



Application Requirements

Hackney Carriages and Private Hire Vehicles

Under sections 47 and 48 of the Local Government (Miscellaneous Provisions) Act 1976 the Council must not grant a licence for a Private Hire Vehicle Driver or a Hackney Carriage Driver unless satisfied that the vehicle is:

Hackney Carriage - section 47

- ... of such design or appearance or bear such distinguishing marks as shall clearly identify it as a hackney carriage

Private Hire Vehicle – section 48

- ...suitable in type, size and design for use as a private hire vehicle
- not of such design and appearance as to lead any person to believe that the vehicle is a hackney carriage
- in a suitable mechanical condition
- safe; and
- comfortable

Under sections 47 and 48 the Council may attach to the grant of a licence any conditions it considers reasonably necessary. The Council's approved conditions are shown in *Hackney Carriage/Private Hire Vehicle Conditions*.

New Licence

- Vehicle must comply with Council's vehicle specification and conditions of licence (hackney carriage/private hire vehicle as appropriate)
- Appointment must be made with a Licensing Officer to inspect the vehicle for compliance, to check documentation and application

Documents required

- Completed Application Form and fee
- V5 form from the DVLA showing the applicant as the registered owner/ or the green registered keeper's slip taken from the V5/or proof of vehicle

ownership/or a sales invoice showing the name and address of the applicant as the purchaser

- Insurance showing:
 - the vehicle registration number
 - make and model
 - named driver(s)
 - date of commencement
 - date of expiry
 - insured for public/private - hire and reward
- MoT certificate where applicable
- Mechanical Test Certificate from one of the Council's Nominated Garages, unless the vehicle is less than one month old and has delivery mileage only

Licensed Vehicles

During the life of the licence you will be required to submit your vehicle for further vehicle examination from one of the Council's Nominated Garages, (in addition to MoT), in line with the following schedule. Please note that Hackney Carriages are required to have an MoT 1 year after first licensing (even if less than three years old) :

- All vehicles under six years old - 6 months following MoT due date (ie one per year)
- All vehicles more than six years old – 4 months either side of MoT due date (ie two per year)

You will be required to provide proof of MoT, (where applicable), to the examiner.