



DACORUM BOROUGH COUNCIL

POLICY FOR STRETCH LIMOUSINES

Review: December 2012

DEFINITION OF A LIMOUSINE

For the purposes of this Policy and Licence Conditions a stretch limousine is defined as follows: -

A stretch limousine is a motor vehicle that has been lengthened by the insertion of an additional body section and modified by a coachbuilder to contain luxury facilities and fixtures that: -

- a) is capable of carrying the driver and up to but not exceeding 8 passengers;
- b) prior to the introduction of this policy could not currently be licensed by the Council as a Private Hire Vehicle;
- c) is not a decommissioned military or emergency service vehicle

PRE- LICENSING REQUIREMENTS AND LICENSING CONDITIONS

	Issue	Licence Condition	Justification
1.	Left Hand Drive Vehicles	Permit left hand drive limousines to be considered for licensing as private hire vehicles.	The majority of stretched limousines are imported from the USA and are left hand drive. The Department for Transport (DfT) has recommended that Councils should not refuse to licence limousines simply because they have characteristics which contravene their existing policy, i.e. left hand drive.
2.	Sideways Seating	Permit limousines with sideways facing seating to be considered for licensing	A main characteristic of stretched limousines is their sideways facing bench seats. In line with the DfT's guidance outlined above, the Council will consider the suitability of limousines with sideways seating for licensing.
3.	Signage and Advertisements	The signage on limousines will need to meet Dacorum Borough Council conditions those requirements are as follows: No signs, notices, advertisements, marks, numbers, letters, figures, symbols, emblems, badges or any device whatsoever must be displayed on, in or from the vehicle without the written permission of the Council.	Signage serves to distinguish PHV's from ordinary saloon cars and to make them clearly identifiable to the public. However the distinctive appearance of stretched limousines means that they are unlikely to be confused with a private road user's vehicle
4.	Tinted glass	Permit limousines with heavily tinted glass in the rear offside/nearside to be considered for licensing.	It is recognised that the privacy provided by tinted glass in the passenger compartment is a central characteristic of a

		However, heavily tinted glass in the driver cockpit would remain prohibited in line with the legislation.	limousine. However, glass in the driver cockpit must satisfy the standards outlined within the Road Vehicles (Construction and Use) Regulations 1986.
5.	Fare Table/ Taximeter	Limousines are not required to display a fare table or contain a taximeter.	Stretched limousines often do not operate under a fare system as journeys are generally pre-paid in advance based on the length of time they are hired for.
6.	Roadworthiness	The stretched limousine must hold an Individual Vehicle Approval (IVA) Certificate.	The IVA test comprises a visual examination of the vehicle and certifies its safety and roadworthiness.
7.	Vehicle Age	There will be no age restriction on the licensing of limousines	Private hire vehicles licensed by the Council are not subject to any age restrictions. Limousines tend not to be used with the same frequency as normal private hire vehicles. Their use tends to be limited to special occasions, with this in mind it is considered that it is not necessary to introduce an age restriction for limousines
8.	Insurance	An appropriate insurance policy must be in place which covers the use of the vehicle for hire and reward.	The Council has concerns that some limousines may be operating under insurance policies which do not cover use for hire and reward or take into account that the vehicle has been stretched.
9.	Tyres	The limousine must be fitted with tyres that meet both the size and weight specification	Given the increased weight of these vehicles, they must be fitted at all times with tyres of the correct weight and size rating.
10.	Vehicle Testing	Licensed limousines must be submitted for testing at six monthly intervals, to the appropriate Class MOT standard. All Mot Tests must be carried out at a testing station approved by Dacorum Borough Council.	To ensure that limousines licensed by the Council are maintained to high standards and remain safe.
11.	Maximum Passengers	The limousine's seating capacity must be reduced where necessary to a maximum of 8 passengers.	The legislation only permits the Council to licence vehicles with a maximum passenger seating capacity of 8.
		Any seats in the driver's compartment shall not be	This is to ensure that passengers are not carried in

