# PRIVATE HIRE VEHICLE LICENCE CONDITIONS

Pendle Borough Council

October 2025

**BOROUGH OF PENDLE**

**LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976**
**PRE-LICENSING CONDITIONS FOR THE ISSUE OF A PRIVATE HIRE VEHICLE LICENCE**

Pendle Borough Council will only accept an application to licence a private hire vehicle if the vehicle, applicant(s) or directors of a company complies with the following:

- Provides a basic DBS disclosure that is no more than one month old for new applicants or the enhanced DBS certificate if already a licensed driver.

- Any applicant, who has lived outside the UK within the last 10 years, provides a Certificate of Conduct, translated into English, from each of the countries that they have lived in within that period.

**Vehicle**

Satisfy the Council that the vehicle is in a suitable condition, is both safe and comfortable for passengers, and suitable in type, size and design for use as a private hire vehicle and that there is in force a policy of insurance covering it for private hire use.

Shall not be a London style hackney carriage or similar vehicle.

**Accident Damage Vehicles** - The vehicle may be insurance category S (formerly Cat C) or category N (formerly Cat D), provided the vehicle has been repaired and an MOT test passed. An independent engineer's report will be required before the vehicle is licensed. Applications from insurance category A or B will be prohibited.
The vehicle will be suitable in type, size and design for use as a private hire vehicle if it meets the following specification:

Be a saloon, estate or minibus capable of seating not less than four nor more than eight passengers in reasonable comfort and have not less than three doors through which passengers may enter and leave the vehicle conveniently, safely and comfortably, and have reasonable accommodation for luggage;

Not be a stretch limousine unless it can be shown to the satisfaction of the Committee by evidence from the manufacturer that the method of construction has not affected the safety of the vehicle;

From 1st January 2026, new vehicles must be Euro 6 classified, hybrid, electric (EVs) or wheelchair accessible and for renewal applications not be more than twelve years oldif not this type of vehicle. on renewal.

Be a right hand drive vehicle;

Not be of a red or multi coloured;

Have adequate lighting for the interior of the vehicle and an adequate heating system for the driver and passengers, with means of control by the driver;

Carry a spare wheel or a tyre repair kit;

Not convey luggage by means of the roof; and

Have a clear emergency exit.

The vehicle must be type approved. You will be required to provide the necessary confirmation that the vehicle is approved – a V5 registration document (log book) indicating that the vehicle is M1 type approved (shown in the vehicle category at line J), or in the case of minibuses, that the vehicle was manufactured as an M2 vehicle, which is a minibus with more than 8 passenger seats, and the only modification is the removal of the rearmost seats to reduce the seating capacity. The V5 will show M2 in the Vehicle Category at line J.

Vehicles converted from vans or imported from outside the EU will be required to have passed a VOSA Voluntary Individual Vehicle Approval inspection. The relevant certificate will be required before such a vehicle can be licensed.

**WHEELCHAIR ACCESSIBLE VEHICLES**

Any vehicle that has been adapted or modified to accommodate disabled passengers shall be re-certified, after adaptation or modification, to meet the European Whole Vehicle (M1 or M2) Type Approval standard, the British National Low Volume Type (M1 or M2) Approval standard or the Voluntary Individual Single Vehicle Approval in respect of all such adaptations or modifications. The relevant certificate will be required before such a vehicle can be licensed.

Access to and egress from the wheelchair must not be obstructed in any manner, at any time, except by wheelchair loading apparatus.

Wheelchair internal anchorage points and equipment must be of the manufacturers design and construction and comply with the M1 or M2 standards as specified in European Directive 76/115 EEC (as amended by 90/629 EEC) and should be secured in such a position as to not obstruct any emergency exit when the equipment is not in use.

A suitable, separate restraint (seat belt) must be available for the occupant of the wheelchair.

Access ramps or lifts must be securely fixed to the vehicle prior to use and be able to support the weight of any wheelchair, occupant and helper.

Ramps and lifts must be securely stored in the vehicle before driving off; such devices shall have a minimum load rating of 300kg.

The vehicle shall be fitted with a locking mechanism, or other device, that holds the wheelchair access door in the open position whilst a wheelchair is being loaded or unloaded.

Any equipment fitted to the vehicle for the purpose of lifting a wheelchair into the vehicle must have been tested in accordance with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 (S/I 1998/2307). Any such equipment must be maintained in efficient working order so as to be available for use at all times.

A sign may be affixed to the outside of the vehicle indicating that it is able to convey passengers in wheelchairs, provided that the vehicle has been manufactured or properly adapted for that purpose.

# PRIVATE HIRE VEHICLE LICENCE CONDITIONS

The licence holder(s) or directors of a company must at all times comply with these conditions and Part II of the Local Government (Miscellaneous Provisions) Act 1976.

## 1. Operators

The Proprietor shall not use or permit the vehicle to be used as a private hire vehicle unless the vehicle's operator holds a current operator's licence issued by the Council.

## 2. Drivers

The proprietor of a private hire vehicle shall not employ as a driver any person who does not have a current driver's licence. If the proprietor permits or employs any other person to drive the vehicle as a private hire vehicle he shall, before the person commences to drive the vehicle ensure that the driver holds a current private hire driver's licence issued by the Council and shall ensure that he continues to hold such a licence during the whole period of employment.

## 3. Notification of arrest and release, charge or convictions

You must inform the Council within 48 hours of an arrest and release, charge or conviction of any sexual offence, any offence involving dishonesty or violence and any motoring offence. An arrest for any of the offences within this scope will result in a review as to whether the licence holder(s) or directors are fit to continue to hold a licence.

## 4. Identification plates and display of licence number

The plates identifying the vehicle as a hackney carriage and required to be exhibited on the vehicle shall be securely fixed to the front and rear exterior of the vehicle. The plate should indicate the number of passengers allowed to be carried, as specified in the licence.

