

KIRKLEES COUNCIL

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

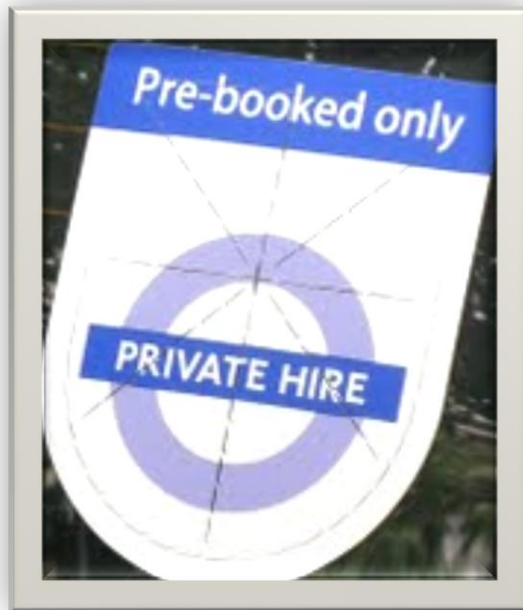
PART II – LICENSING OF PRIVATE HIRE VEHICLES – CONDITIONS ATTACHED TO A LICENCE TO OPERATE A PRIVATE HIRE VEHICLE

1. An **Operator** shall keep records in the form prescribed by the Council, containing particulars of bookings and of private hire vehicles operated by him. Separate records must be kept at each premise from which the **Operator** carries on business. The records shall be produced by the **Operator** on request to any Authorised Officer of the Council or to any Constable for inspection. The records shall be kept for at least one year. The Council prescribe the following:-
 - (a) An **Operator** shall keep a true and proper record of every booking of a Private Hire vehicle invited or accepted by him. The record **shall be kept in a suitable book** with consecutively numbered pages in which the **Operator** shall, before each journey commences, enter therein:-
 - i) the place at which the booking was received and the date and time thereof
 - ii) the name of the hirer
 - iii) whether the booking was made by telephone, personal call or other means (to be stated)
 - iv) the date of the journey, the address or other place from which it is to commence, the address or place of destination and the requested time, if any, for the journey to commence
 - v) the plate number of the vehicle to be used for the journey
 - vi) the name of the driver undertaking the hiring
 - (b) An **Operator** shall keep a record of each Private Hire vehicle operated by him, such record to contain details of:-
 - i) the name and address of the proprietor to whom the vehicle licence has been issued
 - ii) the number of such vehicle licence
 - iii) the date of expiring of such vehicle licence
 - iv) the number of persons for whom the vehicle is licensed
 - (c) An **Operator** shall cause permanent stuck on Company signs approved by the Council to be displayed at all times on Private Hire vehicles when operating from their premises.

2. An **Operator's** Licence granted by the Council will remain in force for a period of one year, unless the Council specify a lesser period or revoke or suspend the licence at any time.
3. An **Operator** shall only operate from premises in respect of which planning permission has been obtained from local planning authority.
4. Subsection (2) to (5) of section 233 of the Local Government Act 1972 shall have effect and are incorporated in these Conditions in relation to any notices required or authorised by these Conditions to be given or served on the **Operator** by or on behalf of the Council or by an Authorised Officer.
5. An **Operator**, having accepted a booking for a Private Hire vehicle shall ensure the vehicle, unless delayed or prevented by some reasonable cause, attends at the address from which the journey is to commence, at the required time.
6. An **Operator** shall, within seven days, disclose to the Council in writing details of any convictions imposed on him (or if the **Operator** is a Company on any of its Directors or it's Secretary) during the period of the Licence.
7. An **Operator** shall, within seven days, notify the Council of any change in his address taking place during the period of the Licence.

Investment & Regeneration Services
Licensing
River Bank Court
Wakefield Road
Aspley
Huddersfield
HD% 9AA

Proposed Private Hire Operator Training Course



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- Introductions
 - The Law
 - Vehicle Licensing requirements
 - Driver Licensing Requirements
 - Record Keeping
 - Insurance
 - Hackney Carriages