Conditions of Licensing of Taxis, Private Hire Cars and Drivers

Interpretation

Act
means the Civic Government (Scotland) Act 1982.

Licence
means a licence granted by the Council in terms of Sections 10 and 13 of the Civic Government (Scotland) Act 1982.

Council
means Midlothian Council.

Cab Inspector
means any person appointed by the Council to exercise the powers and carry out the duties of Cab Inspector and any other person acting under the direct instructions of the Cab Inspector.

Constable
means any Constable (as defined by the Police (Scotland) Act 1967 being a member of the Police force of Lothian and Borders Police).

Exclusive
as applied to the hire of a taxi, means that a single fare is payable by any one passenger for the whole hire of the taxi, whether or not more than one passenger is carried; and “exclusive hire” shall be construed accordingly.

Shared
as applied to the hire of a taxi, means that each passenger is carried at a separate fare, payable to the driver; and “shared hire” shall be construed accordingly.

Driver
means a person licensed to drive a licensed taxi or private hire car.

Hours of Darkness
means the time between half an hour after sunset and half an hour before sunrise.

Orthodox Type
means a motor vehicle of a type or model which has been approved by the Public Carriage Department of the Metropolitan Police for use as a taxi.

Taxi
means a taxi which is being used, under a special licence granted under section 12 of the Transport Act 1985, to provide a local service which is or requires to be registered under Part I of that Act, has been previously advertised and which has a destination and route which are not entirely at the discretion of the passengers.

Hire
means the use of a taxi or private hire car for the purpose of uplifting a passenger from a stated location and conveying such passenger and his luggage to any destination within Midlothian. In this connection, a hire shall commence at the time the hirer or passenger steps into the taxi or private hire car and the hire shall end when the hirer or passenger steps out of the taxi or private hire car having indicated to the driver that the hire has terminated.

However, where a taxi or private hire car has been called by telephone or other advance arrangement, the hire shall commence after the driver of the taxi or private hire car has announced his arrival to the prospective hirer or passenger at the place to which it has been summoned.

Notes
The holder of a taxi licence shall ensure that the taxi, including all bodywork, upholstery and fittings, is in a safe and serviceable condition and, subject to prevailing road conditions, is in a clean condition (and complies with Schedule A hereto).

The holder of a taxi licence shall require the taxi to undergo and pass an annual inspection by the Council. On receiving the requisite notice, in writing, from the Council, he shall produce his taxi for examination at such time and place as may be reasonably required by the Council.

When a taxi is presented for examination with a view to the grant or renewal of a taxi licence the holder of the taxi licence shall ensure that the bodywork and passenger accommodation of the vehicle are clean and that the underside of the vehicle is free from road dirt, excess oil and grease.

The holder of a taxi licence, when the taxi is damaged in a vehicular accident or by any other means, shall report the damage to the Cab Inspector as soon as practicable and, if the taxi is roadworthy, he shall present it for examination within the following 2 working days (being days on which the testing facilities operate) after the occurrence. As soon as repairs to the taxi have been completed, the taxi shall be re-examined by the Cab Inspector.

The owner of a taxi shall not cause or permit such taxi to stand or ply for hire during any period it does not comply with the conditions of fitness, contained in Schedule A hereto.

The holder of a taxi licence shall hold in his own name the requisite vehicle registration document and the certificate of insurance in relation to the taxi required by Part VI of the Road Traffic Act 1972; where more than one name appears on the taxi licence the vehicle registration document and the certificate of insurance shall be in the name of at least one of the persons whose names appear on the taxi licence.

The holder of a taxi licence shall not knowingly permit a driver of a taxi to do anything which would result in the driver committing a breach of the conditions attaching to the grant of the driver’s licence.

The holder of a taxi licence shall keep an up-to-date list of the names and addresses of all taxi drivers employed by him.

The holder of a taxi licence shall be bound to fulfil, or cause to be fulfilled, at the time and location specified, an engagement to hire his taxi which he has accepted, unless prevented by sufficient cause.

The holder of a taxi licence shall ensure that while the vehicle is in use as a taxi any plates or other things, which have been issued by the Council for the purpose of indicating that the vehicle is a taxi are displayed at all times in positions approved by the Council.

The holder of a taxi licence shall not obliterate or deface any plate or other thing which has been issued by the Council for the purpose of indicating that the vehicle is a taxi and which is fitted to the taxi. If any such plate or other thing becomes obliterated or defaced so as not to be distinctly visible or legible or if any such plate or other thing is lost, the holder of the taxi licence shall report this to the Council as soon as practicable in order to obtain from the Council a replacement plate or other thing.

The holder of a taxi licence shall obtain from the Council a notice or notices detailing the approved maximum taxi fares and charges appropriate to exclusive or to shared hire of the taxi and shall display the notice or notices as appropriate in the passenger compartment of the taxi in such a position that it or they will be readily visible to the passengers being carried and subject to Condition 13 below, no other table or tables of fares and charges shall be displayed.

The holder of a taxi licence shall, at any time when the taxi is being used as a taxi-bus, cause to be displayed in the taxi, in such a position and in such a form as may be prescribed by the Council so that it is clearly legible to passengers, a fare table containing sufficient information to enable a passenger to ascertain the fare for his journey or the manner in which that fare is calculated. Immediate notification to the Council is necessary in the event of any proposal to change the method of operation from Sharing to Conventional and vice versa.

The holder of a taxi licence shall, if the cost of the journey is not regulated by the Council fare structure, and if the taxi is not being used as a taxi-bus, take steps to ensure that any potential hirer of his taxi is informed, prior to acceptance of the hire, (a) that the fare is not so regulated; and (b) as to the cost, or method of calculating the cost, of the proposed journey.
The holder of a taxi licence shall only be permitted to paint the word “Midlothian” and the number allotted to the taxi in a straight line on the outside of each passenger door immediately below the window frame in letters and figures not less than 2.5 cm in height in proportionate breadth and in a colour conspicuously different from that of the bodywork of the vehicle provided that the colour and dimensions of the letters and figures shall be subject to the approval of the Council.

The holder of a taxi licence shall only be permitted to paint the name of the company or partnership, its telephone number and the number allotted to the taxi in a straight line on the outside of the panel immediately below the rear window in letters and figures which comply with the aforementioned conditions, provided that it will be permissible to display Taxi Card window stickers of a design approved by the Council.

The holder of a taxi licence shall not display in or on his taxi any signs for the purpose of advertising but the Council will consider varying this prohibition on application from the holder of a taxi licence in accordance with the remaining provisions of this condition.

Applications for provisional approval of advertisements must be made in writing on the approved form to the Council enclosing two copies of all proposed advertisements in full colour along with a sample of the material to be used. An application for full livery advertising must be accompanied by full colour five view artwork and the Council shall be entitled to retain all materials submitted with the application.

All advertisements must comply with the British Code of Advertising Practice issued by and amended from time to time by the Advertising Standards Authority. Each application will be considered on its own merits but advertisements will not be approved if they contain political, ethnic, religious, sexual or controversial texts; advertise tobacco products; display nude or semi-nude figures; are likely to offend public taste; depict men, women or children as sex objects; depict direct and immediate violence to anyone shown in the advertisement or anyone looking at it; advertise any racist group or organisation which intends to promote the group/organisation and/or any of its activities.

Prior to displaying any advertisement the holder of a taxi licence shall pay to the Council the appropriate fee for variation of the licensing conditions to permit advertising and shall present the taxi fitted with the advertisement or livery for final approval by the Cab Inspector. Until final approval is given an advertisement cannot be displayed or in the case of full livery the taxi cannot ply for hire.

The holder of a taxi licence shall display upon the roof of his taxi a sign of a type approved by the Council for the purpose of identifying the vehicle as a taxi and while the taxi is available for shared hire he shall display in such position as approved by the Council a sign of a type approved by the Council for the purpose of indicating that the taxi is available for shared hire.

