

CONDITIONS

HOLDER OF A TAXI LICENCE

1. Vehicles operating in West Dunbartonshire may only carry the number of passengers designated on the vehicle identification plate issued by the Licensing Authority. The number of passengers, which can be carried, will be dependent on the carrying capacity of each vehicle type up to a maximum of 8.
2. The holder of a Taxi Licence shall ensure that the Taxi, including all bodywork, upholstery and fittings is in a safe and serviceable condition; that the bodywork is of a uniform colour scheme (except where in the manufacturer's specification i.e. coachlines etc.) and that subject to prevailing road conditions is in a clean condition.
3. The holder of a Taxi Licence shall, following initial grant of the Licence, ensure that the vehicle to which the licence relates is operated as a Taxi within 60 days of date of grant and, subject to the remaining conditions, that the vehicle remains in regular operation to the satisfaction of the Licensing Authority taking into account the hours and days when the vehicle is used as a Taxi.
4. The holder of a Taxi Licence who owns the Taxi to which the Licence relates shall hold in their own name the requisite vehicle registration document (or shall otherwise provide documentary evidence confirming ownership of the Taxi and evidence sufficient to the satisfaction of the Licensing Authority of the owner's consent to the vehicle presented for registration being used as a Taxi) and the Certificate of Insurance in relation to the Taxi required by statute. If more than one name appears on the Taxi Licence, both the Vehicle Registration document and the Certificate of Insurance shall be in the name of at least one of those names.
5. The holder of a Taxi Licence shall pay immediately in full all fees as determined by the Licensing Authority in connection with all applications, vehicle tests and incidental matters relative thereto.
6. The holder of a Taxi Licence shall require the Taxi to undergo and pass an annual Certificate of Compliance test as well as intermediate tests and meter checks, the frequency of which will be determined by the Licensing Authority.
7. The holder of a Taxi Licence shall be notified in writing by the Licensing Authority at his/her last known address as to the date, time and location of each vehicle or meter check.

8. The holder of a Taxi Licence shall, in the event of failure to produce a vehicle for inspection on the date, time and location specified in the written notice, show good cause why the vehicle was not provided or alternatively shall give 24 hours clear notice of non-attendance to the Licensing Authority. In either event, the Licence Holder shall agree with the Licensing Authority an alternative inspection date. A Licence Holder failing to produce his/her vehicle for inspection shall be liable to pay one half of the required inspection fee or such other sum as the Licensing Authority may from time to time require. Without prejudice to the foregoing, should a Licence Holder refuse or delay to produce his/her Taxi for inspection the Licensing Authority may suspend said licence.
9. The holder of a Taxi Licence may voluntarily seek to suspend his/her licence by delivering his/her licence and plate(s) to the Licensing Authority.
10. 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 Licensing Authority within two working days and, if the vehicle is roadworthy, shall present it to an Enforcement Officer for examination within the said time period. As soon as repairs to the Taxi have been completed, the Taxi shall be re-examined and approved by an Enforcement Officer or other authorised officer prior to being used by the Licence Holder for business purposes.
11. The holder of a Taxi Licence shall not ask the driver of a Taxi to do anything which would result in the driver committing a breach of the conditions attached to the grant of a Taxi Driver's Licence.
12. 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/her or otherwise permitted to use his/her vehicle. The said list shall be produced on demand to an authorised Officer of the Licensing Authority or to any Police Officer. The Licence Holder shall ensure that the insurance policy effected in respect of the Taxi covers all such persons named on said list.
13. 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/her Taxi which he or she has accepted, unless prevented by sufficient cause.
14. The holder of a Taxi Licence shall, on being granted a Licence for the first time, be furnished by the Licensing Officer with a Taxi plate or plates. In the event of the plate(s) being damaged or lost or a new plate being required in respect of the substitution of a vehicle, a replacement plate shall be issued by the Licensing Authority on payment of the requisite fee.
15. The holder of a Taxi Licence shall ensure that while the vehicle is in use as a Taxi, any plates which have been issued by the Licensing

Authority for the purpose of indicating that the vehicle is a Taxi are displayed at all times on the front and rear exterior of the vehicle in positions approved by the Licensing Authority.

