

Vehicle application pack

Author: Licensing Service

Contact: licensing@luton.gov.uk

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Licensing service operational changes

Important changes - private hire and hackney carriage driver and vehicle licences:

Public counter provisions - closed

Licensing service public counter and including licensing staff public counter at Kingsway depot is closed for day to day business permanently.

The Licensing Service can be contacted on **01582 546040** between 9am and 4.30pm, Monday to Friday or by emailing licensing@luton.gov.uk.

All applications are to be processed via electronic facilities and the council's online portals should be used.

We strongly advise that you continue to maintain your licences and take the appropriate time to submit your full, completed application form(s) online prior to the expiry of your existing licence to avoid being unlicensed and unnecessary concerns during this time.

All licences, plates and badges will be posted. Please ensure that applications are submitted to allow the appropriate time for these to be processed and posted prior to licences expiring.

Private hire and hackney carriage vehicle damage appointments

Due to the current changing situation with COVID-19, we have taken the decision to not carry out routine vehicle damage or vehicle repair checks at this time until further notice.

We advise you to continue to use the online service for reporting any damage on your licensed vehicle, following the usual procedures and within the conditional timescales on your licence as usual.

It may be required that we contact you for further images/pictures of your vehicle in these circumstances to ensure we can review the full extent of the damage and or repair to your vehicle.

Apologies for the inconvenience at this time.

Private hire and hackney carriage driver(s)

In order to submit an application for private hire and hackney carriage driver's licence, you will need to meet ALL supporting documentation required, this includes a DVLA Group 2 medical standards medical certificate completed by your GP.

Knowledge test bookings

All Knowledge tests are being held in person at the Town Hall, Luton on Tuesdays (days may be changed due to service demand). These are electronic tests where you will be required to use a laptop which will be provided on the day by the Licensing Service. You will be required to present your photographic DVLA photo-card or passport where a DVLA photo-card is not held.

Significant change - private hire vehicles only from 1 April 2018

From the 1 April 2018, a significant change to the appearance of private hire vehicles will take place.

There will no longer be the need for new or renewal applications received from 1 April 2018 to have a roof sign displayed on the vehicle.

All other requirements will remain the same. As you will appreciate public safety and driver safety is of upmost importance. The main emphasis from April 2018 in identifying a private hire vehicle will be on the two doors signs displayed on the front doors of the vehicle and the back rear plate displayed on the outside of the vehicle, it is essential that all conditions of the licence are kept to.

Please do not get caught out, when you check your vehicle before you start your day make sure all signage is correctly and securely fitted to your vehicle. This will avoid the vehicle being suspended if it is seen not to be displaying the necessary signage. Remember the signage is required to identify the vehicle for your safety and public safety.

Vehicle licences issued before the 1 April 2018

Licences that are issued before the 1 April 2018 will be required to maintain the requirements of the vehicle licence. This will include the display of a prescribed roof sign, until such time the licence is due to be renewed.

The authority is aware that this may cause confusion to serving customers as to the requirements of a licensed vehicle. With this in mind, if you wish to request the removal of the roof sign before the expiry of your existing licence, you can complete the necessary process.

This can be requested by email at: Licensing@luton.gov.uk or by phone on 01582 546040. In order for your request to be processed the existing licence will need to be returned.

Documents to be accepted for private hire / hackney carriage vehicle application(s).

All document(s) produced must be originals in your correct full name and address.

Grant (new vehicle) application(s)

- A full log book (v5c) (or if not available)
- A manufacturer's or invoice document on original headed paper supporting the **vehicle details** as on the application form which **must** verify all the vehicle details as follows:
 - owner of vehicle.
 - registration number.
 - make, model and colour of vehicle.
 - number of seats, including driver.
 - date of first registration.
 - chassis number of vehicle.
 - cylinder capacity.
 - date of purchase of vehicle (where applicable)
- If purchased the vehicle privately then a solicitors letter confirming the above details and stating the purchasers full details can be supplied
- Original insurance certificate at all times (including the full schedule of vehicles insured where applicable)
- A valid certificate of compliance issued within one month of the licence expiry date, or if a new application, issued within one month of the application being submitted. This is to include the separate hackney carriage and private hire inspection sheet which is issued with your certificate of compliance. (see condition 5 of either hackney carriage/ private hire vehicle standard conditions)

If you are a limited company registered via companies house as a registered company you can apply for a vehicle licence and all documents **must** be in the same full company name and address. This is to ensure the service has a link as to who we are licensing.

Renewal application(s)

- A full log book (v5c)
- If v5c is lost or appears to have an error
 - Must supply a copy of an original document stamped by the driving and vehicle licensing agency (dvla),
 - Applicant will receive a letter stating they must produce the original full v5c in full name and address within a 6 week period. If not the licensed vehicle will be suspended and will be unable to be used for private hire or hackney carriage use.
- Original insurance certificate at all times (including the full schedule of vehicles insured where applicable)
- A valid certificate of compliance issued within one month of the licence expiry date, or if a new application, issued within one month of the application being submitted. This is to include the separate hackney carriage and private hire inspection sheet which is issued with your certificate of compliance. (see condition 6 of either hackney carriage/ private hire vehicle standard conditions)

If you are a limited company registered via companies house as a registered company you can apply for a vehicle licence and all documents **must** be in the same full company name and address. This is to ensure the service has a link as to who we are licensing.

Renewals can be done over the phone if you are paying by card – you will need your insurance details and certificate of compliance at the time of calling.

Change of ownership

- Notification of sale form signed by both new and old owner(s). (form available from licensing service)
- Applicant will receive a letter stating they must produce the original full v5c in full name and address within a 6 week period. *If not* the licensed vehicle will be suspended and will be unable to be used for private hire or hackney carriage use.
- Original insurance certificate at all times (including the full schedule of vehicles insured where applicable) **from date the vehicle was purchased.**

If you are a limited company registered via companies house as a registered company you can apply for a vehicle licence and all documents **must** be in the same full company name and address. This is to ensure licensing has a link as to who we are licensing.

Please see our [Hackney Carriage and Private Hire Licensing policy](#) for your information which can be found on our [Taxi and private hire licences webpage](#).

Private hire and hackney carriage

Vehicle exemptions

If you wish to request exemptions from displaying either: door signs, plates, or having tinted windows this must be made in writing to the Licensing Service Manager and approved prior to you having the vehicle tested for private hire hackney carriage use.

Vehicles

The Council have an age limit for vehicles that may be licensed for Private Hire or Hackney Carriage purposes.

For Private Hire and Hackney Carriage: A vehicle must be no more than five years old when first licensed to qualify as a Private Hire or Hackney Carriage Vehicle. The five year period commence from the date of first registration of the vehicle to the date that the Licensing Service accepts the private hire or hackney carriage vehicle application. However, if the vehicle was first registered in a country other than the UK, then the Licensing Service will require original documentary evidence of the vehicle's age.

