

Hackney Carriage Vehicle Licence

A general guide to requirements for obtaining a licence - September 2025

www.portsmouth.gov.uk



Introduction

If you want to use a vehicle in Portsmouth for public hire and to carry passengers then you must hold a Hackney Carriage Vehicle Licence issued to you by Portsmouth City Council. It is against the law for a proprietor to use, or permit the use of, a vehicle without this licence. This guidance tells you:

- ✓ What legal requirements you must meet to obtain a vehicle licence
- ✓ What technical specifications for vehicles we have adopted
- ✓ What information we need from you to enable us to consider your application

We will be asking you to complete an application form and to provide other information about you and your vehicle in order that we can process and consider your application. All information received will be treated with respect and in confidence.

PLEASE READ THIS GUIDANCE CAREFULLY. PLEASE ASK FOR FURTHER INFORMATION OR ADVICE FROM OUR TEAM IF YOU ARE UNCLEAR ABOUT ANYTHING.

What are the legal requirements?

There are many different laws affecting proprietors and vehicles but the main Act of Parliament covering the licensing of Hackney Carriage Vehicles is [Part II, Local Government \(Miscellaneous Provisions\) Act 1976](#), [Town Police Clauses Act 1847](#) and the [Transport Act 1985](#).

These Acts give us powers to impose conditions on the grant or renewal of vehicle licences and enable us to make policy guidelines determining the design or appearance of the vehicle to make it identifiable as a taxi.

We may also limit the number of vehicle licences in the city if satisfied "that there is no significant demand for the services of hackney carriages which is unmet".

The Council commissions independent transport consultants to conduct surveys in relation to the demand for services of hackney carriage vehicles in the city.

The last survey in October 2017 concluded that there was no unmet demand for the services of taxis.

AS A RESULT THE COUNCIL WILL NOT CURRENTLY GRANT ANY NEW VEHICLE LICENCES.

Before renewing your existing licence we must be satisfied that:

- i) Your car is of suitable design and appearance and have such distinguishing marks as to identify it as a taxi (see technical specifications)
- ii) Your car is mechanically suitable
- iii) Your car is safe and comfortable
- iv) Your car is insured for standing and plying for hire (and private hire if applicable)
- v) Your car is constructed or adapted to seat no more than 8 passengers
- vi) You are responsible for the keeping and running of the vehicle either solely or in partnership with other persons
- vii) Your licence, if renewed, will be for one vehicle at any one time
- viii) You have been honest in supplying information to us and must not, under any circumstances, make a false statement at any time to obtain your licence. This is a serious offence.

What information must you provide to us?

To help us consider your application, you will need to provide the information outlined below and meet our policy requirements. The Council's [Hackney Carriage and Private Hire Policy](#) is available on our website. This policy is reviewed every 5 years but will consider interim reviews should there be significant issues arising in our area which necessitates such a review.

If there are any changes in licensing requirements, a review will be undertaken of the licences already issued and that such a review may lead to a suspension, revocation or a refusal to renew a respective driver, vehicle or operator licence if a licence holder does not meet the amended required standard.

1. Disclosure and Barring Service (DBS) Check

This check enables us to find out if there are any previous criminal convictions/cautions recorded against you. You have a duty to tell us about any convictions in order to help us decide whether you are "fit and proper" to hold a licence. **All vehicle proprietor DBS checks will be to a basic level.** These checks will be undertaken every 12 months.

All applicants/existing licence holders will be required to subscribe to the [DBS Update Service](#) once they have completed an initial DBS application form from the licensing office.

Any DBS check will be rejected if it is over 3 months old. There will be a DBS portability presumption at the discretion of the Licensing Manager for any check up to 3 months old.

DBS have produced a number of Privacy Policies in compliance with the General Data Protection Regulations (GDPR) which explain how they will use your personal data within each of their services and outline your rights. When making your application for a licence and undertaking a DBS check, it is important that you make yourself aware of the [relevant privacy policies](#) before you submit an application.

If you have any cautions/convictions recorded against you, it might affect your application for a licence (or continue to be licensed). This is because the Council has to be satisfied that you are "fit and proper" having regard to the safety and protection of the travelling public.

Overseas convictions

In accordance with the [Department for Transport \(DfT\) Statutory Guidance](#) in relation to overseas convictions, applicants should provide criminal records information or a "Certificate of Good Conduct/Character from overseas in order to properly assess risk and support the decision-making process. Therefore, a certificate of good conduct will be required from any applicant who has lived overseas for any period of time since the age of 18. Further information on criminal record checks for overseas applicants can be found on the [DBS web site](#).

The certificate must include both criminal and motoring matters and be translated into English.

ONLY ORIGINAL DOCUMENTS WILL BE ACCEPTED.

Relevance of Convictions

Appendix A of this guidance sets out the rehabilitation periods for convictions and our policy on the relevance of convictions or behaviour when considering applications.

2. Production of Relevant Documents

To consider your application, you must produce the following documents to us for verification:

- i. Vehicle Registration Document (V5) or the bill of sale on first licensing.
NOTE: THIS MUST INCLUDE THE FRONT PAGE OF THE V5 DOCUMENT
- ii. MOT Certificate or Certificate of Compliance (if applicable)
- iii. Policy or cover note of motor insurance covering the vehicle for "public hire use" (and private hire use where appropriate)
- iv. Details of CCTV installation including Data Controller information

3. Mechanical Suitability of your Vehicle

So that we are satisfied that your vehicle is suitable for use as a private hire vehicle, it must undergo, and pass, a mechanical inspection with our nominated vehicle examiners who are Adams Morey, Burrfields Road, Portsmouth. The arrangements for getting the vehicle tested are as follows:

- ✓ Please telephone the licensing office and we will make an appointment for you for the mechanical inspection;
- ✓ On the day of the test (or the day before), you must attend the licensing office with your application form, fee and relevant documents for checking by licensing staff;
- ✓ You will also be provided with the "hackney carriage" livery and bracket to affix to the vehicle for display of the licence plate (a separate fee is chargeable for this);
- ✓ After the vehicle has been inspected and passed the test you must return to the licensing office with the livery displayed on the vehicle, the plate bracket secured to the vehicle, and relevant documentation from the vehicle examiners to confirm that the vehicle has passed the mechanical inspection.

Attached as **Appendix B** to this guidance is a full list of the mechanical testing requirements for your vehicle.

Important

Please be punctual for the mechanical test. If you fail to turn up or are late, you will be liable for payment of a cancellation fee. If you cannot make the test appointment for any reason, please notify the licensing office at least one hour beforehand so we can reschedule your inspection.

If your vehicle fails the test, the first re-inspection will be undertaken at no charge to you. However, if it fails on subsequent occasions, a charge will be made for further tests.

If you have any questions about the test you can either contact us or Adams Morey Garage Reception on 023 9262 7208.

4. Vehicle Livery and Company/Commercial Advertising

It is a mandatory requirement that PCC livery is displayed on licensed vehicles to clearly distinguish that the vehicle is licensed.

This livery is supplied, at cost, by PCC and must be displayed at all times the vehicle is being used.

If you propose to display any company or commercial advertising on the front door panels of your vehicle, you must obtain written permission from us at least 7 days before using any new advertisements/company livery.