16. The holder of a Taxi Licence shall not obliterate or deface any plate which has been issued by the Licensing Authority and fitted to the Taxi for the purpose of indicating that the vehicle is a Taxi. If any such plate becomes obliterated or defaced so as not to be distinctly visible or legible, or if any such plate is lost, the holder of the Taxi Licence shall report this to the Licensing Authority as soon as practicable in order to obtain from the Licensing Authority a replacement plate on payment of the requisition fee.
17. The holder of a Taxi Licence shall obtain from the Licensing Authority a Notice or Notices detailing the approved maximum fares and charges as appropriate to exclusive or to shared hire of the Taxi and shall display said Notice/Notices in the passenger compartment of the Taxi in such a position(s) that it or they will be readily visible to the passengers being carried and (subject to condition 24 below) no other table or tables of fares and charges shall be displayed.
18. The holder of a Taxi Licence shall, if the cost of the journey is not regulated by a Licensing Authority Fare Structure, take steps to ensure that any potential hirer is informed, prior to the acceptance of the hire (a) that the fare is not so regulated; and (b) of the cost, or method of calculating the cost, of the proposed journey.
19. The holder of a Taxi Licence shall display upon the roof of his/her Taxi a sign of a type approved by the Licensing Authority for the purpose of identifying the vehicle as a Taxi.
20. The holder of a Taxi Licence shall not display on their vehicle any sign for the purpose of advertising its services as a Taxi other than those approved by the Licensing Authority. Further, and in any event, the Taxi shall not have displayed in, on or upon it any advertisement display, notice, sign, logo, mark, writing or any other feature whether of a permanent or temporary nature without the prior written approval of the Licensing Authority.
21. The holder of a Taxi Licence shall, at any time when the Taxi is being used as a Taxi bus, cause to be displayed on the Taxi, in such a position and in such a form as may be prescribed by the Licensing Authority a notice which indicates that the Taxi is being used as a Taxi bus.
22. The holder of a Taxi Licence shall have affixed to the Taxi a Taxi meter which has been approved by the Licensing Authority as appropriate to the type of hire (whether exclusive or shared) for which the Taxi is available, or, in which it is engaged. This condition shall not apply to any Taxi while it is in use as a Taxi bus.

23. The holder of a Taxi Licence shall not use, or cause or permit to be used, on a Taxi, a road wheel or tyre of a different circumference from that for which any Taxi meter affixed to the Taxi was designed, geared and has been tested by the Licensing Authority.
24. The holder of a Taxi Licence shall use only a Taxi meter which has been stamped or sealed by the Licensing Authority after testing as respects distance and time in accordance with the approved Taxi fares and charges. Once a Taxi meter is fitted to the Taxi the Licence Holder shall not tamper with the Taxi meter or break or tamper with any seal or stamp on such meter or any attachment affixed thereto by the manufacturer or Licensing Authority except to remove the Taxi meter for repair or replacement. Should the seal be broken the Taxi meter shall be re-tested and passed by or on behalf of the Licensing Authority before being used again.
25. The holder of a Taxi Licence shall ensure that the Taxi meter fitted to their Taxi is in a position visible to all passengers and approved by the Licensing Authority.
26. The holder of a Taxi Licence shall not knowingly operate the Taxi or cause or permit it to be operated other than as a Taxi bus, while the seals fixed to the Taxi meter and to the vehicle are broken or detached.
27. The holder of a Taxi Licence shall not knowingly use, or cause or permit to be used, a Taxi meter which is in any way defective.
28. 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 Licensing Authority so that it is clearly legible to passengers, a fare table containing sufficient information to enable a passenger to ascertain the fare for their journey or the manner in which the fare is calculated.
29. The holder of a Taxi Licence shall carry, in a suitable fastener in his/her Taxi, a fire extinguisher of a type and in a position approved by the Licensing Authority. The fire extinguisher shall be secured in a position within easy reach of the driver's seat. This shall not interfere with the leg room available for the passenger within the front seat. The fire extinguisher to be provided shall be a type approved by the British Approvals for Fire Equipment (B.A.F.E.) or such other body as the Licensing Authority may specify.

When a Taxi is presented for the annual Certificate of Compliance either (a) a current certificate of inspection must be produced which indicates that the extinguisher has, during the preceding twelve months, been examined and tested by a competent person in accordance with the requirements of British Standard 5306 Part 3, or any appropriate revision, alteration or re-issuance of the code or (b) a valid manufacturer's warranty must be produced and a visual inspection of the extinguisher and gauge affixed must be carried out to ensure that the extinguisher remains usable. The date of such certificates of inspection/visual inspection must be clearly marked on

the extinguisher or on stout tags attached thereto or otherwise to the satisfaction of the person carrying out the test. For the purposes of this condition a manufacturer's warranty shall be deemed to be valid for a maximum period of five years from the date of manufacture in the case of extinguishers which have a carbon dioxide content and for a maximum period of one year in the case of extinguishers which have a powder content. The minimum weight of any fire extinguisher to be fitted within a Taxi shall be one kilogram.

Notwithstanding the foregoing, the Licensing Authority shall not be deemed to accept any liability for approval or rejection of any fire extinguisher in terms hereof.

