

TEWKESBURY BOROUGH COUNCIL

HACKNEY CARRIAGE VEHICLE LICENSING POLICY

General

Unless otherwise terminated, the licence shall remain in force for a period of one year.

No vehicle will be licensed if the applicant does not intend to use the vehicle to stand or ply for hire in Tewkesbury Borough.

New Applications

To make an application, the applicant(s) must:-

- Complete and submit to the Licensing Authority the appropriate application form.
- Pay to the Licensing Authority the appropriate fee.
- Produce proof of ownership of the vehicle such as the vehicle registration document (V5) in the applicant(s) name or if this is not available a bill of sale, an invoice or a credit agreement.
- Produce an appropriate insurance certificate or cover note for public hire purposes in accordance with the requirements of current legislation.
- Provide evidence that the appropriate vehicle excise duty has been paid in relation to the vehicle concerned.
- Produce a current MOT certificate (unless the vehicle is less than 1 year old).
- Produce a current Licensing Authority Vehicle Test Certificate (This requirement may be waived at the discretion of the Licensing Officer for vehicles less than 1 year old that have low mileage).
- On appointment bring the vehicle to the Licensing Authority Offices for visual inspection by a Licensing Officer.

Renewal Applications

A renewal application must be completed prior to the expiry date of the private hire vehicle licence. There is no period of grace if a renewal is submitted after the expiry date.

To make a renewal application the applicant(s) must;

- Complete and submit to the Licensing Authority the appropriate renewal application form.
- Pay to the Licensing Authority the appropriate renewal fee.

- Produce the vehicle registration document (V5) in the applicant(s) name.
- Produce an appropriate insurance certificate or cover note for public hire purposes in accordance with the requirements of current legislation.
- Provide evidence that the appropriate vehicle excise duty has been paid in relation to the vehicle concerned.
- Produce a current MOT certificate.
- Produce a current Licensing Authority Vehicle Test Certificate.
- On appointment bring the vehicle to the Licensing Authority Offices for visual inspection by a Licensing Officer

Transfer of Ownership Application

(Ownership of a licensed hackney carriage is transferred to other person(s))

To make a transfer of ownership application the applicant must:-

- Complete and submit to the Licensing Authority the appropriate transfer application form.
- Pay to the Licensing Authority the appropriate fee.
- Produce proof of transfer of the licensed vehicle such as the vehicle registration document (V5) in the new applicant(s) name or if not available a bill of sale, an invoice or a credit agreement.
- Produce an appropriate insurance certificate or cover note for public hire purposes in accordance with the requirements of current legislation.
- Provide evidence that the appropriate vehicle excise duty has been paid in relation to the vehicle concerned.

Change of Vehicle Application

(The vehicle that is licensed is replaced with another vehicle either temporarily or permanently)

To make a change of vehicle application the applicant must;

- Complete and submit to the Licensing Authority the appropriate change of vehicle application form.
- Pay to the Licensing Authority the appropriate fee.
- Produce proof of ownership of the vehicle such as the vehicle registration document (V5) in the applicant(s) name or if not available a bill of sale, an invoice or a credit agreement.

- Produce an appropriate insurance certificate or cover note for public hire purposes in accordance with the requirements of current legislation.
- Provide evidence that the appropriate vehicle excise duty has been paid in relation to the vehicle concerned.
- Produce a current MOT certificate (unless the vehicle is less than 1 year old).
- Produce a current Licensing Authority Vehicle Test Certificate (This requirement may be waived at the discretion of the Licensing Officer for vehicles less than 1 year old that have low mileage).
- On appointment bring the vehicle to the Licensing Authority Offices for visual inspection by a Licensing Officer
- Return any plates and discs previously issued by the Licensing Authority.

Change of Registration Number Applications

(The registration number of a licensed hackney carriage is changed e.g. to a personalised number plate)

To make a change of registration number application the applicant must;

- Complete and submit to the Licensing Authority the appropriate change of registration number application form.
- Pay to the Licensing Authority the appropriate change of registration number fee.
- Produce documentation from DVLA confirming change of registration number.
- Produce an appropriate insurance certificate or cover note for public hire purposes showing new registration number in accordance with the requirements of current legislation.
- Provide evidence that the appropriate vehicle excise duty has been paid in relation to the vehicle concerned.
- Produce current MOT certificate showing new registration number.
- Return any plates and discs previously issued by the Licensing Authority.

Use of Vehicle

When an applicant wishes to licence a vehicle as a hackney carriage the Council will require information, pursuant to section 57 of the Local Government (Miscellaneous Provisions) Act 1976, as to whether the applicant intends to use the vehicle to stand or ply for hire in Tewkesbury Borough Council's area and also if the applicant intends to use the vehicle entirely or predominantly remotely from Tewkesbury Borough Council's area on a pre-booked basis.

Whilst each application will be considered on its own merits, the Council will have regard to the geographic location of an applicant's home and business address.

If the Council believes that the hackney carriage is to be used entirely or predominantly remotely from Tewkesbury Borough Council's area on a pre-booked basis, then the application for a licence will normally be refused.

Vehicle Type

The vehicle shall be of suitable size, type and design to be safe and comfortable for passengers. You should check with the Licensing Officer that the vehicle is appropriate for licensing before purchasing it.

The vehicle must be right hand drive.

No vehicle will be licensed that has side facing seats.

The vehicle must be constructed and the doors open sufficiently wide as to allow easy access to and egress from the vehicle and cause no inconvenience to passengers.

The vehicle must comply with all relevant road traffic regulations and legislation in force.

Any vehicle that has been modified since manufacture or is imported must have the appropriate Type Approval Certificate for example a Single Vehicle Approval Certificate.

Seats and Seatbelts

All passenger seats (including spaces for wheelchairs) shall be of sufficient dimensions as to allow the passenger using the seat to be carried in safety and comfort. In the case of passenger seats, these must be at least 400mm wide for each seat that is to be licensed for the carriage of passengers.

Each passenger seat in the vehicle must be provided with an appropriate and operational seatbelt.

CCTV

CCTV systems may be installed in the vehicle with the approval of the Licensing Officer. CCTV systems must be operated in accordance with current legislation including data protection legislation.

Luggage

All luggage must be stored securely and if appropriate the vehicle shall be fitted with suitable equipment to prevent luggage from entering the passenger compartment.

Any roof racks, roof boxes and trailers to be used must be approved by the Licensing Officer.

Meters

For requirements relating to meters in Taxis please see Hackney Carriage Bylaws.

Taxi meters may be tested for accuracy at the discretion of the Licensing Officer.

Roof Signs

A roof sign must be displayed on the top of the vehicle showing the word 'Taxi'. The sign shall be controlled by the meter and shall be illuminated when the vehicle is available for hire.

The design of the roof sign shall be approved by the Licensing Officer.

Signage and Advertisements

There shall be clearly displayed on one or both sides of the vehicle the name of the business, or if there is no business name, the name of the proprietor and the words "HACKNEY CARRIAGE", "CAB" or "TAXI".

Advertisements may be permitted to be displayed on the outside rear doors and the rear of the vehicle only. All artwork in respect of advertisements shall be submitted to the Licensing Officer for approval to ensure that no controversial subjects shall be advertised.

Vehicle Testing

A hackney carriage over 1 year and under 5 years old must have a Licensing Authority Vehicle Test every 12 months.

A hackney carriage over 5 years old must have a Licensing Authority Vehicle Test every 6 months.

Stretched Limousines

Stretched Limousines will not be licensed as hackney carriages.