The holder of a taxi licence shall only be permitted to display on the taxi-sign referred to in condition 17, a triangular red pennant or flag measuring 20cm x 30cm (maximum) bearing the name of his company and its telephone number in letters and figures not less than 3cm in height in proportionate breadth and in a colour conspicuously different from that of the pennant or flag, provided that the colour or dimensions of the letters and figures shall be subject to the approval of the Council.

When a taxi ceases to be used as such, the holder of a taxi licence shall give immediate notice thereof to the Council and return the licence and plates within 28 days.

The holder of a taxi licence must carry, in a suitable fastener in his taxi, a fire extinguisher of a type and in a position approved by the Council.

When a taxi is withdrawn from service, by the cab inspector, he shall affix a label bearing the words “This Hire Car is meantime certified unfit for public use” and the date of withdrawal in a position within the passenger compartment of the vehicle so that it is readily visible to intending passengers.

Only the cab inspector is authorised to remove the label referred to in condition 20 after the defects have been rectified to his satisfaction.

The holder of a taxi licence or driver of a taxi shall not obstruct the cab inspector in the performance of any of his duties.
The holder of a taxi licence and driver of a taxi shall comply with all instructions or directions of the cab inspector and shall give him all reasonable information he may require in the discharge of his duties.

The holder of a taxi licence shall have affixed to the taxi only a taximeter which has been tested and approved by the Council as appropriate to the type of hire (whether exclusive or shared) for which the taxi is available or on which it is engaged. This condition shall not apply to any taxi while it is in use as a taxi-bus and complies with the Conditions shown in Schedule C hereto.

The holder of a taxi licence shall not knowingly use, or cause or permit to be used, a taximeter which is in any way defective.

Every taximeter shall be so constructed or adapted to ensure that the taximeter fitted to his taxi is in a position approved by the Council.

The holder of a taxi licence shall ensure that the taximeter affixed to the taxi was designed, geared and fitted to the vehicle, are broken or detached.

If any person suffering from any infectious or contagious disease is carried in a hire car, the owner or driver thereof shall, as soon as it comes to his knowledge, give notice to the cab inspector who shall notify the Chief Administrative Medical Officer of the Lothian Health and shall not cause or permit such hire car to stand or ply for hire or carry passengers for hire until the Chief Administrative Medical Officer of the Lothian Health certifies that the hire car has been adequately disinfected.

The holder of a Taxi Licence shall furnish lists of drivers’ names and addresses to the Council.

The holder of a Taxi Licence shall ensure that the Certificate of Insurance relating to the Taxi is carried in the vehicle at all times during which it is being operated as a Taxi such that the Certificate is readily available for examination by an authorised Officer of the Council.

The Cab Inspector shall effectively seal every taximeter affixed to a taxi.

The actuating device must operate from the “For Hire” position by re-setting the position.

The actuating device must operate the meter will continue to operate until it is reset to the “For Hire” position by a further operation of the actuating device notwithstanding that the electrical connection switches on the vehicle have been switched to the “Off” position.

Every taximeter shall be constructed so as to ensure that it operates in accordance with the prevailing taxi fares and waiting time tariff; provided that, on the occasion of a variation in the taxi fares and/or waiting time tariff, the time allowed for the taximeter to be converted to the new structure shall be 28 days.

Every taximeter must be actuated by a device, the operation of which causes the appropriate indication to be shown on the side of the taximeter opposite to the fare dial as follows: (i) “For Hire”; (ii) “Shared Hire”; (iii) “Stopped” or “Fare”.

The actuating device must operate from the “For Hire” position to the “Shared Hire” position; it must pass through the “Stopped” or “Fare” position before being returned to the “For Hire” position.

When the taximeter is not recording, no figures must be visible in the fare or extras recording slots.

Before the taximeter can record by a combination or time and distance the actuating device must be operated so as to cause the word “Shared Hire” to be indicated on the fare dial.

When the taximeter is recording by a combination of time and distance:

(a) the amount of the fare calculated by the time and distance must be shown in the appropriate slot on the fare dial; and

(b) the mechanism for recording the extra charges must be capable of being put into operation.

Before the taximeter can record by distance only, the actuating device must be operated so as to cause the word “Stopped” or “Fare” to be clearly shown on the fare dial.

When the taximeter is recording by distance only:

(a) the amount of the fare already calculated by a combination of time and distance, together with the fare calculated by distance only, must be shown in the appropriate slots on the fare dial; and

(b) the mechanism for recording the extra charges must remain in operation and all extra charges must continue to be shown in the appropriate slot on the fare dial.

Before the actuating device can again be set in the “Hired” position, the “For Hire” position must be reached, and a positive stop made there to ensure that the mechanisms come to rest and that the fare indication is obscured.

The operation of a shutter or other device to obscure the fare must synchronise with the engaging and disengaging of the time and distance mechanism of the taximeter.

During the hours of darkness and at any other times as may be required by a hirer, the fare dial display must be capable of being adequately illuminated when the actuating device is at the “Shared Hire” or “Stopped” positions.

The Cab Inspector shall effectively seal every taximeter approved by him and tested as being accurate and operating in accordance with the prevailing fares structure, so that such taximeter shall not be interfered with without breaking the seals.

A suitable plate denoting in letters or figures of a suitable size, the measurements of the effective circumference of the wheel by which a taximeter will be driven and its action and accuracy tested, shall be riveted on the gear box or meter in such a manner that it cannot be easily removed, provided that, if sunk or raised letters or figures are cast or indented on the meter or gear box casting, such plate shall not be necessary.

The approved taxi sharing sign shall not be applicable to private hire cars.

Schedule D: Conditions Governing the Construction, Fitting and Testing of Taximeters in Private Hire Cars

(Shared Hire)
Schedule D: Conditions Governing the Construction, Fitting and Testing of Taximeters in Private Hire Cars (Exclusive Hire)

1. Every taximeter shall be so constructed or adapted to ensure that, with the exception of the side containing the fare dial, no words or figures are displayed at any time on the meter or any attachments thereto.

2. Every taximeter shall be so connected that when the electrical supply to the meter has been switched on and the actuating device operating the meter will continue to operate until it is reset to the “For Hire” position by a further operation of the actuating device notwithstanding that the electrical connection switches on the vehicle have been switched to the “Off” position.

3. Every taximeter shall be constructed so as to ensure that it operates in accordance with the prevailing taxi fares and waiting time tariff; provided that, on the occasion of a variation in the taxi fares and/or waiting time tariff, the time allowed for the taximeter to be converted to the new structure shall be 28 days.

4. Every taximeter must be actuated by a device, the operation of which causes the appropriate indication to be shown on the side of the taximeter opposite to the fare dial or a separate panel facing forward of the vehicle as follows:
   (i) “For Hire”
   (ii) “Hired”
   (iii) “Stopped” or “Fare”

5. The actuating device must operate from the “For Hire” position to the “Hired” position: it must pass through to the “Stopped” or “Fare” position before being returned to the “For Hire” position.

6. When the taximeter is not recording, no figures must be visible in the fare or extras recording slots.

7. Before the taximeter can record by a combination of time and distance the actuating device must be operated so as to cause the word “Hired” to be indicated on the fare dial.

8. When the taximeter is recording by a combination of time and distance:
   (a) the amount of the fare calculated by the time and distance mechanism must be shown in the appropriate slot on the fare dial; and
   (b) the mechanism for recording the extra charges must be capable of being put into operation.

9. Before the taximeter can record by distance only, the actuating device must be operated so as to cause the word “Stopped” or “Fare” to be clearly shown on the fare dial.

10. When the taximeter is recording by distance only:
   (a) the amount of the fare already calculated by a combination of time and distance, together with the fare calculated by distance only, must be shown in the appropriate slots on the fare dial; and
   (b) the mechanism for recording the extra charges must remain in operation and all extra charges must continue to be shown in the appropriate slot on the fare dial.