30. The holder of a Taxi Licence shall not knowingly use or cause or permit to be used, on their Taxi, an exterior luggage rack.
31. The holder of a Taxi Licence shall not substitute a vehicle in respect of which the Taxi Licence is held for another vehicle without first obtaining the written consent of the Licensing Authority. Prior to consenting to a substitution in terms of this condition, the Licensing Authority shall require that the vehicle to be substituted for the existing vehicle shall undergo and pass a Certificate of Compliance inspection and meter check. This shall also apply if the substitute vehicle is being used for a temporary period while the previously used vehicle is being repaired. In this case a Certificate of Compliance inspection and meter check will be required for both substitutions.
32. The holder of a Taxi Licence shall within 7 days of any change of circumstances report in writing to the Licensing Authority the change of circumstances. This condition shall include notification to the Authority of a change of address, change of vehicle or dissolution of partnerships etc.
33. The Licensing Authority shall at its sole discretion determine which types of vehicle are to be permitted for use as Taxis. Where a hatchback or estate car is used, the rear parcel shelf shall be kept in place or a satisfactorily secured device shall be fitted to prevent luggage travelling from the luggage compartment into the passenger compartment in the event of a sudden stop or accident.
34. Subject to the foregoing the holder of a Taxi Licence whose taxi ceases to be used as such or who ceases to act as a Taxi operator for more than 6 weeks of the unexpired period of his Licence or whose Licence has expired, shall within seven days thereafter, give notice thereof to the Licensing Authority and deliver his Licence and his Licence Plate to the Licensing Authority. The Licence shall thereafter be deemed to have been surrendered in terms of paragraph 13(1) of Schedule 1 to the Civic Government (Scotland) Act 1982. It shall be a contravention hereof if he shall fail to deliver his Licence and his Licence Plate within said period of seven days. Officers shall, where appropriate, use discretion to extend the period within which the Licence and Licence Plate must be delivered to the Licensing Authority.

35. In the event that a Taxi operator gives permission for a licensed Taxi driver to drive their vehicle, they shall produce to the Licensing Authority forthwith a Certificate of Insurance confirming that the driver is entitled to drive the Taxi. Similarly, in the event that a Taxi operator no longer gives permission for a driver to drive the vehicle, they shall notify the Licensing Authority in writing, giving details as to when the driver was removed from the Certificate of Insurance.
36. The holder of a Taxi Licence shall not knowingly permit his/her Taxi to be used for any illegal or immoral purposes.
37. Where a two way radio or similar device is installed or otherwise made available for use in said Taxi the base of operation or control point shall be situated within the boundary of the Licensing Authority.
38. The holder of a Taxi Licence shall not use or permit to be used a Taxi which has not been fitted with a suitable door safety device to prevent accidental opening of passenger doors while the Taxi is in motion unless the vehicle is of an approved type which is not fitted with a door safety device as part of the manufacturers specification; such safety device will be of a type approved by the Enforcement Officer.
- *39. The holder of a Taxi Licence shall only use or permit to be used a Taxi which has been suitably adapted for carrying a disabled person whilst in a wheelchair.
- *40. The holder of a Taxi Licence shall not, use a vehicle as a Taxi for carrying disabled persons unless said vehicle (i) carries a wheelchair ramp suitable for entry/exit from the Taxi by a person in a wheelchair, (ii) in all respects conforms with such regulations as may be prescribed from time to time and any directions issued from time to time by an authorised officer relating to transportation of disabled persons.
- *41. The holder of a Taxi Licence shall ensure that all drivers operating his/her Taxi are fully trained in the use and operation of said ramp and restraints and shall ensure that said drivers use and operate said ramp and restraints in a proper manner.

* Wheelchair accessible vehicles only

CONDITIONS

HOLDER OF A PRIVATE HIRE CAR LICENCE

1. Vehicles operating in West Dunbartonshire may only carry the number of passengers designated on the identification plate issued by the Licensing authority. The number of passengers which can be carried will be dependent on the carrying capacity of each vehicle type up to a maximum of 8.
2. The holder of a Private Hire Car Licence 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.
3. After initial grant of the Private Hire Car Licence the holder shall ensure that the vehicle to which the Licence relates is operated as a Private Hire Car within sixty days of the date of grant of the Licence and, subject to the terms of the remaining conditions, that the said vehicle remains in regular operation thereafter, the definition of regular operation to be determined solely by the Licensing Authority taking into account the hours and days when the said vehicle is used as a Private Hire Car.
4. The holder of a Private Hire Car Licence who owns the Private Hire Car to which the Licence relates shall hold in his own name the requisite vehicle registration document (or shall otherwise provide documentary evidence confirming ownership of the Private Hire Car and evidence sufficient to the satisfaction of the Licensing Authority of the owner's consent to the vehicle presented for registration being used as a Private Hire Car) and the Certificate of Insurance in relation to the Private Hire Car required by statute. If more than one name appears on the Private Hire Car Licence the Vehicle Registration document and the Certificate of Insurance shall be in the name of at least one of those names.
5. The holder of a Private Hire Car Licence shall pay immediately in full when requested to do so all fees as the Licensing Authority may from time to time determine in connection with all applications, vehicle tests and incidental matters relating thereto.
6. The holder of a Private Hire Car Licence shall require the Private Hire Car to undergo and pass such inspections by the Licensing Authority on such dates, at such times and at such places as shall be determined by the Licensing Authority.
7. The holder of a Private Hire Car Licence shall be notified in writing by the Licensing Authority as to the date, time and location of vehicle inspections. Such notice shall be sent to the last known address of the licence holder by first class ordinary post and shall be deemed to be delivered to the holder on the next day after said date of posting. If the

