publication of such fares.

- (16) The proprietor or driver of a hackney carriage shall be entitled to demand and take for the hire of the carriage the rate or fare prescribed by the following table, the rate or fare being calculated by distance unless the hirer express at the commencement of the hiring his desire to engage by time.

Provided always that where a hackney carriage furnished with a taximeter shall be hired by distance 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, save for any extra charges authorised by the following table which it may not be possible to record on the face of the taximeter.

*** Please see attached current tariff of fares (not part of the byelaw)**

- (17) (a) The proprietor of a hackney carriage shall cause a statement of the fares fixed by the byelaws in that behalf to be exhibited inside the carriage, in clearly distinguishable letters and figures.
- (b) The proprietor or driver of a hackney carriage bearing a statement of fares in accordance with this byelaw shall not wilfully or negligently cause or suffer the letters or figures in the statement to be concealed or rendered illegible at any time while the carriage is plying or being used for hire.

Provisions securing the safe custody and re-delivery of any property accidentally left in hackney carriages, and fixing the charges to be made in respect thereof;

- (18) The proprietor or driver of a hackney carriage shall immediately after the termination of any hiring or as soon as practicable thereafter carefully search the carriage for any property which may have been accidentally left therein.
- (19) The proprietor or driver of a hackney carriage shall, if any property accidentally left therein by any person who may have been conveyed in the carriage be found by or handed to him,
- (a) carry it as soon as possible and in any event within 24 hours, if not sooner claimed by or on behalf of its owner, to any Police Station;
- (b) be entitled to receive from any person to whom the property shall be re-delivered an amount equal to 5 new pence in the pound of its estimated value (or the fare for the distance from the place of finding to the nearest Police Station, whichever be the greater) but not more than five pounds.
- (20) Every person who shall offend against any of these byelaws shall be liable on summary conviction to a fine not exceeding twenty pounds and 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.
- (21) The byelaws with respect to hackney carriages in the County Borough of Warley made by the Warley County Borough Council on the 15th day of June, 1973, and confirmed by the Secretary of State on 15th day of August, 1973, are hereby revoked.

**The common Seal of the Borough
Council of Sandwell was hereunto
affixed this 15th day of April, 1976
in the presence of:**

C. GREEN
*Director of Administration
and Legal Services*

**The foregoing byelaws with the exception of byelaw 2(b) (iii) are hereby
confirmed by the Secretary of State and shall come into operation on the 1st
day of October 1976.**

**Signed by authority of the
Secretary of State**

Home Office
Whitehall

20th August 1976

R.F.D.SHUFFREY

*An Assistant Under Secretary
of State*

* Please note: the provisions for appointing stands for hackney carriages and for fixing the rates or fares have been superseded by the Council making use of the Local Government (Miscellaneous Provisions) Act 1976 sections 63 and 65 respectively, and therefore, no longer form part of the byelaws, but for the stands which were created by the original byelaw.

Please note also that paragraph 11 of the byelaws has been replaced by the provisions of Section 69 of the Local Government (Miscellaneous Provisions) Act 1976 which states

- (1) No person being the driver of a hackney carriage vehicle licensed by the Council shall without reasonable cause unnecessarily prolong, in distance or in time, the journey for which the hackney carriage vehicle has been hired.
- (2) If any person contravenes the provisions of this section, he shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 3 on the standard scale.

Section 3

HACKNEY CARRIAGE & PRIVATE HIRE VEHICLE LICENCE

Making a Vehicle Application

This section will provide all the information you will require to license a Hackney Carriage or Private Hire vehicle in Sandwell.

All Hackney Carriage and Private Hire vehicles in Sandwell must pass the Council's Vehicle Test before a licence can be issued.

Before you attend for your appointment at the Licensing Office, you must ensure that you bring the following items with you.

1. The completed application form. Signed or stamped by the Licensed Operator you are going to work for (Private Hire applications only).
2. The complete Vehicle Registration document (Log Book)*
3. A valid, original insurance document.
4. Your full, current driving licence issued by the DVLA. (If you possess the new style DVLA licence you must produce both the paper licence and the photo I.D. card).
5. The current licence fee (A current fee schedule is available from the Licensing Office).
6. Your meter calibration certificate (Hackney Carriages only).

If you forget any of the above items when you attend the Licensing Office to make your application, your application **may not** be accepted, and you may incur additional costs and delays.

IMPORTANT NOTICE

The Licensing Office cannot issue refunds under any circumstances.

Log Books*

You must produce the logbook for your vehicle, at the time of your appointment.

If the log book is **NOT** in the name of the applicant, or the applicant's name and/or address is recorded incorrectly, it will only be accepted by the Licensing Office if he/she agrees to complete the change of keeper information and allows the document to be sent to the DVLA, Swansea.

In the case of brand new vehicles, (where there is no log book) the Licensing Office will accept formal documentation from the vehicle supplier, in place of the log book, if the following information is supplied: -

- Registration number
- Make, model and colour
- Body type
- Registration date
- Chassis number
- Engine number
- Engine size
- Fuel type

New Applications

If you are licensing a vehicle for the first time, there are a number of things you need to consider.

- Private Hire or Hackney Carriage?
- Is the vehicle suitable (See pages 3.10 to 3.16 - Vehicle Criteria)?
- Is the vehicle a 'Brand New' vehicle (See page 3.6)
- Will the vehicle pass the test?

When you have chosen your vehicle, you should contact the Licensing Office to arrange an appointment to submit the application. If you are unsure about the suitability of your vehicle you should contact the Licensing Office for advice.

It will not be necessary to purchase a vehicle before submitting it for approval.

When you submit the application, you will be given an appointment for the vehicle to be tested.*

You should attend the garage appointment **on time** with the vehicle in a suitable condition for use as a Hackney Carriage or Private Hire Vehicle.

When the vehicle passes the test, you can use the drop-in service to be issued with your Hackney Carriage or Private Hire Vehicle plates and licence (subject to the application process being completed and the production of valid Private Hire/Hackney Carriage Insurance).

If the vehicle fails the test, you can use the drop-in service to book an appointment to have the vehicle retested. You may have to pay a retest fee before this appointment can be made.