For Euro 6 Diesel, Plug-in Hybrid vehicles (PHEV) and Battery Electric Vehicles (BEV): A vehicle must be no more than seven years old when first licensed to qualify as a Private Hire or Hackney Carriage Vehicle that meets the requirements of either a Euro 6 Diesel, Plug-in Hybrid vehicle (PHEV) or Battery Electric Vehicle (BEV). The seven year period commence from the date of first registration of the vehicle to the date that the Licensing Service accepts the private hire or hackney carriage vehicle application. However, if the vehicle was first registered in a country other than the UK, then the Licensing Service will require original documentary evidence of the vehicle's age. It is the applicants responsibility to ensure the vehicle meets the criteria before testing and submitting an application.

Once vehicles are granted a vehicle licence they must pass an annual vehicle test prior to the expiry of the current licence.

If vehicle owners wish to arrange for a pre-test on the vehicle to check that it is likely to pass this test then this can be booked directly with the council's Testing Station and the fee for this test is payable to the Testing Station.

Owners should be aware that passing a pre-test does not guarantee that the vehicle will pass the vehicle test. Any pre-test or vehicle check prior to the Vehicle Test does not override the normal testing requirements. You can contact the Test Centre on 01582 546839.

For a full document on testing provisions please visit:

http://www.luton.gov.uk/Business/Business_support_and_advice/licensing-and-regulation/Permits%20Authorisations%20and%20Licences/taxiandprivatehire/Pages/Vehicle-licence.aspx and click hackney carriage and private hire national standards (second download attachment).

Please note: the national standards document is used in conjunction with the Luton Council conditions for licensed private hire and hackney carriage vehicles.

Online applications – apply online

The Licensing Service has introduced online services for driver and vehicle applications **solely for new and renewal applications**.

It is now live which you can find on the council home page of the website and in the search box in the top right type 'vehicle driver licence applications' select the top option then you can select the correct licence type you are applying for.

We will be able to accept these online applications with scanned documents (including good images taken on a mobile phone) and with electronic payments. The online facility will work on mobile phones, tablets and PC's/Laptops.

Application for Luton Council vehicle licence

Six month appointment

Time: Click or tap here to enter text.

Date: Click or tap here to enter text.

Expiry of certificate of compliance: Click or tap here to enter text.

Please tick the following

Valid CoC (exemption: P plate) ☐

Logbook (exemption: D door) ☐

Insurance (exemption: T tint) ☐

New ☐

Renewal ☐

Change of ownership ☐

Transfer ☐

Plate number

PH: Click or tap here to enter text.

HC: Click or tap here to enter text.

Expiring

MAU reference: Click or tap here to enter text.

Local Government (Miscellaneous Provisions) Act 1976

Form amended in April 2020

To be completed in block capitals in black ink.

Details of Applicant - it is your responsibility to ensure all contact details are kept up to date.

Last Name Click or tap here to enter text.

First Name(s) Click or tap here to enter text.

Address Click or tap here to enter text.

Post Code Click or tap here to enter text.

Provide details of Companies House registration (where applicable)

Click or tap here to enter text.

Home telephone Click or tap here to enter text.

Mobile telephone Click or tap here to enter text.

Email address Click or tap here to enter text.

Full name, address, other occupation(s) (if any) and date of birth of any other owners

Click or tap here to enter text.

Name of operator from whom bookings are obtained (if applicable):

Click or tap here to enter text.

Details of vehicle – as stated on log book

Registration number: Click or tap here to enter text.

Make: Click or tap here to enter text.

Model: Click or tap here to enter text.

Colour: Click or tap here to enter text.

Number of seats, including driver: Click or tap here to enter text.

Date of first registration: Click or tap here to enter text.

Chassis number: Click or tap here to enter text.

Cylinder capacity: Click or tap here to enter text.

Date of purchase (where applicable): Click or tap here to enter text.

Is this vehicle currently licensed by this council? Yes/No

Is this vehicle currently licensed by any other council? Yes/No

Is the vehicle fitted with an access ramp? Yes/No

If yes to the above you will be required to provide the relevant LOLER/PUWER certificate

Is this vehicle wheelchair accessible? Yes/No

If yes, do you consent to being on a register of wheelchair accessible vehicles? Yes/No

Hackney Carriages only

Do you intend to use the vehicle entirely or predominantly for private hire use outside of Luton?

Yes/No

If yes, where will you use it?

Click or tap here to enter text.

All owners to sign below

Signature:

Name:

Address:

Signature:

Name:

Address:

The following drivers will be driving this vehicle:

Signature:

Name:

Address:

Badge number:

Signature:

Name:

Address:

Badge number:

Signature:

Name:

Address:

Badge number:

I hereby request the Borough of Luton to grant a vehicle Licence for this vehicle and, if the same is granted, I undertake to comply with the provisions relating to the same and for the time being in force. I declare this application and all supporting documents to be true and correct. I understand that if I knowingly or recklessly make a false statement or omit any material particular, I shall be guilty of an offence. If this application is successful, I authorise the vehicle's insurance company (s) to divulge any information relating to this vehicle to the council's Licensing Service.

I understand that before this licence can be granted, the vehicle must attend and complete a compliance test to the satisfaction of the councils' transport manager, to be carried out by a vehicle

inspection station approved by the council. The vehicle will be inspected for compliance with the councils' private hire / hackney carriage vehicle statutory provisions, byelaws and conditions to the licence.

It is the licence holder's responsibility to ensure that the vehicle in this application has a valid certificate of compliance issued by the transport manager of Luton Council and a valid vehicle licence issued by Luton Council at all times when being used for hackney carriage / private hire use.

Luton Council is under a duty to protect the public fund it administers, and to this end, may use the information you have provided on this form within this authority for the protection and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes

Signature: Print full name: Date:

Private hire only

I undertake to ensure that this vehicle will comply with the councils' standard conditions for a private hire vehicle licence, a copy of which is attached to this application form. In particular, I confirm that this vehicle is of a suitable type to allow it to meet the requirements of:

Condition 13 (a plastic identity plate, issued by the council, to be fixed to the rear of the vehicle in an easily-visible position, determined by the licensing manager – this will usually involve a bracket affixed behind the registration plate, and you may be required to remove or reposition existing fittings to install this).

Condition 17 (door signs of a design approved by the council are to be displayed on the vehicles front doors). Unless a specific exemption from these requirements has been granted by the Licensing Service Manager, prior to this application being made.

Signature: Print full name: Date:

Application Checklist

Please ensure that you have the following prior to submitting your application in correct full details

An original, current, valid certificate of insurance, for private hire or public hire use to cover date the application is submitted with your full name and address ☐

An original UK V5(C) (logbook) with your full name and address ☐

Valid certificate of compliance CoC and inspection sheet that has been issued within the month of the licence expiry ☐

Fee ☐

Old / existing licence plates to be returned at time of application ☐

Data Protection Act 1984

This department now holds most of its records on a computer data base. The purpose of holding this information on computer is to enable us to provide a more efficient service. All the information held will be confidential and you are at liberty to view the details that specifically apply to you should you so wish.