holder does not produce the Private Hire Car to which the Licence relates for inspection on the date, time and at the location specified in the Notice, he shall show good cause why said Private Hire Car was not provided or shall give a minimum of twenty-four hours clear notice of non-attendance to the Licensing Authority. In either event, he shall agree with the Licensing Authority an alternative inspection date. Further, where a holder does not produce a Private Hire Car as aforesaid he shall be liable to pay one half of the required inspection fee, or such other sum as the Licensing Authority may from time to time require. Without prejudice to the foregoing where the holder refuses or delays to provide said Private Hire Car for inspection the Licensing Authority may suspend said Licence.

8. Subject to the foregoing the holder may voluntarily seek to suspend such Licence by delivering his Licence and Licence Plate to the Licensing Authority and undertake, as a condition of said Licence, not to use the said vehicle as a Private Hire Car during the period of voluntary suspension of said Licence.
9. When the holder changes his usual or permanent place of residence or the address from which he carries on business, he shall within seven days of the said change, give written notice thereof to the Licensing Authority and produce his Licence thereto, which Licence shall be endorsed with such change.
10. The holder of a Private Hire Car Licence, when the Private Hire Car is damaged in a vehicular accident or by any other means, shall report the damage to the Licensing Authority as soon as practicable and, if the Private Hire Car is roadworthy, he shall present it for examination within two working days (being days on which the testing facilities operate) after the occurrence. As soon as repairs to the vehicle have been completed, the Private Hire Car shall be re-examined and approved by an Enforcement Officer or other authorised Officer prior to being used by the Licence Holder for business purposes.
11. The holder of a Private Hire Car Licence shall not ask a driver of a Private Hire Car to do anything which would result in the driver committing a breach of the conditions attached to the grant of the driver's Licence.
12. The holder of a Private Hire Car Licence shall keep an up-to-date list of the names and addresses of all Private Hire Car drivers employed by him or otherwise authorised by him to use his Private Hire Car and such list shall be produced on demand to an authorised Officer of the Licensing Authority or to any Police Officer. The holder of the Licence shall ensure that the insurance effected in respect of the Private Hire Car covers all such persons.
13. The holder of a Private Hire Car Licence shall be bound to fulfil, or cause to be fulfilled, at a time and location specified, an engagement of his Private Hire Car which he has accepted, unless prevented by sufficient cause.

14. The holder of a Private Hire Car Licence shall ensure that while the vehicle is in use as a Private Hire Car, any plates which have been issued by the Licensing Authority for the purpose of indicating that the vehicle is a Private Hire Car are displayed at all times on the front and rear exterior of the vehicle in positions approved by the Licensing Authority.
15. The holder of a Private Hire Car Licence shall not obliterate or deface any plates or other items which have been issued by the Licensing Authority for the purpose of indicating that the vehicle is a Private Hire Car and which are affixed to the Private Hire Car. If any such plates or items become obliterated or defaced so as not to be distinctly visible or legible or if any plate or other item is lost, the holder of a Private Hire Car Licence shall report this to the Licensing Authority as soon as practicable in order to obtain from the Licensing Authority a replacement plate or other item.
16. The holder of a Private Hire Car Licence shall, if the cost of the journey is not regulated by a Licensing Authority Fare Structure, take steps to ensure that any potential hirer of his Private Hire Car is informed prior to the acceptance of the hire that (a) the fare is not so regulated and (b) the cost, or the method of calculating the cost, of the proposed journey.
17. The holder of a Private Hire Car Licence shall ensure that any meter fitted in a Private Hire Car shall be operated at all times within the licensed area when such operation is required, and in accordance with the requirements imposed by the Licensing Authority.
18. The holder of a Private Hire Car Licence shall from time to time inspect the seals on the meter to ensure that they are intact. On discovering that the seals have become broken or damaged, or that the meter has ceased to function correctly, the holder of the Private Hire Car Licence shall immediately withdraw the vehicle from service.
19. The holder of a Private Hire Car Licence shall take steps to ensure that each potential hirer 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.
20. The holder of a Private Hire Car Licence shall not display on his Private Hire Car any signs for the purpose of advertising services as a Private Hire Car other than those approved by the Licensing Authority. Further the Private Hire Car shall not have displayed on, in or upon it any advertisement, display, notice, sign, logo, mark, writing or other feature whether permanent or temporary, without the prior written approval of the Licensing Authority.
21. The holder of a Private Hire Car Licence shall not display a roof sign of any kind on his Private Hire Car.
22. The holder of a Private Hire Car Licence shall carry, in a suitable fastener in his/her Private Hire Car, a fire extinguisher of a type and in a position approved by the Licensing Authority. The fire extinguisher

shall be secured in a position within easy reach of the driver's seat. This shall not interfere with the leg room available for the passenger within the front seat. The fire extinguisher to be provided shall be a type approved by the British Approvals for Fire Equipment (B.A.F.E.) or such other body as the Licensing Authority may specify.