11. Before the actuating device can again be set in the “Hired” position, the “For Hire” position must be reached, and a positive stop made there to ensure that the mechanisms come to rest and that the fare indication is obscured.

12. The operation of a shutter or other device to obscure the fare must synchronise with the engaging and disengaging of the time and distance mechanism of the taximeter.

13. During the hours of darkness and at any other times as may be required by a hirer, the fare dial display must be capable of being adequately illuminated when the actuating device is at the “Hired” or “Stopped” positions.

14. The Cab Inspector shall effectively seal every taximeter approved by him and tested as being accurate and operating in accordance with the prevailing fares structure, so that such taximeter shall not be interfered with, without breaking the seals.

15. A suitable plate denoting in letters or figures of a suitable size, the measurements of the effective circumference of the wheel by which a taximeter will be driven and its action and accuracy tested, shall be riveted on the gear box or meter in such a manner that it cannot be easily removed, provided that, if sunk or raised letters or figures are cast or indented on the meter or gear box casting, such plate shall not be necessary.

16. The holder of a private hire car licence shall ensure that:
   1. The holder of a private hire car licence shall be bound to fulfil, or cause to be fulfilled, at the time and place specified, an engagement to hire his private hire car which he has accepted, unless prevented by sufficient cause.
   2. The holder of a private hire car licence shall ensure that, while the vehicle is in use as a private hire car, any plates or other things which have been issued by the Council for the purpose of indicating that the vehicle is a Private hire car, are displayed at all times in positions approved by the Council.
   3. The holder of a private hire car licence shall not obliterate or deface any plate or other thing which has been issued by the Council for the purpose of indicating that the vehicle is a private hire car and which is fixed to the private hire car. If any such plate or other thing becomes obliterated or defaced so as not to be distinctly visible or legible or if any such plate or other thing is lost, the holder of the private hire car licence shall report this to the Council as soon as practicable in order to obtain from the Council a replacement plate or other thing.
   4. The holder of a private hire car licence shall not paint on, or affix, or permit to be painted on or affixed to the outside or inside of such hire car, any printed, written or other matters by way of advertisement, except (that such owner shall be permitted to display) a Notice, not exceeding 15 cm by 10 cm in size bearing his name, or that of his Company or Partnership and his/their telephone number on the dashboard of the vehicle, which Notice shall at all times be displayed in such a manner so that it is invisible from the outside of the vehicle.
   5. The holder of a private hire car licence shall not display a roof sign of any kind on his private hire car.
   6. The holder of a private hire car licence shall not display on his private hire car any signs for the purpose of advertising its services as a private hire car, other than those approved by the Council.
   7. The holder of a private hire car licence whose private hire car is fitted with a taximeter shall obtain from the Council a notice or notices detailing the approved maximum fare and charges appropriate for exclusive and shared use of a private hire car and will display the notice or notices as appropriate in the passenger compartment of the private hire car fitted with a taximeter in such a position that it will be readily visible to the passengers being carried and no other notice or notices of fares and charges shall be displayed.
16 The holder of a private hire car licence shall, unless the cost of the journey is regulated by a Council fare structure, take steps to ensure that any potential hirer of his private hire car is informed, prior to acceptance of the hire, (a) that the fare is not so regulated; and (b) as to the cost, or the method of calculating the cost, of the proposed journey.

24 The holder of a private hire car licence shall keep an up-to-date list of the names and addresses of all drivers employed by him which he must submit to the Council every 3 months, and shall produce such list when required to the Cab Inspector or to any Constable.

25 The holder of a private hire car licence shall give such information as he may be required by the Cab Inspector to give for the purpose of ascertaining the identity of any driver employed by the said owner or for any other purpose.

26 When a private hire car is withdrawn from service by the Cab Inspector he shall fix a label bearing the words ‘This Hire Car is meantime certified unfit for public use’ and the date of withdrawal in a position within the passenger compartment of the vehicle so that it is readily visible to intending passengers.

27 Only the Cab Inspector is authorised to remove the label referred to in condition 26 after the defects have been rectified to his satisfaction.

28 A holder of a private hire car licence or driver of a car shall not obstruct the Cab Inspector in the performance of any of his duties.

29 Every holder of a Private hire car licence and driver shall comply with all instructions or directions of the Cab Inspector and shall give him all reasonable information he may require in the discharge of his duties.

30 The holder of a Private hire car licence for a private hire car shall operate the car only from suitable premises.

31 If any person suffering from any infectious or contagious disease is carried in a hire car, the owner or driver thereof shall, as soon as it comes to his knowledge, give notice to the Cab Inspector who shall notify the Chief Administrative Medical Officer of the Lothian Health and shall not cause or permit such hire car to carry passengers for hire until the Chief Administrative Medical Officer of the Lothian Health certifies that the hire car has been adequately disinfected.

32 The holder of a private hire car licence, whose private hire car is fitted with a taximeter shall not knowingly use or cause or permit to be used a taxi meter which is in any way defective.

17 The holder of a private hire car licence must carry in a suitable fastener in his private hire car, a fire extinguisher of a type and in a position approved by the Council.

18 When a private hire car ceases to be used as such the holder of a private hire car licence shall give immediate notice thereof to the Council and return the licence and disc within 28 days.

19 The holder of a private hire car licence, whose private hire car is fitted with a taximeter, shall only have affixed to and used on the private hire car a taximeter which has been approved by the Council and complies with Conditions of Fitness shown in Schedule D hereto.

20 The holder of a private hire car licence, whose private hire car is fitted with a taximeter shall not use, or cause to be permitted to be used, on the private hire car a road wheel or tyre of a different circumference from that for which the taximeter affixed to the private hire car was designed, geared and has been tested by the Council.

21 The holder of a private hire car licence, whose private hire car is fitted with a taximeter, shall only use a taximeter which has been stamped or sealed by the Council after testing (and approved) as to distance and time in accordance with the approved taxi fares and charges. Once a taximeter is fitted to his private hire car he shall not tamper with the taximeter or break or tamper with any seal or stamp on such taximeter or any attachment affixed thereto by the manufacturer or Council except to remove the taximeter for repair or replacement. Should the seal be broken the taximeter shall be re-tested and passed by or on behalf of the Council before being used again.

22 The holder of a private hire car licence, whose private hire car is fitted with a taximeter shall ensure that the taximeter fitted to his private hire car is in a position approved by the Council.

23 The holder of a private hire car licence, whose private hire car is fitted with a taximeter, shall not knowingly use, or cause or permit to be used, the private hire car during any period that the seals affixed to the taximeter and, where so affixed to the vehicle, are broken or detached.
Schedule C: Conditions Governing the Construction, Fitting and Testing of Taximeters
(Shared Hire)

1. Every taximeter shall be so connected that when the electrical supply to the meter has been switched on and the actuating device operated the meter will continue to operate until it is reset to the “For Hire” position by a further operation or the actuating device notwithstanding that the electrical connection switches on the vehicle have been switched to the “Off” position.

2. Every taximeter shall be constructed so as to ensure that it operates in accordance with the prevailing taxi fares and waiting time tariff; provided that, on the occasion of a variation in the taxi fares and/or waiting time tariff, the time allowed for the taximeter to be converted to the new structure shall be 28 days.

3. The holder of a taxi licence or the driver of a taxi shall not charge or cause or permit to be charged for any hire a new fares structure until such time as the taximeter has been approved for use in relation to that structure.