Data protection information - privacy notice

We take your privacy very seriously therefore we urge you to read our [privacy notice](#) carefully because it contains important information about us, including:

- the personal information we collect about you
- what we do with your information
- who your information may be shared with

Private hire and hackney carriage vehicle licensing application fees

Fees detailed below are valid from 01 APRIL 2023 and are correct at the time of producing this letter

Vehicle	Licence	Plates	Front plate pouch	Unmet demand survey fee (HC only)	Total
PH Vehicle Fee 1 Year	£317.80	£40	£5		£362.80
HC Vehicle Fee 1 Year	£317.80	£40	£5	£0	£362.80
Change of Ownership					£113
HC Vehicle Transfer	(Accident Management only)				£139.70
MOT Appointment					£54.80
No Smoking (Vehicle) Signs X 2					£5
Fee for authorisation of advertising in or on Vehicle - per annum:					£67
Fee for assessment of advertising in or on Vehicle (including electronic screens) per occasion:					£134

Plate	Total
Front MOGO Plate	£19
Back MOGO Plate	£21
Front Plate Pouch	£5
Bracket	£39
Front & Rear Plate	£40
Rear Plate & Bracket	£67

Item	Fee
Production of paper licence for PH/HC licence	£14.50
Production of paper licence and badge	£34.50
Production of badge only	£20
Admin charge – miscellaneous amendments	£67.50
Production of licence - per request / licence change of particulars (address, vehicle details etc, plus any other associated fees)	£47.50
Admin charge – Misc' amendments where a fee is not set	£67.50

Hackney carriage vehicle licence – standard conditions

Amended at regulation committee 17 December 2012.

1. The licensed vehicle shall be:
 - a) 'London type taxi' or
 - b) A wheelchair accessible people-carrier type minibus which must be of a form and design approved by the council in accordance to the general conditions for alternative vehicles.
2. The licensed vehicle shall be no more than five years old from first date of registration when first accepted for a licence.
3. Euro 6 Diesel, Plug-in Hybrid Vehicles (PHEV) and Battery Electric Vehicles (BEV) licensed vehicles shall be no more than seven years old from the first date of registration when first accepted for a licence.
4. The Licensed vehicle shall have adequate space for the legs of a passengers seated on the rear seat of the vehicle when both the front passengers and driver's seats are adjusted to the position nearest to the rear passenger seat.
5. If the Licensed vehicle is a people-carrier type or minibus it must be fitted with:
 - a) Boot rear insert or a guard-rail of a type approved by the council to separate the loading area from the passengers; and
 - b) Either a wing mirror or door mirror on both its near and offside to afford the driver vision to the rear.
6. The vehicle must be mechanically tested and inspected by the council's inspector of hackney carriages at the Central Depot, Kingsway, Luton less than one month before the commencement date of the hackney carriage vehicle licence applied for in respect of the vehicle.
7. If during the currency of this licence it is intended that the appearance or design of the bodywork or engine of the licensed vehicle is to be materially altered the consent of the Council to such an alteration must first be obtained before any such action is taken.
8. The licensed vehicle shall be kept in a mechanical condition suitable for its use as a hackney carriage at all times during the period of its licence in accordance to the national standards and local fitness conditions.
9. The exterior of the licensed vehicle including the windows shall be kept clean and free from damage.
10. Except in cases of vehicles of the type specified in Condition 1 of this licence, the licensed vehicle shall carry an electrical illuminated roof sign as approved by the council, such may be the standard Lucas roof sign.

The sign must be mounted centrally on a roof mounted cross-member specifically for that purpose or may be attached directly to the roof of the vehicle and may carry the legend 'Taxi' on that side of the sign which faces the front of the licensed vehicle and may carry an inscription identifying the proprietor of the licensed vehicle or the association of proprietors to which he or she belongs and/or a telephone number on that side of the sign which faces the rear of the licensed vehicle.

The illumination mechanism shall be operated when the licensed vehicle is plying for hire during the hours of darkness but shall not be operated during any period for which the vehicle has been hired.

11. The plate shall be a plastic or metal plate issued by the council, the proprietor paying to the council such deposit ('the deposit') as determined by the council and stating the number of this licence (the right to use the number remains with the council) and the maximum number of passengers which the council has licensed the vehicle to carry (which may be up to and including eight passengers) must be affixed to the vehicle as follows:
 - i The licensed vehicle shall carry a small replica plate issued by the council which shall be affixed inside the vehicle to the lower nearside front bulkhead safety screen so that the information thereon is plainly and distinctly visible from the interior and exterior of the vehicle, and
 - ii One affixed to the rear of the vehicle, to be clearly and plainly visible from the exterior of the vehicle.
12. No part of the plate and small replica plate shall not be obscured by any means.
13.
 - a) Notwithstanding Section 58 of the Local Government (Miscellaneous Provisions) Act 1976 the Proprietor of the licensed vehicle shall remove forthwith plate, replica plate and disc referred to in Condition 11
 - i. When the vehicle ceases to be a licensed vehicle; or:
 - ii. When the licence is revoked or suspended by the council including suspension and revocation under section 60 and 68 of said act.
 1. If the plate, replica plate and disc are not removed in accordance with the above they may be removed by an authorised officer of the council or a police constable
 - b) In the event of either the plate, replica plate or disc referred to in condition (11) being removed by an authorised officer of the council or police officer or:
 - i. Defaced or damaged to the extent that they are illegible and therefore unfit to display the proprietor of the licensed vehicle shall purchase the necessary replacements from the council at a price to be determined by the council.
 - c) The proprietor of the licensed vehicle shall notify the council immediately if for any reason any of the labels stated in condition (11) are not being displayed or are not fit for display on the licensed vehicle.
14. No advertisement, sign or light may be placed either inside or outside the licensed vehicle which is not required by law or by the council's byelaws for the time being in force with respect to hackney carriages to be displayed or fitted or is not a roof sign, identifying disc or replica plates as referred to in conditions (10) and (11) except:
 - a) An illuminated "For Hire" sign which must be fitted inside the licensed vehicle of a type fitted in a position within the licensed vehicle approved by the council and must be extinguished during any period for which the vehicle has been hired:

- b) A panel not exceeding 10 inches by six inches must be fitted inside the licensed vehicle and may be used for advertisement purposes, provided that such panel is not illuminated and is not readily visible from the outside of the licensed vehicle; and:
 - c) Any other sign or advertisement in or on the licensed vehicle the display of which in that position has been approved by the council.
15. The proprietor of the licensed vehicle shall ensure that the vehicle is insured for the use of the carriage of fare paying members of the public at all times. The driver or proprietor of the vehicle must carry proof of insurance for that vehicle, and must produce on demand to an authorised officer of the council or police officer, an appropriate insurance certificate or cover note.
16. The proprietor of the licensed vehicle shall not employ as a driver thereof any person who does not have a current hackney carriage drivers licence issued by the council
17. The proprietor of the licensed vehicle which has sustained damage in any accident (or by any other means) shall without prejudice to the provisions and obligations under Section 25 of the Road Traffic Act 1972, and Sections 50 (4) of the Local Government (Miscellaneous Provisions) Act 1976:
- a) Notify the council's Licensing Service writing with 72 hours of such damage occurring.
 - b) Submit the licensed vehicle where defined necessary to the council's transport manager for a vehicle inspection before using the vehicle for hackney carriage use.
 - c) An authorised officer of the council and/or the transport manager shall determine whether the licensed vehicle can be safely used in its existing state and condition for conveyance of members of the public.
 - d) No licensed vehicle damaged in any accident shall be used for conveyance of members of the public unless and until an authorised officer of the council and/or the council's transport manager has certified that it may safely so be used.
18. The licensed vehicle shall be provided with a fully maintained first aid Kit in accordance with the Road Vehicles (Construction and Use) Regulations 1986, schedule 7 Part II Regulation 43. The first aid kit is to be carried in such a position in the vehicle as to be readily visible, accessible and available for immediate use in an emergency.
19. The licensed vehicle shall at all times carry a fire extinguisher which shall be readily visible and available for use.
20. The proprietor of the licensed vehicle or his/her agent shall submit that vehicle to a safety check, when required on the demand of an authorised officer of council or police officer.
21. The driver must at all times convey in the vehicle a guide for or any other assistance which normally assist a blind or disabled person.
22. Drivers must not sound their vehicle horns outside any premises at which they are collecting a fare irrespective of the hour of the day.
23. The council reserve the right to vary, delete or waive any of the forgoing conditions.

Private hire vehicle licence – standard conditions

Amended at regulation committee 17 December 2012.

Subsequently amended at admin and regulation committee 09 January 2018 in relation to removal of roof signs. Amended at admin and regulation committee June 2023 vehicle age limit.

1. The licensed vehicle must not be:
'London type taxi'; or
2. If the licensed vehicle is a hatch-back, estate type car or a people-carrier type minibus it must be fitted with:
 - a) With a boot cover insert or a guard-rail of a type approved by the council to separate the loading area from the passengers, and:
 - b) With either a wing mirror or door mirror on both its near and offside to afford the driver vision to the rear.
3. The licensed vehicle shall be no more than five years old from first date of registration when first accepted for a licence.
4. Euro 6 Diesel, Plug-in Hybrid Vehicles (PHEV) and Battery Electric Vehicles (BEV) licensed vehicles shall be no more than seven years old from the first date of registration when first accepted for a licence.
5. If during the currency of this licence it is intended that the appearance or design of the bodywork or engine of the licensed vehicle is to be materially altered, the written consent of the council to such an alteration must first be obtained before any such action is taken.
6. The vehicle must be mechanically tested and inspected by the council's inspector of licensed vehicle at the Central Depot, Kingsway, Luton less than one month before the commencement date of the private hire vehicle licence applied for in respect of the vehicle.
7. The proprietor of the licensed vehicle shall:
 - a) Keep it in a mechanical condition suitable for its use as a private hire vehicle at all times during the period of its licence in accordance to the national standards and local fitness conditions.
 - b) Keep the exterior of the vehicle, including the windows clean, and free from damage.
 - c) Provide adequate windows and a means of opening and closing not less than one window on each side.
 - d) Cause the seats to be properly cushioned and covered.
 - e) Cause the floor to be provided with a proper carpet, mat or other suitable covering.
 - f) Cause the fitting and furniture generally to be kept in a clean condition and well maintained;

- g) Provide in the case of a people-carrier type minibus vehicle above, two sliding doors, one on the nearside and one of the offside, giving when open, clear and unobstructed ingress and egress to and from the vehicle.
 - h) Provide an efficient fire extinguisher which shall be carried in such a position as to be readily available to use at all times;
 - i) Provide at least three doors for the use of persons conveyed in the vehicle and a separate means on ingress and egress for the driver;
 - j) Provide and maintain in the vehicle at all times when it is in use or available for hire a First Aid Kit complying with the Road Vehicles (Construction and Regulations) Act 1986, Schedule 7, Part II, Regulation 43. The first aid kit is to be carried in such a position as to be readily visible and available for immediate use in an emergency.
8. The proprietor of the licensed vehicle, if the vehicle is provided with a taximeter, shall cause it 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 to cause the word 'Hired' 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 machinery of the taximeter to not in action and that no fare is recorded on the face of the meter;
 - c) When the machinery of the taximeter is in action there shall be recorded on the face of the taximeter in figures clearly legible and free from ambiguity, the fare which the proprietor or the driver of the vehicle is entitled to demand take for the hire or the vehicle by distance in pursuance of the statement of fares fed by the proprietor in that behalf in accordance with Condition 11 below;
 - 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:
 - I. That all the letters and figures on the face thereof may be at all times plainly visible to any person being conveyed in the vehicle and for that purpose the letter and figures shall be suitably illuminated during and period of hiring and:
 - II. That all the letters and figures on the face thereof are not readily visible from outside the vehicle.
9. The taximeter and all the fittings thereof shall be so affixed to the vehicle with seals or other appliances that it shall not be practical for any person to tamper with them except by breaking, damaging or permanently displacing the seals or other appliances.
10. The proprietor of the licensed vehicle shall not tamper with or permit any person to tamper with a taximeter or permit any person to taximeter with which the vehicle is provided or with the fittings thereof or with seals affixed thereto.
11. The proprietor of the licensed vehicle shall notify the council immediately if for any reason the seals affixed to the taximeter are broken.

12. If the licensed vehicle is provided with a taximeter the proprietor of the vehicle shall;

- a) Produce a statement, in a form approved by the council, or the fare rate on which the date recorded on the date recorded on the face of the taximeter is based;
- b) Cause the statement referred to in (12) (a) above to be painted or marked on the inside of the vehicle or on a plate affixed thereto in clearly distinguishable letters and figures of a size and in a position approved by the council.
- c) Renew such letters and figures as often as is necessary to keep them clearly visible;
- d) Not wilfully or negligently cause or suffer the letters or figures referred to in the statement in (12) (a) above to be concealed or rendered illegible at any times while the vehicle is hired.

13.

- a) The plate shall be a plastic plate issued by the council upon the vehicle satisfying Conditions(1) (2) and (7) and the proprietor paying the council such deposit ("the deposit") as the council determine. The plate shall state the number of this licence (the right to use this number remains with the council) and the maximum number of passengers which the council has licensed the vehicle to carry (which may be up to and including eight passengers) and must be affixed to the rear of the vehicle in a position determined by the Licensing Service unless a specific exemption from these requirements has been granted by the Licensing Service manager, prior to this application being made.
- b) A small replica plates issued by the Council shall be affixed on the inside front windscreen of the vehicle on the upper nearside to be plainly and distinctly visible from the exterior of the vehicle unless a specific exemption from these requirements has been granted by the Licensing Service Manager, prior to this application being made.