When a Private Hire Car is presented for the annual Certificate of Compliance either (a) a current certificate of inspection must be produced which indicates that the extinguisher has, during the preceding twelve months, been examined and tested by a competent person in accordance with the requirements of British Standard 5306 Part 3, or any appropriate revision, alteration or re-issuance of the code or (b) a valid manufacturer's warranty must be produced and a visual inspection of the extinguisher and gauge affixed must be carried out to ensure that the extinguisher remains usable. The date of such certificates of inspection/visual inspection must be clearly marked on the extinguisher or on stout tags attached thereto or otherwise to the satisfaction of the person carrying out the test. For the purposes of this condition a manufacturer's warranty shall be deemed to be valid for a maximum period of five years from the date of manufacture in the case of extinguishers which have a carbon dioxide content and for a maximum period of one year in the case of extinguishers which have a powder content. The minimum weight of any fire extinguisher to be fitted within a Private Hire Car shall be one kilogram.

Notwithstanding the foregoing, the Licensing Authority shall not be deemed to accept any liability for approval or rejection of any fire extinguisher in terms hereof.

23. The holder of a Private Hire Car Licence shall not knowingly permit his Private Hire Car to be used for illegal or immoral purposes.
24. In the event that a Private Hire Car operator gives permission for a licensed Private Hire Car driver to drive their vehicle, they shall produce to the Licensing Authority forthwith a Certificate of Insurance confirming that the driver is entitled to drive the Private Hire Car. Similarly, in the event that a Private Hire Car operator no longer gives permission for a driver to drive the vehicle, they shall notify the Licensing Authority in writing, giving details as to when the driver was removed from the Certificate of Insurance.
25. Where a two-way radio or similar device is installed or otherwise made available for use in said Private Hire Car the base of operation or control point shall be situated within the boundary of the Licensing Authority.
26. The holder of a Private Hire Car Licence shall not knowingly use or cause or permit to be used, on their Private Hire Car, an exterior luggage rack.
27. The holder of a Private Hire Car Licence shall not substitute a vehicle in respect of which the Private Hire Car Licence is held for another vehicle without first obtaining the written consent of the Licensing Authority. Prior to consenting to a substitution in terms of this

condition, the Licensing Authority shall require that the vehicle to be substituted for the existing vehicle shall undergo and pass a Certificate of Compliance inspection and meter check if required. This shall also apply if the substitute vehicle is being used for a temporary period while the previously used vehicle is being repaired. In this case a Certificate of Compliance inspection and meter check will be required for both substitutions.

28. Subject to the foregoing the holder of a Private Hire Car Licence whose Private Hire Car ceases to be used as such or who ceases to act as a Private Hire Car operator for more than six weeks of the unexpired period of his Licence or whose Licence has expired, shall within seven days thereafter, give notice thereof to the Licensing Authority and deliver his Licence and his Licence Plate to the Licensing Authority. The Licence shall thereafter be deemed to have been surrendered in terms of paragraph 13(2) of Schedule 1 to the Civic Government (Scotland) Act 1982. It shall be a contravention hereof if he shall fail to deliver his Licence and his Licence Plate within said period of seven days.

29. In these conditions:

“Authorised Officer” means such Officer, Agent or other third party of the Licensing Authority who has authority to act for and on behalf of the Licensing Authority in connection with any/all of the foregoing conditions. “Exclusive” as applied to the hire of a Private Hire Car, means that a single fare is payable by any one passenger whether or not more than one passenger is carried and “Exclusive Hire” shall be construed accordingly; and “Shared” as applied to the hire of a Private Hire Car, means that each passenger is carried at a separate fare payable to the driver and “Shared Hire” shall be construed accordingly.