4. Every taximeter must be actuated by a device, the operation of which causes the apparatus to be shown on the side of the taximeter opposite to the fare dial or a separate panel facing forward of the vehicle as follows:

<table>
<thead>
<tr>
<th>Operating condition</th>
<th>Indication</th>
</tr>
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<tbody>
<tr>
<td>(i) Taxi is FOR HIRE:</td>
<td>Illumination of the words “FOR HIRE”</td>
</tr>
<tr>
<td>taxi meter is not recording</td>
<td></td>
</tr>
<tr>
<td>(ii) Taxi is HIRED:</td>
<td>Illumination of the words “SHARED HIRE”</td>
</tr>
<tr>
<td>taxi meter is recording by a combination of time and distance</td>
<td></td>
</tr>
<tr>
<td>(iii) Taximeter is recording by distance only:</td>
<td>No illumination.</td>
</tr>
<tr>
<td>Taxi is still hired but recording by time has been STOPPED.</td>
<td></td>
</tr>
</tbody>
</table>

   Note: The position of the actuating device resulting in the above indication is referred to as follows:
   (i) “For Hire”; (ii) “Shared Hired”; (iii) “Stopped” or “Fare”

5. The actuating device must operate from the “For Hire” position to the “Shared Hired” position: it must pass through the “Stopped” or “Fare” position before being returned to the “For Hire” position.

6. When the taximeter is not recording:
   (a) the words “For Hire” must be:
       (i) clearly indicated on the fare dial; and
       (ii) in illuminated letters on the side of the taximeter opposite to the fare dial;
   (b) an electrical connection to the canopy “Taxi”, “Taxi for Hire” or “For Hire” sign must be made which has the effect of causing the sign to be illuminated; and
   (c) figures must be visible on the fare or extra recording slots.

7. Before the taximeter can record by a combination of time and distance the actuating device must be operated so as to cause the word “Shared Hired” to be clearly shown or indicated on the fare dial and for the word “Shared Hired” (complying with the requirements of paragraph 3) to be illuminated instead of the words “For Hire”.

8. When the taximeter is recording by a combination of time and distance:
   (a) the amount of the fare calculated by the time and distance must be shown in the appropriate slot on the fare dial;
   (b) the mechanism for recording the extra charges must be capable of being put into operation; and
   (c) the electrical connection to the canopy “Taxi”, “Taxi for Hire” or “For Hire” sign must be broken so that the sign ceases to be illuminated.

9. Before the taximeter can record by distance only, the actuating device must be operated so as to cause the word “Stopped” or “Fare” to be clearly shown or indicated on the fare dial and an illumination to face on the side of the taximeter opposite the fare dial.

10. When the taximeter is recording by distance only:
    (a) the amount of the fare already calculated by a combination of time and distance, together with the fare calculated by distance only, must be shown in the appropriate slots on the fare dial.
    (b) the mechanism for recording the extra charges must remain in operation and all extra charges must continue to be shown in the appropriate slot on the fare dial, at the appropriate discounted rate; and
    (c) the electrical connection to the canopy “Taxi”, “Taxi for Hire” or “For Hire” sign must remain broken so that the sign is not illuminated.

33. The holder of a private hire car licence, whose private hire car is fitted with a taximeter shall, within two working days, inform the Council of the removal of the taximeter from his private hire car. He shall not re-fit a taximeter on a second or subsequent occasion without prior permission from the Council, except when the private hire car is due to be annually tested by the Council.

34. The holder of a private hire car licence shall take steps to ensure that each potential hire of his private hire car consents, at the time of the arrangement of the hire, to an exclusive hire or a shared hire, as the case may be.

35. The holder of a private hire car licence shall equip his vehicle with a meter as approved by the Council if he wishes to operate shared mode.

36. The holder of Private hire car licence shall furnish lists of drivers’ lists of drivers’ names and addresses to the Council.

37. The holder of a Private Hire Car Licence shall ensure that the Certificate of Insurance relating to the Private Hire Car is carried in the vehicle at all times during which it is being operated as a Private Hire Car such that the certificate is readily available for examination by an authorised Officer of the Council.

38. The Private Hire Car Licence holder shall keep a record in such form as the Council may prescribe and shall enter therein, before the commencement of each journey such particulars of every booking of a private hire car invited or accepted by him whether by accepting the same from the hirer or undertaking it at the request of another operator; and shall produce such record on request to any authorised officer of the Council or to any Constable for inspection.
**Taxi Drivers**

1. The driver of a taxi shall at all times, while he is in charge of a taxi as such, have with him the means of identification issued by the Council and he shall exhibit such identification, on demand, to any passenger, constable or authorised officer of the Council. The identification issued by the Council shall include the driver’s name, a recent photograph showing his true likeness and the date on which the licence expires.

2. The driver of a taxi shall operate on shared hire only with the consent of the first hirer or passenger, even if there is displayed on the taxi a sign or other thing approved by the Council indicating that the taxi is available for shared hire but he shall not be required to operate on shared hire if no such sign or other thing is displayed on the taxi at the time of the initial hiring.

3. The driver of a taxi while plying for hire, shall be clean and tidy in his person and clothing, shall conduct himself in a proper and civil manner and shall not smoke.

4. A driver of a taxi shall not permit any person to ride on any loading platform or in any luggage compartment or other part of the taxi not set aside for the accommodation of passengers.

5. The driver of a taxi shall not refuse to carry luggage in his taxi provided that the said luggage can be accommodated safely within the luggage compartment of the taxi.

6. A driver of a taxi shall not permit any animal to be on or in the vehicle except any animal which is in the charge of a passenger.

7. The driver of a taxi, while he is in charge of the taxi, shall not canvass or importune in any public space or street for employment except, where the taxi is being operated on shared hire, to such extent as is reasonably required to ascertain whether there are any prospective further passengers (in addition to an existing passenger or existing passengers) who wish to participate in the shared hire of the taxi.

8. The driver of a taxi which has been hired on shared hire shall take the shortest practicable route which will serve the destinations of all the passengers whom he is carrying at any one time.

9. The driver of a taxi not being used as a taxi-bus shall, if the cost of the journey is not regulated by a Council fare structure, inform the hirer(s) or passenger(s) before the journey commences (a) that the fare is not so regulated; and (b) the cost, or the method of calculating the cost, of the proposed journey.

10. The driver of a taxi shall ensure that any taximeter fitted in the taxi in his charge shall be operated at all times within the licensed area when such operation is required, and in accordance with the detailed requirements imposed, by the Council.

11. The driver of a taxi shall from time to time, and at least once in each day in which he uses the taxi, inspect the seals on the taximeter to ensure that they are intact. On discovering that the seals have become broken or damaged, or that the taximeter has ceased to function correctly, the driver of a taxi shall immediately withdraw the vehicle from service.

12. The driver of a taxi shall give such assistance as he is able to give with loading and unloading luggage when required to do so but he shall not be required to leave the immediate proximity of the taxi in doing so.

13. The driver of a taxi shall be bound to fulfil, or cause to be fulfilled, at the time and location specified, an engagement to hire his taxi which he has accepted, unless prevented by sufficient cause.

14. Subject to conditions 15 and 16 below the driver of a taxi shall not refuse to drive a passenger to any place within the licensing area.

15. The driver of a taxi on shared hire may decline to accept a further passenger on the grounds that his intended destination could not be served without an excessive or unreasonable addition to the journey distance of the existing passenger or passengers, or that the further passenger’s luggage cannot be accommodated safely within the luggage compartment of the taxi.

16. The driver of a taxi need not convey any hirer or passenger who is drunk or otherwise not in a fit and proper state to be carried, or whose condition or clothing is offensive or likely to cause damage to the interior of the taxi, or who refuses to cease smoking in the taxi when requested to do so by the driver, or is accompanied by any animal (other than a guide dog) which is likely to damage or soil the interior of the taxi, or for any other reasonable excuse.

17. If any person suffering from any infectious or contagious disease is carried in a taxi the driver thereof shall, as soon as it comes to his knowledge, give notice to the taxi Inspector who shall notify the Chief Administrative Medical Officer of the Lothian Health and shall not cause or permit such taxi to stand or ply for hire or carry passengers until the Chief Administrative Medical Officer of the Lothian Health certifies that the taxi has been adequately disinfected.

18. The driver of a taxi shall not charge or cause or permit to be charged for any hire a new fares structure until such time as the taximeter has been approved for use in relation to that structure.