		used to carry passengers	the front of the vehicle to improve driver and passenger safety.
		The vehicle must not carry more than 8 passengers at any time (a babe in arms is classified as a passenger no matter what their age).	This condition will be enforced by Council Officers performing spot checks on licensed vehicles, and is in line with legislative requirements.
		In any advertisement publicising their limousine service, the operator must state that the vehicle is only licensed to carry 8 passengers.	This is to inform customers of the maximum carrying capacity of the vehicle.
12.	Seat Belts	Seatbelts must be fitted to all forward and rear facing seats and must be worn at all times by passengers whilst the vehicle is in motion. There is no legal requirement for seatbelts on sideways facing seats.	This requirement is in accordance with the Road Vehicle (Construction and Use) Regulations.
13.	Fire Extinguisher	The vehicle must contain a fully functional portable multi-purpose powder type fire extinguisher. The extinguisher must be securely fitted, accessible and ready for use at all times	For the safety of the vehicle occupants.
14.	Alcohol	Alcoholic drinks provided in the vehicle shall be available only under the terms of an appropriate licence relating to the sale and supply of alcohol.	To ensure compliance with alcohol licensing requirements of the Licensing Act 2003 and to safeguard public safety.
		Alcohol shall only be consumed while the vehicle is stationary and afterwards the bottle shall be placed in a secure receptacle.	
		If the occupants are below the age of 18, there should be no alcohol in the vehicle for consumption or otherwise.	
		Any glassware used in the vehicle must be made of either shatterproof glass or plastic	
15.	Entertainment	The driver shall not play or permit the performance of any media, that given its	To safeguard children from viewing unsuitable material.

		age classification or content, is unsuitable for the age of the passengers in the vehicle.	
		The limousine operator shall ensure that a performing rights licence is held where appropriate	Many limousines have the capability of playing recorded media for the entertainment of customers and the operator must ensure that the appropriate royalties are paid
		If the limousine parks to provide some form of entertainment to its passengers, a licence must be in place in accordance with the Licensing Act 2003	Entertainment regulated under the Act includes, TV, video, video games, loudspeakers, or any other activity provided for the passenger's enjoyment.
16.	Council Notices	The proprietor shall when directed by the Council, display and maintain any notices in a conspicuous position.	To convey information to passengers where appropriate.
17.	Maintenance of vehicle and Safety Equipment	Provide sufficient means by which any person in the vehicle may communicate with the driver;	Existing condition for private hire vehicles.
		Cause the roof covering to be kept watertight;	Existing condition for private hire vehicles.
		Cause the seats to be properly cushioned, covered and kept clean;	Existing condition for private hire vehicles.
		Cause the floor to be provided with a proper carpet, mats or other suitable floor covering;	Existing condition for private hire vehicles.
		Cause the fittings and furniture generally to be kept in a clean condition and well maintained;	Existing condition for private hire vehicles.
		Provide means for securing luggage;	Existing condition for private hire vehicles.
		Provide external rear view mirrors to be fitted to both sides of the vehicle	Existing condition for private hire vehicles.
		Ensure that the wheels (including the spare) are not fitted with remould tyres;	Existing condition for private hire vehicles.
		Provide a first aid kit, to be carried in such a position in the vehicle as to be readily available for use at all times;	Existing condition for private hire vehicles.