14. No part of the plate and replica plate shall not be obscured by any means

15. a) Notwithstanding Section 58 of the Local Government (Miscellaneous Provisions) Act 1976 the Proprietor of the licensed vehicle shall remove forthwith the plate, replica plate and disc referred to in Condition (13):

- I. When the vehicle ceases to be a licensed vehicle; or
- II. When the licence is revoked or suspended by the council including suspension and revocation under Section 60 and 68 of the above act. If the plate, replica plate or disc are not removed in accordance with the above, they may be removed by an authorised officer of the council or a police constable.
- III. In the event of the plate being defaced or damaged to the extent that it is illegible and therefore unfit for display, or lost or stolen, the deposit shall be forfeited and the Proprietor of the licensed vehicle shall pay to the council a further sum to be held as a deposit for the issue of a replacement plate
- IV. If in the event of either the plate, replica plate or disc referred to in Conditions (13) (a) and (13) (b) above being removed by an authorised

officer of the council or a police constable or defaced or damaged to the extent that they are illegible and therefore unfit for display the proprietor of the licensed vehicle shall purchase the necessary replacements from the council at a price determined by the council.

- V. The proprietor of the licensed vehicle shall notify the council immediately if for any reason the plate, replica plate or disc referred to in Condition(13) are not being displayed or they are not fit for display on the licensed vehicle.

16. The licensed vehicle must not display any sign which consists of or includes the word 'taxi', 'taxi-cab' or 'cab', whether in the singular or plural, or 'hire', or any word of a similar meaning or appearance to any of those words whether alone or as part of another word, or any sign, notice, mark, illumination or other feature which may suggest that the vehicle is a taxi as defined in Subsection 3 of Section 64 of the Transport Act 1980.

17. Subject to Condition (16) above, no advertisement sign or light may be placed inside or outside the vehicle which is not required by law or by Condition (13) of these conditions to be displayed or fitted except the licensed vehicle must carry on the outside of the two front doors of the vehicle a sign to the size of 560mm by 210mm and be black lettering on a yellow background.

- a) To include the wording in descending order **advance bookings only** (letters must be 30mm in height), the **name, number or logo** of the operator of that vehicle, **to validate insurance** (letters must be minimum height of 30mm), &wording **Luton Council**. The use of the Luton Council's crest or logo is not permitted. This provision is standard unless a specific exemption from these requirements has been granted by the Licensing Service manager to the specified operator;
- b) The licensed vehicle may carry a panel not exceeding 10 inches by six inches in size inside the vehicle for the display of an advertisement provided that such panel is not illuminated and is not readily visible from the outside of the vehicle.
- c) There shall be no other form of advertising or markings, both inside and outside the vehicle except as specified in Condition (17) (a) and (b) above.
 - 1. There shall not be included in any sign or advertisement referred to in this Condition the words 'cab', 'taxi', 'taxi-cab' or 'for hire' or any other word or combination of letters which when pronounced would sound similar to such words or a form of wording which is in any way such as to suggest that the licensed vehicle is presently available to take up passengers wishing to hire it or it would be so available if not already hired.

18. The proprietor of the licensed vehicle shall ensure that the vehicle is insured for the carriage passengers for hire or reward at all times.

19. The ownership of the licensed vehicle may be transferred to another person in compliance with statutory requirements, the council's requirements with regard to the licensing of a private hire vehicle and these conditions.

20. The proprietor of the licensed vehicle shall maintain the vehicle at all times, including when it is in use, or available for hire and submit that vehicle to a safety check when required, on demand of an authorised officer of the council or a police officer.
21. The proprietor of the licensed vehicle shall not permit or cause or suffer to be conveyed in the vehicle a greater number of persons than that specified in the licence.
22. The proprietor of the licensed vehicle which has sustained damage in any accident (or by any other means) shall without prejudice to provisions and obligations under Section 25 of the Road Traffic Act 1972 and Section 50 of the Local Government (Miscellaneous Provisions) Act 1976:
 - a) Notify the council in writing of such damage as soon as reasonably practicable, and in any case within 72 hours of the occurrence thereof; and
 - b) Shall produce the vehicle at such place for inspection as may be notified by the council.
23. The proprietor of the licensed vehicle shall ensure that the vehicle is at all times driven for a person who holds a valid private hire operator's licence and must on request provide proof of that vehicle being licensed through this council to that operator.
24. The proprietor of the licensed vehicle shall ensure that the vehicle is at all times driven by a person who holds a valid private hire driver's licence and request that, the person provide up to date proof of his/her private hire insurance by way of a cover note/policy for the licensed private hire vehicle; a copy of which must be given to the private hire operator and must be presented on demand to an authorised officer of the council or police officer.
25. Drivers must not sound their vehicle horns outside of any premises at which they collecting a fare, irrespective of the hour of the day.
26. The driver of the vehicle shall carry on request any assistance animal such as a guide dog.
27. The council reserve the right to vary, delete or waive any of the foregoing conditions.

Licensed vehicles fitness conditions

Amended Regulation Committee 23 February 2011. Amended at admin and regulation committee June 2023 vehicle age limit.

1. **Lighting equipment**
The vehicle lights must work in accordance with the requirements of the MOT/ Certificate of Compliance. Note: Coloured side lights, headlights or number plate bulbs will not be accepted.
2. **Steering and suspension**
The vehicle's steering and suspension must meet the requirements of the MOT test. **Please note:** Any steering or suspension component which would constitute an MOT test pass advice is more likely to fail taking into consideration the additional stresses and demands placed on a private hire vehicle.
3. **Brakes**
The vehicle's braking system must meet the requirements of the MOT test. **Please note:** any braking component which would constitute an MOT test pass and advice is more likely to fail taking into consideration the additional stresses and demands placed on a private hire vehicle.
4. **Tyres**
All tyres, including the spare where fitted, to have a minimum of 3mm depth of tread over the whole tread area. Only correctly insulated tyres will be accepted. The boot/luggage area is to be clean and free from tools or other loose equipment. See condition for dual fuelled vehicles.
5. **Seatbelts**
All forward or rear facing seats must have a suitable seatbelt fitted.

General

The vehicle is expected to meet the minimum requirements to enable it to pass an MOT test. In addition it is required to have:

- a clean exterior and interior, including the boot
- a suitable fire extinguisher and first aid kit to be carried in date and sealed and permanently marked with the appropriate vehicle plate number
- the vehicle lighting switch is operated in accordance with the vehicle's head lights
- no recording/CCTV shall be fitted without prior approval and consent of the council
- radio equipment must be securely fixed in the vehicle

6. **Body-corrosion-paintwork**
The exterior of the vehicle is to be in a clean and well maintained condition to include the following:

7. Rust

Any vehicle presented should be free from any significant areas of visible rusting. Although minor blemishes should not constitute a failure, the following general criteria should be followed:

- any vehicle with a visible rust patch of more than 10cm² will be failed

8. Dents

Any vehicle with damage of more than one dent of 5cm in any one panel length or diameter on a clearly visible panel may be suspended. Any vehicle, which has an accumulation of dents to adversely affect the appearance of a vehicle, may be suspended.