5. Vehicle Specification Policy

There are many different makes and styles of vehicle on the road today. Not all vehicles would be suitable for use as a hackney carriage vehicle and the Council has therefore approved certain policy standards to guide proprietors on the type of vehicle considered suitable bearing in mind public comfort, safety and the legal requirements for licensing vehicles. The policy requirements are set out below and you should have regard to these factors before making application for the grant of a vehicle licence.

Vehicle age limit requirements

- With effect from 29 July 2024, all private hire and hackney carriage vehicles shall be under **6 years** of age on first licensing
- Any vehicle may be relicensed until **12 years** of age, provided the vehicle meets with the requirements of the PATN guidance as approved by the Council and is supported by an evidenced service history in line with the manufacturer's guidelines; (with effect from 1 April 2023)
- All newly licensed vehicles be Zero Emissions Capable from **1 January 2030**
- Any vehicle presented for a **temporary use** licence shall be under **2 years old** and provided the vehicle meets with the requirements of the PATN guidance as approved by the Council and is supported by an evidenced service history in line with the manufacturer's guidelines. Temporary hackney carriage vehicles must be silver.

Vehicle Technical Specifications

- Vehicle to meet the EC whole vehicle type approval standards for vehicles in the M1 category or be VCA compliant and approved;
- Private hire or hackney carriage wheelchair accessible vehicles ("WAV") licensed with effect from 1 April may be licensed with either rear, side loading or both loading provision (Those existing WAV vehicles may remain in use with a minimum nearside loading provision);
- If a hackney carriage, the vehicle shall be a uniform silver in colour;
- If a private hire vehicle, the vehicle shall be any colour other than silver;
- The vehicle shall normally be right hand drive;
- There should be sufficient doors of sufficient size to aid entrance and exit from the vehicle in comfort;

- The vehicle shall have a wheelbase of at least 2540mm;
- The back seat shall be at least 1270mm wide;
- Any individual seats should be at least 400mm wide;
- The vehicle proprietor shall comply with any approved local livery requirements for both hackney carriage and private hire vehicles and so far as this relates to roof signs for hackney carriages and all exterior and interior signage;
- If the currently licensed hackney carriage is on a designated and recognised wheelchair accessible plate, it may only be replaced by a wheelchair accessible vehicle meeting the EC whole vehicle type approval standards mentioned above;
- The vehicle must not have been "written off" for the purposes of the [industry recognised categories A, B, C, D, N and S](#).

Vehicle Testing Arrangements

The inspection and testing of vehicles is in accordance with the PATN guidance and shall be undertaken at the following intervals:

Vehicles 0 - 6 years of age - 1 full test per year

Vehicles 6 years of age and over - 2 full tests per year

CCTV Provision in Vehicles

Any newly licensed vehicles are required to be fitted with compliant CCTV cameras.

Any camera system installed in a licensed vehicle shall comply with the following technical specifications:

General:

All equipment must be designed, constructed and installed in such a way and from such materials as to present no danger to the driver or passengers, including any impact against the equipment in the event of a collision or danger from the electrical integrity being breached through vandalism, misuse, or wear and tear.

Specifications:

- The equipment must be permanently wired to the vehicle power supply;
- The equipment to have a clear serial or other unique identification number;
- The equipment must not obstruct the driver's view of the road ahead;
- The camera(s) must record both forward and rear facing images;
- Images to be clear, date and time stamped, in colour and in high definition;
- There must be **no** facility to view recorded images from within the vehicle;
- The equipment should be removable from the vehicle when not working and not kept on permanent display;
- The equipment must be tamper proof;
- The equipment must have a built in battery back up;

- There must be a GPS tracking and positioning function together with integration with the vehicle electrics to determine, for example, vehicle speed;
- There must be an auto record function whether by ignition switch turn, door opening, person motion sensor or vehicle in motion sensor and **NOT** just activated by the driver alone;
- The equipment to have a minimum of 31 days image recording and storage capacity;
- If an audio function is provided - this must be set in the default **OFF** position **AND ONLY ACTIVATED BY TRIGGER OR PANIC BUTTON FUNCTION**;
- All equipment shall be installed, maintained and serviced by a competent and/or authorised person;
- A simple operator user manual shall be provided on demand;
- All stored images to be protected with no unauthorised access and all images shall be encrypted;
- Any requested images shall be capable of viewing and playback using industry standard software;
- Clear and prominent signs within the vehicle giving details of the organisation/person/purpose and contact details should be provided where possible.

Conditions:

- The proprietor shall cause the vehicle to be fitted with a working and secure digital CCTV system (to capture both forward and rear facing colour images in high definition) and to retain such data for a period of 31 days;
- The installed CCTV to comply with any code(s) of practice issued by the Information Commissioner, the requirements of the Data Protection Act 1988 and any technical specifications approved by the committee for the time being in force;
- The proprietor shall, within 7 days, give written notice to the Council of the installation of any CCTV system in the vehicle to include the make, model and serial number of the equipment so installed;
- The proprietor shall check the system for malfunction at least once a month and, if a repair or download is required, the vehicle may continue to be used provided any malfunction is rectified within 24 hours;
- The proprietor shall, upon receiving any enquiry or request from an authorised officer or Police officer, provide details of any stored images or audio recordings as the case may be.

Important

The CCTV system MUST be fitted and operation at the time the vehicle is presented for mechanical inspection otherwise your application for a vehicle licence cannot proceed.

6. Hackney Carriage Table of Fares

The Licensing Authority sets the maximum fares that may be charged for journeys by hackney carriage vehicles. A copy of the current Table of Fares can be found at **Appendix C**

7. Granting/Renewing your Licence

Once you have completed the steps outlined above and providing your vehicle meets the mechanical and policy specifications, we will be able to issue your licence. Your Licence will be subject to conditions which you **must** familiarise yourself with. Those conditions will appear on your paper vehicle licence.

A fee will be charged for the grant of the Licence and payment can be made by cash, debit/credit card. **See Appendix D for further information on our fees and charges.**

If we refuse to grant/renew, suspend or revoke a Hackney Carriage Vehicle Licence, you have a right of appeal to the Magistrates' Court.

Important

A word of caution should be exercised in relation to the “renewal” of respective driver, vehicle and operator licences. The law envisages a “renewal” or the “grant afresh” of a licence that is coming to an end. Previously, there was an informal practice to recognise, and to renew, “late renewals”. However, this is no longer considered appropriate.

For these reasons, and due to case law the Council will only accept and process any renewal application received on or just before a current licence is due to expire or, in exceptional cases, within 2 days after the expiry of the respective licence.

After this time, applicants will have to start afresh and apply for the grant of a licence.

8. Compliance and Enforcement

The Council, as the local licensing authority, is responsible for the statutory control and supervision of both the hackney carriage and private hire trades based upon the core principle of ensuring the safety of the travelling public and other road users.

The Council expects that all licence holders are aware of, and comply with, the licence conditions and/or byelaws appropriate to the licence type. If things go wrong, enforcement action commensurate with the risk will be taken to ensure that the safety of the public is not compromised. The following guidance is designed to provide an overview of the regulations and disciplinary policies used by the Council as part of the licensing process.

We view enforcement as a part of the overall licensing control exercised by the Council but not as a means to an end in itself. Enforcement action is secondary to our primary aim of offering administrative support and ongoing help and advice to licence holders. Equally, however, if enforcement is non-existent then lower standards of conduct might occur with a likely increase in public concern, complaints and dissatisfaction with the two trades.

