



Directorate for Neighbourhood Services

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Mr Roy Andrew Collins
8 Beel Close
Little Chalfont
Amersham
HP7 9NS

14th May 2021

Ref: 21/00405/TXPHOP

Dear Mr Collins

Local Government (Miscellaneous Provisions) Act 1976 Private Hire Operator's Licence

Further to your application for a Private Hire Operator's Licence, I now enclose the licence together with enclosures as detailed. Please read through the conditions of licence. You may be prosecuted or have your licence revoked if you fail to abide by them.

Please note the operator licence cannot be used to cover bookings accepted at any address other than the address registered on the licence.

If you have any queries or require further information, please do not hesitate to contact me.

Yours sincerely

Licensing Manager

Enc.



**PRIVATE HIRE OPERATOR'S LICENCE
LOCAL GOVERNMENT (MISCELLANEOUS
PROVISIONS) ACT 1963
Licence No. 21/00405/TXPHOP**

Buckinghamshire Council HEREBY LICENSE **Mr Roy Andrew Collins**

of: **8 Beel Close, Little Chalfont, Amersham, HP7 9NS**

trading as: **Amersham Area Taxis**

at: **8 Beel Close, Little Chalfont, Amersham, Buckinghamshire, HP7 9NS**

to operate 2 private hire vehicles within the Buckinghamshire Council **Chiltern Zone**.

The Council issues this licence under the provisions of the Local Government (Miscellaneous Provisions) Act 1976 and subject to the conditions attached to the licence.

This licence shall be in force from **5th June 2021** until **4th June 2022** (unless previously suspended or revoked).

Signed:

Director of Neighbourhood Services

DATE: 14th May 2021

Note: This Licence cannot be transferred to any other person. It must be renewed annually.

BUCKINGHAMSHIRE COUNCIL - CHILTERN ZONE

CONDITIONS RELATING TO PRIVATE HIRE OPERATORS

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 (“The 1976 act”)

An operator makes provision for the invitation or acceptance of bookings for a Private Hire Vehicle.

Any legislative requirement shall be regarded as if they are conditions of the Private Hire Operators Licence. In determining what matters should be considered for a person to be a Fit and Proper Person to be an operator the following applies

FIT AND PROPER PERSON

- Private Hire Operators must be Fit and Proper Persons. A Fit and Proper Person is defined in the Hackney Carriage and Private Hire Policy.

APPLICATION

All applications will only be accepted if they are made on the form provided for the purpose by the Council, such form to be completed online and electronically signed by the applicant. An application will only be considered upon receipt of the signed application form, a basic DBS Disclosure certificate, and full payment.

RENEWAL OF LICENCE

Applications will only be acceptable if they are made on the form provided for the purpose by the Council.

An application for renewal will only be considered upon receipt of the applicable fee and one passport photo. Any additional documents that are due to expire within the renewal period **MUST ALSO** be presented at renewal as necessary to demonstrate continuity of records. This may include: Additional DBS and identity checks. **In addition, a list of all current drivers and vehicles representing your company must be submitted as part of the renewal.**

All fees must be paid at the time of renewal. ONLY FULL APPLICATIONS WILL BE ACCEPTED, any missing documents or elements will mean your application will be returned to you, without processing. Licenses will be issued following processing within 28 days of a full application.

All applications for the renewal of a licence must be made four weeks prior to the expiry of the existing current licence. Applications received less than 28 days prior to the expiry of the licence may be subject to an additional fee to cover administration costs.

FEE

The appropriate fee, paid in full, as prescribed from time to time by the Council, must accompany all applications. All outstanding fees and charges from previous licence year shall have been paid in full before any application is considered.

DURATION OF PRIVATE HIRE OPERATORS LICENCE

An operator’s licence on renewal may be issued for a probationary period of less than one year, dependant on the applicant’s ability to demonstrate being a fit and proper person. Items that could be

considered would include, criminal record, references, past allegations, record of compliance with the conditions, outstanding fees and any other reasonable cause.