CONDITIONS

HOLDER OF A LICENCE TO DRIVE A TAXI

1. The driver of a Taxi shall at all times, while he is in charge of a Taxi as such, display in a position visible to the passenger or passengers, the Taxi driver's badge or other means of identification issued by the Licensing Authority. The identification issued by the Licensing Authority shall include the driver's name, a recent photograph showing his true likeness and the date on which the Licence expires. In the event of the said badge being lost or damaged, a replacement badge may be issued on payment of the requisite fee.
2. The driver of a Taxi shall, within 7 days, notify the Licensing Authority of any change of circumstances (ie change of address etc).
3. It is a material condition hereunder that a Licence Holder must pay immediately when requested to do so in full all fees as the Licensing Authority may from time to time determine in connection with all applications and all incidental matters relating thereto.
4. The holder of a Taxi Driver's Licence shall ensure, so far as he/she is able that the vehicle, including all bodywork, upholstery and fittings is in a safe and serviceable condition and that, subject to prevailing road conditions, is in a clean condition.
5. The Licensing Authority may require an applicant or driver as appropriate to take and pass a test of his knowledge of the area to which the Licence is to relate, of the layout of the roads in that area and such other matters relating to the operating of a Taxi as the Licensing Authority may from time to time prescribe before determining whether or not to grant a Taxi Driver's Licence.
6. 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.
7. 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).
8. The driver of a Taxi shall not convey in the Taxi more than the number of passengers the Taxi is licensed to carry.
9. The driver of a Taxi which has been hired shall drive to the destination by the shortest practicable route unless otherwise instructed by the hirer.
10. The driver of a Taxi shall, unless the cost of the journey is regulated by a Licensing Authority Fares Structure, inform the hirer or passenger

before the journey commences (a) that the fare is not so regulated and (b) the cost, or method of calculating the cost, of the proposed journey.

11. The driver of a Taxi shall ensure that a Taxi meter fitted in the Taxi in his charge shall be operated at all times, within the licensed area, in accordance with the detailed requirements imposed by the Licensing Authority.
12. The driver of a Taxi shall ensure that a Notice detailing the table of approved Taxi fares and charges is displayed in the passenger compartment of the Taxi in a position that it will be readily visible to the passengers being carried. No other table of fares and charges shall be displayed.
13. The driver of a Taxi shall only use a Taxi meter which has been stamped or sealed by or on behalf of the Licensing Authority after testing and approval as to distances and time in accordance with the approved fares and charges. Once a Taxi meter is fitted to the Taxi a driver shall not tamper with the Taxi meter or break or tamper with any seal or stamp on such Taxi meter or any attachment affixed thereto by the manufacturer or by or on behalf of the Licensing Authority except to remove the Taxi meter for repair or replacement. Should the seal be broken, the Taxi meter shall be re-tested and passed by or on behalf of the Licensing Authority before being used again.
14. The driver of a Taxi shall ensure that the Taxi meter fitted to his Taxi is in a position visible to all passengers and approved by the Licensing Authority.
15. The driver of a Taxi shall not knowingly use, or cause or permit to be used the Taxi during any period that the seals affixed to the Taxi meter and, where so affixed to the vehicle, are broken or detached.
16. The driver of a Taxi shall not knowingly use, or cause or permit to be used a Taxi meter which is in any way defective.
17. Subject to Condition 18 below, the driver of a Taxi shall not refuse to drive a passenger to any place within the Licensing Area.
18. 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. In addition, the driver of a Taxi shall not knowingly allow the Taxi in his charge to be used for illegal or immoral purposes. Neither shall he permit to be carried in the Taxi in his charge any article of a dirty, filthy, noxious, explosive or dangerous nature, or permit to be carried in the Taxi in his charge any person who has vermin on his person.

19. The driver of a Taxi shall not refuse to carry luggage in his Taxi providing that the said luggage can be accommodated safely within the luggage compartment of the Taxi.
20. 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 his Taxi in doing so.
- *21. A driver shall not use a Taxi which has been adapted for carrying disabled persons unless such Taxi carries a wheelchair ramp suitable for entry and exit from said Taxi by a disabled person whilst in a wheelchair. Said wheelchair ramp shall be of the type supplied with and designed for use with the Taxi. The Licensing Authority may require said ramp to be tested at intervals determined by them, and may require the ramp to be of the type approved by an authorised Officer of the Licensing Authority. The driver shall ensure that said ramp is securely attached to the Taxi while the vehicle is both stationary and in motion and shall ensure that it is available for use whenever required. Restraints shall be of the type supplied with and designed for use with the Taxi, and shall conform with all regulations as may from time to time be prescribed. All drivers operating said Taxi must be fully trained in the use and operation of said ramp and restraints and must use and operate both in a proper manner.
22. The driver of a Taxi, at the end of his shift, shall search the Taxi of which he is in charge for any property which may have been left therein. Any property found by the driver shall, within 24 hours, be returned to the owner of the property if known or such property shall be handed in by the driver to any police station.
23. The driver of a Taxi, while plying for hire or carrying a passenger, shall be clean and tidy in his person and adhere to the Dress Code for Taxi/Private Hire Car Drivers approved by West Dunbartonshire Council. The driver of a Taxi shall conduct himself in a proper and civil manner. In accordance with the Smoking, Health and Social Care (Scotland) Act 2005, smoking within a Taxi is prohibited at all times whether the driver is engaged in a hire or not.
24. The driver of a Taxi shall not at any time nor at any place sound a horn, alarm or other audible means of announcing to the hirer or proposed hirer the arrival of the Taxi. This does not prohibit a text message being sent to a customer's mobile phone with an audible alarm.
25. Unless the Licensing Authority makes specific arrangements for particular stances, when a Taxi is driven off a stance, the driver of a 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.
26. The driver of a Taxi, when the Taxi is hired or standing for hire shall either sit in the driving seat of the Taxi or stand in the immediate proximity thereto except during any period he may be absent to

announce the arrival of his Taxi to the hirer or when assisting the hirer with luggage to or from the Taxi or for any other necessary purpose.