Also remember that the company or proprietor you work for may have established their own “office” rules or policies to promote and protect the image of the trade. Whilst a breach of such rules will normally be dealt with by the company concerned, it may also lead to complaints being made by persons about your conduct which could result in disciplinary action being taken against you by the Council.

Usually therefore, enforcement action is taken:

To protect the public interest;

To support the policies of the Licensing Committee

To respond to individual public or trade complaints;

To support partnerships with other agencies like the Police and VOSA;

To compliment the Council's corporate enforcement policy (copy available for inspection in our office).

The Role of Officers

The licensing staff are all "authorised officers" of the Council for the purposes of the Acts that regulate the conduct of licence holders. You have a clear legal duty to offer assistance and information to each officer and must not wilfully obstruct or give false information (if say, requested to make a statement or to provide information) - this is a serious offence.

The officers are all empowered to give, or recommend, any (or a mixture of) the following disciplinary measures:

Verbal warning

Written warning

Points

Appearance before the Licensing Sub-Committee

Caution or prosecution authorisation

The officer dealing with you will give clear and simple guidance on any matter of concern and will explain why action is or has been taken. This will be either verbally and/or in writing. If you are unhappy with any enforcement action, in the first instance, contact the Licensing Manager/Principal Licensing Officers who will review the case. If you are still not satisfied then we will give you further advice in relation to progressing your complaint.

Sometimes you may receive requests to provide information (for example vehicle documents or driving licence) or produce your vehicle for a spot check, you must not ignore these requests.

We have the power to suspend vehicle licences immediately if not satisfied as to the fitness of a vehicle as can any Police Officer. We can also immediately suspend or revoke driver licences if considered appropriate and in the interests of public safety. The Licensing Committee can also decide to revoke or refuse to renew a licence.

If you are asked to appear before the Committee then you will be told clearly of the procedures adopted by the Committee to deal with disciplinary cases.

9. Conditions of Licence

Conditions of licence are imposed by the Council using the provisions of an Act of Parliament - for example the Town Police Clauses Act 1847 and Part II, Local Government (Miscellaneous Provisions) Act 1976.

Conditions are imposed to maintain and regulate acceptable standards of conduct and/or to regulate local concerns - conditions between respective councils may, therefore, vary because of this fact.

Licences are considered to be granted and renewed subject to conditions - these usually do not vary but we do have the power to amend or substitute conditions from time to time.

If we do, we always consult with the trade and other stakeholders about the proposed changes before asking the Licensing Committee to adopt the new conditions. Conditions must be reasonable, enforceable and in the public interest.

If a breach of condition (or part of the Acts mentioned) is an offence at law then we may prosecute offenders. All prosecution files are considered on individual merit and we might, for example, consider the issue of a simple caution in some cases. We will have regard to the provisions of PACE when dealing with offences and advise you of your legal rights. The Licensing Manager and Principal Licensing Officers are authorised to recommend prosecutions on behalf of the Council.

As a licence holder you usually have a right of appeal to the Magistrates' Court if you are unhappy with conditions imposed on respective operator, vehicle or driver licences. Other disciplinary measures (like the points system) are local "policy" initiatives approved by the Committee after consultation with the trade and do not therefore form part of your conditions of licence but are used as a "tool" to enforce the approved conditions. Remember however, that the points **and** prosecution can be used simultaneously in some circumstances.

A COPY OF THE CONDITIONS OF YOUR LICENCE ARE ATTACHED AS APPENDIX E TO THIS GUIDANCE

YOU ARE ALSO BOUND BY THE HACKNEY CARRIAGE BYELAWS WHICH ARE SET OUT IN APPENDIX F OF THIS GUIDANCE

10. The Points System

A "Penalty Point" system has been in use by the Council since 1994 and is applied as a "fast track" and parallel disciplinary mechanism to deal with:

- Licence holders breaching conditions;
- Non-compliance with the licensing legislation;
- General unsatisfactory conduct;
- Sanctions following receipt of complaints from the public, other road users and the trade about the conduct of drivers.

Important

The issue of points is a "formal and stepped" way to deal with enforcement concerns but does not negate the right of authorised officers to take other action if deemed necessary. Points may be awarded as a final (and only) sanction or given together with a verbal and written warning. Equally, if the "offence" under investigation is one for which a prosecution could be instigated – that course of action may also be considered as appropriate.

There is no financial penalty associated with the scheme and a licence holder may continue to lawfully work even if points are awarded. There is however a presumption in favour of a hearing before the sub-committee if the number of points accumulated exceeds the following within ANY 12 month period of time:

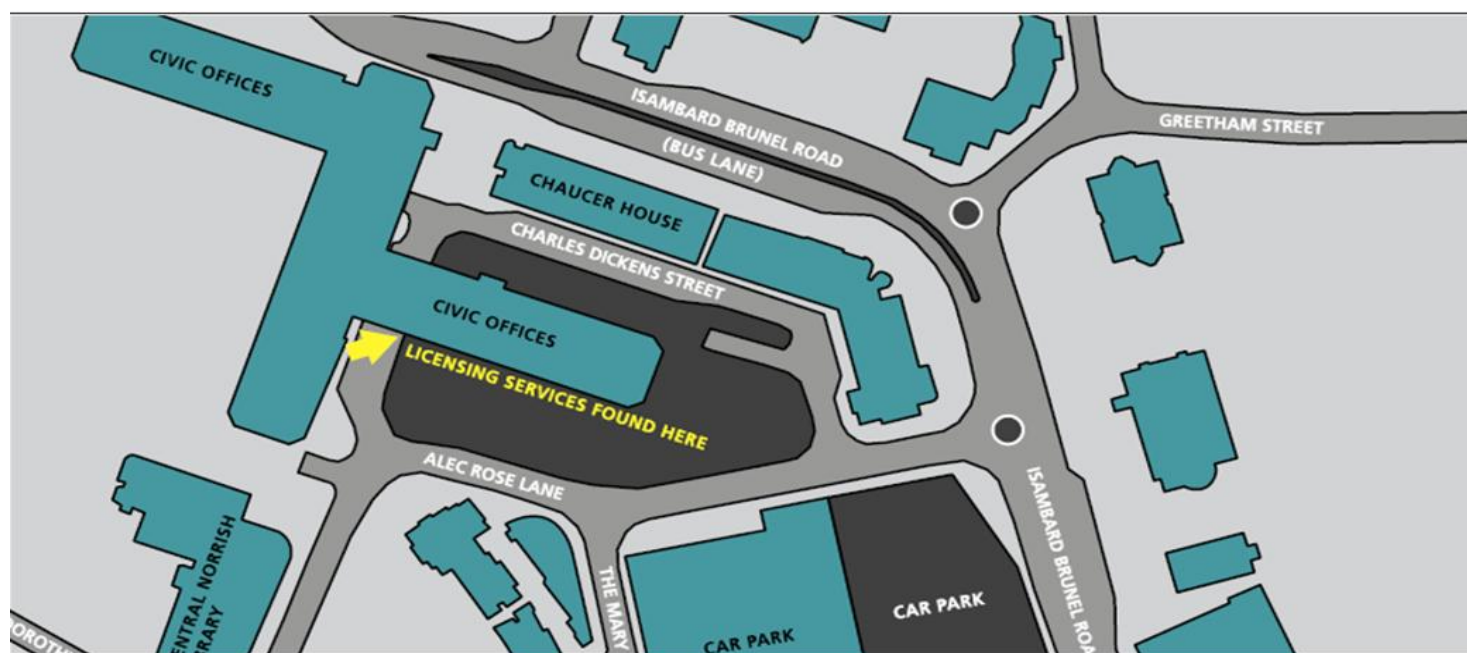
- **Hackney carriage driver 10 points**
- **Private hire driver 10 points**
- **Hackney carriage vehicle 10 points**
- **Private hire vehicle 10 points**
- **Private hire operator 40 points**

