



Private Hire Operator Pre-Licence Conditions

(Sept 2024)

CONDITIONS RELATING TO PRIVATE HIRE OPERATOR'S LICENCE MADE UNDER LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 (The Act)

Interpretation

In these conditions:-

- (a) "The Council" means Burnley Borough Council.
- (b) "Authorised Officer" has the same meaning as in section 80 of the Local Government (Miscellaneous Provisions) Act 1976.
- (c) "the Operator" means the person to whom the Council has granted the Private Hire Operators Licence to which these conditions apply. In the case of a partnership to each of the partners. In the case of a company to each of the company directors.
- (d) Any obligation in these conditions not to do any act or thing shall be deemed to include an obligation not to cause or permit that act or thing to be done.
- (e) Any reference to any statute or sub-ordinate legislation shall be deemed to include a reference to any amendment or re-enactment.

REQUIREMENTS TO BE IN PLACE AT THE TIME OF THE APPLICATION TO BE MAINTAINED THROUGHOUT THE PERIOD OF THE LICENCE

1. The Private Hire Operator must carry out his business from premises within the Borough. The premises will either be a base, where the public can make personal bookings and/or vehicles will be present from time to time, or the premises will be a stand-alone call centre/office which solely handles calls and electronic communications for the purpose of booking private hire vehicles.
2. The Operator is required to provide proof of planning permission for the address where the business is to operate from. If the premises are to operate as a base, the planning permission will include details of parking provision arrangements for the number of vehicles intended to be used under the terms of the Operator's licence.
3. The off-street car parking shall not be used for any purpose other than the parking of private hire (and staff) vehicles and in particular not for the repair,

servicing or maintenance of vehicles.

4. The Operator is required to provide proof of holding a radio transmission licence (and planning permission for any aerial) if such radios are used by the Operator.
5. The Operator is required to produce a current and original insurance Document for Employees/Public Liability cover. This cover must be in place When Operators are employing any full or part-time staff (e.g. radio operator, dispatcher or drivers etc).
6. The Council will only issue a licence to operate the number of vehicles that is authorised by planning permission as per paragraph 2 above.
The cost of an operator's licence will fall into one of two bands and will be dependant on the number of vehicles operated as follows;
 - a) Private Hire Operator (Single vehicle at Private Address)
 - b) Private Hire Operator (More than 1 vehicle)
7. Applicants for operator's licences will be required to complete an enhanced Disclosure & Barring Service disclosure and subscribe to the DBS update service unless they already have a current DBS certificate as a result of them being the holder of a driver's licence issued by Burnley Borough Council.
8. By applying for an operator's licence, applicants will be consenting to periodic DBS reviews being conducted annually to identify any changes in the applicants personal circumstances.