The maximum period that a licence shall remain in force is for a period of one year only from the date of issue.

DATA BARRING SERVICE BASIC DISCLOSURE CHECK

A DBS Basic Disclosure (or Disclosure Scotland) form is required on receipt of new applications and every 3 years for an existing operator. The authorised officer can make random checks. This will require a DBS Disclosure Application form to have been completed and signed by the applicant

CONVICTIONS AND CAUTIONS

Only unspent convictions will be considered when determining a licence application to be an operator.

Convictions and cautions will be considered in accordance with the Hackney Carriage and Private Hire Policy.

In order to ensure protection of the public an operator must ensure immediate (within 72 hours) disclosure to the Licensing Officer in writing if they are arrested, cautioned or convicted of any offence during the period of their licence. Should knowledge of any offences be withheld, this could reflect on a person's fitness to be a Private Hire Operator and may lead to a licence being suspended. If the operator's licence is held by a company or partnership, the requirements of this section apply equally to all directors and partners.

RECORD OF BOOKINGS

The record required to be kept by the operator under Section 56(2) of the Local Government (Miscellaneous Provisions) Act 1976 shall be kept on a prescribed booking pad, provided at nominal cost by the licensing authority, or on a spreadsheet provided by the licensing authority, or on a nationally recognised piece of computer software. This software must be capable of providing the information listed below. The entries must be numbered consecutively, and no pages should be removed. The operator shall enter the required information for each booking invited or accepted by him, before the commencement of each journey.

- The time and date of the booking
- The name and address of the hirer
- How the booking was made (i.e. by telephone, personal call etc.)
- The time of pick-up
- The point of pick-up
- The destination
- The time at which a driver was allocated to the booking
- The name of the driver and the registration number of the vehicle allocated for the booking.
- Remarks (including details of any sub-contract).

All records kept by the operator shall be preserved for a period of not less than 18 months following the date of the last entry. In the case of computer records the entries must be capable of being printed on demand at the request of a Police officer or the licensing officer. All records must be available for inspection and copying if required by licensing officer or Police officer.

STANDARD OF SERVICE

The operator shall provide a prompt, efficient and reliable service to members of the public at all reasonable times and for this purpose shall in particular:-

- (a) Ensure that when a private hire vehicle has been hired to be in attendance at an appointed time and place, the vehicle shall, unless delayed or prevented by sufficient cause, punctually attend at that appointed time and place.
- (b) Keep clean, adequately heated, ventilated and lit any premises which the operator provides and to which the public have access, whether for the purpose of booking or waiting.
- (c) Ensure that any waiting area provided by the operator has adequate seating facilities
- (d) Ensure that any telephone facilities and radio equipment provided are maintained in a sound condition and that any defects are repaired promptly.

NB: Planning approval, where required, must be obtained for any premises used for operating a Private Hire business

COMPLAINTS

The operator shall immediately (within 72 hours) notify the Council in writing of any complaints concerning a contract for hire or purported contract for hire relating to or arising from his business and of the action (if any) which the operator has taken or proposes to take in respect thereof.

ADDRESS

The operator must live OR maintain an office within the Chiltern Zone for the period of the licence. The operator shall within 7 days, notify the Council in writing of any change of address during the period of the licence. A further application will be required for the new premises. Any premises used solely for work purposes are required to be smokefree.

CONDUCT

The operator of a private hire vehicle shall not by calling out or otherwise importune any person to hire such vehicle and shall not make use of the services of any other person for that purpose.

RECORD OF VEHICLES ETC.

In accordance with the provisions of Section 56(3) of the 1976 Act the operator shall keep a record in a bound volume of all private hire vehicles operated by him and such record shall include the following particulars:

- The registration mark of each vehicle
- The make of the vehicle
- The name and address
- The names, addresses and drivers licence numbers of drivers driving the vehicles
- Details of any radio call sign used

Such records shall be retained for a period of 18 months, and shall not be destroyed or otherwise disposed of before the expiry of such period without the previous written consent of the District

Council.

