

Additional Policy and Standard Conditions for Limousines, Novelty Vehicles and Executive Hire :

Preliminary Matters :

1. Except where stated otherwise, these Conditions are in addition to the standard Private Hire Vehicle Conditions.
2. For the purposes of licensing by the Council a limousine is described as a luxurious vehicle that has been stretched by the insertion of an additional section not exceeding 3048 millimetres, (120 inches), to extend the length of the vehicle. The vehicle must be capable of carrying up to, (but not exceeding), eight seated. passengers. Each passenger seating area will be at least 40cm, (15.7 inches), wide.
3. The nature of limousines is such that they are unlikely that they will comply with the Council's age policy and will therefore be deemed to be exempt from the policy.
4. Consideration will be given to the licensing of "novelty" vehicles, (such as fire engines), on an individual basis.
5. Applications for exemptions from standard Conditions will be considered in respect of executive, chauffeur driven vehicles.

Documentation :

The following documentation, in original form, or certified copies, are required to be submitted to the Council's Licensing Section before a vehicle is licensed, :-

- (a) Completed importation documentation – Single Vehicle Approval, (SVA);
- (b) A Qualified Vehicle Modifier Certificate, (QVM). This is issued by the Coach Builder;
- (c) DVLA registration document, (V5);
- (d) Insurance documents covering Hire and Reward, Public Liability Insurance and where Drivers other than the Proprietor are used, Employer Liability Insurance;
- (e) Vehicle Test Certificate : inspection carried out and certificate issued by the Council's in-house testing station;
- (f) Vehicles converted to run on LPG must produce an Installation Certificate from a LPGA approved UK vehicle conversion company; and
- (g) Documentation to show the overall weight of the vehicle, (as displayed on the vehicle logbook).

Conditions for Limousines and Novelty Vehicles :

1. The Proprietor will ensure that the vehicle is of a type approved by the Council, :-
 - (a) The maximum length of the vehicle "stretch" must not exceed 305cm, (120 inches);
 - (b) The vehicle should be equipped with a minimum of four road wheels and one full sized spare wheel. The tyres must be of an approved rating as specified by the manufacturer ie., 235/75R 15 108S (BF Goodrich Extra Load, or equivalent). Vehicles produced since 1998 should be fitted with 225/70R 16 107T (Reinforced);
 - (c) In addition, tyres on the same axle must be of the same nominal size and aspect ratio;
 - (d) The front windscreen must allow 75% light transmittance and the front driver and passenger windows must allow 70% light transmittance. (Construction and Use Regulations 1986);
 - (e) No self-adhesive material, (tinted, or clear), to be affixed to any part of the glass without the prior written approval of the Council;
 - (f) The interior of the vehicle must be kept wind and watertight;
 - (g) No passengers may be transported whilst being seated in the front of the vehicle;
 - (h) Passenger seating is not required to be front, or rear facing;
 - (i) The seats in the passenger compartment must be kept properly cushioned and covered;
 - (j) The floor in the passenger compartment must be provided with a proper carpet, mat, or other suitable covering;
 - (k) There must be adequate internal light to enable passengers to enter and leave the vehicle safely;
 - (l) The internal fittings and furniture of the limousine must be kept in a clean, well-maintained condition and in every way fit and safe for public use;
 - (m) Facilities must be provided for the conveyance of luggage safely and protected from inclement weather;
 - (n) The vehicle must have at least two doors for use by passengers conveyed in limousine and a separate means of ingress and egress for the Driver;
 - (o) The exterior of the limousine must be kept in a clean condition especially during inclement weather; and
 - (p) Facilities must be provided to ensure that any person travelling in the limousine can communicate with the Driver.

2. **Exemption Notice – Section 75(3) of the Local Government (Miscellaneous Provisions) Act 1976 :**

The Council will issue a written notice that exempts the vehicle from having to display identification plate(s). This notice must be carried in the vehicle at all times and be available for inspection on request by an Authorised Officer, or a Police Officer.

3. **Licence Plates :**

- (a) The Proprietor of a limousine, or novelty vehicle will ensure the identification plate(s) is maintained and kept in such condition so that the information contained on the identification plate is clearly visible at all times; and
- (b) The identification plate remains the property of the Council at all times and must be carried in the limousine so as to be easily removed, or inspected by an Authorised Officer, or Police Officer.

4. **Passengers :**

- (a) The limousine, or novelty vehicle must not convey a greater number of passengers than the number prescribed in the Licence. For the avoidance of any doubt, a baby being carried in the arms of a passenger is regarded as being a passenger;
- (b) All passengers must remain seated at all times when the vehicle is in motion; and
- (c) In accordance with Construction and Use Regulations, where seat belts are fitted, they must be used by all passengers.

5. **Uniform :**

The Proprietor will ensure that the Driver of the vehicle will be appropriately dressed in a chauffeur's uniform, or "business type" suit when the vehicle is being hired.

6. **Material Change :**

The Proprietor will notify the Council immediately in writing if there is any material change in the nature of the use of the vehicle during the period of exemption. This is to be done using the following e-mail address :
licensing@sunderland.gov.uk

Conditions for Executive Vehicles :

Where a vehicle is licensed as a Private Hire Vehicle in accordance with Section 48 of the Local Government (Miscellaneous Provisions) Act 1976, but that it is a Condition of the Private Hire Vehicle Licence that the Vehicle be exclusively used for "executive use", as opposed to what is reasonably understood to constitute "normal Private Hire use", the following Conditions will apply, :-

1. The Proprietor of the vehicle must make available for inspection, and the provision of copies, if so requested, within 24 hours of receipt of such a request, contract specifications and / or evidence of all contract and account customers, (including usage), to demonstrate that the Vehicle is being exclusively used for “executive use”, as opposed to what is reasonably understood to constitute “normal Private Hire use”;
2. The vehicle will be exempt from Conditions requiring the use of a roof sign and the overall appearance of the vehicle both externally and internally must be that of an unlicensed private vehicle at all times;
3. The Exemption Notice is granted subject to the licensed Private Hire Vehicle being operated in accordance with standard Conditions and any additional Conditions;
4. Failure to comply with the Conditions would be a breach, which could lead to Section 60 of the 1976 being applied in respect of the Vehicle. Here, the Council would have a discretion to revoke, or refuse to renew a Private Hire Vehicle Licence on the grounds specified in Section 60(1). One of the grounds is a catch-all provision : “*any other reasonable cause*”. For example, if the Vehicle was to be used for what is reasonably understood to constitute “normal Private Hire use”, as opposed to it being engaged exclusively for “executive use”, then that would be a breach of the Condition authorising the Vehicle to be exclusively used for “executive use”, as opposed to what is reasonably understood to constitute “normal Private Hire use”. This could lead to a suspension, or revocation of the Vehicle’s Private Hire Vehicle Licence; and
5. The Private Hire Operator, Proprietor and Driver operating under the provisions of an executive Exemption Notice remain subject to the requirements of the 1976 Act with regard to the respective Licences and the Conditions attached in each case.