9. Scratches

Any vehicle with unrepaired scratches down to bare metal or primer on three or more panels of 5cm in length or a single scratch of more than 20cm in length may be suspended. Any vehicle, which has an accumulation of dents to adversely affect the appearance of a vehicle, may be suspended.

10. Paintwork

All panels on all vehicles shall be painted in the manufacturer's colour without significant runs or blemishes. Panels with unmatched colours or primer may be suspended.

11. Accident damaged vehicles

Vehicles, which have sustained major accident damage, will not be accepted for plating until a satisfactory steering geometry and alignment report is produced. This will be in the form of a written or printed report from an approved VBRA vehicle repairer.

12. Windows

All windows, which are designed to open and close, must operate correctly. No dark 'privacy' tinted windows will be accepted, only lightly tinted manufactured safety glass. After market kits will not be acceptable. For the avoidance of doubt, in line with the construction and use regulations for front windows issued by VOSA.

At least 75 per cent of light must pass through the front window, and at least 70 per cent of light through all other windows. This is considered an essential safeguard in the protection of the travelling public. This enables passengers to see into the vehicle prior to entering and ensure that the view of travelling passengers is not obscured and also for drivers to be seen for their own protection.

13. Dual Fuel or LPG

A vehicle powered by LPG or other approved alternative fuel that has a tank or container which is fitted where the spare wheel is normally accommodated, must have the spare wheel properly secured in the boot (if carried).

14. Cleaning for mechanical inspection.

Under bonnet or under body areas, which may be subject to oil or road dirt, contamination must be steam cleaned before presenting the vehicle for testing. Significant oil leaks or unreasonable amounts of contamination will result in that vehicle failing its test.

15. Luggage

Luggage should be secure and prevented from becoming dislodged in an accident in such a manner as may cause injury. This should be physically separated from the passenger compartment by means of a sliding cover or dog guard type of barrier. High back seats may be suitable on some vehicle types.

16. Mirrors

Mirrors must be fitted to the offside, nearside and interior rear view. These will be to the original manufacturer's specification and must be secure, complete and offer a correct, unimpaired view to the driver.

17. Seats

Seats must be correctly secured and properly cushioned and covered. All seats including the driver's must be matching, free from cuts, tears or cigarette burns except of a very minor nature. Any repairs must have been carried out in a professional and neat manner. Loose, dirty, damaged or badly fitted seat covers will not be accepted.

All seats must be properly fixed to the vehicle and be forward or, in the case of the first row behind the driver, rear facing. Side facing seats are not acceptable. Minibus type vehicles or conversions must meet the prescribed vehicle inspectorate seatbelt installation minimum standard.

18. Emergency exits

Vehicles of the MPV or minibus type must have more than one exit from the rear passenger compartment. These exits must be clearly marked with 'emergency exit' and the opening instruction eg 'pull to open'. All exits must open from both the inside and outside of the vehicle and be free from obstruction. **Please note:** vehicles currently licensed, which cannot or do not comply, must carry a glass smash hammer, fixed visible to the passengers.

19. Access to the passenger compartment

At every access door into the passenger compartment the step area must have an automatic illumination when the door is opened, a minimum depth of 6in with a slip resistant surface and be capable of supporting the weight of an adult. Handrails should be fitted where appropriate. The access door must allow passenger access and egress to the vehicle from the nearside.

20. Floors and passageways

All floors and passageways between seats shall be free of steps and tripping hazards. Floor coverings must be complete, properly secured and in good condition.

21. Interior lighting

The passenger compartment shall have sufficient interior lighting to illuminate the whole of that area. All interior lights fitted as per the manufacturers standard

equipment must illuminate. These lights shall be switchable from the driving or passenger compartments.

22. Vehicle configurations

Two door saloon vehicles, three door hatchback and convertible vehicles will not be accepted for licensing.

23. Advertising

No advertising may be carried or displayed with the exception of a company name or logo on the front doors (outer panels) unless approved by the Licensing Service manager.

24. Temporary suspension of plate

If any vehicle fails either the annual or six monthly inspections, on any item, which renders the vehicle dangerous to drive, the plates will be removed and a notice of suspension issued by the testing station until the defect(s) has been rectified.

In the case of a vehicle that vehicle fails its compliance test on any item other than those listed as 'classed as minor' and that vehicle will be de-plated and the licence suspended. Vehicles, which are not tested within five working days of the original six monthly test date, will have their licence suspended.

25. Refusal to test

The testing station or any Department for Transport approved vehicle inspector may refuse to test any vehicle, which in their opinion is unsafe or dangerous. Vehicles over five years old or seven years for euro 6 diesel, plug-in hybrid electric vehicle PHEV or battery electric vehicle BEV vehicle whose licence has been allowed to expire will not be able to re-license as a licensed Vehicle.

26. Deferred notice of suspension

If during a test defects are found, eg bodywork condition, which are not of a serious nature but require rectification a deferred notice of suspension may be issued with the date of re-inspection given. The vehicle will only be re-inspected on the item(s) listed.

27. Dual plating

Vehicles, which are currently licensed by another local authority, will not be accepted for licensing in Luton. Vehicles found to be licensed by another local authority at the time of the vehicle test will be failed.

General conditions for alternative vehicles to be licensed as hackney carriages

Luton Council minute 534/96

Amended regulation committee 23 February 2011

Conditions

1.0 Seating capacity

The vehicle shall have a minimum seating capacity of three adults and at least one wheelchair bound passenger and a maximum of eight adults and at least one wheelchair bound passenger subject to the following:

- 1.1 All passenger seats and the space/spaces provided for the wheelchair shall be to the rear of the security screen detailed in Condition 7.0.
- 1.2 Only rearward and foreword facing passenger seats shall be allowed.
- 1.3 All passenger seats and the devices used to secure them to the vehicle shall comply to the relevant M2 standards contained in European Directive 76/115 EEF (as amended by Directive 90/629 EEC).
- 1.4 All passenger seats shall be permanently fixed to the vehicle. Demountable seats that are removed for the purpose of providing space for wheelchair passengers shall not be allowed. Fold away seats shall be permitted providing they remain attached to the vehicle and comply with the requirements of Condition 1.3.

