



Mr C Doyle (Licensing Enforcement Officer, Taxis)  
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Office hours Monday - Friday (Closed Saturday & Sunday)  
Times: 09:00am – 13:00pm and 14:15pm – 16:00pm  
**Office closed from 13:00pm – 14:00pm**  
(You must ring and book an appointment prior to attending)

## **BASIC GUIDANCE RELATING TO PRIVATE HIRE**

### **PLYING FOR HIRE AND TOUTING**

Only a licensed Hackney Carriage (Taxi), may ply for hire and use a Taxi Rank.

Private hire drivers are **not** allowed to ply for hire or tout for business. If you do, you are committing an offence.

A Private Hire vehicle **must not** stop on an appointed Taxi Rank at anytime.

The following guidelines are issued to assist private hire drivers in their understanding of what they may and may not do.

1. You **must not** draw attention to yourself as being available for hire. Any act or gesture accompanied by a conversation with a member of the public suggesting you are available for hire without a prior booking from the licensed operator will be seen as unlawful.
2. If approached by a potential passenger you **may** hand out a business card bearing the number of the licensed operator for future use but this will not count as an official booking on this occasion.
3. Drivers **must not** accept bookings from anyone other than the licensed operator.
4. You **must not** allow any passenger to enter your vehicle without first having received an official booking via the licensed operator. This is particularly important as it could affect your insurance cover for the vehicle.
5. Any vehicle movement with a passenger on board without a booking allocated by a licensed operator is **illegal**.
6. Your Private Hire vehicle **must** display the Council approved door panels with the words “**ADVANCE BOOKINGS ONLY**”.
7. You **must** wear your identity badge at all times whilst working in order to identify yourself as a licensed driver to members of the public. If you prefer to display your badge within the vehicle, then an additional badge should be purchased for this purpose.