

Appendix K

Procedure for Vehicle Licence Application



Reminders

Applicants for the renewal of existing Hackney Carriage and Private Hire Vehicle licences will be sent a renewal reminder approximately four weeks before their existing licence is due to expire. This is a courtesy service only and licence holders are reminded that ultimate responsibility for ensuring that their licence is renewed on time remains with them.

Application Procedure

All applications for a vehicle licence issued by the licensing authority shall be made on the specified application form supplied by the Licensing Team. The application form must be signed by the vehicle proprietor in all instances. All applications for renewal are only dealt with in person at the Licensing Office during the allocated times. If the application is not submitted before the expiry, the licence will lapse and a new application will be required.

Making an Application

Before any application for a vehicle licence can be accepted, the vehicle, which it is intended to be licensed, has to meet all aspects of the Licensing Authority Vehicle Specifications. This is achieved by making an appointment for a vehicle inspection with the licensing team and also by presenting the vehicle to one of the Council's appointed testing station where the vehicle will be subjected to the Licensing Authority Vehicle Compliance test. All vehicles must pass this test and be awarded a compliance test pass certificate by the testing station. Once received the test pass certificate shall only be valid for a period of 14 days. If a licence is not granted within that time, the vehicle must be presented for further test and a new compliance test pass certificate obtained.

Once the vehicle has passed the compliance test and been inspected by a licensing officer a licence can then be applied for in the following manner.

Applications for converted vehicles must be accompanied by written confirmation from the conversion company.

Vehicle Licence – New Issue

The vehicle proprietor must sign all applications for a new vehicle licence. Any application not signed by the proprietor will not be accepted. In addition, the Operator

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of the firm for which the vehicle will be used must sign the application form for a new Private Hire Vehicle.

The following documentation is required for the issue of a vehicle licence:

- Compliance test pass certificate not more than 14 days old
- Vehicle insurance certificate or cover note, which must cover the vehicle for “Public hire” if hackney carriage, or “Private Hire” if private hire or in any case for “hire or reward”
- Vehicle V5 document (log book). If the full (V5) logbook document cannot be produced on application it must be produced to the Licensing Office within 30 days of submitting the application. Failure to do so may result in the vehicle being cancelled
- Vehicle licence application fee
- Vehicle insurance certificate or cover note, which must cover the vehicle for “Public hire” if Hackney Carriage, or “Private Hire” if private hire or in any case for “hire or reward”. Faxed insurances must be received before an application is submitted.
- Plates will not be issued until original documents have been produced.

Vehicle Licence – Renewal

The vehicle proprietor must sign all applications for a vehicle licence; any application not signed by the proprietor will not be accepted.

The following documentation is required for the issue of a vehicle licence:

- A current Compliance test pass certificate
- Vehicle insurance certificate or cover note, which must cover the vehicle for “Public hire” if Hackney Carriage, or “Private Hire” if private hire or in any case for “hire or reward”. Faxed insurances must be received before a renewal application is submitted.
- Vehicle V5 document (log book). If the full (V5) logbook document cannot be produced on application it must be produced to the Licensing Office within 30 days of submitting the application.
- Vehicle licence application fee
- Plates will not be issued until original documents have been produced.

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Upon collection of the new licence plates the expiring/expired plates must be submitted. Failure to do so will result in the proprietor having to pay for replacement plates.

Licence Issue

Once the licensing authority is satisfied that the vehicle is suitable to be licensed the following will be issued:

- Vehicle licence
- Licence plates
- Conditions of vehicle licence
- Council's standard door panel template
- Hackney Carriage Byelaws or private hire vehicle conditions
- Any other additional information, i.e. safety leaflets etc

Transfer of Vehicle Licence

Vehicle proprietors may transfer vehicle licences to another person, provided that person is over the age of 18 years.

Responsibilities of Existing Proprietor

The proprietor has a duty by law to notify the licensing authority in writing of the transfer within 14 days of the transfer-taking place. The notice must include the date of transfer and the name and address of the person to whom it has been transferred. The compliance certificate should be given to the new vehicle proprietor.

Before you are able to transfer your vehicle to a new Proprietor the licensing office must have seen the V5 (log book) in your name or the transfer cannot take place.

Responsibilities of New Proprietor

The new vehicle proprietor must make application to transfer the vehicle licence into his / her name. The transfer must take place within 14 days of the proprietorship of the vehicle. The following documentation must be produced when making application for transfer:

- Vehicle licence
- V5 (log book) confirming you are keeper of vehicle
- Insurance certificate entitling you to drive vehicle for the purpose the licence is to be issued
- Compliance test pass certificate
- Letter from previous proprietor confirming the transfer
- Transfer licence application fee

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If the full V5 (log book) document cannot be produced on application it must be produced to the Licensing Office within 30 days of submitting the application.

Production of documents following licensing

It is the vehicle proprietor's responsibility to ensure that continuous cover of insurance and compliance test certificates are produced to the Licensing Office.

One telephone reminder will be made to proprietors on the working day prior to the document expiring, but this is just a courtesy service. No further calls will be made.

Upon expiry of a document the proprietor will have 48 hours in which to produce another compliance test, certificate of insurance or cover note.

E-mailed insurances certificates/cover notes sent direct from the insurance company/broker will be deemed the same as the original document.

A faxed insurance certificate/cover note can be held on the file for up to seven days from the date of the expiry of the insurance.

Should there be a break in cover a written explanation will be required and a warning may be issued.

Failure to produce the relevant document within the time limits will result in the vehicle licence being cancelled.

Accidents

The Proprietor must inform the licensing authority within 72 hours if a vehicle has been involved in an accident or sustained damage. The Proprietor will then have 5 working days to produce a slip from a testing station confirming the roadworthiness of the vehicle. If the vehicle is not roadworthy plates must be returned to the licensing office for the licence to be suspended until the repairs have been completed.

If a vehicle is found not to be in a safe roadworthy condition then the plates will be removed from the vehicle by the testing station.

The Proprietor will then have 8 weeks from the date of the accident to have the repair work carried out.

Failure to either return the plates, produce an accident slip or have the repair work carried out in the required time may result in enforcement action being taken.

The Proprietor of the vehicle can only apply to licence a vehicle from a hire company vehicle if the vehicle is not in a roadworthy condition and is suspended.

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Once the vehicle has been repaired it will then need to be re-inspected by the Council appointed testing station to confirm that the repair work is satisfactory. Another slip will be given to the Proprietor, which must be submitted to the Licensing Office upon production of this document the suspension will be lifted.

The vehicle registration document must be produced to the licensing office with any new or transfer vehicle application in the keepers name within 1 month of the application being submitted. Failure to do so may result in your vehicle being suspended.

Cherished plates / Vehicle detail change

If the proprietor of a licensed vehicle purchases 'cherished plates' or modifies the vehicle in anyway, i.e. has an additional seat installed, then a vehicle amendment application will need to be submitted. The following documents will also need to be produced with the application form:

Cherished Plates:

- Documentation from DVLA confirming the transfer of the registration number
- Amended insurance documentation
- Amended certificate of compliance
- Fee*

The amended logbook will need to be produced to the Licensing Office within 30 days of the application. Failure to produce the document within this time may result in the vehicle being cancelled.

Vehicle Detail Change:

- Written confirmation from the approved garage confirming that the alteration has been made.
- Amended certificate of compliance
- Amended insurance documentation or written confirmation from the insurance company that the insurance policy has been amended
- Fee*

*The application fee will include the fees to cover the cost of replacement plates and licence.

PLEASE NOTE IF A VEHICLE IS CANCELLED FOR ANY REASON A REFUND WILL NOT BE GIVEN.