A Table of the penalty points system is attached as Appendix G to this guidance

11. Contact Details and Location of Licensing Office

Address:	Licensing Service, Civic Offices, Guildhall Square, Portsmouth, Hants, PO1 2AL			
Telephone:	023 9283 4073	Fax:	023 9283 4811	Email: Licensing@portsmouthcc.gov.uk
Opening Hours:	Mon to Fri: 9 am until 4 pm - <i>*These hours may be extended at busy periods</i>			

The licensing office is situated separately from the main civic reception. The entrance to the public office is located off Charles Dickens Street. See the location plan below.



12. Further Information

For further information concerning the statement of licensing policy in relation to the control, supervision and enforcement of the hackney carriage and private hire trades in Portsmouth please visit our [website](#)

This guidance is intended to provide general information and not a statement of law or a statement of how we will deal with each individual application.

13. Processing of Personal Information

The Licensing Service uses personal information to:

- Deliver services and support to residents and businesses
- Help investigate any concerns or complaints including concerns or complaints raised by councillors or MPs on behalf of constituents
- Plan and manage our service, including checking on the quality of service, developing future service and keeping track of spending
- Carry out the Council's licensing functions including enforcement/compliance checks as and where necessary
- Deal with payments and other financial transactions
- Check an individual's identity or entitlement to personal information

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, NAFN 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](#):

14. Contact details for Hackney Carriage and Private Hire Trade Representatives

Shahed Uddin

Tel: 07796 935966

Email: uddin.shahed@yahoo.co.uk

Forhad Al Mahmud (Deputy)

Tel: 07544 428004

Email: falmahmud@hotmail.com

Nizam Ahmed (Deputy)

Tel: 07903 015566

Email: nizamahmed@tiscali.co.uk

Viv Young

Tel: 07721 318128

Email: vivyoung1976@gmail.com

Veezu - Emma Forder

Tel: 07494 602831 (Emma Forder) Operations Director

Email: emmaforder@veezu.co.uk

Uber - General Help and Information

Email: help@uber.com -

Uber Greenlight Hub
Gatcombe House
Copnor Road
Portsmouth
PO3 5EJ

Independent Uber driver contact: Tamas Bodolai - 07855 072452 - bodolai1987@icloud.com

Portsmouth Hackney Drivers

Abdus Shahid

Tel: 07947 339724

Email: abdus.shahid@outlook.com

Or deputies:

Gulab Ali

Tel: 07982 300316

Gulabmohammadali@outlook.com

Mrinal Ghosh

Tel: 07990 941367

Mrinal.ghosh72@yahoo.com

APPENDIX A

Rehabilitation Periods for Convictions

In 2014, the Government announced significant reforms to the rehabilitation periods for both custodial and non-custodial sentences and these changes came into effect in March 2014. The old (RED) and new (GREEN) rehabilitation periods are shown below.

For Custodial Sentences:

Sentence Length	Former Rehabilitation Period	New Rehabilitation Period (Period of sentence PLUS the buffer period which applies from the end of the sentence)
0 - 6 months	7 years	2 years
6 - 30 months	10 years	4 years
30 months - 4 years	Never spent	7 years
Over 4 years	Never spent	Never spent

For Non-Custodial Sentences:

Sentence Length	Former Rehabilitation Period	New Rehabilitation Period (Period of sentence PLUS the buffer period which applies from the end of the sentence)
Community order and Youth Rehabilitation Order	5 years	1 year
Fine	5 years	1 year from date of conviction
Absolute discharge	6 months	None
Conditional discharge, referral order, reparation order, action plan order, supervision order, bind over order, hospital order	Various - mostly between 1 year and the length of the order	Period of order

Further information in relation to the Rehabilitation of Offenders Act 1974 can be found on the [Gov.uk](http://www.gov.uk) website.

Policy on the Relevance of Convictions and Behaviour	
Type of Conviction	Guideline
Crimes resulting in death	Where an applicant or licence holder has been convicted of a crime that resulted in the death of another person or was intended to cause the death or serious injury of another person, they will not be licensed/licence will be revoked.
Exploitation	Where an applicant or licence holder has been convicted of a crime involving, related to, or has any connection with abuse, exploitation, use or treatment of another individual, irrespective of whether the victims were adults or children, they will not be licensed/licence will be revoked. (This includes slavery, child sexual abuse, exploitation, grooming, psychological, emotional or financial abuse but this is not an exhaustive list).
Offences involving violence against the person	Where an applicant or licence holder as a conviction for an offence of violence against the person, or connected with any offence of violence, a licence will not be granted until at least 10 years have elapsed since the completion of any sentence imposed. In the case of an existing licence holder, the licence will be revoked and a further application will not be supported until at least 10 years have elapsed since the completion of any sentence imposed.
Possession of a weapon	Where an applicant or licence holder has a conviction for possession of a weapon or any other weapon related offence, a licence will not be granted until at least 7 years have elapsed since the completion of any sentence imposed. In the case of an existing licence holder, the licence will be revoked and a further application will not be supported until at least 7 years have elapsed since the completion of any sentence imposed.
Sexual Offences	Where an applicant or licence holder has a conviction for any offence involving or connected with illegal sexual activity or is on the Sex Offenders Register or on any barred list, a licence will not be granted. In the case of an existing licence holder, the licence will be revoked.
Dishonesty	Where an applicant or licence holder has a conviction for any offence where dishonesty is an element of the offence, a licence will not be granted until at least 7 years have elapsed since the completion of any sentence imposed. In the case of an existing licence holder, the licence will be revoked and a further application will not be supported until at least 7 years have elapsed since the completion of any sentence imposed.

Type of Conviction	Guideline
Drugs - Supply	Where an applicant or licence holder has any conviction for, or related to, the supply of drugs or possession with intent to supply or connected with possession with intent to supply, a licence will not be granted until at least 10 years have elapsed since the completion of any sentence imposed. In the case of an existing licence holder, the licence will be revoked and a further application will not be supported until at least 10 years have elapsed since the completion of any sentence imposed.
Drugs - Possession	Where an applicant or licence holder has a conviction for possession of drugs or related to the possession of drugs, a licence will not be granted until at least 5 years have elapsed since the completion of any sentence imposed. In the case of an existing licence holder, the licence will be revoked and a further application will not be supported until at least 5 years have elapsed since the completion of any sentence imposed. Any applicant may also have to undergo drugs testing for a period at their own expense to demonstrate that they are not using controlled drugs.
Discrimination	Where an applicant or licence holder has a conviction involving or connected with discrimination in any form, a licence will not be granted until at least 7 years have elapsed since the completion of any sentence imposed. In the case of an existing licence holder, the licence will be revoked and a further application will not be supported until at least 7 years have elapsed since the completion of any sentence imposed.
Motoring Convictions	Hackney carriage and private hire drivers are professional drivers charged with the responsibility of carrying the public. It is accepted that offences can be committed unintentionally and a single occurrence of a minor traffic offence would not prohibit the granting of a licence or affect a current licence. However, applicants or licence holders with multiple motoring conviction may indicate that an applicant or licence holder does not exhibit the behaviours of a safe road user and one that is suitable to drive professionally.