*If the vehicle is 'Brand New', the vehicle will undergo a visual inspection by Authorised Licensing Officers only)

Renewal Applications

If you are making a renewal application, you will receive the following information approximately six weeks before the expiry of the licence.

- Notification letter, with a pre-booked appointment included.
- An application form.

The appointment includes both an office and a garage appointment. This means that you can make your application, pay the fee, have the vehicle tested and, subject to the vehicle passing the test, collect your new plates and licence. All in one visit!

If you cannot attend your pre-booked appointment at the time and date given, you should telephone the Licensing Office immediately to rearrange.

Vehicle Testing

Vehicle testing is carried out at the Council's Transport Depot in Waterfall Lane, Cradley Heath, on the same site as the Licensing Office. Some larger or specialist vehicles may be sent to another testing station where the Council's facility is too small to safely examine them.

If you are licensing a vehicle for the first time, or your current licence is due for renewal, your vehicle will be subjected to a test.

There are three types of test, the details of which are listed below: -

Full Test

The full test lasts about 1 hour and includes a full MOT, together with a taxi test. The taxi test covers items such as the general condition of the vehicle, possible accident damage and the examination of items such as the first aid kit and fire extinguisher.

Interim Safety Check

Interim Safety Checks are designed to ensure that licensed vehicles maintain a minimum standard of mechanical safety throughout the lifetime of their licence.

The number of Interim Safety Checks your vehicle will be subjected to are outlined in the table over the page.

Interim Renewal Check

This test is the same as the Interim Safety Check, but is carried out following the expiry of a 4 or 6 month licence. This check will only be carried out on receipt of an application to renew a 4 or 6 month licence.

Vehicle Age	Application	4 Months	6 Months	8 Months	Renewal
Brand New Vehicle*	Licensing Office Inspection		Interim Safety Check		Full Test
Under 5Years Old	Full Test		Interim Safety Check		Full Test
Over 5Years Old	Full Test	Interim Safety Check		Interim Safety Check	Full Test

*For the purposes of testing a "Brand New" vehicle shall mean any vehicle that is the current registration mark and has travelled less than 1000 miles.

As you can see from the above table, the age of your vehicle will affect how often your vehicle is checked and the amount of money you will have to pay for your licence.

You should ensure that you attend for your scheduled Interim Safety Checks, as failure to do so may result in your Licence being suspended.

Buying A Vehicle

Certain vehicles are unsuitable to be used as Hackney Carriages or Private Hire Vehicles.

The Council has adopted criteria that all vehicles licensed in Sandwell have to meet.

You should read the “criteria for applicants” section of this booklet, located on pages 3.10 to 3.16, before buying a vehicle, to ensure that your chosen vehicle conforms with the Council’s requirements.

If you are in any doubt as to the suitability of your chosen vehicle, please telephone the Licensing Office. We will be happy to give you advice before you make any financial outlay.

Most car dealers will be happy to allow you to present the vehicle at the Licensing Office to ensure it is suitable, prior to purchase.

The Council cannot be held responsible for any costs you may incur as a result of purchasing a vehicle that is unsuitable for use as a Hackney Carriage/Private Hire Vehicle.

IMPROVEMENTS TO VEHICLE STANDARDS

In order to improve the service offered to members of the public and make Private Hire Vehicles more identifiable, the Council has agreed the following changes in Policy: -

Vehicle Identification

From 1st December 2008, the Council will not grant a private hire vehicle licence if, to the satisfaction of the Head of Highways and Environment or the Licensing Manager, the vehicle is not silver in appearance.

Age Policy

From 1st August 2008, the Council will only accept applications for vehicle licences that fulfil the following criteria: -

- If you are licensing the vehicle for the first time, the vehicle must be under 5 years of age at the time of application, unless the vehicle is in an exceptional condition*.
- If you are renewing the vehicle licence then the vehicle must remain under 8 years of age for the entire duration of the licence period applied for. If the vehicle would reach 8 years old during that period, the licence would not be renewed unless the vehicle is in exceptional condition*.

The above changes in Policy, do not apply to specialist vehicles such as limousines or vintage cars i.e. vehicles used for 'special events' only and not 'normal' private hire work. If you are unsure about whether your vehicle is affected, please contact the Licensing Office for clarification.

***The exceptional condition of the vehicle must be certified by an independent professionally qualified automotive engineer. In addition, the Council reserves the right to have an in-house inspection carried out by the MOT Inspectors at Waterfall Lane. In respect of 'normal' private hire vehicles; only vehicles which are certified to be in exceptional condition as above, may be licensed outside the terms of the Council's age policy.**

Door Stickers

With effect from 1st September 2007, upon grant or renewal of the licence, either the magnetised or self-adhesive version of the Sandwell MBC door stickers must be displayed on the front, driver and passenger doors of a private hire vehicle at all times that the vehicle is in use on the road (even if it is not being used for work).

Roof Signs

With effect from 1st September 2007, upon grant or renewal of the licence, all Private Hire Vehicles in Sandwell must display an illuminated Roof Sign, to Sandwell Council specifications, or an illuminated roof sign of their Operator's choice which displays, as a minimum, the name and telephone number of the Operator. The roof sign must be displayed on the vehicle at all times that the vehicle is in use on the road (even if it is not being used for work).

PRIVATE HIRE VEHICLE CRITERIA

The Council licenses many different types of vehicle for Private Hire purposes. To be sure that your vehicle is suitable to be licensed as a Private Hire Vehicle in Sandwell, you should check it against the following criteria. In addition, you should ensure that the vehicle fulfils the criteria throughout the period it is licensed.

