



PRIVATE HIRE DRIVER'S LICENCE

Section 51 Local Government (Miscellaneous Provisions) Act 1976

COVID-19 INTERIM ARRANGEMENTS FOR RENEWAL OF LICENCE

Name of licence holder:

INSERT DRIVER NAME

Licence number:

INSERT LICENCE NUMBER

Having regard to the current Government advice and restrictions to prevent and reduce further transmission of the COVID-19 virus, Portsmouth City Council has made interim arrangements for the renewal of private hire driver licences which are due to expire before 30 June 2020.

This notice hereby confirms that your private hire driver's licence has been renewed for a **further 12 months** from the date of expiry in accordance with legal requirements.

At this moment in time we have been unable to issue a new driver identification badge as part of the renewal process. However, you must retain your expired badge and this notice to verify and identify that you are duly authorised to continue to act as the driver of any private hire vehicle licensed by the council. You may either download and print a hard copy of this notice for retention or save an electronic copy to have available on demand.

YOU MUST PRODUCE EVIDENCE OF THIS NOTICE AND YOUR EXPIRED DRIVER IDENTIFICATION BADGE ON DEMAND BY ANY AUTHORISED OFFICER, POLICE OFFICER OR A MEMBER OF THE PUBLIC.

If any person has any concerns or wishes to check the validity of this notice then please contact the Licensing Service at licensing@portsmouthcc.gov.uk. (Please obtain the name and badge number of the driver so we can verify details for you).

Licence holders must ensure that they read the important notes on the following pages.

Date of notice: **Insert Date**

A handwritten signature in black ink that reads "Nickii Humphreys".

Nickii Humphreys
Licensing Manager
(Authorised Officer)

NOTES - IMPORTANT - PLEASE READ

- An authorised officer may request the production of this notice and your expired ID badge at any time.
- This licence will cease if the licence holder becomes disqualified by reason of their immigration status.
- The Council will be contacting you by email in the next few weeks to undertake further checks of documentation associated with the renewal of your licence and payment of the relevant fee. Please ensure that we have up to date records of your contact details (telephone/email) as if we are unable to contact you then we will have no option but to revoke your licence until such times as the information/fee is provided.
- **You must immediately notify the Council if there have been any changes to your medical suitability, if you have been arrested, convicted or cautioned for any offences since the last renewal of your licence, have any pending prosecutions or any other circumstances which may affect your suitability to continue to hold a licence.**
- Please have regard to the latest announcements and updates about the Coronavirus (COVID-19) which can be found on the Government's website at : <https://www.gov.uk/coronavirus>, the NHS website at <https://www.nhs.uk/coronavirus> and the Council's website at: www.Portsmouth.gov.uk

Portsmouth City Council will process your personal information in accordance with data protection law. The personal details provided by you will be used for licensing service purposes. Your details will be held on a database and where the law allows, may be shared with other departments within the council to update details they hold about you. The council may also be required to disclose personal information to third parties (such as Police, Department for Work and Pensions or for the National Fraud Initiative) for the purposes of preventing or detecting crime or apprehending or prosecuting offenders.

For further information about how the Council collects and uses personal information please visit our website: <https://www.portsmouth.gov.uk/ext/the-council/data-protection-privacy-notice>

CONDITIONS OF LICENCE

1. **A)** The driver shall notify the council within 24 hours of any changes to:
 - Their name, address, telephone or email contact details
 - Any medical condition that might affect an ability to drive professionally to the group 2 vocational standard
 - Their driving licence so far as this relates to the imposition of penalty points, any other endorsements, fines or disqualifications
 - Their Disclosure & Barring Service enhanced check certificate so far as this relates to the imposition of any convictions, cautions, reprimands or warnings
 - Their right to work or reside in the UK.

- B)** The driver shall notify the council within 24 hours of any arrest, detention or charges being preferred against them.

2. The driver shall be clean and tidy in appearance and shall at all times be dressed in a manner so as not to cause offence to members of the public. If the operator has provided for drivers to abide by a corporate "company" clothing policy when working - the driver shall wear such branded clothing.