19. Before the actuating device can again be set in the “Hired” position, the “For Hire” position must be reached, and a positive stop made there to ensure that the mechanisms come to rest and that the fare indication is obscured.

20. A suitable plate denoting in letters or figures of a suitable size, the measurements of the effective circumference of the wheel by which a taximeter will be driven and its action and accuracy tested, shall be riveted on the gear box or meter in such a manner that it cannot be easily removed, provided that, if sunk or raised letters or figures are cast or indented on the meter or gear box casting, such plate shall not be necessary.

21. The holder of a taxi licence or the driver of a taxi shall not charge or cause or permit to be charged for any hire a new fares structure until such time as the taximeter has been approved for use in relation to that structure.
Schedule C: Conditions Governing the Construction, Fitting and Testing of Taximeters (Exclusive Hire)

1. Every taximeter shall be so connected that when the electrical supply to the meter has been switched on and the actuating device operating the meter will continue to operate until it is reset to the “For Hire” position by a further operation of the actuating device notwithstanding that the electrical connection switches on the vehicle have been switched to the “Off” position.

2. Every taximeter shall be constructed so as to ensure that it operates in accordance with the prevailing taxi fares and waiting time tariff; provided that, on the occasion of a variation in the taxi fares and/or waiting time tariff, the time allowed for the taximeter to be converted to the new structure shall be 28 days.

3. Every taximeter must be actuated by a device, the operation of which causes the appropriate indication to be shown on the side of the taximeter opposite to the fare dial or a separate panel facing forward of the vehicle as follows:

Operating condition of taximeter

Indication

(i) Taxi is FOR HIRE:

(a) an electrical connection to the canopy “Taxi”, “Taxi for Hire” or “For Hire” sign must be made which has the effect of causing the sign to be illuminated; and

(b) no figures must be visible on the fare or extra recording slots.

(ii) Taxi is HIRED:

(a) the amount of the fare calculated by the time and distance must be shown in the appropriate slot on the fare dial;

(b) the mechanism for recording the extra charges must be capable of being put into operation; and

(c) the electrical connection to the canopy “Taxi”, “Taxi for Hire” or “For Hire” sign must be broken so that the sign ceases to be illuminated.

Definition of “For Hire” and “Stopped” or “Fare” position:

The actuating device must operate from the “For Hire” position to the “Hired” position. It must pass through the “Stopped” or “Fare” position before being returned to the “For Hire” position.

When the taximeter is not recording:

(a) the words “For Hire” must be:

   i) clearly indicated on the fare dial; and

   ii) in illuminated letters on the side of the taximeter opposite to the fare dial;

   (b) an electrical connection to the canopy “Taxi”, “Taxi for Hire” or “For Hire” sign must be made which has the effect of causing the sign to be illuminated; and

   (c) no figures must be visible on the fare or extra recording slots.

Before the taximeter can record by a combination of time and distance the actuating device must be operated so as to cause the word “Hired” to be clearly shown or indicated on the fare dial and for the word “Hired” (complying with the requirements of paragraph 3) to be illuminated instead of the words “For Hire”.

When the taximeter is recording by a combination of time and distance:

(a) the amount of the fare calculated by the time and distance must be shown in the appropriate slot on the fare dial;

(b) the mechanism for recording the extra charges must remain in operation and all extra charges must continue to be shown in the appropriate slot on the fare dial; and

(c) the electrical connection to the canopy “Taxi”, “Taxi for Hire” or “For Hire” sign must remain broken so that the sign is not illuminated.

The driver of a taximeter shall not knowingly allow the taxi in his charge to be used for illegal or immoral purposes, permit to be carried in the taxi in his charge any article of a dirty, filthy or noxious nature or an explosive or dangerous nature, or permit to be carried in the taxi in his charge any person who has vermin on his person.

The driver of a taximeter shall ensure that the taxi, including all bodywork, upholstery and fittings, is in a safe and serviceable condition and, subject to prevailing road conditions, is in a clean condition.

Drivers of taxis arriving at a stance shall take their stations on such stance from front to rear in order of their arrival and hires will be accepted by the drivers in that order. Provided that, when an intending passenger wishes to engage a specific taxi or its driver, that hire order shall not apply, the onus being on the taxi driver to prove the hirer’s wishes.

Unless the Council makes specific arrangements for particular stances, when a taxi is driven off a stance, the driver of the taxi immediately behind shall draw up his vehicle to take the place vacated, and the taxi drivers on the stance behind shall draw up their vehicles in a like manner.

The driver of a taxi which is being operated on shared hire may wait at a stance only for a maximum period of 60 seconds or otherwise mutually agreed time, to ascertain whether there are any prospective further passengers (in addition to an existing passenger or existing passengers) in the immediate vicinity of the stance at that time who wish to participate in the shared hire of the taxi, but if no such further passengers are found there and then, the driver shall immediately drive his taxi off the stance.

The driver of a taxi, when hired or standing idle, shall have the word “Hired” or “Shared Hire” illuminated on the face of the taximeter so that it is readily visible at all times.

Immediately on the termination of a hire the driver of a taxi shall stop the time mechanism within the taximeter but he shall not remove the fare record from the taximeter until the hirer has examined it or has had a reasonable opportunity of examining it.

When a signal for a taxi is made to a stance from a distance, the driver of the taxi first in turn on such stance to which the signal is made, and no other, shall drive off in answer to such signal.

A driver of a taxi in the act of driving on to or passing a stance to which a signal is made for a taxi shall not be permitted to accept the hire and shall not answer the signal if there is another disengaged taxi on such stance, and a driver of a taxi shall not answer any signal for a taxi while passing a stance or within 50 metres of a stance if there is another disengaged taxi on such stance with the exception that taxis operating on shared mode will be permitted to stop provided no other taxi operating on shared mode is available at the stance and there is a demand for a shared hire.

The driver of a taxi shall not at any time convey in the taxi more than the number of passengers the taximeter is licensed to carry. For the purpose of this condition (a) the first 2 children under 12 years shall be reckoned as one passenger; and (b) no account shall be taken of any child under 2 years, providing that each child under 2 years is accompanied by an adult.

No fare shall be payable by the hirer in respect of any journey by the taxi from the place at which it is discharged by the hirer.

A driver of a taximeter shall not be permitted to answer any signal if there is another disengaged taxi on such a stance. If there is another disengaged taxi on such a stance, a driver of a taxi shall not answer any signal for a taxi while passing a stance or within 50 metres of a stance if there is another disengaged taxi on such stance with the exception that taxis operating on shared mode will be permitted to stop provided no other taxi operating on shared mode is available at the stance and there is a demand for a shared hire.

The driver of a taxi which is being operated on shared hire may wait at a stance only for a maximum period of 60 seconds or otherwise mutually agreed time, to ascertain whether there are any prospective further passengers (in addition to an existing passenger or existing passengers) in the immediate vicinity of the stance at that time who wish to participate in the shared hire of the taxi, but if no such further passengers are found there and then, the driver shall immediately drive his taxi off the stance.

The driver of a taxi, when hired or standing idle, shall have the word “Hired” or “Shared Hire” illuminated on the face of the taximeter so that it is readily visible at all times.

Immediately on the termination of a hire the driver of a taxi shall stop the time mechanism within the taximeter but he shall not remove the fare record from the taximeter until the hirer has examined it or has had a reasonable opportunity of examining it.