Saloon Cars

- a) All vehicles must be suitable in size, type and design for use as a Private Hire Vehicle. No Private Hire Vehicle can have more than 8 passenger seats. Authorised Officers of the Council will decide the number of passengers the vehicle is licensed to carry, using the following criteria:
- The number of opening doors.
 - The rear passenger compartment dimensions.
 - The access and exit routes from the vehicle.
 - The number of passenger seats
- b) The passenger compartment of the vehicle must be of a suitable standard to ensure that a passenger's journey is comfortable and safe. To ensure that this is the case, the vehicle must fulfil the following:
- All retractable windows function correctly and fully.
 - The vehicle has forward facing seats only, except as mentioned below in the paragraph on page 3.13 relating to Small Minibuses and Multi-Purpose Vehicles (MPVs).
 - The vehicle is accessible to all passengers, including the elderly.
 - The vehicle is fitted with functioning seatbelts that comply with all legal requirements.
 - The vehicle must be a right hand drive (except in limousines, as mentioned below on page 3.13).
- c) **The exterior of the vehicle should promote a positive image of the Private Hire Fleet in Sandwell.** To ensure that this is the case, the vehicle must fulfil the following criteria:
- With effect from 1st December 2008, any vehicle which is subject of a new application for a Private Hire Vehicle licence, must be silver in appearance.
 - With effect from 1st August 2008, any vehicle that is the subject of a new application for a Private Hire Vehicle Licence must be under 5 years old at the time of application, unless the vehicle is in exceptional condition*.

- From 1st August 2008, any vehicle that is the subject of a renewal application, must remain under 8 years old for the entire duration of the licence period applied for, unless the vehicle is in exceptional condition*.
 - The vehicle must be reasonably free of dents, scratches, corrosion or any other cosmetic defects.
- d) There are a number of other elements that you will have to satisfy in order to obtain a Private Hire Vehicle Licence. These are outlined below: -
- The vehicle must be equipped with a suitable first aid kit and fire extinguisher.
 - the use (in emergencies only) of space-saver, run flat tyres or puncture repair kits for all vehicles that are manufactured and delivered with such tyres or kits as standard;
 - in the case where an Liquefied Petroleum Gas (LPG) conversion is considered suitable, and the tank occupies the usual site of the spare wheel, that the vehicle be exempted from the requirement to carry a spare tyre matching those fitted to the vehicle, provided an alternative tyre or repair kit is carried safely on the vehicle for emergencies (without compromising luggage space), or a written tyre contract is in force. The tyre contract should be available for inspection either at the Licensing Office, or on request by an Authorised Officer or a Police Officer’;
 - all other licensed vehicles must either carry a spare wheel matching those fitted to the vehicle and an appropriate means of changing the wheel OR there must be a current tyre contract in force;
 - that Multi-Purpose vehicles are only suitable for conversion to LPG if the tank is situated in the spare wheel doughnut, in licensed vehicles.
 - The vehicle must have a valid vehicle excise licence (road tax disc).
 - The boot is empty, tidy, clean and capable of carrying luggage.
 - The vehicle must not be of such a design or appearance as to lead any person to believe that it is a Hackney Carriage.
 - The vehicle must not have tinted or blacked out windows, which were fitted after manufacture. Tint film must not be applied to any of the windows of the vehicle.

- With effect from 1st September 2007, the vehicle must display an illuminated roof sign, to Council specifications or an illuminated roof sign of their Operator's choice which displays, as a minimum, the name and telephone number of the Operator. The roof sign must be displayed on the vehicle at all times that the vehicle is in use on the road (even if it is not being used for work).
- With effect from 1st September 2007, upon grant or renewal of the licence, either the magnetised or self-adhesive version of the Sandwell MBC door stickers must be displayed on the front, driver and passenger doors of a private hire vehicle at all times that it is in use on the road (even if it is not being used for work).
- The vehicle is covered by a policy of insurance incorporating cover for use as a private hire vehicle and covering passenger indemnity.
- NB. The Licensing Office will not accept copied or faxed insurance documents as proof of valid insurance cover. Only original documents issued by the broker/insurance company will be accepted.
- The vehicle must pass any vehicle examination test carried out on behalf of the Authority.
- The applicant must produce all documents/information requested by the Licensing Office.
- The full fee must be paid.
- If the vehicle is a LPG gas conversion, any application for a Private Hire vehicle licence must be accompanied with a LPGA certificate issued within the previous 12 months confirming that the conversion complies with 'CoP 11' of the LPG Codes of Practice.

Once the vehicle is licensed you are responsible for the following: -

- The Licence holder must not be in breach of any of the conditions of the licence during its lifetime.
- The driver of the vehicle must be a licensed Sandwell Private Hire Driver and must be identified to the Licensing Office.
- The vehicle must be employed through a Sandwell licensed Private Hire Operator.
- The applicant must successfully complete all parts of the knowledge test.

In addition to the above criteria, certain types of vehicles have additional or separate requirements. These are listed below: -

Small Minibuses and Multi-Purpose Vehicles (MPVs)

- Any seatbelts fitted to the vehicle must meet the appropriate vehicle inspectorate standard.
- Vehicles with M1 type approval, which have a rear facing second row (of three rows of seats) fitted at manufacture and which have three point seat belts on all seats at manufacture, may be licensed as private hire vehicles.

Limousines

The definition of a limousine for the purposes of Licensing in Sandwell, is “any vehicle manufactured as a stretch vehicle, such as a Ford Lincoln, Volvo, Mercedes or equivalent, or any other vehicle deemed to be a limousine by the Licensing Manager”. The criteria for these vehicles is the same as for saloon cars, however: -

- Side facing and rear facing seats will be permitted, subject to adequate seatbelt installations being in place.
- Left-hand drive Limousines will be acceptable.

All Vehicles

Sandwell Council requires that all licensed vehicles must reach at least M1 type approval safety standard. If documentation is not available to prove that a vehicle reaches this required standard, then the vehicle must obtain a Single Vehicle Approval or Individual Vehicle Approval certificate from V.O.S.A.

HACKNEY CARRIAGE CRITERIA

Hackney Carriage vehicles are specific vehicles which are approved by the Council. The current list of vehicles approved for Hackney Carriage purposes is available at the Licensing Office.