2.0 Seat belts

- 2.1 All passenger seats shall be provided, where possible with a lap and diagonal three point seat belt and where not possible a two point lap seat belt appropriate to the type and position of the seat as laid down in European Directive 76/115 EEC (as amended by 90/629 EEC) and Regulation 46 and 47 of 'The Road Vehicle (Construction and Use) Regulations 1986' whether or not those Directives or Regulations apply to that particular seat or the vehicle.
- 2.2 The wheelchair bound passenger/passengers shall be provided, where possible with a three point seat belt and where not possible a two point lap seat belt appropriate to the position of the wheelchair as laid down in European Directive 76/115EEC (as amended by 90/629 EEC) and Regulation 46 and 47 of 'The Road Vehicle (Construction and Use) Regulation 1986' whether or not those Directives or Regulations apply to that particular seat or the vehicle.
- 2.3 All seat belts fitted shall comply with Regulation 47 of 'The Road Vehicle (Construction and Use) Regulations 1986' and bear the designated mark required by that regulation whether or not those regulations apply to that seat belt or the vehicle.
- 2.4 All seat belts shall be fitted to the vehicle with the number of anchorage points appropriate to the type of seat belt. All anchorage points shall comply with M2 standards laid down in European Directive 76/115 EEC (as amended by 90/629 EEC) or EEC Regulation 14 whether or not those instruments apply to that particular anchorage or the vehicle.

3.0 Wheelchair restraint

- 3.1 A system for the effective anchoring of wheelchairs shall be provided within the vehicle in all spaces designated as wheelchair spaces in accordance with Condition 4.0. The system and the devices used to secure it to the vehicle shall comply with M2 standards laid down in European Directive 76/115 EEC (as amended by 90/629 EEC) whether or not those Directives apply to those devices or the vehicle.

4.0 Wheelchair space

- 4.1 The vehicle shall have a designated wheelchair space sufficient to accommodate at least one wheelchair bound passenger. The space/spaces shall be immediately adjacent to the vehicle door fitted with the wheelchair access equipment (see Condition 5.2) so as to allow the wheelchair bound passenger to ingress the vehicle and use the anchoring equipment with the minimum of manoeuvring.

5.0 Wheelchair access equipment

- 5.1 The vehicle shall be fitted with either of the following forms of wheelchair access equipment.
- 5.1.1 A purpose designed wheelchair lift constructed and installed to the requirements of the LOLER 98 Regulations. A report confirming that the lifting equipment is safe to use shall be presented at the time of the vehicle inspection. Vehicles presented for inspection with a wheelchair lift will require a LOLER certificate that is valid for a period of six months from the date of issue.
- 5.1.2 A purpose designed wheelchair access ramp which is carried must be lightweight and easy to deploy. On level ground the ramp shall have a maximum gradient of 20 per cent in the fully deployed position. The installed ramp shall have a visible reference to safe working load of 250kgs and certified to BS 6109.
- 5.2 The wheelchair access equipment shall be fitted either into the rear or a side access door of the vehicle. Where it is fitted to a side door this shall be the door situated on the right side of the vehicle when viewed from the front ie kerbside when stopped in a normal road.
- 5.3 The wheelchair access equipment shall be fitted such that it terminates at the vehicles interior floor level so as to allow for smooth ingress without the need to negotiate any step etc.
- 5.4 The aperture of the door into which the access equipment is fitted shall have a minimum clear headroom in its central third of 48ins (1,220mm). The measurement shall be taken from the upper centre of the aperture to a point directly below on either, the upper face of the fully raised lift platform, or the upper face of the ramp fully deployed on level ground.
- 5.5 The aperture of the door into which the access equipment is fitted shall have sufficient width to allow the easy ingress of a wheelchair bound passenger. A locking mechanism shall be fitted that positively holds the access door in the open position whilst in use.

6.0 Floor height and steps

- 6.1 At every access door into the passenger area of the vehicle steps shall be provided to aid ingress as follows:

6.1.1 Where the internal floor height of the vehicle exceeds 12ins (305mm) Intermediate steps shall be fitted every 9ins (228mm) from road level up to the internal floor height.

6.2 The tread area of all steps shall have a minimum depth of 6ins (152 mm) and shall have a slip resistant surface.

6.3 All steps shall be capable of supporting the weight of an adult.

6.4 Hand rails shall be fitted in appropriate positions in all passenger access doors so as to facilitate the use of the steps provided.

7.0 Bulkhead/drivers safety screen

7.1 A full width full height bulkhead/safety screen shall be fitted in the vehicle directly behind the driver's seat. The upper section of the bulkhead/safety screen shall contain a clear vision panel sufficient for the driver to be able to see a substantial amount of the passenger compartment which must include vision of all access doors.

A section of the bulkhead/safety screen shall be openable so as to allow verbal communication between the driving and passenger compartments. Except for the openable section the surface of the bulkhead shall have no discontinuities such that a passenger could reach into the driver's compartment from the passenger compartment.

7.2 The vision panel section of the bulkhead/safety screen shall be constructed of safety glass to the standard required for windscreen laid down in Regulations 30,31 and 32 of The Road Vehicles (Construction and Use) Regulations 1986 or any clear material with at least the same impact resistance and safety qualities as that of safety glass.

8.0 Emergency exits

8.1 The vehicle shall have a minimum of two means of exit from the passenger compartment for use in emergency situations. The means of exit shall be free of any obstructions, reachable from all parts of the passenger compartment and have an aperture through which an adult can pass without undue difficulty.

8.2 Both exits shall be clearly marked 'Emergency Exit' together with clear instructions relating to the means of opening, all markings shall be both inside and outside of the vehicle.

9.0 Windows/ventilation

9.1 The vehicle shall have windows fitted on both sides and the rear of the passenger compartment. A minimum of one window on each side shall be openable for the purpose of ventilation.

9.2 All windows shall comply with Regulations 30, 31 and 32 of The Road Vehicles (Construction and Use) Regulations 1986.

10.0 Luggage area

10.1 There shall be a luggage compartment situated at the front of the vehicle forward of the bulkhead/safety screen and on the opposite side to the driving compartment. The luggage

compartment shall be divided off by a barrier capable of preventing any luggage from entering the driving compartment.

- 10.2 The luggage compartment shall have sufficient capacity to accommodate one medium size suitcase for each of the maximum number of passengers that can be carried and a suitable restraint system shall be provided. The luggage compartment shall have a permanently fitted light for illumination during the hours of darkness.

11.0 Floors and passageways

- 11.1 All floor areas and passageways between seats over which passengers will be expected to pass shall be free of all steps, encumbrances or trip hazards. Floor coverings must be complete, properly secured and in good condition.

12.0 Rear view mirrors

- 12.1 The vehicle shall have rear view mirrors fitted in accordance with Regulation 33 of The Road Vehicles (Construction and Use) Regulations 1986. The mirror reflecting surface should not be deteriorated or broken and in such position that a person sitting in the driver's seat can see clearly to the rear.

13.0 Interior lighting

- 13.1 The vehicle shall have interior lighting fitted in the passenger compartment sufficient to light the whole of that compartment. The lights shall be switched such that they may be turned on or off from either the driving or passenger compartments. All interior lights fitted as per the manufacturers standard equipment must illuminate.
- 13.2 A means of illuminating the entrance steps on all access doors into the passenger compartment shall be fitted and switched such that they automatically operate when the door is opened.

14.0 Fire extinguisher/first aid kit

- 14.1 The vehicle shall have fitted in the driving compartment an appropriate fire extinguisher and first aid kit.

Testing of private hire/ hackney carriage vehicles

The Certificate of Compliance is as standard MOT with the following additional items checked for the Certificate of Compliance Test.