The licence number of the vehicle and the expiry date shall be displayed inside the vehicle so that the information is facing the rear of the vehicle and is clearly visible to any passengers sitting in any of the seats.

You shall ensure that the identification plates are maintained and kept in such a condition that the information is clearly visible to public view at all times.

## 5. Licence and return of identification plates

You shall upon expiry, revocation or suspension of this licence, immediately return to the Council the identification plates issued when granting the licence.

If an accident to the vehicle makes it unsuitable or unsafe for use as a private hire vehicle you shall immediately return to the Council the identification plates issued when granting the licence.

## 6. Provision of furnishings

You must ensure that:

Sufficient means exist for any person in the vehicle to communicate with the driver during the course of the hiring.

The seats in the passenger compartment are properly cushioned and covered.

The floor in the passenger compartment is provided with a proper carpet, mat or other floor covering.

Facilities for the safe conveyance of luggage is provided and it is protected from inclement weather.

Carry a spare wheel or a tyre repair kit.

**7. Use of radio equipment**

You shall ensure that any radio equipment fitted in the private hire vehicle is a fixture which is in a safe place and sound condition and maintained in proper working order and that any radio microphone installed in the vehicle shall be fitted in such a position that its use by the driver does not impair his control of the vehicle when it is in motion.

**8. Maintenance of the vehicle**

The vehicle and all its fittings and equipment shall at all times when the vehicle is in use or available for hire be kept in a safe, tidy and clean condition and all relevant statutory requirements (including in particular those contained in the Motor Vehicles (Construction and Use) (Regulations) shall be fully complied with. The vehicle shall comply to the manufacturers specification at all times.

The vehicle will at all times be subject to test and inspection and should it be found that a vehicle is not being properly maintained or that any part or fitting is not in good working order, a notice may be served on you prohibiting the use of the vehicle until the defect has been remedied. A review of the licence holder maybe carried out if the vehicle is not being maintained to a satisfactory standard.

**9. Alteration of vehicle**

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

**10. Damage to vehicle**

Any damage to a private hire vehicle, however slight shall be reported by you to the Council within seventy-two hours of the damage taking place and the Council's accident report form shall be completed in all cases. Until the damage is repaired to the satisfaction of the Council the vehicle shall not be used for hire.

**11. Insurance**

You shall at the request of any authorised officer produce for inspection the excise licence and certificate of the policy of insurance or security required by Part VI of the Road Traffic Act 1972 and in respect of commercial private hire in respect of the licensed vehicle.

## 12. Carriage of persons and animals

You shall not permit the private hire vehicle to be used to carry more people than the licence allows.

You shall not permit any person under the age of ten years to be conveyed in the front of the vehicle.

You shall only allow one person to be conveyed in the front of the vehicle besides the driver unless the vehicle has dual passenger seats in the front.

You shall not permit any animal to ride in the vehicle except an animal in the custody or control of the hirer and which shall be conveyed in the rear of the vehicle.

Any animal belonging to or in the custody of any passenger, which at your discretion may be conveyed in the vehicle, shall only be conveyed in the rear of the vehicle.

You must, if requested, carry guide, hearing and other assistance dogs free of charge unless you are in possession of a valid exemption certificate.

## 13. Vehicles fitted with Taximeter

If the vehicle is fitted with a taximeter, that taximeter should be so constructed, attached and maintained as to comply with the following:

(a) The taximeter shall be fitted with a key, flag or other device, the turning of which shall bring machinery into action and cause the word "hired" to appear on the face of the taximeter. At no time shall the words "for hire" be visible 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 is not in action and that no fare is recorded on the face of the taximeter.

(c) When the machinery 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 operator or driver has agreed with the hirer before commencing the hiring.

(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 that all letters and figures on the face are at all times plainly visible to any passenger in the vehicle and the letters and figures shall be capable of being suitably illuminated.

(f) The taximeter and all fittings shall be so affixed to the vehicle with seals or other appliances that it shall not be possible for any person to tamper with them except by breaking, damaging or permanently displacing them.

## 14. Signs, notices, etc.

There shall be displayed on either the front nearside and offside doors of the vehicle a distinctive sign incorporating the licence number, pre-booking information and how customers can make a complaint to the Council. The signs will be supplied by the Council.

Trading name door signs, may be displayed on either the rear nearside and offside doors. The signs will incorporate the telephone number and/or app logo and company trading name with the operator's trading name not to include the words "taxi" or "cab" unless otherwise agreed by the Council.

On a minbus/mpv or a wheelchair accessible vehicle information relating to a 24 hour service and airport travel, e-mail address/fax no, the disabled "wheelchair" logo and suitable informative wording about wheelchair accessible vehicles is allowed on the rear of the vehicle only, unless otherwise agreed by the Council.

No other signs, lights, advertisements or fittings which might indicate that the vehicle is a hire vehicle shall be displayed on or from the vehicle.

## 15. Change of address

You must inform the Council in writing of any change of address within seven days.

## 16. Transfer of licence

If you wish to transfer the private hire vehicle licence to another person you must, before such transfer, give notice in writing to the Council within fourteen days specifying the name and address of the person to whom the private hire will be transferred. Both parties shall submit the Council's transfer form. The licence shall be deemed to be revoked if the Council disapproved the transfer of the licence to that person and the vehicle is or has been transferred to him. The Council will only disapprove the transfer of a licence to a person on the grounds that he is not a fit and proper person to hold the licence.

A basic disclosure, no more than one month old will be required for the proposed licence holder or a current enhanced DBS certificate if already a licensed driver.

## 17. Variation of conditions

The Council may at any time during the period of this licence or upon renewal vary any condition.