The Criteria for these vehicles is outlined below: -

- a) All vehicles must be suitable in size, shape and design for use as a Hackney Carriage Vehicle. The maximum passenger seating capacity for the vehicle is 8. The number of passengers applicable for each vehicle type will be decided by Authorised Officers, using the following criteria: -
- The number of opening doors.
 - The rear passenger compartment dimensions.
 - The access and exit routes from the vehicle.
- b) The passenger compartment of the vehicle must be of a suitable standard to ensure that a passengers' journey is comfortable and safe. To ensure that this is the case, the vehicle must fulfil the following: -
- All retractable windows function correctly and fully.
 - The vehicle is accessible to all passengers, including the elderly and passengers with disabilities.
 - The vehicle is fitted with functioning seatbelts that comply with all legal requirements.
 - The vehicle must be a right hand drive.
- c) The exterior of the vehicle should promote a positive image of the Hackney Carriage Fleet in Sandwell. To ensure this is the case, the vehicle must fulfil the following criteria: -
- The vehicle is painted in no more than two colours.
 - The vehicle must be free of dents, scratches, corrosion or any other cosmetic defects.
- d) There are a number of other elements that you will have to satisfy in order to obtain a Hackney Carriage Licence. These are outlined below: -
- The applicant must successfully complete all parts of the oral examination.
 - The vehicle must be equipped with a suitable first aid kit and fire extinguisher.

- the use (in emergencies only) of space-saver, run flat tyres or puncture repair kits for all vehicles that are manufactured and delivered with such tyres or kits as standard;
- in the case where an Liquefied Petroleum Gas (LPG) conversion is considered suitable, and the tank occupies the usual site of the spare wheel, that the vehicle be exempted from the requirement to carry a spare tyre matching those fitted to the vehicle, provided an alternative tyre or repair kit is carried safely on the vehicle for emergencies (without compromising luggage space), or a written tyre contract is in force. The tyre contract should be available for inspection either at the Licensing Office, or on request by an Authorised Officer or a Police Officer’;
- all other licensed vehicles must either carry a spare wheel matching those fitted to the vehicle and an appropriate means of changing the wheel OR there must be a current tyre contract in force;
- that Multi-Purpose vehicles are only suitable for conversion to LPG if the tank is situated in the spare wheel doughnut, in licensed vehicles.
- The vehicle has a valid vehicle excise licence. (road tax disc)
- The boot is empty, tidy, clean and capable of carrying luggage.
- The vehicle must not have tinted or blacked out windows, which were fitted after manufacture. Tint film must not be applied to any of the windows of the vehicle.
- The vehicle is covered by a policy of insurance incorporating cover for use as a Hackney Carriage (Public Hire) and covering passenger indemnity.

NB. The Licensing Office will not accept copied or faxed insurance documents as proof of valid insurance cover. Only original documents issued by the broker/insurance company will be accepted.

- The vehicle must pass the vehicle examination carried out on behalf of the Authority.
- The applicant must produce all documents/information requested by the Licensing Office.
- The full fee must be paid.

Once the vehicle is licensed you are responsible for the following: -

- The Licence holder must not be in breach of any of the conditions of the licence during its lifetime.
- The driver of the vehicle must be a licensed Sandwell Hackney Carriage Driver and must be identified to the Licensing Office.
- The vehicle must be fitted with a taximeter capable of adjustment to Sandwell rates. The applicant/Licence holder must supply a valid calibration meter certificate in the form required by the Council.

- e) Sandwell Council requires that all licensed vehicles must reach at least M1 type approval safety standard. If documentation is not available to prove that a vehicle reaches this required standard, then the vehicle must obtain a Single Vehicle Approval or Individual Vehicle Approval certificate from V.O.S.A.

NB Under the Disability Discrimination Act 1995 and its associated regulations, newly licensed Hackney Carriages and eventually all Hackney Carriages will have to comply with its regulations with regard to disabled access. The regulations may cover many different features to help disabled people, e.g. the size of door openings, and the dimensions of the passenger compartment. The Council will continue to review licence conditions to ensure that these provisions are complied with. In the meantime, all applicants should seriously consider the impact this legislation will have when purchasing new or second hand vehicles. In addition, current Licence holders should consider the ramifications for their existing vehicles if they are not already 'disability friendly'.

Insurance

Before you can collect your Private Hire or Hackney Carriage Vehicle plates, you must satisfy the Council that the vehicle is adequately insured.

In order to do this you must produce a valid insurance cover-note or certificate to the Licensing Office, when you attend to collect your plates.

Sandwell Council consider insurance to be a major public safety issue. The implications of members of the public being transported in vehicles that are not appropriately insured are extremely serious.

It is important to understand that a licensed vehicle is always a licensed vehicle, therefore Private/Public Hire insurance cover must be maintained for the whole of the licence period.

The vehicle must not be driven by anybody who does not hold an appropriate Private Hire or Hackney Carriage Drivers Licence.

You should consider the following when producing Insurance documents: -

- Only original documents will be accepted. (Faxed or Copied Insurance Documents will not be accepted).
- The document must cover the driver for the purposes of Hire and Reward,
Plates will be issued for the same length of time as the Insurance document produced (unless your licence expires earlier).
- If you are making a renewal application, you must produce the relevant Private Hire or Hackney Carriage Insurance document, to the Licensing Office, **at the time of application**.
- The Insurance cover on the vehicle **cannot** lapse. If your current plates are due to expire, you must produce a further cover note or certificate to the Licensing Office **before** the previous document expires.

NB: Failure to do this will result in you having to pay a fee of £50.00 before the new plates can be issued.

Transfer Procedure

Selling a Licensed Vehicle

If you sell your licensed vehicle to another licensed driver, you have full responsibility for all licence conditions, until the licence is transferred to the new owner. This can include additional costs or legal action.

In order to avoid any inconvenience, you should comply with the following procedure: -

1. Contact the Licensing Office to inform them who is buying the vehicle and request a Transfer form.
2. Sign the Transfer Form
3. The new owner (or both parties) should attend the Licensing Office with the current set of Plates and the new Insurance document.

Buying a Licensed Vehicle

If you are buying a licensed vehicle then you should attend the Licensing Office at the earliest opportunity.

When you attend the office, you should ensure that: -

1. Both parties have completed the transfer form.
2. You can provide adequate insurance
3. You pass an oral examination, if required

N.B. The licence is only transferable from one owner to another. It is not transferable from vehicle to vehicle.