Type of Conviction	Guideline
Drink driving/driving under the influence of drugs	Where an applicant or licence holder has a conviction for drink driving or driving under the influence of drugs, a licence will not be granted until at least 7 years have elapsed since the completion of any sentence or driving ban imposed. In the case of an existing licence holder, the licence will be revoked and a further application will not be supported until at least 7 years have elapsed since the completion of any sentence or driving ban imposed. In the case of driving under the influence of drugs, any applicant may also have to undergo drugs testing at their own expense to demonstrate that they are not using controlled drugs.
Using a hand-held device whilst driving	Where an applicant or licence holder has a conviction for using a handheld mobile telephone or a hand-held device whilst driving, a licence will not be granted until at least 5 years have elapsed since the conviction or completion of any sentence or driving ban imposed, whichever is the later. In the case of an existing licence holder, the licence will be revoked and a further application will not be supported until at least 5 years have elapsed since the conviction or completion of any sentence or driving ban imposed, whichever is the later.
Any offence(s) against the 1847 or 1976 Acts to include the byelaws and a breach of conditions constituting an offence at law	Where an applicant or licence holder has a conviction under the legislation regulating the hackney carriage and private hire trade, a licence will not be granted until at least 12 months have elapsed since the conviction. In the case of an existing licence holder, the licence will be revoked and a further application will not be supported until at least 12 months have elapsed since the conviction.

Type of Conviction	Guideline
General inappropriate conduct to include that of a sexual nature, persistent and justified complaints (service requests) against an individual driver OR due to any other matters not specifically mentioned above and/or where the reporting officer is not prepared to support an application or continued licensing.	The Licensing Authority has previously considered and adjudicated on complaints about drivers "chatting up" or having consensual sex with passengers after "stopping work". In such cases, and despite no evidenced criminality or Police investigation leading to charges, the view of the Licensing Authority is that such behaviour is inappropriate and not acceptable conduct for a professional driver. Should such complaints be received or a referral is made from another agency, and if the allegations are found to be sufficiently evidenced, it is likely to result in the revocation of a driver licence and a further application will not be supported until at least 5 years have elapsed from the date of revocation. This includes drivers asking for personal details from passenger(s), inappropriate sexual comments (to include the sending and receiving of texts or other social media) and/or comments made of an offensive or discriminatory nature whether verbally, by text or by way of social media to which there is public access. For drivers receiving multiple complaints from the public, other road users or the trade (and in any one licensing period) the Licensing Authority will take a serious view accordingly.



VEHICLE COMPLIANCE INSPECTION AND TESTING REPORT

VEHICLE DETAILS			
Registration:	Make:	Mileage	Meter/Make:
HCW/PHV date number	Model	VIN	Serial No.

Serial No: _____

Authentication Stamp _____

Test Type		Inspection Result	
Full/New Test		PASS	
Full/Annual Test		FAIL	
Full/6-Monthly Test		Future Testing	
Full/Re-Test		Rec Every 6 Months	
Full/Spot Check		Rec Every 12 Months	

Date of Initial Test:	
Print Name:	
Signature:	
Date of Retest:	
Print Name:	
Signature:	

Section	Testable Items	P	A	F
1	Lighting Equipment			
2	Steering and Suspension			
3	Brakes			
4	Tyres & Wheels (Inc Spare)			
5	Seat Belts			
6	Body & Structure			
7	Exhaust Fuel and Emissions			
8	Driver's View of the Road			
9	General			
10	Wheelchair Accessible Vehicles			

Traffic Lights - Tick as appropriate		
Poor (Unsuitable refer to PCC)		
Satisfactory		
Excellent (Like New)		
	Mechanical Condition	Cosmetic Condition
	  	  

Cleaned vehicles are subject to higher mileage and general wear/tear associated with hire and reward use. Accordingly, in assessing the overall condition, any advisory item which would normally pass an MOT could result in a test failure and/or refusal to recommend the issue of a compliance certificate.

[illegible][illegible]

RETESTS MUST BE BOUGHT WITHIN 10 WORKING DAYS VIA ADAMS MOREY DIRECT. TELEPHONE 023 9262 7208/7 209
1) TOP copy to Adams Morey, 2) BLUE copy to vehicle owner, 3) PCC Licensing Service to be emailed daily - licensing@portsmouthcc.gov.uk

APPENDIX C

Hackney Carriage Table of Fares

Taxi Fares

(inclusive of VAT where applicable) wef 17 January 2023

Fares are shown for time, distance and approved extras



TARIFF 1	DAYTIME FARE	For hirings between 0600 and 2200 hours
----------	--------------	---

£4.00 Minimum charge for the first 750 yards (693.11 metres) or 198.03 seconds or part thereof

20p For each additional 167 yards (152.70 metres) or 43.63 seconds or part thereof until 6 miles or the fare reaches £16.00

20p Thereafter for each additional 140 yards (128.01 metres) or 36 seconds or part thereof

TARIFF 2	NIGHT TIME FARE & SUNDAYS	For hirings between 2200 and 0600 hours
----------	---------------------------	---

£4.00 Minimum charge for the first 520 yards (475.48 metres) or 120.77 seconds or part thereof

20p For each additional 155 yards (141.73 metres) or 36 seconds or part thereof until 6 miles or the fare reaches £17.20

20p Thereafter for each additional 140 yards (128.01 metres) or 36 seconds or part thereof

TARIFF 3 BANK AND PUBLIC HOLIDAYS

For any hiring on a bank holiday (with certain exceptions) and to include 1800 - 2359 Christmas Eve, Boxing Day and 1800 - 2359 on New Year's Eve, the fare will be at tariff 1 rate plus 50%

Note – progressive function after 6 miles and night time Sunday rates will not apply

TARIFF 4 DOUBLE HOLIDAY CHARGES

For any hiring on Christmas Day or New Year's Day the fare will be at tariff 1 rate plus 100%

Note – progressive function after 6 miles and night time Sunday rates will not apply

APPROVED EXTRA CHARGES

HM Naval Base/Dockyard entry	£2.00	Excessive loads	By negotiation before start of the hiring
Fouling of vehicle by passenger or animal	£50	Carriage of 5-8 passengers	One payment of £4.00

THE DRIVER MAY REQUEST A DEPOSIT OR FULL PRE-PAYMENT FOR SOME JOURNEYS SUCH AS OUT OF CITY TRIPS. REFUSAL TO PAY THE FARE MAY RESULT IN A PROSECUTION.

1. Credit/debit card payment for fares may be made in all taxis
2. In case of a dispute ask the driver for a written receipt with the fare and taxi number shown

How are the fares calculated?

The taxi fares are the **maximum** a driver may demand for the hire of the vehicle. The meter works out the fare by charging for distance travelled, time taken and automatically recognises night time, Sundays and Bank Holidays.

Examples of Fares

Tariff 1 – 2 miles = £7.40

Tariff 1 – 5 miles = £13.80

Tariff 2 – 2 miles = £8.00

Tariff 2 – 5 miles = £14.80

You will pay more on Bank Holidays and other special dates. Extra charges apply where stated.