1. Vehicle structure
2. Front/ rear seats/ headlining – condition/ cleanliness
3. Carpets – front/ rear – condition/ cleanliness
4. Fire extinguisher
5. Licence plates/ discs
6. Body – corrosion/ paint/ cleanliness
7. Door and window handles
8. Tyres – tyres must have a tread depth of 3mm (including spare
9. Radio securely fitted
10. Door signs (Private Hire only)
11. Meter test and seal (Hackney Carriages only)
12. Statutory smoking signage
13. First aid kit – the first aid kit must contain a minimum of the following:
 - four individual triangular bandages
 - 20 individual assorted sterile adhesive dressings.
 - six medium-sized 12cm x 12cm approx sterile unmedicated wound dressings.
 - two sterile eye pads
 - six safety pins
 - two large 18cm x 18cm approx sterile individual unmedicated wound dressings
 - one pair of disposable gloves
14. A bulb kit relevant to the vehicle driven
15. All advertising on the vehicle must conform to the relevant private hire/ hackney carriage vehicle licence conditions.

Borough of Luton

Byelaws

Made under Section 68 of the Town Police Clauses Act 1847 and Section 171 of the Public Health Act 1875 by the Mayor, Aldermen and Burgesses of the County Borough of Luton, acting by the council with respect to hackney carriages in the County Borough of Luton.

Interpretation

1. Throughout these byelaws 'the council' means the mayor, aldermen and burgesses of the County Borough of Luton, acting by the council and 'the district' means the County Borough of Luton.

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

2. Every proprietor of a Hackney Carriage shall
 - (a) 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 respectively of the carriage, or on plates affixed thereto,
 - (b) not wilfully or negligently cause or suffer any such number to be concealed from public view while the carriage is standing or plying for hire,
 - (c) not cause or permit the vehicle to ply for hire with any such plate so defaced that any figure or material particular is illegible.

Provisions regulating how hackney carriages are to be furnished or provided.

3. Every 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 a 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. Every proprietor of a hackney carriage shall cause the carriage to be provided with a taximeter so constructed, attached and maintained as to comply with the following requirements, that is to say,
- (i) the taximeter shall be fitted with a key, flag or other device the turning of which will bring the machinery of the taximeter into action and cause the word 'hired' to appear on the face of the taximeter
 - (ii) such key, 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
 - (iii) when the machinery of the taximeter is in action there shall be recorded on the face of the taximeter in figures clearly legible and free from ambiguity a fare not exceeding the rate 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
 - (iv) the word 'fare' shall be printed on the face of the taximeter in plain letters so as clearly to apply to the fare recorded thereon
 - (v) the taximeter shall be so placed that all letters and figures on the face thereof may be at all times plainly visible to any person being conveyed in the carriage, and for that purpose the letters and figures shall be suitably illuminated during any period of hiring,
 - (vi) the taximeter and all the fittings thereof shall be so affixed to the carriage with seals or other appliances that it shall not be practicable for any person to tamper with them except by breaking, damaging or permanently displacing the seals or other appliances.

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. Every driver of a hackney carriage provided with a taximeter shall:
- (a) when standing or plying for hire, keep the taximeter 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 commencing the journey, bring the machinery of the taximeter into action by moving the key, flag or other

device fitted for the purpose so that the word 'hired' is legible on the face of the taximeter;

- (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 in Section 17 of the Road Transport Lighting Act 1957, 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. Every driver of a hackney carriage for which stands are fixed by any byelaw in that behalf shall, when plying for hire in any street and not actually hired:
- (a) proceed with reasonable speed to and station the carriage on one of such stands
 - (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. Every proprietor or driver of a hackney carriage who shall have an agreed or shall have 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.
9. If a badge has been provided by the council and delivered to the driver of a hackney carriage, either with the licence granted to him by the council or afterwards, he shall, when standing, plying, or driving for hire, wear that badge in such a position and manner as to be plainly and distinctly visible.
10. Every driver of a hackney carriage so constructed as to carry luggage shall when requested by any person hiring or seeking to hire the carriage:
- (a) convey a reasonable quantity of luggage
 - (b) afford reasonable assistance in loading and unloading
 - (c) afford reasonable assistance in removing it to or from the entrance of any house, station, or place at which he may take up or set down such person
11. Every driver of a hackney carriage
- (a) shall conduct himself towards any person hiring or seeking to hire the carriage and any persons conveyed in such carriage in an orderly, seemly and courteous manner
 - (b) shall take all reasonable precautions for the safety of persons conveyed in such carriage

12. Every proprietor or driver of a hackney carriage who shall knowingly convey in the carriage the dead body of any person shall, immediately thereafter, notify the fact to the chief public health inspector of the council.

Provisions fixing the stands of hackney carriages

13. Each of the several places specified in the following list shall be a stand for such number of hackney carriages as is specified in the list:-

Please note: a schedule of the current Stands is enclosed as a separate document.

14. 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.

Fares for distance

Please note: the current table of fares is enclosed as a separate document.

15. (1) Every proprietor of a hackney carriage plying for hire for which any fares are fixed by any byelaws in that behalf shall:
- (a) cause a statement of such fares to be painted or marked on the inside of the carriage, or on a plate affixed thereto, in clearly distinguishable letters and figures
 - (b) renew such letters and figures as often as is necessary to keep them clearly visible
- (2) 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.

16. Every proprietor or driver of a hackney carriage shall, immediately after the termination of any hiring, carefully search the carriage for any property which may have been accidentally left therein.
17. Every 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,

- (1) carry it within twenty four hours, if not sooner claimed by or on behalf of its owner, to the Bedfordshire and Luton Police Office, Dunstable Place, Luton and leave it in the custody of the officer in charge of the office on his giving a receipt for it
- (2) be entitled to receive from any person to whom the property shall be re-delivered an amount equal to one shilling in the pound of its estimated value (or the fare for the distance from the place of finding to the Bedfordshire and Luton Police Office, Dunstable Place, Luton whichever be the greater) but not more than five pounds.

Please note: the current address of the Police is Police Office, Bedfordshire Police, Buxton Road, Luton).

Penalties

18. 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 forty shillings for each day during which the offence continues after conviction therefor.

Please note: the maximum penalty for offences under these Byelaws is currently £400.

Repeal of byelaws

19. The byelaws relating to hackney carriages which were made by the mayor, alderman and burgesses of the Borough of Luton on the 28 November 1944, and which were confirmed by the Minister of Health on the 22 January 1945, are hereby repealed.

The **common seal** of the **mayor**)
alderman and burgess of the)
Borough of Luton was hereunto)
affixed on the twenty-eighth day of)
June, 1949, in the presence of:)

Claude A. Sinfield

Mayor

W.H. Robinson

Town Clerk

I hereby confirm the foregoing byelaws and fix the date on which they shall come into effect as the
1 October 1949.

J. Chuter Ede,

One of Her Majesty's

Principal Secretaries of State