The driver shall wear appropriate foot wear and no flip flops shall be permitted.

3. The driver shall behave in a civil and orderly manner at all times.

4. The driver shall take all reasonable precautions to ensure the safety and comfort of persons travelling in the vehicle and shall give assistance in helping persons in and out of the vehicle when requested. Further, the driver shall give reasonable assistance with loading and unloading of any luggage to and from the entrance of any house or other place where he collects or sets down any passengers.

5. **A)** The driver shall keep the interior and exterior of the licensed vehicle clean and comfortable at all times. The driver shall report immediately to the vehicle proprietor any apparent defect materially affecting the safety, comfort or roadworthiness of the vehicle.
B) The driver shall, unless previously claimed by the owner, hand any property left in the vehicle within 24 hours to the operator who provided the booking for the vehicle.

6. The driver shall not interfere with any installed CCTV media recording device and shall report immediately to the vehicle proprietor any apparent defect to the recording media. The driver shall ensure that the recording media (visual) is switched on at all times when the vehicle is working.

7. The driver shall ensure that the rear licence plate and interior front windscreen licence disc are on public view at all times and shall report immediately any loss to the vehicle proprietor.

8. The driver shall not carry more passengers than the "**licensed to carry**" number prescribed both in the vehicle licence and on the plate.

9. No driver shall refuse to carry a passenger in a licensed vehicle by reason of the fact that that passenger is disabled or requires to have with them a wheelchair or other facility of reasonable size.

TO BE READ IN CONJUNCTION WITH THE ADOPTED POLICY GUIDELINES

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ADDITIONAL INFORMATION

Please note that this information does not form part of your licence conditions but is provided for information purposes.

SMOKING

Since 2007 provisions contained in the Health Act 2006 prohibits the smoking of tobacco or any other substance by **any person** in a licensed vehicle. The legislation applies at all times whilst the vehicle remains licensed, thus smoking remains prohibited when the vehicle is not hired or not for hire.



Every licensed vehicle is required to carry at least one legible no-smoking sign under the Smoke free (Signs) Regulations 2012.

ASSISTANCE DOGS*

The Equality Act 2010 imposes a duty on licensed drivers and operators to convey any guide, hearing or other assistance dog in a licensed vehicle. Corresponding licence conditions require a driver to convey a passenger with disabilities and/or requiring the use of a wheelchair.

Drivers must:

- carry assistance dogs accompanying disabled people;
- allow the dog to remain with the passenger

Operators must:

- accept bookings made by or on behalf of a disabled person who is accompanied by a guide, hearing or other assistance dog;
- accept bookings made by a person who will be accompanied in a PHV by such a disabled person; and
- not make an additional charge for carrying the assistance dog

**Future provisions regulating the carriage of passengers with wheelchairs and the fares charged are under consideration.*

Exemptions

If a driver has a medical condition, such as severe asthma, which is aggravated by contact with dogs, or is allergic or has an acute phobia to dogs, or on evidenced medical grounds has a physical condition that makes it unreasonably difficult to assist a wheelchair user; it may be possible for them to qualify for an exemption. Please discuss this with the Licensing Service in the first instance, to whom application for exemption must be made. The driver will be required to produce conclusive medical evidence in support of any exemption application.

There is a right of appeal to the Magistrates' Court against the refusal to issue an exemption certificate.

Please note that the law does not allow for an exemption to be granted on religious grounds.

An operator cannot claim an exemption from the above requirements.



SECTION 17A (DISABILITY DISCRIMINATION) ACT 1995
NOTICE OF EXEMPTION

Name of private hire vehicle/licensing authority _____

Driver's full name _____

Licence holder _____

The person named above is exempt from carrying guide dogs, hearing dogs or assistance dogs in the private hire vehicles specified at "A" below or in kind of private hire specified at "B" below

A. Registration number of the private hire vehicle _____

B. Kind of private hire vehicle _____

(a) Private hire vehicle with full partial exemption for driver from the passenger compartment

(b) Private hire vehicle with full partial exemption for driver from the passenger compartment

This notice expires* _____ 20____

*Where appropriate to be completed

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