How was your journey?

Let us know if you were not happy with the service you received from the driver. We want to help. Make a note of the date, time, driver's badge number and plate number of the car and contact us:

The Licensing Service

Civic Offices

Guildhall Square

Portsmouth PO1 2AL

Tel: 023 9268 8519

Email: licensing@portsmouthcc.gov.uk

Revised January 2023

The driver must carry an assistance dog at no extra charge - Section 168 Equality Act 2010

www.portsmouth.gov.uk

APPENDIX D

Hackney Carriage Fees and Charges - 2026/27

Hackney Carriage Vehicle	
Grant or Renewal	£354
Car to Car Transfer Fee	£151
Car to Car Transfer Admin Fee	£31
Temporary Car to Car Transfer Fee	£114
Vehicle Re-Test Fee	£78
Certificate of Compliance - Duplicate	£11
Section 49 Transfer - Admin Fee	£52
Change of Registration Number	£52
Plate Issue Fee	£11
Hackney Carriage Driver - *wef 1 April 2026	
Grant or Renewal - 1 Year	£185
Grant or Renewal - 3 Year	£418
Replacement Badge	£15
DBS Administration Fee	£12
Geography Test - Each Attempt	£34
English Test - Each Attempt	£23
PCC Drug Screening	£50
Private Hire and Hackney Carriage Vehicle Livery	
Magnetic x2	£50
Adhesive x2	£42
Magnetic x1	£31
Adhesive x1	£26

Conditions of Licence

1. With effect from 29 July 2024, all private hire and hackney carriage vehicles shall be under **6 years** of age on first licensing and may remain licensed until **12 years of age***, provided the vehicle meets with the requirements of the PATN guidance as approved by the council and is supported by an evidenced service history in line with the manufacturer guidelines. **** Effective from 01 April 2023 and the 12 year vehicle age limit will include the remainder of the last licensing year as appropriate.***
2. The vehicle must be a uniform silver in colour.
3. The proprietor shall ensure that the vehicle is maintained and serviced in accordance with the manufacturer's guidelines and recommendations and shall keep documentary evidence of such servicing and maintenance records for inspection by an authorised officer upon request.
4. The proprietor(s) shall notify the council within 24 hours or the next working day of any arrest, detention or charges being preferred against them or the imposition of any conviction, caution, reprimand or warning. For the purposes of this condition proprietor(s) must complete an annual basic DBS check.
5. The proprietor shall keep the interior and exterior of the licensed vehicle clean and comfortable at all times.
6. The vehicle licence plate shall be securely affixed to the rear of the vehicle and kept in public view at all times. The front windscreen licence disc and interior plate number shall also be on public view. The proprietor shall report any loss in respect of the vehicle licence, windscreen disc, interior plate number or rear licence plate to the council within 24 hours.
7.
 - 1) The proprietor shall cause the vehicle to be fitted with a working and secure digital CCTV system (to capture both forward and rear facing colour images in high definition) and to retain such data for a period of 31 days. The installed CCTV to comply with any code(s) of practice issued by the Information Commissioner, the requirements of the Data Protection Act 1988 and any technical specifications approved by the council for the time being in force.
 - 2) The proprietor shall, within 7 days, give written notice to the council of the installation of any CCTV system in the vehicle to include the make, model and serial number of the equipment so installed.
 - 3) The proprietor shall check the system for malfunctions at least once a month and, if a repair or download is required, the vehicle may continue to be used provided any malfunction is rectified within 24 hours.
 - 4) The proprietor shall, within 24 hours of receiving any enquiry or request from an authorised officer or Police officer, provide details of any stored images or audio recordings as the case may be.
8. The vehicle shall exhibit the prescribed local "TAXI" roof sign which shall be illuminated when the vehicle is for hire. The roof sign shall comply with any specifications approved by the council for the time being in force.
9.
 - 1) No interior or exterior signs, adverts, notices or any other wording shall be publicly displayed from a licensed vehicle without the prior written consent of the council. A proprietor shall submit any signage for approval and for display from the front doors only to the council at least 7 days prior to such proposed use and shall NOT display any signage until written approval has been given by an authorised officer.
 - 2) 9(1) above shall not apply to the following:

- Any prior approved Portsmouth private hire operator windscreen and/or rear window sign stating the trade name and/or telephone number and www address of the licensed Portsmouth operator.
- Any prior approved Portsmouth private hire operator signage (permanent and not magnetic) or approved proprietor signage displayed from the front doors of the licensed vehicle only.
- The local mandatory (permanent and not magnetic) display of the council's corporate livery for hackney carriages as may be from time to time prescribed by the council.

3) A proprietor shall only display on or from the vehicle **one set** of approved Portsmouth operator signage as required in 9(2) above at any one time.

10. The vehicle shall be fitted with an accurate clock calendar controlled taximeter incorporating a progressive function. The meter shall be clearly displayed and maintained in accordance with the byelaws.
11. The proprietor shall ensure that the licensing record "white book" prescribed by the council shall be carried in the vehicle at all times and made available for immediate inspection by any authorised officer of the council.
12. The proprietor shall give not less than 7 days prior written notice to the council of the introduction of any further tariff or table of fares for the use of a hackney carriage under a contract or purported contract for private hire or any subsequent amendment thereto.
13. The vehicle shall be equipped with a card payment device which can accept payment by credit/debit card including contactless and be capable of issuing an electronic or manual receipt if requested. The device shall be connected, maintained and made available within the vehicle at all times to ensure customers are able to pay by card. The proprietor shall ensure that appropriate card payment notice(s) are clearly displayed from the vehicle at all times.

The device shall comply with all relevant UK regulations particularly regarding automotive safety and electromagnetic compatibility.

TO BE READ IN CONJUNCTION WITH THE ADOPTED POLICY GUIDELINES

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>



Byelaws

www.portsmouth.gov.uk

with respect to
Hackney Carriages in
the City of Portsmouth

To be kept in vehicle at all times

Index (by paragraph number)

1. Interpretation
2. Licence number to be displayed on carriage
3. Keep carriage clean, tidy and carry fire extinguisher
4. Garage testing
5. Taxi meter to be installed in visible position and illuminated at night
6. Use of taxi meter
7. Tampering of taxi meter or seals
8. Drivers proceeding to stand(s) and conduct whilst on a stand
9. Drivers not to tout for business
10. Drivers to behave in a civil and orderly manner and ensure safety of persons
11. Don't be late for a hiring
12. Don't carry more passengers than permitted
13. Wear your badge
14. Convey luggage and assist passengers
15. Produce byelaws on request
16. Exhibit table of fares
17. Check carriage for any property left
18. Take any property to nearest Police Station within 48 hours
19. Provide Police with driver details
20. Penalty for breach of byelaws
21. Repeal of previous byelaws

Proprietors and drivers should note that it is an offence to breach any of these byelaws

Byelaws

Made under Section 68 of the Town Police Clauses Act 1847, Section 171 of the Public Health Act 1875, by the Portsmouth City Council with respect to hackney carriages in the City Of Portsmouth

Interpretation

1. Throughout these byelaws "the Council" means the Portsmouth City Council and "the district" means the City of Portsmouth.

Provisions regulating the manner in which the number of each hackney carriage corresponding with the number of its licence, shall be displayed.