27. The holder of a Taxi driver's licence shall immediately inform the Licensing Authority if he has any reason to believe that he is not physically fit to drive a Taxi.

Note: In terms of Section 13(4) of the Civic Government (Scotland) Act 1982, the Licensing Authority has the power to require the holder of a licence to submit to a medical examination at any time for the purpose of ensuring that he is physically fit to drive a Taxi.

28. The driver of a Taxi shall notify the Licensing Authority at the time of application of the name and address of the Taxi operator for whom they will drive. The Taxi driver will immediately thereafter give written notice to the Licensing Authority if they drive for a different operator and supply the name and address of the said operator.
29. On initial grant of a Taxi Drivers licence, licence holders must register for and complete a Customer Care Training course provided by GTG Training, 1330 South Street, Glasgow, G14 0BJ. Licence holders must attend the course within 6 months of the licence being granted. Failure to do so without a valid reason will result in the licence holder being brought before the Licensing Committee. Customer care training may also be used by Officers as a means of educating drivers who are found to be in breach of the standard conditions or as a sanction imposed by Members dealing with a holder of a Taxi/Private Hire Car drivers licence whose application for renewal is subject to an objection or representation or whose licence is subject to a request for suspension.
30. In these conditions:

"Authorised Officer" means any officer, agent or any other third party of the Licensing Authority who has authority to act for and on behalf of the Licensing Authority in connection with all or any of the foregoing conditions.

"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.

* Wheelchair accessible vehicles only

CONDITIONS

HOLDER OF A LICENCE TO DRIVE A PRIVATE HIRE CAR

1. The driver of a Private Hire Car shall at all times, while he is in charge of a Private Hire Car as such, display in a position visible to the passenger or passengers, the Private Hire Car driver's badge or other means of identification issued by the Licensing Authority. The identification issued by the Licensing Authority shall include the driver's name, a recent photograph showing his true likeness and the date on which the licence expires. In the event of the said badge being lost or damaged, a replacement badge may be issued on payment of the requisite fee.
2. The holder of a Private Hire Car Driver's Licence shall ensure, so far as he/she is able that the vehicle, including all bodywork, upholstery and fittings is in a safe and serviceable condition and that, subject to prevailing road conditions, is in a clean condition.
3. The driver of a Private Hire Car shall, within 7 days inform the Licensing Authority in writing of any change of circumstances (including change of address etc).
4. It is a material condition hereunder that a Licence Holder must pay immediately when requested to do so in full all fees as the Licensing Authority may from time to time determine in connection with all applications and all incidental matters relating thereto.
5. 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.
6. 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).
7. The driver of a Private Hire Car shall not convey in the Private Hire Car more than the number of passengers the Private Hire Car is licensed to carry.
8. 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.
9. The driver of a Private Hire Car shall, if the cost of the journey is not regulated by Licensing Authority Fares Structure, inform the hirer or passenger before the journey commences (a) that the fare is not so regulated and (b) the cost, or method of calculating the cost, of the proposed journey.

10. The driver of a Private Hire Car shall ensure that a meter fitted in the Private Hire Car in his charge shall be operated at all times, within the licensed area, in accordance with the detailed requirements imposed by the Licensing Authority.
11. The driver of a Private Hire Car whose Private Hire Car is fitted with a meter shall ensure that a Notice detailing the table of approved Taxi fares and charges is displayed in the passenger compartment of the Private Hire Car, in such a position that it will be readily visible to the passengers being carried, and no other table of fares and charges will be displayed.
12. The driver of a Private Hire Car whose Private Hire Car is fitted with a meter, shall only use a meter which has been stamped or sealed by or on behalf of the Licensing Authority after testing and approval as to distance and time in accordance with the approved fares and charges. Once a meter is fitted to his Private Hire Car he shall not tamper with the meter or break or tamper with any seal or stamp on such meter or any attachment affixed thereto by the manufacturer or by or on behalf of the Licensing Authority, except to remove the meter for repair or replacement. Should the seal be broken, the meter shall be re-tested and passed by or on behalf of the Licensing Authority before being used again.
13. The driver of a Private Hire Car whose Private Hire Car is fitted with a meter shall ensure that the meter fitted to his Private Hire Car is in a position visible to all passengers and approved by the Licensing Authority.
14. The driver of a Private Hire Car whose Private Hire Car is fitted with a meter, shall not knowingly use, or cause or permit to be used the Private Hire Car during any period that the seals affixed to the meter are broken or detached.
15. The driver of a Private Hire Car whose Private Hire Car is fitted with a meter, shall not knowingly use, or cause or permit to be used a meter which is in any way defective.
16. The driver of a Private Hire Car subject to Condition 18 below, shall not refuse to drive a passenger within the Licensing Area.
17. 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. In addition, 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. Neither shall he permit to be carried in

the Private Hire Car in his charge any article of a dirty, filthy, noxious, 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.