LICENCE CONDITIONS

Applicable To Private Hire Vehicle Licence Holders

This Licence is granted subject to the Local Government (Miscellaneous Provisions) Act 1976 and in addition the following conditions: -

- 1) The Licence holder shall ensure that any person who drives the licensed vehicle is the holder of a Private Hire Drivers Licence
- 2) The Licence holder must ensure that the large and small Private Hire plates, issued by Sandwell Metropolitan Borough Council, are displayed in the following manner:
 - The large exterior plate must be attached to the supplied bracket, which should be secured under the rear number plate of the vehicle.
 - The small plate must be displayed inside the vehicle in a position that is clearly visible to all passengers.
- 3) Upon grant or renewal of the licence, the Licence holder shall ensure that either magnetised or self-adhesive door stickers supplied by the Council are fixed to the front driver and passenger doors at all times that the vehicle is used on the road (even if it is not being used for work). (w.e.f. 01/09/2007)
- 4) Upon grant or renewal of the licence the Licence holder shall ensure that, with effect from 01/09/2007, the vehicle displays an illuminated sign on the exterior roof of the vehicle at all times that the vehicle is in use on the road (even if it is not being used for work). This may be either the Council supplied roof sign, or the roof sign chosen by the Operator, which displays, as a minimum, the name of the Operator's company and the telephone number.
- 5) The Licence holder shall return both Private Hire Vehicle plates to the Licensing Office within 7 days of being requested to do so by an Authorised Officer, and in any event, on expiry of the plates/or licence.
- 6) The Licence holder shall permit the vehicle to be inspected by an Authorised Officer of the Council or a Police Officer, at any reasonable time.
- 7) The Licence holder shall submit the vehicle for inspection/testing by the Council's nominated testers, when required.
- 8) The Licence holder shall ensure that any accident or damage to the licensed vehicle, is reported to the Licensing Office, within 72 hours.

- 9) The Licence holder shall not use the vehicle, if it has been suspended under the provisions of the Local Government (Miscellaneous Provisions) 1976.
- 10) The Licence holder shall maintain, at all times when a licence is in force, insurance cover in respect of passenger indemnity (i.e. Private Hire Insurance).
- 11) The Licence holder shall ensure that all documentation required for the Private Hire Operator records are available at the operating premises for inspection at all times.
- 12) The Licence holder shall provide the current, valid, original insurance document, on demand, to an Authorised Officer of the Council or a Police Officer
- 13) The Licence holder shall not fix or cause to be fixed any advertisement or other stickers/lettering without the express consent of the Licensing Office, except in the case of an Operator's own choice of roof sign as in condition 4 above.
- 14) The Licence holder shall ensure that the number of passengers carried in the vehicle does not exceed that stated in the Licence.
- 15) The Licence holder shall ensure that any roof rack or trailer attached to the vehicle is approved by the Licensing Office.
- 16) The licence holder must ensure that tinted or blacked out windows are not fitted to the vehicle after manufacture and that tint films are not applied to any of the windows in the vehicle.
- 17) The Licence holder shall ensure that the Licensing Handbook is complied with in every respect, during the currency of the Licence.
- 18) The Licence holder must immediately inform the Licensing Office of any change of address and must ensure that all documents e.g. log-book, DVLA licence and insurance certificate are amended to display the new address and produced to the Licensing Office within 8 weeks of the notification.
- 19) The Licence holder shall ensure that nothing is stored or displayed on or in the vehicle without the prior permission of the Licensing Office. E.g. Christmas Decorations, amplifiers etc.

LICENCE CONDITIONS

Applicable To **Hackney Carriage Licence Holders**

This Licence is granted subject to the Local Government (Miscellaneous Provisions) Act 1976, Town Police Clauses Act 1847 and Public Health Act 1875 and in addition the following conditions: -

- 1) The Licence holder shall not cause, the vehicle to which this licence relates, to be driven by any person for any purpose, who does not hold a valid Hackney Carriage Drivers Licence, issued by Sandwell Metropolitan Borough Council.
- 2) The Licence holder must ensure that the large and small Hackney Carriage plates, issued by Sandwell Metropolitan Borough Council, are displayed in the manner dictated by the Licensing Office at all times.
 - The large plate must be attached to the supplied bracket and secured to the rear of the vehicle.
 - The small plate must be displayed on the dash board of the vehicle in order that the licence details are clearly visible to passengers.
- 3) The Licence holder shall ensure both Hackney Carriage plates are returned to the Licensing Office within 7 days of being requested to do so by an Authorised Officer, and in any event, on expiry of the plates/or licence.
- 4) The Licence holder shall permit the vehicle to be inspected by an Authorised Officer, at any reasonable time.
- 5) The Licence holder shall submit the vehicle for inspection/testing by the Council's nominated testers, when required.
- 6) The Licence holder shall ensure that any accident, involving the licensed vehicle, is reported to the Licensing Office, within 72 hours.
- 7) The Licence holder shall not cause the vehicle to be used, if it has been suspended under the Local Government (Miscellaneous Provisions) 1976.
- 8) The Licence holder shall maintain, at all times when a licence is in force, insurance cover in respect of passenger indemnity. (i.e. **Hackney Carriage Insurance**).
- 9) The Licence holder shall provide the current, valid, original insurance document, on demand, to an Authorised Officer of the Council or a Police Officer.

- 10) The Licence holder shall not fix or cause to be fixed any roof sign, advertisement or other stickers/lettering without the express consent of the Licensing Office.
- 11) The Licence holder shall ensure that the number of passengers carried in the vehicle does not exceed that stated in the Licence
- 12) The Licence holder shall ensure that the vehicle complies with the criteria contained in the Licensing Handbook, throughout the currency of the Licence.
- 13) The Licence holder shall ensure that the Vehicle Transfer Procedure contained in the Licensing Handbook is complied with in every respect.
- 14) The Licence holder must ensure that the interior of the vehicle is plainly visible, at all times, from the outside of the vehicle. Heavily tinted or blacked out windows are therefore not permitted.
- 15) The vehicle must be parked free of the adopted highway at all times when not in use.
- 16) The Licence holder shall ensure that the Licensing Handbook is complied with in every respect, during the currency of the Licence.

Section 4

PRIVATE HIRE OPERATOR LICENCE

Making Your Application

In order to make an application for a Private Hire Operator's Licence, you will need to complete an application form and arrange an appointment with the Licensing Office.

If you have any difficulties completing the form, you should contact the Licensing Office and a member of staff will be happy to provide you with any assistance or advice.