2. (a) The proprietor of a hackney carriage shall cause the number of the licence granted to him/her in respect of the carriage to be legibly painted or marked on the outside and inside of the carriage, or on plates affixed thereto.
- (b) The proprietor or driver of a hackney carriage shall:
 - (i) Not willfully or negligently cause or suffer any such number to be concealed from public view while the carriage is standing or plying for hire.;
 - (ii) Not cause or permit the carriage to stand or ply for hire with any such painting, marking or plate so defaced that any figure or material particular is illegible.

Provisions regulating how hackney carriages are to be furnished or provided.

- 3.** The proprietor of a hackney carriage shall:
 - (a)** provide sufficient means by which any person in the carriage may communicate with the driver;
 - (b)** cause the roof or covering to be kept watertight
 - (c)** provide any necessary windows and a means of opening and closing not less than one window on each side;
 - (d)** cause the seats to be properly cushioned or covered;
 - (e)** cause the floor to be provided with a proper carpet, mat or other suitable covering;
 - (f)** cause the fittings and furniture generally to be kept in a clean condition, well maintained and in every way fit for public service;
 - (g)** provide means for securing luggage if the carriage is so constructed as to carry luggage;
 - (h)** provide an efficient fire extinguisher which shall be carried in such a position as to be readily available for use;
 - (i)** provide at least two doors for the use of persons conveyed in such carriage and a separate means of ingress and egress for the driver.
- 4.** In order to enforce compliance with byelaws nos 2 and 3 inclusive every proprietor of a hackney carriage shall present his/her vehicle for annual inspection at the Council's nominated garage and on such other occasions as he/she may be specifically requested in writing or by request of an authorised officer. If on inspection the Council are satisfied that any hackney carriage fails to comply with the requirements of byelaws 2 and 3 they may suspend the vehicle licence and require the proprietor forthwith to cease using the hackney carriage for public hire until the requirements of the byelaws have been met to the Council's satisfaction and failure to comply with the notice shall be an offence.
- 5.** The proprietor of a hackney carriage shall cause such carriage to be fitted with a taximeter so constructed, attached and maintained as to comply with the following requirements, that is to say:
 - (a)** the taximeter shall be fitted with a key, flag or other device the operation of which will bring the machinery of the taximeter into action and cause the word "HIRED" to appear on the face of the taximeter;
 - (b)** such key, flag or other device shall be capable of being locked in such a position that the machinery of the taximeter is not in action and that no fare is recorded on the face of the taximeter.
 - (c)** when the machinery of the taximeter is in action there shall be recorded on the face of the taximeter in clearly legible figures a fare not exceeding the rate or fare which the proprietor or driver is entitled to demand and take for the hire of the carriage by distance and time in pursuance of the tariff fixed by the Council.
 - (d)** the word "FARE" shall be printed on the face of the taximeter in plain letters so as clearly to apply to the fare recorded thereon;
 - (e)** the taximeter shall be so placed that all letters and figures on the face thereof are at all times plainly visible to any person being conveyed in the carriage and for that

purpose the letters and figures shall be capable of being suitably illuminated during any period of hiring;

- (f) the taximeter and all the fittings thereof shall be so affixed to the carriage with seals or other appliances that it shall not be practicable for any person to tamper with them except by breaking, damaging or permanently displacing the seals or other appliances.

Provisions regulating the conduct of the proprietors and drivers of hackney carriages plying with the district in their several employments and determining whether such drivers shall wear any and what badges.

6. The driver of a hackney carriage provided with a taximeter shall:
 - (a) when standing or plying for hire, keep the key, flag or other device fitted in pursuance of the byelaw in that behalf locked in the position which no fare is recorded on the face of the taximeter
 - (b) before beginning the journey for which a fare is charged for distance and time, bring the machinery of the taximeter into action by moving the said key, flag or other device, so that the word "HIRED" is legible on the face of the taximeter and keep the machinery of the taximeter in action until the termination of the hiring;
 - (c) cause the dial of the taximeter to be kept properly illuminated throughout any part of a hiring which is during the hours of darkness. This being the time between half an hour after sunset to half an hour before sunrise and also at any other time at the request of the hirer.
7. A proprietor or driver of a hackney carriage shall not tamper with or permit any person to tamper with any taximeter with which the carriage is provided, with the fittings thereof, or with the seals affixed thereto.
8. The driver of a hackney carriage shall, when plying for hire in any street and not actually hired:
 - (a) proceed with reasonable speed to one of the stands fixed by the Council;
 - (b) if a stand, at the time of his arrival, is occupied by the full number of carriages authorised to occupy it, proceed to another stand;
 - (c) on arriving at a stand not already occupied by the full number of carriages authorised to occupy it, station the carriage immediately behind the carriage or carriage on the stand and so as to face in the same direction.
 - (d) being on a stand from time to time when any other carriage immediately in front is driver off, or moved forward, cause his carriage to be moved forward so as to fill the place previously occupied by the carriage driven off or moved forward;
 - (e) when his carriage is the first carriage on a stand, remain with the carriage and be ready to be hired at once by any person.

Provided that for the purpose of this byelaw where a driver has reason to believe that there are persons attending a particular function or activity in an area not served or not adequately served by a convenient stand who may wish to hire a hackney carriage or by reasons of inclement weather may wish to do so, he may cruise in that area for a reasonable period and shall not be deemed on that account to be in contravention of sub-sections (a) and (c) of this byelaw. For the purpose of

this clause "cruise" shall mean that the vehicle is in motion at all times except for picking up passengers.

9. A proprietor or driver of a hackney carriage, when standing or plying for hire, shall not, by calling out or otherwise, importune any person to hire such carriage and shall not make use of the services of any other person for that purpose.
10. The driver of a hackney carriage shall behave in a civil and orderly manner and shall take all reasonable precautions to ensure the safety of persons conveyed in or entering or alighting from the vehicle.
11. The proprietor or driver of a hackney carriage who has agreed or has been hired to be in attendance with the carriage at an appointed time and place shall, unless delayed or prevented by some sufficient case, punctually attend with such carriage at such appointed time and place.
12. A proprietor or driver of a hackney carriage shall not convey or permit to be conveyed in such carriage any greater number of persons than the number of persons specified on the plate affixed to the outside of the carriage.
13. If a badge has been provided by the Council and delivered to the driver of a hackney carriage he shall, when standing or plying for hire, and when hired, wear that badge in such position and manner as to be plainly visible.
14. The driver of a hackney carriage so constructed as to carry luggage shall, when requested by any person hiring or seeking to hire the carriage:
 - (a) convey a reasonable quantity of luggage;
 - (b) afford reasonable assistance in loading and unloading;
 - (c) afford reasonable assistance in removing it to or from the entrance of any building, station, or place at which he may take up or set down such person.
15. The driver of a hackney carriage shall at all times while standing or plying for hire have a complete copy of these byelaws ready to produce and shall produce the same for perusal and inspection by any person hiring such carriage on request.
16. (a) The proprietor of a hackney carriage shall cause a statement of the fares fixed by the Council to be exhibited inside the carriage, in clearly distinguishable letters and figures
(b) the proprietor or driver of a hackney carriage bearing a statement of fares shall not willfully or negligently cause or suffer the letters or figures in the statement to be concealed or rendered illegible at any time while the carriage is plying or being used for hire.

