



**CONDITIONS ATTACHED TO THE PRIVATE HIRE VEHICLE OPERATOR'S
LICENCE**

1. The operator shall keep a copy of the Local Government (Miscellaneous Provisions) Act 1976 and the Town Police Clauses Act 1847 upon their premises at all times and shall be fully conversant with this legislation.
2. The operator shall ensure that all necessary planning permissions have been secured and are in place prior to the commencement of the operators licence.
3. The operator shall notify the Council immediately of any change or proposed change of address of the premises for which a private hire vehicle is operated or any additional premises from which such operations are to be conducted.
4. This licence shall not be transferable.
5. The licence shall remain the property of the Council at all times and shall be returned to the Council on the revocation, suspension or non-renewal.
6. The operator shall ensure that any equipment in the vehicle used for sending and receiving wireless signals shall be operated in accordance with the statutory requirements.
7. The operator shall make and keep a record before the commencement of each journey, of the place of commencement and termination of the journey, the name and where practicable the address of the hirer, the date and time of the hiring and must be able to identify the vehicle and driver employed on the journey. If the hiring is made at the request of another operator, the name and address of that operator shall also be stated.
8. If records are kept electronically they must be kept in accordance with the Data Protection Act 1998 and for a minimum of 12 months. The operator must have a means of producing the information kept on the request of an authorised officer. Access to the records must be given to an authorised officer on request.
9. The operator shall keep a record in permanent book form, supplied and owned by the Vale of Glamorgan Council the particulars of all Private Hire Vehicles operated under the licence and the driver's used by the operator. The operator shall enter therein, in respect of each vehicle the type and make of the vehicle, the vehicle registration number, the name and address of the owner of the vehicle, the private hire vehicle licence number and its expiry date. He/she shall also enter therein the name and address of driver's used, their licence number and its expiry date.

10. The operator shall produce the records referred to in condition 6 & 7 above on request to any authorised officer of the Council, or to any police constable for inspection and permit them to take copies thereof.
11. The operator shall keep all premises to which the public may resort in the course of this business in a clean and tidy condition at all times.
12. If the premises are open to the public the licence and attached conditions shall be displayed in a conspicuous and public place upon the operators premises.
13. The licence holder shall notify the Director of Legal and Regulatory Services in writing, within seven days if
 - (a) he/she is convicted of any offence under the Road Traffic Acts or any regulations made there under, or
 - (b) he/she is convicted of any offence or receives a caution, warning or fixed penalty notice
 - (c) he/she is subject of any pending criminal investigation and the outcome thereof.
14. The operator shall provide an efficient and reliable service and ensure the punctual attendance of a hired vehicle at the time and place arranged with the hirer.
15. Where Private Hire vehicles are operated using appropriate and calibrated taximeters, then the operator shall notify and supply the Council with the rate at which those taximeters are set. They shall also immediately notify the Council of any rate change and supply the relevant details.
16. The proprietor shall within seven days notify the Council in writing of any complaint made to him/her regarding
 - (a) The conduct of the driver
 - (b) The condition of the vehicle.