To ensure that your application is processed when you attend for your appointment, you must ensure that you bring the following items with you: -

1. The completed application form.
2. The current licence fee*
(A current fee schedule is available from the Licensing Office).
3. A passport style photograph of the applicant and any nominated deputy.
4. Letter cancelling previous licence. (If applicable)

*The Licensing Office do not issue refunds under any circumstances.

NB: You are strongly advised to obtain planning permission (where applicable) and an appropriate Licence/Certificate for Radio transmissions issued by DTI, for the premises you intend to use as a Private Hire Base.

The grant of an Operator's Licence does not allow the use of premises as a Private Hire Operator's base in the absence of planning permission.

Please note that if you are found to be in breach of Planning legislation, action may be taken against you, which could result in you being brought before the Committee with a view to deciding whether your licence should be revoked.

CRITERIA FOR APPLICANTS

Private Hire Operators

We will normally refuse an application for a licence, or take action in relation to an existing licence if:

- The nominated premises are not located within the Borough of Sandwell.
- You are not in day-to-day control of the business.
- You have had a Private Hire licence revoked or refused within the last 12 months.
- You have not successfully completed the Private Hire Operator's oral examination.
- You have not produced **all** documents/information requested by the Authority.
- You have convictions under the Local Government (Miscellaneous Provisions) Act 1976 or associated legislation.
- The full fee has not been paid.

You must also ensure that you comply with the following criteria during the lifetime of your licence: -

- All advertisements used by the company should be approved by the Local Authority, before use or purchase of any materials.
- You should not exhibit behaviour, which in the opinion of the Authority is inconsistent or inappropriate with that expected of a Sandwell Licence holder.
- You must ensure that you keep adequate records of all drivers and vehicles working at the company, as defined by the Licensing Office.
- You should not breach of any conditions of the licence during its lifetime.

- You should not carry out, or cause to be carried out, a Sandwell M.B.C. transport contract when either the driver, vehicle, or both are not correctly licensed, or insured.
- The Licence holder must ensure that there is at least one vehicle available at the base for the use of disabled passengers at all times.
- The Licence holder must not breach planning conditions in an existing planning consent, under Section 187A of the Town and Country Planning Act 1990 as inserted by the Planning and Compensation Act 1991.

What Now?

You have been granted your Private Hire Operator's Licence. What do you do now?

As the Operator of a Private Hire Company you will be responsible for the day-to-day management of the business. As such, you are personally responsible for complying with the conditions of the Licence.

The information overleaf is designed to help you comply with all the conditions and requirements that the Council place upon you.

Record Keeping - Booking Register

It is a legal requirement that any Private Hire Operator maintains adequate records of any journeys undertaken.

Accurate record keeping will protect both you and your drivers, along with members of the general public.

In simple terms you should keep details of: -

- The date and time of the booking.
- Which vehicle did the job/Call sign?
- Where did the journey start?
- The destination.
- The name of the person hiring the vehicle.
- Time vehicle allocated to booking.

You should keep this information for a minimum period of 5 years.

An example of the layout of your booking register is as follows:-

DATE	TIME	JOURNEY START	WHERE TO?	NAME	LIC NO./CALL SIGN	TIME VEHICLE ALLOCATED TO BOOKING
21/05/02	8.58am	18 Elm Street, Oldbury	The George PH	Mr Smith	V6666/*13	9.00am
" " "	9.01am	44 Long Road, Smethwick	Sandwell Hospital	Mrs Franks	V6661/*8	9.10am

NB:

Remember that the register should be clearly written to ensure that any authorised person can easily read the information contained within it.

Important Base Documents

As a Private Hire Operator, you may have a considerable number of drivers and vehicles working through your company at any one time.

It is your responsibility to ensure that they are all correctly licensed and insured.

In order to satisfy the requirements of your licence, the Council requires you to maintain a file containing the following documents, (*see chart below*). This record should be available at your base for inspection at all times.

You should ensure that all drivers produce these documents, before they begin work.

NB. Remember that you have overall responsibility for any activities undertaken by drivers working through your business.

Document	Reason
Current DVLA Driving Licence	To ensure that the driver has no convictions or disqualifications unknown by the Licensing Office.
Copy of Current Private Hire Driver's Licence	To ensure that the driver holds a valid current Private Hire Driver's Licence.
Copy of the Current MOT Certificate for the Vehicle	To ensure that the vehicle has the necessary valid Test certificate.
Copy of Valid Insurance Cover	To ensure that the vehicle is covered by a relevant insurance policy, at all times whilst working as a Private Hire Vehicle.
Copy of the Vehicle Registration Document	To ensure that current owner details are correct.
Copy of Current Private Hire Vehicle Licence	To ensure that the vehicle owner holds a valid current Private Hire Vehicle Licence.

Nominated Deputy

We accept that you cannot be available twenty four hours a day, seven days a week. However, you are still responsible for the business, when you are not there.

In order that you can meet your responsibilities, even in your absence, you should nominate a responsible person over the age of 18 years to act on your behalf.

This person must have knowledge of the business and have access to all records kept on the premises at all times.

LICENCE CONDITIONS

Private Hire Operator

This Licence is subject to the provisions of the Local Government (Miscellaneous Provisions) Act 1976 and in addition, the following conditions.

1. The applicant must satisfy the Borough Council that he/she is a fit and proper person to hold such a licence and carry on the business of operating private hire vehicles
2. No person licensed under the Local Government (Miscellaneous Provisions) Act 1976 shall in the controlled district of Sandwell operate any vehicle as a Private Hire Vehicle, if: -
 - a) the vehicle licence and plates, issued by Sandwell MBC under Section 48 of this Act are not in force, or
 - b) the driver does not have a Private Hire Driver's Licence and Badge issued by Sandwell MBC, under section 51 in force.
3. The holder of this Licence shall immediately notify the Council of any change of his/her address.
4. The Operator shall be responsible for all contracts issued by him/her under this licence. The operator shall keep a record of particulars of every booking of a Private Hire Vehicle invited or accepted by him/her including: -
 - Date booking made.
 - Time booking made.
 - Plate number of vehicle making the journey.
 - Call sign of driver.
 - The time a vehicle was allocated to the booking.
 - The destination.
 - The name and collection address of person hiring the vehicle.

