### EAST STAFFORDSHIRE BOROUGH COUNCIL Town Hall, King Edward Place, Burton upon Trent, Staffordshire, DE14 2EB

### **APPLICATION TO LICENCE A HIRE VEHICLE - HACKNEY CARRIAGE**

### FORM TO BE COMPLETED BY THE HIRE COMPANY

NEW

EXTENSION

In accordance with the appropriate provisions of the Public Health Act 1875, the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976, I **HEREBY APPLY** for a Hackney Carriage Vehicle Licence.

OMPANY HOUSE NUMBER
DDRESS
ELEPHONE NUMBER

Please supply a valid basic Disclosure from the DBS (valid for one year only from the date of the Certificate) of all Directors of the Company - <u>www.gov.uk/request-copy-criminal-record</u> as per the DFT July 2020 – Section 7 to support your Application. If this is not enclosed the Application will not be accepted. Please note the Certificate must be no more than one month old on first Application submission.

### VEHICLE DETAILS

VEHICLE REGISTRATION NUMBER		
MAKE AND MODEL OF VEHICLE		
CHASSIS NUMBER		
YEAR OF MANUFACTURE:	COLOUR OF VEHICLE:	C.C:
HAS THE VEHICLE BEEN SUBJECT	TO ANY MODIFICATIONS I.E:	FINTED WINDOWS?
YES/NO		
IF YES PI FASE STATE		

## **DETAIL OF VEHICLE BEING REPLACED**

VEHICLE REGISTRATION NUMBER	
MAKE AND MODEL OF VEHICLE	
HACKNEY CARRIAGE NO	
DRIVER DETAILS: NAME	BADGE NO
ADDRESS:	

Has the accident been reported to the Licensing Office and confirmation produced from a Testing Station declaring the above Vehicle is unfit for road use:

### YES

If any person knowingly or recklessly makes a false statement or omits any material particular in giving information under this section, or from any document submitted with this Application he or she shall be guilty of an offence.

### **DECLARATION OF APPLICANT**

The Council will not licence any new vehicle that since the date of first registration has been recorded by the DVLA as having sustained structural damage from a road traffic accident rendering it beyond economical repair, Category S ONLY (an insurance 'write off'). This information can be found in the special notes of the V5 registration certificate. Upon renewal Category S write off vehicles will no longer be licensed.

# I CONFIRM THE VEHICLE HAS NOT BEEN INVOLVED IN AN ACCIDENT AS PER THE ABOVE PAPAGRAPH.

\*As per the policy you have 30 days to provide the full V5 Registration Document in your name. Should any discrepancies be found then this Local Authority have the authority to Suspend/Cancel the vehicle licence.

Please note that any information, which you give in connection with your application, may be disclosed by the Council to the Police, The Audit commission, The Department of Social Security or any other law enforcing authority, or authority levying taxation, subject to the provisions of Data Protection Legislation.

I **HEREBY DECLARE** that the information given in this form is true, complete and correct and that I have no objection to and hereby authorise the Council to make such enquiries as may be necessary to check the truth of that information.

I **UNDERTAKE** to observe and perform all conditions and provisions of the Local Government (Miscellaneous Provisions) Act 1976 relating to this application. I also understand that if I infringe or do not comply with any of the conditions or provisions in the Act subject to which the Licence is to be held, or if any of the disclosures above are found to be inaccurate or untrue, I may be liable to legal proceedings being taken against me and the Licence may be revoked or not renewed by the Council.

SIGNATURE OF APPLICANT

NB: Hackney Carriage and Private Hire Licensing Policy is subject to change at short notice due to implementation of new legislation from Central Government, i.e. Department for Transport. <u>www.eaststaffsbc.gov.uk/taxis-andprivate-hire</u>

January 2024

Legislation changes may override the Policy with immediate effect and will be updated in due course.

