

**Revisions to Guidance Notes and Conditions for Hackney Carriage and Private Hire Vehicle Owners, Operators and Drivers with effect from 1 April 2015**

**New condition:**

All licensed Operators are required to report details of any convictions, cautions or fixed penalty fines imposed within 28 days of the conviction, caution or fixed penalty. Details should be entered on the 'Notification of Conviction, Caution or Fixed Penalty' which is available at [www.bracknell-forest.gov.uk/licensing](http://www.bracknell-forest.gov.uk/licensing) and by hard copy on request.

**New condition:**

The Operator shall not knowingly or recklessly employ anyone as a controller to receive bookings and despatch vehicles, who has been deemed 'not fit and proper', by any local authority, to hold a private hire Operator, private hire driver or dual/hackney carriage driver's licence, unless approved by the Council.

**New condition:**

Only trading or company name(s) that are written on the Operator Licence, or other trading name approved by the Council in writing, shall be used for trading in the Borough of Bracknell Forest.

**New condition:**

For any vehicles insured under a fleet policy or temporary cover note, and any temporary replacement vehicles, the vehicle licence holder must ensure that a copy of the vehicle insurance cover note or certificate is retained in the vehicle at all times and made available on demand.

**Amend current condition 31.6:**

From:

If the Operator uses a computerised record system, there must be a facility to be able to print a hard copy of the records immediately on the request of an authorised officer of the Council or police officer.

to:

The Operator shall at all reasonable times provide authorised officers of the Council and the Police with any information necessary for the purpose of checking booking records. Whenever the company office is open for accepting bookings, the Operator shall ensure that there is an authorised member of staff present who has received suitable and sufficient training and instruction concerning the provision of information required, including the ability to satisfactorily and competently operate any computer system used for the purpose.

**Amend current condition 3.2**

From:

As the Council bases its fees on the provision of the service, no refunds shall be made except in exceptional circumstances.

to:

No refunds shall be payable in respect of driver licences which have been granted, as the fee paid covers the cost of administration of the application.

Where a vehicle licence or Operator licence is surrendered, a partial refund may be payable subject to the deduction of the appropriate refund processing fee.

**Amend current condition 10.1:**

From:

A vehicle submitted for initial licensing must be less than 5 years old or, if wheelchair accessible, less than 4 years old from date of first registration. The maximum age of a vehicle that may continue to be licensed is 8 years from date of first registration for saloon and estate vehicles, and 10 years for a purpose-built Hackney Carriage.

to:

A vehicle submitted for initial licensing must be less than 5 years old or, if wheelchair accessible, less than 4 years old from date of first registration.

The maximum age of a vehicle that may continue to be licensed is 8 years from date of first registration for all types of private hire vehicle, and 10 years for hackney carriages.