

**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.

**COMPANY NAME**.....

**COMPANY HOUSE NUMBER**.....

**ADDRESS** .....

.....

**TELEPHONE 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 - [www.gov.uk/request-copy-criminal-record](http://www.gov.uk/request-copy-criminal-record) 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: TINTED WINDOWS?**

**YES/NO**

**IF YES PLEASE STATE**.....



## **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 [licensing@eaststaffsbc.gov.uk](mailto:licensing@eaststaffsbc.gov.uk) 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.**