During the hours of darkness a driver of a taxi shall keep the fare dial display illuminated, as required by Schedule C for the whole of the period that the taxi in his charge is occupied by a hirer and until the hirer has examined the taximeter or has had a reasonable opportunity of examining it.
<table>
<thead>
<tr>
<th>Page</th>
<th>Text</th>
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<tr>
<td>30</td>
<td>The driver of a taxi shall not be entitled to charge any fare whatsoever (a) if the taxi breaks down or becomes in any way unfit to convey the hirer to the destination for which he engaged such taxi; or (b) if the name of the holder of the taxi licence and the licence number are not exhibited; or (c) if the driver of the taxi does not exhibit his means of identification; or (d) if the driver of the taxi demands more than the authorised fare; or (e) if the driver of a taxi fails or refuses to complete an assignment; or (f) if the driver of a taximeter either records a fare obviously not in accordance with the distance travelled or stops recording during a journey, or (b) both taxi plates are missing, the passenger shall be entitled to withhold the fare until it is determined by the Cab Inspector.</td>
</tr>
<tr>
<td>31</td>
<td>The driver of a taxi which has been hired may not, under any circumstances, pick up or convey another passenger without the consent of the original hirer or passenger(s).</td>
</tr>
<tr>
<td>32</td>
<td>Where the taxi has been hired (a) by or for a disabled person who is accompanied by a guide dog, a hearing dog or an assistance dog of that person; or (b) by a person who wishes such a disabled person to accompany that person in the taxi, and no relative exemption is in force, the driver of the taxi shall carry the disabled person’s dog and allow it to remain with the disabled person and shall not make any additional charge for doing so.</td>
</tr>
</tbody>
</table>
| 33   | Engine Capacity  
14 The vehicle must have an engine capacity of not less than 1600 cc. |
| 34   | Steps  
15 All steps must be fitted with non-slip treads. |
| 35   | Windows  
16.1 Windows must be provided at the sides and rear.  
16.2 Passenger door windows must be capable of being opened easily by passengers. |
| 36   | Heating and Ventilation  
17 An adequate heating and ventilation system must be fitted for the driver and passengers. |
| 37   | Glass  
18 The windscreen, all windows and glass partitions (where fitted) must be made of safety glass in accordance with the British Standard in force at the time of approval and be of a material that will enable clear sight of the passengers inside. The maximum permitted level of tint in the glass contained in the front windscreen and the doors for the front passenger and driver, when measured against the light meter at the Taxi Examination Centre, is 25% in terms of the Construction and Use Regulations; and the level in respect of all other window glass is 35% + or -2%. |
| 38   | Door Fittings  
19.1 Passenger doors must be capable of being readily opened from inside and outside the vehicle by one operation of the latch mechanism.  
19.2 Double catches of approved type must be fitted to all doors. |
| 39   | Sliding Doors  
20 Where any Taxi has sliding doors, there shall be a clearly visible sign displayed across the top rear of the Taxi which states "Doors Opening" with arrows pointing to the relevant side(s) of the Taxi, subject to the sign illuminating automatically as soon as the doors were unlocked and any sliding door handle was operated. |
| 40   | Fare Table Frame  
21 A frame must be provided for the Fare Table and fitted in an approved position, if a taximeter is fitted. |
| 41   | Luggage  
22 Provision must be made for carrying luggage and an effective method of securing it must be provided. |
| 42   | Horn  
23 A deep toned horn of approved pattern must be fitted. |
| 43   | Taximeter  
24 A taximeter of an approved type must, if fitted, be in an approved position. |
| 44   | Radio Apparatus  
25 Where apparatus for the operation of a two way radio system is fitted to a private hire car no part of the apparatus may be fixed in the passenger compartment or in the rear boot compartment if Liquid Petroleum Gas tanks or equipment are situated therein. |
| 45   | Fittings  
26 No fittings other than those approved may be attached to or carried upon the inside or outside of the private hire car. |
| 46   | Registration Mark  
27 Letters and figures must be white on a black or of reflex reflecting material complying with British Standards No. AU 145: 1969. |
Schedule B: Conditions of Fitness of Private Hire Cars

1.1 Vehicles must comply in all respects with the requirements of any Acts and Regulations relating to motor vehicles in force at the time of licensing.

1.2 The vehicle, including all bodywork, upholstery and fittings must be in good and serviceable condition.

1.3 The bodywork, bonnet and wings must be free from any dents or other irregularities, properly painted or cellulosed and the paintwork smoothed down, polished and free from any blemishes.

Steering

2.1 The steering wheel must be on the offside of the vehicle.

2.2 The steering mechanism must be so constructed or arranged that no overlock is possible and that the road wheels do not in any circumstances foul any part of the vehicle.

2.3 The steering arms and connections must be of adequate strength and so far as possible protected from possible damage by collision.

Brake and Steering Connections

3 Where brake and steering connections are secured with bolts or pins, the bolts or pins must be fitted with approved locking devices and they must be so placed that when in any position other than horizontal, the head of the bolt or pin is uppermost.

Tyres

4 All tyres at normal pressure under load must be approved as having a suitable circumference for correct operation of the taximeter.

Bolts and Nuts

All moving parts subject to severe vibration connected by bolts or studs and nuts must be fitted with an approved locking device.

Fuel Tanks

Fuel tanks must not be placed under the bonnet and must be adequately protected from possible damage by collision.

Exhaust

The exhaust pipe must be so fitted or shielded that no inflammable material can fall or be thrown upon it from any other part of the vehicle and that it is not likely to cause a fire through proximity to any inflammable material on the vehicle.

Exhaust Pipe

An appliance for extinguishing fire must be carried in such a position as to be readily available for use and such appliances must comply with the requirements relating to Fire Extinguishing Appliances for use on Public Service Vehicles.

Interior Lighting

 Adequate lighting must be provided for the passenger and must be capable of being controlled by the passengers and driver.

Electrical Equipment

All electrical leads and cables must be adequately insulated and where liable to be affected by exposure to water, petrol or oil, must be adequately protected.

Fire Appliances

An appliance for extinguishing fire must be carried in such a position as to be readily available for use and such appliances must comply with the requirements relating to Fire Extinguishing Appliances for use on Public Service Vehicles.

Health

If any person suffering from any infectious or contagious disease is carried in a private hire car, the driver thereof shall, as soon as it comes to his knowledge, give notice to the Cab Inspector who shall notify the Chief Administrative Medical Officer of the Lothian Health and shall not cause or permit such private hire car to carry passengers for hire until the Chief Administrative Medical Officer of the Lothian Health certifies that the private hire car has been adequately disinfected.

Private Hire Car Drivers

1 The driver of a private hire car shall at all times, while he is in charge of a private hire car as such, have with him the means of identification issued by the Council and he shall exhibit such identification, on demand, to any passenger, constable or authorised officer of the Council.

2 The driver of a private hire car shall not knowingly allow the private hire car in his charge to be used for illegal or immoral purposes, permit to be carried in the private hire car in his charge any article of a dirty, filthy or noxious nature or an explosive or dangerous nature, or permit to be carried in the private hire car in his charge any person who has vermin on his person.

3 The driver of a private hire car shall not permit any animal to be on or in the vehicle except any animal which is in the charge of a passenger.

4 The driver of a private hire car which has been hired shall drive to the destination by the shortest practicable route unless otherwise instructed by the hirer. The driver of a private hire car which has been hired on shared hire shall take the shortest practicable route which will serve the destinations of all the passengers whom he is carrying at any one time.

5 The driver of a private hire car shall, if the cost of the journey is not regulated by a licensing authority fare structure, inform the hirer or passenger before the journey commences (a) that the fare is not so regulated; and (b) the cost, or the method of calculating the cost, of the proposed journey.

6 The driver of a private hire car shall not refuse to carry luggage in his private hire car provided that the said luggage can be accommodated safely within the luggage compartment of the private hire car.

7 The driver of a private hire car shall give such assistance as he is able to give with loading and unloading luggage when required to do so but he shall not be required to leave the immediate proximity of the private hire car in doing so.

8 The driver of a private hire car shall be bound to fulfil, or cause to be fulfilled, at the time and location specified, an engagement to hire his private hire car which he has accepted, unless prevented by sufficient cause.