FARES AND FARE TABLE

The operator upon request shall agree the fare for a journey booked, or provide an estimate of the fare, or explain that the journey will be metered.

Should the operator dispatch a vehicle with a taximeter, they shall ensure that the meter is calibrated to the tariff of fares published by Buckinghamshire Council, and that the published table of fares is clearly displayed in the vehicle. The operator shall ensure that the fare for such bookings does not exceed the rate on the meter.

CCTV IN VEHICLES

The operator shall ensure that they retain a copy of the CCTV authorisation certificate from Buckinghamshire Council for any vehicle containing a CCTV system. No vehicle is to contain facilities to record visual or audio sources without the vehicle licence holder holding a certificate of authorisation from the licensing authority.

OPERATOR TO HOLD DRIVERS LICENCE

Before the operator permits or employs another person to drive a licensed Private Hire Vehicle, he shall have retained the driver's Private Hire Drivers Licence. This shall be retained until such time as the driver ceases to be permitted or employed to drive the vehicle. On cessation of service or employment the Licensee shall return the Private Hire Drivers Licence to the driver.

The licensee/proprietor must also ensure the driver holds a current drivers licence in respect of the number of passengers authorised on the vehicle licence/plate.

The operator shall notify the licensing authority within 7 days of the details of any driver no longer working for them.

DISPOSAL AND ACQUISITION OF VEHICLES

When an operator ceases to operate a particular vehicle, or begins to operate a new vehicle they shall inform the Council in writing as soon as possible but not later than within 7 days of such fact.

CONDITION OF VEHICLE

The operator shall ensure that any private hire vehicle operated by him (regardless of who owns the vehicle or holds the vehicle licence) is maintained in the condition required by the Private Hire Vehicle Licensing Conditions or Hackney Carriage Vehicle Licensing Conditions. The operator will ensure the vehicle is maintained in a suitable mechanical condition, safe, comfortable, clean and presentable and that the external licence plate and internal licence disc provided by the Council is affixed to the vehicle in such a manner and position as shall be prescribed by the Council.

SUSPENSION, REVOCATION, AND REFUSAL TO RENEW

The Council has power to suspend or revoke or refuse to renew on any of the following grounds:-

- any offence, or non-compliance with the provisions of the 1976 Act;
- any conduct on the part of the operator which renders him unfit to hold an operators licence;

- any material change since the licence was granted
- any other reasonable cause.

OFFENCE NOTIFICATION NOTICE

The Council has the power to charge fees not exceeding £25.00 for administration of and the control and supervision of hackney carriages and private hire vehicles. These charges are detailed in the enforcement policy and will be issued in accordance with this policy.

All fees and charges for the previous year shall have been paid before application for a renewal of Private Hire Operators Licence.

COMPLIANCE WITH LEGISLATION

Operators, where applicable, will comply with the provisions of the Town Police Clauses Act 1847, the Local Government (Miscellaneous Provisions) Act 1976, the Byelaws made in respect of Hackney Carriages and conditions relating to the Private Hire Drivers Licence. Also compliance with Section 37 of the Disability Discrimination Act 1995 and the Equality Act (2010) in respect of assistance dogs.

SMOKING

Operators must ensure that all vehicles dispatched by them display appropriate signage inside the vehicle in accordance with the Health Act 2006. An international no-smoking symbol at least 70mm in diameter must be displayed in the front passenger window or on the dashboard, and in the rear passenger window. The signs must be clearly visible from inside and outside of the vehicle.

INSURANCE

The Licensee shall ensure that any vehicle they dispatch is covered by valid insurance for the purposes of private hire, and shall ensure that they do not act in any way which might invalidate the insurance.

The licensee shall where applicable maintain and provide evidence of employer's liability insurance upon request in accordance with the Employer's Liability Compulsory Insurance Act 1969.

In the case where members of the public have access to the operating centre, the licensee shall maintain and provide evidence of public liability insurance upon request.

APPEALS PROCEDURE

Any person aggrieved by any conditions specified in this licence may appeal to the Magistrate's Court within 21 days of a decision being made.