This record should be kept for a period of at least 5 years.

5. The holder of this Licence shall produce for inspection the ledgers referred to in condition 4 whenever required by an Authorised Officer of the Council, or by any Police Officer.

6. The licence is not transferable to any 3rd party.
7. The holder of this Licence shall ensure that all conditions of planning permission in respect of the premises are fully complied with in every respect.
8. The Licence is granted in respect of the premises referred to in the licence and is not transferable.
9. The Licence holder must ensure that any advertising refers to the name specified in the Private Hire Operator's Licence.

In addition, the following should be considered before paying for any advertising: -

- a. The trading name shall be displayed **in full** on all advertisements.
 - b. The trading name shall not incorporate the words "taxi", "hire" or "cab".
 - c. The Licensing Office may refuse to register any trading name, where in their opinion, it is likely to cause confusion to the general public, or is similar to a trading name registered to another licensed Operator.
 - d. For the avoidance of doubt "advertisement" in this condition means any display on or in the vehicle used in connection with the business; any directory; newspaper or media reference or notice or any card or circular distributed for public use, which displays the address or telephone number of the operators business.
10. The Licence holder shall maintain a folder containing copies of the following documents for all drivers/vehicles working through the base: -
 - Up-to-date DVLA Driving Licence.
 - Sandwell Private Hire Drivers Licence.
 - Current MOT Certificate.
 - Current Insurance cover note or certificate of Insurance.
 - Vehicle Registration Document.
 - Sandwell Private Hire Vehicle Licence.

The information outlined above must be retained at the Operating premises and be available for inspection by an Authorised Officer or Police Officer **at all times**.

11. The Licence holder must ensure that all drivers working through the base fully conform with the Council's requirements in relation to dress i.e. corporate badge, outlined in the Private Hire Driver's Licence conditions.
12. The licence holder must ensure that all vehicles working through the base display a roof sign, conforming with the Council's requirements at all times that the vehicle is working.
13. All vehicles working through the business must display door stickers, supplied by the Council, at all times that the vehicle is working).
14. The Licensed Operator or the person nominated by the Operator in writing, must be on the premises or in charge of the Operation and immediately contactable by an Authorised Officer or Police Officer **at any time.**
15. The Operator must ensure that any person left in charge of the premises in the absence of the Operator, is fully aware of the conditions applicable to this licence, particularly those relating to the maintenance of records for drivers, vehicles and bookings and the need to comply with the conditions at all times.

Section 5

SERVICE STANDARDS

Service Standards

We realise that the Licensing Service has a commitment to you, our customers. Listed in the following pages are our target response times for dealing with your requests for service.

Telephone

We will answer all telephone calls within 6 rings.

We will respond to all messages left within 1 working day.

Appointments

We will offer you an appointment at the Licensing Office within 5 working days of your request.

We will see you promptly at your appointment time.

We will offer a drop in service (you do not need an appointment) for:-

- Insurance production
- Plate extensions
- Retests
- Lost badges
- Lost plates
- Plate collection
- Issue of Licence
- Accident damage assessments
- General licensing advice and guidance
- Transfer a Vehicle Licence
- Change of Car Reg.No.

If you use our drop in service, you will be seen within one hour of your arrival.

Private Hire/Hackney Carriage Driver

We will issue a licence within 1 working day of receiving satisfactory test results, for all relevant licensing assessments.

We will send your licence renewal paperwork to your home address, 6 weeks prior to expiry.

Private Hire/Hackney Carriage Vehicle

We will arrange for your renewal application to be processed, your vehicle to be tested and your plates issued, all on the same day, providing that your vehicle passes the vehicle examination.

We will send your licence renewal paperwork to your registered home address, 6 weeks prior to expiry.

We will send you an appointment for your interim safety check 6 weeks prior to the test date.

Your Interim Safety Check will be completed within 1 hour.

If your vehicle fails the check, we will arrange a retest:-

- On the same day for minor items.
- Within 24 hours for major items.

Private Hire Operators

We will issue a licence on the same day as receiving your completed application and relevant supporting documents.

We will send your licence renewal paperwork to your home address, 6 weeks prior to expiry.

Licensing Committee

If you are required to attend a Committee meeting, you will do so within 2 calendar months.

We will send you a letter detailing the time, date and venue of the meeting 7 days prior to the meeting date.

We will inform you of the decision of the Committee at the meeting.

We will send you a letter, confirming the Committee's decision and any rights of appeal, within 10 working days of the Committee hearing.

Interpreters

We will arrange an interpreter, if you require one. However, we will need 5 working days notice.

Refunds

When you request a refund of your plate deposit, you will receive a cheque within 8 working days.

Enforcement

We will visit your Private Hire Operator's base at least once a month.

We will investigate all complaints on a priority basis :-

Priority 1 - Issues likely to seriously compromise public safety.

Priority 2 - Issues likely to impact on public safety.

Priority 3 - Issues not affecting public safety.

Priority 1 - Will be actioned within 24 hours of receipt.

Priority 2 - Will be actioned within 5 working days of receipt.

Priority 3 - Will be actioned within 10 working days of receipt.

We will inform you of the outcome of your complaint within 5 working days of the investigation being completed.

Section 6

RENEWALS. WHAT YOU SHOULD KNOW

Operator Renewals

When your Private Hire Operators Licence is due for renewal, your renewal forms will be sent out 6 weeks before the expiry of your licence along with an appointment to attend the Licensing Office. You must ensure that your Private Hire Operators Licence is renewed before the expiry of the licence otherwise you will be operating illegally. This would mean that the base would need to be closed until the new licence is issued.

If you do renew your licence early, you will not lose any time, for example: If your licence runs from 1st January 2004 to 31st December 2004 and you attend Licensing on 22nd November 2004 to renew the licence then your new licence will run from 1st January 2005 to 31st December 2005.

- Q. Why do I need to produce photos?
- A. So when the Licensing Enforcement Officers visit your base they will know who they need to speak to in the absence of the Licence holder.

Driver Renewals

When your Driver's Licence is due for renewal, your renewal paperwork will be sent out 6 weeks before the expiry of your licence along with an appointment to attend the Licensing Office. If you renew early you will not lose any time on your licence.