18. The driver of a Private Hire Car, while he is in charge of the Private Hire Car, shall not canvas or importune in any public place for employment.
19. The driver of a Private Hire Car shall not allow the vehicle which he is driving to stand at or near Taxis ranking for hire.
20. 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.
21. 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 shall not be required to leave the immediate proximity of the Private Hire Car in doing so.
22. The driver of a Private Hire Car, at the end of his shift, shall search the Private Hire Car of which he is in charge for any property which may have been left therein. Any property found by the driver shall, within 24 hours, be returned to the owner of the property if known, or such property shall be handed in by the driver to any police station.
23. The driver of a Private Hire Car, while carrying a passenger, shall be clean and tidy in his person and adhere to the Dress Code for Taxi/Private Hire Car Drivers approved by West Dunbartonshire Council. The driver of a Private Hire Car shall conduct himself in a proper and civil manner. In accordance with the Smoking, Health and Social Care (Scotland) Act 2005, smoking within a Private Hire Car is prohibited at all times whether the driver is engaged in a hire or not.
24. The driver of a Private Hire Car shall not at any time nor at any place sound a horn, alarm or other audible means of announcing to the hirer or proposed hirer the arrival of the Private Hire Car. This does not prohibit a text message being sent to a customer's mobile phone with an audible alarm.
25. The holder of a Private Hire Car driver's licence shall immediately inform the Licensing Authority if he has reason to believe that he is not physically fit to drive a Private Hire Car.

Note: In terms of Section 13(4) of the Civic Government (Scotland) Act 1982 the Licensing Authority has the power to require the holder of a licence to submit to a medical examination at any time for the purpose of ensuring that he is physically fit to drive a Private Hire Car.

26. The driver of a Private Hire Car shall notify the Licensing Authority at the time of application of the name and address of the Private Hire Car operator for whom they will drive. The Private Hire Car driver will immediately thereafter give written notice to the Licensing Authority if

they drive for a different operator and supply the name and address of the said operator.

27. On initial grant of a Taxi/Private Hire Car Driver's licence, licence holders must register for and complete a Customer Care Training course provided by GTG Training, 1330 South Street, Glasgow, G14 0BJ. Licence holders must attend the course within 6 months of the licence being granted. Failure to do so without a valid reason will result in the licence holder being brought before the Licensing Committee. Customer care training may also be used by Officers as a means of educating drivers who are found to be in breach of the standard conditions or as a sanction imposed by Members dealing with a holder of a Taxi/Private Hire Car drivers licence whose application for renewal is subject to an objection or representation or whose licence is subject to a request for suspension.

28. In these conditions:

"Authorised Officer" means such officer, agent or any other third party of the Licensing Authority who has authority to act for and on behalf of the Licensing Authority in connection with all or any of the foregoing conditions.

"Exclusive" as applied to the hire of a Private Hire Car, means that a single fare is payable by any one passenger, whether or not more than one passenger is carried and "exclusive hire" shall be construed accordingly.

"Shared" as applied to the hire of a Private Hire Car, means that each passenger is carried at a separate fare payable to the driver and "shared hire" shall be construed accordingly.

WEST DUNBARTONSHIRE COUNCIL

DRESS CODE FOR HOLDERS OF TAXI/PRIVATE HIRE CAR DRIVER'S LICENCES

Holders of Taxi/Private Hire Car Driver's Licences which are issued by West Dunbartonshire Council must, as a condition of their licence, follow the dress code below.

Minimum standard of dress for male licence holders:-

Tailored trousers (tailored short trousers permitted)
Jeans/denim trousers (providing they are in good condition)

Short sleeved shirt, either dress or casual
Crew neck sweat-shirt

Dress shoes, boots or sandals
Training shoes, sports shoes or shoes of similar design (providing they are in good condition and are smart in appearance)

Minimum standard of dress for female licence holders:-

Tailored skirt, dress or trousers (tailored short trousers permitted)
Jeans/denim trousers (providing they are in good condition)

Blouse, shirt or top, either dress or casual
Crew neck sweat-shirt

Dress shoes, boots or sandals
Training shoes, sports shoes or shoes of similar design (providing they are in good condition and are smart in appearance)

What is not permitted:-

Football/sports shorts

Track suits, shell suits, jogging suits, or similar (jogging trousers will be permitted in the case of Drivers who have certain medical conditions)

Vest tops, sports tops (football, rugby, etc.)

Flip-flops

Any cap or hat that when worn may obscure the passengers view of the driver in the event that they later had to identify them.