		Ensure that the vehicle and all its fittings when it is in use or available for hire, is kept in an efficient, safe, tidy and clean condition and that all relevant statutory requirements (including those contained in the Motor Vehicles (Construction and Use) Regulations) are fully complied with;	Existing condition for private hire vehicles.
		Ensure that no material alteration or change in specification, design, condition or appearance of the vehicle are made without the approval of the Council at anytime whilst the licence is in force	Existing condition for private hire vehicles.
		If the vehicle is an estate, a guardrail must be fitted of a type approved by the Council, to separate the rear loading area from the passenger. In the case of hatchback models, it is only necessary to fix a guardrail when the parcel shelf is removed.	Existing condition for private hire vehicles.
18.	Roof Signs	The proprietor <u>must not</u> fix a roof sign on the vehicle.	Existing condition for private hire vehicles.
19.	Two-way Radio Equipment and Hands –Free Telephones	The proprietor shall immediately notify the Licensing Division before such equipment is installed in a licensed vehicle, so that the equipment and proposed position can be checked and approved in relation to passenger and driver safety.	Existing condition for private hire vehicles.
20.	Driver	The driver shall at all times be clean and respectable in his dress and behave in a civil and orderly manner.	Existing condition for private hire vehicles.
21.	Passengers	The driver shall not when the vehicle is in use: Carry more passengers than the vehicle is licensed to carry; (NB: A one-day old child is a passenger.) Have more than one	Existing condition for private hire vehicles.

		<p>passenger in one seat belt;</p> <p>Without the consent of the hirer of the vehicle, convey or permit to be conveyed any other person in that vehicle;</p> <p>Place any passenger in danger regarding the use of seat belts or child restraints.</p>	
22.	Change of Address	The proprietor shall immediately notify the Council in writing of any changes of his/her address during the period of the licence.	Existing condition for private hire vehicles.
23.	Convictions	The proprietor of the vehicle shall immediately disclose to the Council in writing any conviction imposed on him/her or the driver during the period of the licence	Existing condition for private hire vehicles.
24.	Deposit of the Drivers Licence	If the proprietor of the vehicle permits or employs any other person to drive the vehicle as a hire car, he/she shall, before the person starts to drive the vehicle, cause the driver to deliver to him/her a copy of his/her Private Hire Car Drivers Licence for retention until such time as the driver ceases to be permitted to drive the vehicle or any other vehicle owned by the proprietor.	Existing condition for private hire vehicles.
25.	Copy of Vehicle Licence Conditions	The proprietor shall make sure that he/she engages or employs carries a copy of the vehicle licence and conditions in the vehicle, and makes them available for inspection by an authorised officer, the hirer or any other passenger on request.	Existing condition for private hire vehicles.
26.	Accidents	Any accident to a vehicle must be reported to the	Existing condition for private hire vehicles.

		<p>Council as soon as possible and in any case within 72 hours. A Vehicle Damage Report must be presented to the Licensing Division. No further hirings may be undertaken until the vehicle has been inspected and approved by an authorised officer. (Note: a vehicle that has been withdrawn from service may require a further mechanical test at the Council's authorised testing station before being allowed to return to service, this depends on the extent of damage. (Any cost to be met by the proprietor.)</p>	
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The Council reserves the right to vary, delete or waive any of the foregoing Conditions.

DRIVER AND OPERATOR LICENSING REQUIREMENTS

In addition to the limousine being licensed as a Private Hire Vehicle with Dacorum Borough Council, the limousine Operator is required to hold a Private Hire Operators' Licence with Dacorum Borough Council.

All bookings for a limousine licensed as a Private Hire Vehicle must be booked through the licensed Private Hire Operator.

Once licensed as a Private Hire Vehicle the limousine can only be driven by a Licensed Private Hire Driver (this licence must also be issued by Dacorum Borough Council).

Details in respect of applications for Private Hire Drivers' Licences and Private Hire Operators' Licences can be obtained from the Licensing Office.

RIGHTS OF APPEAL

The Local Government (Miscellaneous Provisions) Act 1976 sections 48 and 77 detail an applicant's right of Appeal. In general terms where an applicant is aggrieved by the Council's decision to refuse to grant a Private Hire Vehicle Licence or by any conditions imposed on a Private Hire Vehicle Licence the applicant has a right of Appeal to Magistrate's Court within 21 days of the applicant being notified of the Council's decision.

VEHICLE TESTING STATIONS

Licensed stretch limousines must be submitted for testing at six monthly intervals, to the appropriate Class MOT standard from a testing station nominated by the licensing section

CONTACT DETAILS

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