

Private Hire Operator's Licence

CONDITIONS

The holder of this licence must:

1. Keep all written records required by the licence conditions below, as provided for by Section 56 (2) of the Local Government (Miscellaneous Provisions) Act 1976, in a format approved in writing by the Licensing Department and shall produce the records for examination on request to any authorised officer of the Isle of Wight Council ("the council") or to any constable for inspection.
2. Make a written record, before the commencement of each journey, of the following particulars:
 - The time and date of the booking,
 - The name of the hirer,
 - The time, date, place of pickup and destination,
 - The vehicle and driver used,
 - How the booking was made,
 - Any other details relevant to this booking, i.e. sub contracted, request for disabled access vehicle.
4. Keep all records required by condition 2 for a minimum period of one calendar year.
5. Holds the Private Hire Driver's Licence of each driver during the period that the driver is employed by them, and hand back the licence to the driver when the driver leaves the service of the Operator.
6. Hold a record of the following information for all Private Hire drivers employed or used by him:
 - The name and current address of the driver,
 - The driver's DVLA licence details,
 - The driver's Private Hire Driver's licence number and date of expiry,
 - The date the driver started working for him,
 - The date the driver ceased to work for him.
7. Hold a record of the following records of all private hire vehicles operated by him:
 - Details of the registered owner,
 - Registration number,
 - The details of the Private Hire vehicle licence, including the date of expiry,
 - The date the operator started to use the vehicle,
 - The date the operator ceased to use the vehicle.
8. Notify the Council in writing of any change of either his home address or operating base within seven days of that change.
9. Must not change the address from which he operates without the prior written agreement of the Licensing Department of the Council.
10. Notify the licensing department of the Council in writing within 7 days of any conviction/caution imposed on him/her or any joint proprietor, director or partner during the period of the licence.
11. Within 24 hours notify the licensing department of the Council in writing upon receipt of any complaint about the service provided.
12. Ensure that all correspondence with the Licensing Department is submitted in writing.