9 The driver of a private hire car need not convey any hirer or passenger who is drunk or otherwise not in a fit and proper state to be carried, or whose condition or clothing is offensive or likely to cause damage to the interior of the private hire car, or who refuses to cease smoking in the private hire car when requested to do so by the driver, or is accompanied by any animal (other than a guide dog) which is likely to damage or soil the interior of the private hire car, or for any other reasonable excuse.

The driver of a private hire car, while he is in charge of his private hire car, shall not canvas or importune in any public place or street for employment.

If any person suffering from any infectious or contagious disease is carried in a private hire car, the driver thereof shall, as soon as it comes to his knowledge, give notice to the Cab Inspector who shall notify the Chief Administrative Medical Officer of the Lothian Health and shall not cause or permit such private hire car to carry passengers for hire until the Chief Administrative Medical Officer of the Lothian Health certifies that the private hire car has been adequately disinfected.

The driver of a private hire car, while carrying a passenger, shall be clean and tidy in his person and clothing, shall conduct himself in a proper and civil manner and shall not smoke.

The driver of a private hire car shall not at any time convey in the private hire car more than the number of passengers who can be properly seated. For the purposes of this condition (a) the first two children under 12 years shall be reckoned as one passenger; and (b) no account shall be taken of any children under two years, provided that each child under two years is accompanied by an adult.

The driver of a private hire car shall not be entitled to charge any fare whatsoever (a) if the private hire car breaks down or becomes in any way unfit to convey the hirer to his destination for which he engaged such private hire car; or (b) if the driver of the private hire car does not exhibit his licence to drive a private hire car; or (c) if the driver of the private hire car demands more than the agreed fare; or (d) if the driver of the private hire car refuses to complete the assignment; or (e) if the driver of the private hire car removes the record of the fare from the taximeter before the hirer has examined it or has had a reasonable opportunity of examining it; or (f) if, during the hours of darkness, the driver of a private hire car fails to keep the fare dial display illuminated for the whole of the period that such private hire car is occupied by a hirer and until the hirer has examined the taximeter or has had a reasonable opportunity of examining it.
The driver of a private hire car which has been hired may not, under any circumstances, pick up or convey another passenger without the consent of the original hirer or passenger(s).

The driver of a private hire car shall ensure that a taximeter fitted in the private hire car in his charge shall be operated at all times, within the licensed area, when such operation is required, in accordance with the detailed requirements imposed by the Council.

The driver of a private hire car shall from time to time, and at least once in each day in which he uses the vehicle, inspect the seals on any taximeter fitted in the vehicle to ensure that they are intact. On discovering that the seals on any taximeter fitted to the vehicle have become broken or damaged, or that the taximeter has ceased to function correctly, the driver of the private hire car shall carry the disabled person’s dog and allow it to remain with the disabled person and shall not make any additional charge for doing so.

Where the private hire car has been hired (a) by or for a disabled person who is accompanied by a guide dog, a hearing dog or an assistance dog of that person; or (b) by a person who wishes such a disabled person to accompany that person in the private hire car, and no relative exemption is in force, the driver of the private hire car shall immediately withdraw the vehicle from service.

The driver of a private hire car shall from time to time, and at least once in each day in which he uses the vehicle, inspect the seals on any taximeter fitted in the vehicle to ensure that they are intact. On discovering that the seals on any taximeter fitted to the vehicle have become broken or damaged, or that the taximeter has ceased to function correctly, the driver of the private hire car shall immediately withdraw the vehicle from service.

The driver of a private hire car shall ensure that the private hire car, including all bodywork, upholstery and fittings, is in a safe and serviceable condition and, subject to prevailing road conditions, is in a clean condition.

The Private Hire Car Driver shall carry an individual record in respect of the Private Hire Car and shall enter, before the commencement of each journey such particulars of every booking invited or accepted by him whether by accepting the same from the hirer or undertaking it at the request of another operator, and shall produce such record on request to any authorised officer of the Council or to any Constable for inspection.

Where the private hire car has been hired (a) by or for a disabled person who is accompanied by a guide dog, a hearing dog or an assistance dog of that person; or (b) by a person who wishes such a disabled person to accompany that person in the private hire car, and no relative exemption is in force, the driver of the private hire car shall carry the disabled person’s dog and allow it to remain with the disabled person and shall not make any additional charge for doing so.

The driver of a private hire car shall ensure that the private hire car, including all bodywork, upholstery and fittings, is in a safe and serviceable condition and, subject to prevailing road conditions, is in a clean condition.

The Private Hire Car Driver shall carry an individual record in respect of the Private Hire Car and shall enter, before the commencement of each journey such particulars of every booking invited or accepted by him whether by accepting the same from the hirer or undertaking it at the request of another operator, and shall produce such record on request to any authorised officer of the Council or to any Constable for inspection.

Where the private hire car has been hired (a) by or for a disabled person who is accompanied by a guide dog, a hearing dog or an assistance dog of that person; or (b) by a person who wishes such a disabled person to accompany that person in the private hire car, and no relative exemption is in force, the driver of the private hire car shall carry the disabled person’s dog and allow it to remain with the disabled person and shall not make any additional charge for doing so.

The windscreen, all windows and glass partitions (where fitted) must be made of safety glass in accordance with the British Standard in force at the time of approval and be of a material that will enable clear sight of the passengers inside.

The maximum permitted level of tint in the glass contained in the front windscreen and the doors for the front passenger and driver, when measured against the light meter at the Taxi Examination Centre is 25% in terms of the Construction and Use Regulations; and the level in respect of all other window glass is 35%/ or -2%.

Passenger doors must be capable of being readily opened from inside and outside the vehicle by one operation of the latch mechanism.

Double catches of approved type must be fitted to all doors.

Childproof locks of an approved design must be fitted.

A frame must be provided for the Fare Table and fitted in an approved position.

The floor of the passenger compartment must be covered with non-slip material which can be easily cleaned.

Provision must be made for carrying luggage and an effective method of securing it must be provided.

A deep toned horn of approved pattern must be fitted.

A taximeter of an approved type must be fitted in an approved position.

‘Taxi’ Sign

‘Taxi’ sign of approved pattern, clearly visible both by day and night when the taxi is not hired, must be fitted.

Radio Apparatus

Where apparatus for the operation of a two way radio system is fitted to a taxi no part of the apparatus may be fixed in the passenger compartment or in the rear compartment or equipment is situated therein.
Fire Appliances
12
An appliance for extinguishing fire must be carried in such a position as to be readily available for use and such appliances must comply with the requirements relating to Fire Extinguishing Appliances for use on Public Service Vehicles.

Exhaust
13
The exhaust pipe must be so fitted or shielded that no inflammable material can fall or be thrown upon it from any other part of the vehicle and that it is not likely to cause a fire through proximity to any inflammable material on the vehicle. The outlet must be placed at the rear of the vehicle on the offside and in such a position as to prevent fumes from entering the vehicle.

Body
14.1
The body must be of the fixed head type with a partially glazed partition separating the passenger from the driver.

14.2
(a) Outside dimensions

i) The overall width of the vehicle exclusive of driving mirrors must not exceed 1.78 metres.

ii) The overall length must not exceed 5.80 metres.

(b) Inside dimensions of the passenger compartment.

i) The vertical distance between the point of maximum deflection of the seat cushion when a passenger is seated to the roof immediately above that point must not be less than 96.5 centimetres.

ii) The width across the rear seat cushion must not be less than 1.07 metres.

14.3
Any curvature of the floor of the passenger compartment must be continuous and must not exceed 2 centimetres at the partition and 5 centimetres at the base of the rear seat when measured between the centre line and the sill.

14.4
The door and doorway must be constructed so as to permit an unrestricted opening across the doorway of at least 53 centimetres when the door is opened to its normal limit.

14.5
The clear height of the doorway must not be less than 1.2 metres.

Steps
15.1
The top of the tread of the lowest step for any entrance, or where there is no step the floor level itself at the entrance, must not be more than 38 centimetres above the ground when the vehicle is unladen.