- Q. What happens if I let my licence run out or expire?
- A. If you fail to renew your licence before the expiry date and your medical and/or Police Check/CRB trace has expired you will be required to take another medical and/or Police Check/CRB trace before your **new** licence is issued.

You will be required to take a DSA driving test if your badge has expired for over 1 calendar month and/or you have not previously taken this test.

- Q. Does this procedure apply to both Private Hire and Hackney Carriage Drivers?
- A. Yes.

- Q. What happens if I attend for my renewal appointment and I have not attended the Occupational Health Unit for my medical?
- A. The Licensing Office will be unable to renew your badge until you have passed your medical examination.

Vehicle Renewals

When your vehicle Licence is due for renewal, your renewal paperwork will be sent out 6 weeks before the expiry of your licence along with an appointment to attend the Licensing Office. If you renew early you will not lose any time on your licence.

- Q. When I receive my renewal appointment can I decide to plate a new vehicle instead?
- A. Yes. If you decide to plate a new vehicle instead of your existing one we can arrange that for you, however you will need to contact Licensing immediately so we can check that your vehicle is booked in for the correct test.
- Q. What happens if I have taken out a 6 or 4 month licence and I let the Licence run out or expire?
- A. If you fail to renew your licence before the expiry date, you will have to make a **new** application before you can license the vehicle again (full test).
- Q. If I fail to keep my renewal appointments what will happen?
- A. We cannot guarantee that we will be able to offer you an appointment and/or a vehicle test before the licence expires. It is therefore in your interests to keep your renewal appointment.
- Q. Does this procedure also apply to Hackney Carriages?
- A. Yes.

Q. Why do I need to produce my log book, driving licence and insurance every time I renew, even if I am applying every 4 months?

A. Because your renewal application is an official document, we need to see your paperwork every time you attend the Licensing Office. This is so we can take copies of your documents and attach them to your form thus creating a true and accurate record at the time application is made.

We need to check your documentation for the following :

- 1) Current private hire or public hire insurance
- 2) That you have not sustained any points on your DVLA licence and;
- 3) That there have not been any alterations to your vehicle e.g. engine number, engine size, colour, etc.

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Section 7

GLOSSARY

Accident Damage

An unexpected event causing damage to a vehicle.

All Inclusive Fee

All money included - no extra to pay.

Application

A formal request to apply for a licence.

Certificate of Insurance

An official document issued by the insurance company stating the period of cover - usually for 12 months.

Committee

Elected members who meet once a month in order to deal with licensing issues.

Conviction

Being found guilty of a crime.

Cosmetic Damage

Damage which affects only the appearance of a vehicle.

Cover Note

An official document issued by the insurance company stating the period of cover - usually for 30 days.

Crew Bus

A minibus type vehicle with side facing seats or bench seats.

Criminal Records Bureau (CRB)

Home Office Department set up to deal with Police Checks.

Criteria

Standard by which application can be decided.

Disclosure

To make known or allow to be seen.

Disqualifications

Points shown on driving licence e.g. SP30 for a speeding offence.

Drop In Service

Service offered by the Licensing Office for which an appointment is not required.

Driving Standards Agency—DSA

Government Department nominated by Sandwell Council to undertake vocational driving tests for both Private Hire and Hackney Carriage. The DSA offers 3 types of test these are as follows:

Driving Test - Private Hire

This applies to all new applicants for a Private Hire Drivers Licence.

Driving Test - Hackney Carriage

This applies to all new applicants for a Hackney Carriage Drivers Licence.

Driving Test - Upgrade

This applies to licence holders who have passed the DSA Private Hire driving test and wish to hold a Hackney Carriage licence.

Expiry

When a licence reaches it's end.

Fee Schedule

List of fees charged for licences.

Immediately

Without delay.

Implementation

To carry out or put into action.

Inappropriate

Not suitable or proper.

Independent

Free from the influence or control of others.

Interim Renewal Check

Safety check carried out upon renewal of vehicle licence.

Interim Safety Check

Safety check carried out during period of vehicle licence.

Interpreter

Person who translates orally from one language to another.

Knowledge Test (KT)

Informal, oral examination consisting of 10 questions based on the terms and conditions of the licence applied for.

Late Insurance Production Fee

Fee of £50 chargeable if plates are not extended prior to their date and time of expiry.

Legislation

The act or process of making laws.

Licence Conditions

Rules applicable to licences which must be complied with.

Local Government (Miscellaneous Provisions) Act 1976

Legislation covering Private Hire and Hackney Carriage licensing.

Meter Calibration Certificate

Official document provided by installer of meter in Hackney Carriage stating that the meter has been calibrated to Sandwell rates and sealed.

MOT

Ministry of Transport certificate.

New Applicant

A person who has not previously held a licence in Sandwell, or a licence holder who has allowed their previous licence to lapse.

Occupational Health Unit (OHU)

Sandwell OHU is where you will need to attend for your medical examination to be completed.

Passport

Official document issued by a Government, identifying an individual and granting him permission to travel abroad.

Pirating/Plying for Hire

Picking up a passenger or passengers who have not pre-booked through the base.

Plate Extension

Act of obtaining a plate upon the production of further insurance, this must be carried out before expiry of previous cover to avoid £50 late insurance production fee being charged.

Police Check / CRB Trace

Official document which will be completed by the Licensing Office in the applicants presence. The Criminal Records Bureau will then search the National Computer database for details of any convictions relating to the applicant so that the Licensing Office can ensure that the applicant is a "fit and proper" person to hold a licence.

Private Hire Insurance

Type of insurance cover needed for a Private Hire Vehicle.

Public Hire Insurance

Type of insurance cover needed for a Hackney Carriage.

"Q" Plated

Vehicle for which the first date of registration is in doubt and cannot be verified.

Renewal Applicant

A person who has previously held a licence in Sandwell and has not allowed that licence to lapse.

Town Police Clauses Act 1847

Legislation which covers Hackney Carriage licensing.

Tracking

Anchorage points by which wheel chairs are secured in a vehicle.

Transferable (Vehicle Licences Only)

To change a licence from one person to another