Provisions securing the safe custody and redelivery of any property accidentally left in hackney carriages and fixing the charges to be in respect thereof.

17. The proprietor or driver of a hackney carriage shall immediately after the termination of any hiring or as soon as practicable thereafter carefully search the carriage for any property which may have been accidentally left therein.

18. The proprietor or driver of a hackney carriage shall, if any property accidentally left therein by any person who may have been conveyed in the carriage be found by or handed to him/her:

- (a) carry it as soon as possible and in any event within 48 hours, if not sooner claimed by or on behalf of its owner, to the nearest police station and leave it in the custody of the officer in charge of such police station on his/her giving a receipt for it.
- (b) be entitled to receive from any person to whom the property shall be re-delivered an amount equal to five pence in the pound of its estimated value (or the fare for the distance from the place of finding to the nearest police station, whichever be the greater) but not more than five pounds.

Furnishing of Information

19. Every proprietor of a hackney carriage shall on request of any police constable furnish the name and place of abode of any person who was authorised to drive such carriage at any specified time within seven days previous to such request being made.

Penalties

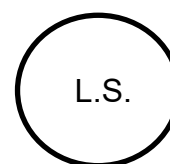
20. Every person who shall offend against any of these byelaws shall be liable on summary conviction to a fine not exceeding the statutory amount and in the case of a continuing offence to a further fine not exceeding the statutory amount for each day during which the offence continues after conviction therefor.

Repeal of Byelaws

21. The byelaws relating to hackney carriages which were made by the Council on the 24th May 1938, 14th June 1966 and 30th July 1968, which were confirmed by the Minister of Health on 25th May 1938 and Secretary of State on 27 October 1966 and 25th September 1968 are hereby repealed.

Given under the Common Seal of the Lord Mayor Alderman and Citizens of the City of Portsmouth this seventeenth day of November 1970.

**The Common Seal of The Lord Mayor
Aldermen and Citizens of the City of
Portsmouth**



Was hereunto affixed in pursuance of a resolution of the Council passed at a meeting duly Convened and held.

(Sgd) J F Blair

Lord Mayor

(Sgd) J R Haslegrave

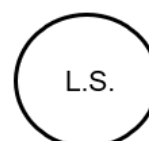
Town Clerk and Chief Executive Officer

The Secretary of State this day confirmed the foregoing byelaws and fixed the date on which they are to come into operation as the 25th day of January 1971.

Home Office
Whitehall
8 January 1971

(Signed) K P Witney

An Assistant Under Secretary of State



APPENDIX G

THE POINTS SYSTEM

Number	Description	Driver 10 Points	Vehicle Proprietor 10 Points	Operator 40 Points
General and Driver Matters				
1	Failure to notify change of address or other contact details	2	2	2
2	False declaration on application or renewal of licence	4	4	4
3	Failure to notify criminal or motoring charges, convictions or failure to produce documents upon request	4	4	4
4a	Failure to behave in a civil and orderly manner to customers or other road users by reason of abusive/foul language or gestures	6	0	0
4b	Failure to behave in a civil and orderly manner to customers or other road users by reason of threatening behaviour	6	0	0
4c	Failure to behave in a civil and orderly manner to customers or other road users by reason of poor driving	6	0	0
4d	Failure to behave in a civil and orderly manner to customers or other road users by reason of violence	10	0	0
5	Failure to display badge or return same on request of authorised officer	4	0	0
6	Overdue medical, DBS, drug screen	2	0	2
7	Driver smoking in vehicle (to include e-cigarettes)	2	0	0
8	Obstruction of authorised officer	4	4	4
9	Failure to abide by company dress code or to be clean and tidy in appearance	4	0	0
10	Refusal to carry passengers without reasonable excuse	4	0	0
11	Refusal to carry passenger(s) with wheelchair or by reason of disability	10	0	10
12	Refusal to carry guide/assistance dog	10	0	10
13	Carrying more passengers than permitted by vehicle licence	6	0	0
14	Overcharging	6	0	0
15	Illegal ranking	4	0	0
16	Standing or plying for hire	4	0	2

Number	Description	Driver	Number	Description
17	Unattended hackney carriage on taxi stand	2	0	0
18	Failure to convey or assist with luggage	2	0	0
19	Failure to report lost property	6	0	0
Vehicle Matters				
20	Failure to properly display vehicle licence plate	4	2	0
21	Failure to display vehicle licence windscreen disc	4	2	0
22	Failure to return licence place at request of authorised officer	0	4	0
23	Failure to report accident damage within 72 hours	0	4	0
24	Failure to produce vehicle documents to include insurance, registration document and/or certificate of compliance	0	6	0
25	Permitting no insurance	0	10	0
26	No "White book" in vehicle	0	2	0
27	Unauthorised notices or company window stickers either inside or outside the vehicle	0	4	4
28	Failure to notify transfer of vehicle licence within 14 days	0	4	0
29	Failure to carry byelaws in vehicle	2	4	0
30	Failure to display tariff of fares or to conceal same	4	2	0
31	Defective and/or unsealed taxi meter	2	4	0
32	Defective TAXI top light	2	2	0
33	Faded TAXI top light or livery	2	2	0
34	Out of date tax	0	6	0
35	Vehicle not clean, well maintained or comfortable	4	2	2
36	Illegal tyres (points for each tyre)	4	1	0
37	Defective CCTV	0	2	0
38	Failure to attend mechanical inspection	0	6	0
39	Late cancellation of mechanical inspection	0	6	0
40	Use of vehicle without a current certificate of compliance	0	10	0
Operator Matters				
41	Failure to keep proper records of bookings	0	0	4
42	Unauthorised vehicle livery	0	0	4
43	Failure to display prescribed vehicle livery (Drv or Prop)	4	4	0



SAY SOMETHING IF YOU SEE SOMETHING

**CHILD SEXUAL
EXPLOITATION IS
ABUSE. DON'T MASK
THE PROBLEM.**

WATCH FOR

- BEHAVIOUR OF PEOPLE TRAVELLING TOGETHER ESPECIALLY IF THERE ARE ADULTS WITH YOUNG PEOPLE
- YOUNG PEOPLE BEING PICKED UP AND TAKEN TO HOTELS, PARTICULARLY AT ODD TIMES OF THE DAY AND NIGHT
- ADULTS PUTTING A YOUNG PERSON, WHO MAY BE UNDER THE INFLUENCE OF DRUGS OR ALCOHOL, INTO YOUR CAB

THIS IS ABUSE. DON'T MASK THE PROBLEM.

Report it.

Call **101**, Operation Make Safe.





Children travelling in taxis or private hire vehicles may be being exploited by gangs involved in drug crime.

Know the signs to spot.

County lines gangs use children to courier drugs and money across the country. Many of these children travel by taxis or private hire vehicles.

Have you seen:



A child, sometimes as young as 12, travelling alone



Are they travelling during school hours or unusual hours (early in the morning, late at night)?



They might seem unfamiliar with the local area, or not have a local accent



Are they travelling a long distance?



Are they paying for these journeys in cash?

If you see something that doesn't feel right, or looks suspicious, concerning a child or young person you should report it to Crime Stoppers on 0800 555 111.

Licensing Service
Civic Offices
Guildhall Square
Portsmouth PO1 2AL

Telephone: 023 9283 4073
Email: licensing@portsmouthcc.gov.uk

www.portsmouth.gov.uk