### **GUIDANCE NOTES TO APPLICANTS**

### For Extension Vehicles new plates will not be issued until the expired ones are returned.

Before a Licence is issued to the applicant, the Licensing Authority must be satisfied as to the suitability, design, appearance, safety, comfort and mechanical condition of the vehicle and arrangements will be made with the applicant for the vehicle to be inspected and tested.

- a) all vehicles licensed as Hackney Carriages from Plate 23 onwards must be purpose built vehicles which are accessible to and are safely usable by wheelchairs;
- b) no purpose built vehicle over 10 years of age will be licensed for Hackney Carriage purposes and no saloon vehicles over the age of 7 years will be licensed for Hackney Carriage purposes;
- c) all saloon vehicles in excess of 3 years of age and purpose built vehicles in excess of 5 years of age must be tested on behalf of the Council every six months ;
- d) all vehicles must have a minimum engine capacity of 1200 cc;
- e) all vehicles must have a minimum length of rear seat of 122cm in order to accommodate three adult passengers comfortably. Vehicles which do not comply with this requirement will only be licensed to carry 3 passengers instead of 4.
- f) a replacement vehicle will only be issued on a like for like basis.

The Council also requires all Hackney Carriages to display a white plate on the rear of the vehicle giving the name of the council, licence number, vehicle details and maximum number of passengers

You should also note that all Hackney Carriage vehicles **WILL** display an identification door panel on both front doors centrally where practicable giving the name of the Council including the crest and the name and telephone number of the firm if required. The acceptable size for the door panels is 35cm by 25cm. A template will be provided to all proprietors on submission of an application for a vehicle licence.

The Licence will only be issued for a period of 8 weeks.

# The vehicle can only be given an extension if on Hire at the time of renewal

## **Testing Stations**

The Council has 5 approved testing stations and 1 for limousines and novelty vehicles only.

Alan's Test Centre, Unit 1/2 HCM Industrial Estate, Wetmore Road, Burton upon Trent, DE14 1QR Tel: 01283 510272

M & P Testing, Unit 12 Anderstaff Industrial Estate, Hawkins Lane, Burton upon Trent, DE14 1QH Tel: 01283 540558

BPS Commercial Ltd, Unit 25, Bramshall Industrial Estate, Bramshall, Uttoxeter ST14 8TD Tel: 01889 560100

Albions Test Centre, Unit 4, Maltings Industrial Estate, Derby Road, Burton upon Trent, DE14 1RN Tel: 01283 546075

Riverside Car Servicing, Unit 2, Nicolson Way (Off Wellington Road), Burton upon Trent, DE14 2AW

Tel. 01283 567899

Limousine and Novelty vehicles only Jeffrey's Haulage, Swadlincote Road, Swadlincote, DE11 8DD Tel: 01283 817316

This Application must be sent to <u>licensing@eaststaffsbc.gov.uk</u> together with the following of which you will then be given a telephone appointment:

## ALL DOCUMENTS ARE TO BE IN THE NAME OF THE HIRE COMPANY

- 1. If applying as a Company or Partnership, a Basic Disclosure from the DBS of all Directors of the Company valid for one year only from the date of the Certificate
- 2. Registration Document for the vehicle with correct name and address;
- 3. Current Certificate of Compliance;
- 4. Certificate of Conversion/Conformity/IVA for the Wheelchair Accessible Vehicle
- 5. Meter Test Slip
- 6. Valid Certificate of Insurance or Cover Note;
- 7. Confirmation from the garage as to how long the vehicle will be off the road, if required
- 8. Fee of £164.00 will be taken by credit/debit card over the telephone
- 9. Extensions only If this Application is for an Extension to a Hire Vehicle then please provide a Solicitors letter from the Vehicle Proprietor's Insurance Company so that approval can be sought from the Manager

IF YOU ARE HAVING PROBLEMS COMPLETING THIS APPLICATION FORM, PLEASE CONTACT THE LICENSING OFFICE ON TELEPHONE: (01283) 508310 AND A MEMBER OF THE LICENSING STAFF WILL BE PLEASED TO HELP YOU.