15.2
All steps, or where there are no steps, the outer edge of the floor at each entrance must be fitted with non-slip treads.

Passengers’ Seats
16.1
The measurements from the upholstery at the back to the front edge of the seat must not be less than 40 centimetres in the case of the back seat and 35.5 centimetres in the case of the front seat.

16.2
The width of each front seat must be not less than 40 centimetres.

16.3
The vertical distance between the highest point of the undeflected seat cushion and the top of the floor covering must not be less than 35.5 centimetres.

16.4
Front seats must be fitted so that they tip-up automatically when not in use. They must be symmetrically placed and a least 4 centimetres apart. When not in use front seats must not obstruct doorways.

16.5
Suitable means must be provided to assist persons to rise from the rear seat.

Driver’s Compartment
17.1
The driver’s compartment must be so designed that the driver has adequate room, can easily reach and quickly operate the controls and give hand signals on the offside of the vehicle.

17.2
The controls must be arranged to allow reasonable access to the driver’s seat and when centrally placed, must be properly protected from contact with luggage.

17.3
The driver’s seat must be designed to accommodate the driver only.

17.4
An offside door must be fitted to the driver’s compartment.

17.5
Every taxi must be provided with an approved means of communication between the passenger and the driver. When a sliding window is fitted at the rear of the driver’s compartment, the maximum width of the opening must not exceed 11.5 centimetres.

17.6
Every taxi must be provided with an approved means of communication between the passenger and the driver.

Windows
18.1
Windows must be provided at the sides and rear.

18.2
Passenger door windows must be capable of being opened easily by passengers.

Heating and Ventilation
19.1
An adequate heating and ventilation system must be fitted for the driver and passengers and the means provided for independent control by the driver and passengers.

Special Event Private Hire Car Licence Conditions

1
Except as hereby varied the conditions and the contents of Schedule B to the Standard Conditions for Taxis, Private Hire Cars, Taxi Drivers and Private Hire Car Drivers adopted by the Council and amended from time to time shall apply to special Event Private Hire Cars. Words and phrases defined in the Standard Conditions shall have the same meanings in these Special Event Private Hire Car licence conditions

2
A Special Event Private Hire Car is a private hire car used only for bookings which are made in advance. All Special Event Private Hire Cars shall be a converted motor vehicle of the following types holding Single Vehicle Type Approval from the Department of the Environment Transport and the Regions. The vehicle type which has undergone conversion shall be Lincoln town Car, Ford Excursion, Cadillac Fleetwood (models up to 1998) and Cadillac De Ville.

3
a) All brakes and machinery must be kept in good order and condition.

b) The vehicle must carry at all times a serviceable spare wheel and tyre, together with the proper tools and equipment to change the wheel in the event of a tyre becoming defective.

c) All tyres (including the spare) must be suitable for the vehicle.

d) No alteration or change in the specifications, design, condition or appearance of the vehicle shall be made without the written approval of the Council.

4
Should a Special Event Private Hire Car fail to complete a journey for any cause whatsoever, the circumstances and cause of the stoppage shall be reported to the Cab Inspector, Taxi Examination Centre, Murraysburn Road, Edinburgh.

5
The conditions shall be read as so to conform with the following provisions mutatis mutandis:

a) On a vehicle being licensed as a Special Events Private Hire Car, a number shall be allotted and the approved external plates (hereinafter referred to as the “Special Event Plates”) bearing such number shall be supplied to the licenceholder. The licenceholder shall ensure that the Special Event Plates are affixed to the Special Event Private Hire Car immediately, and the Special Event Private Hire Car shall not be used for hire until the Special Event Plates are properly affixed.

b) If the letters or figures on any Special Event Plates affixed to a Special Event Private Hire Car becomes obliterated or defaced so as not to be distinctly visible or legible or any Special Event Plate is lost, the licence holder shall forthwith obtain from the Council a replacement Special Event Plate.

c) The licenceholder shall affix the external special event plate on the front and rear of the Special Event Private Hire Car in a position approved by the Cab Inspector.

d) Except as otherwise provided for in these conditions the licenceholder shall not, without the consent of the Council, fix or permit to be fixed on their Special Event Private Hire Car any plate other than the Special Event Plates or other plate or notice required by law.

6
a) The licenceholder shall not permit the said vehicle to be used to carry a greater number of passengers than the number stated on the Special Event Plates.

b) The licenceholder shall not allow any passengers to be conveyed in the front seats of the said vehicle.

7
No licenceholder shall part with or lend the Special Event Plates issued in respect of a vehicle to any other person.

a) The seats shall be covered with leather or other appropriate materials and must be properly upholstered and in good condition, free from rips, tears and holes.

b) The fittings and furniture in the Special Event Private Hire Car must be kept in a clean condition and well maintained.

c) Seat Belts shall be provided for every passenger, the Special Event Private Hire Car is licensed to carry.

8
The requirement that glass must afford an unrestricted view of the vehicle interior, will apply only to the windscreen and front door windows of Special Event Private Hire Cars.

9
Any animal belonging to a passenger must be conveyed in the rear seating area of the vehicle and shall, when necessary, be contained so as not to present a nuisance or hazard to the occupants of the vehicle.

10
The licenceholder shall ensure that, at all times, there is in force a Certificate of Insurance for the Special Event Private Hire Car, which covers all uses to which the vehicle is put, states the type of vehicle and on which:

a) The licenceholder is stated to be the policy holder;
The licenceholder shall give notice to the Council containing details of any conviction imposed whilst the licence is in force within 7 days of conviction.

Where a Special Event Private Hire Car ceases to be used as such, the licenceholder shall forthwith give notice to the Council’s Licensing Offices and within 7 days return the Council the licence in respect of such Special Event Private Hire Car along with the Special Event Plates.

The licenceholder must give notice to the Council’s Licensing Offices of any change of address within 7 days of the change.

The bodywork, bonnet and wings must be free from any dents or other irregularities, properly painted or cellulosed and the paintwork smoothed down, polished and free from any blemishes.

One extinguisher shall be mounted on brackets in a convenient position in the driver’s compartment, if practicable. The other extinguisher shall be mounted on brackets in a convenient position within the boot of the vehicle.

The steering wheel must be on the offside of the vehicle.

Adequate lighting must be provided for the passenger compartment and must be capable of being controlled from the outside of the vehicle and the “OFF” position clearly marked.

All electrical leads and cables must be adequately insulated and where liable to be affected by exposure to water, petrol or oil, must be adequately protected.

All electrical circuits must be protected by suitable fuses.

Every vehicle must be fitted with an efficient suspension system so designed and constructed that there is no excessive roll or pitch.

Every vehicle must be so constructed or adapted that a failure of a spring, torsion bar or other similar component of the suspension system is not likely to cause the driver to lose directional control of the vehicle.

All moving parts subject to severe vibration connected by bolts or studs and nuts must be fitted with an approved locking device.

Fuel tanks must not be placed under the bonnet and must be adequately protected from possible damage by collision.

All fuel tanks and all apparatus supplying fuel to the engine must be placed or shielded in such a manner that no fuel overflowing or leaking from can fall or accumulate upon any part or fitting where it is capable of being readily ignited or can fall into any receptacle where it might accumulate.

The filling points for all fuel tanks must be accessible only from the outside of the vehicle and filler caps must be so designed and constructed that they cannot be dislodged by accident.

In the case of an engine powered by Liquid Petroleum Gas or petrol a device must be provided to enable the supply of fuel to the engine to be cut off immediately. The device must be visible and readily accessible from the outside of the vehicle and the “OFF” position clearly marked.

Adequate lighting must be provided for the passenger compartment and must be capable of being controlled by the passengers and driver. Adequate lighting must be provided in the driver’s compartment.

All electrical leads and cables must be adequately insulated and where liable to be affected by exposure to water, petrol or oil, must be adequately protected.

All electrical circuits must be protected by suitable fuses.