

# **TEWKESBURY BOROUGH COUNCIL**

## **PRIVATE HIRE VEHICLE LICENSING POLICY**

### **General**

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

### **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 private 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 complete vehicle registration document (V5) in the applicant(s) name.

- Produce an appropriate insurance certificate or cover note for private 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 private hire vehicle 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 private 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 private 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 private hire vehicle 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 private 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.

### **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 with the exception of stretched limousines (see supplementary policy below).

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.

### **Roof Signs**

The displaying of signs on or above the roof of a private hire vehicle is prohibited.

### **Meters**

A meter may be installed in a private hire vehicle however if installed it must have a sign attached stating that 'This is a private hire vehicle' and clearly display the tariff to which the meter is set.

### **Signage and Advertisements on Vehicles**

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 holder of the operator's licence, the telephone number of the business or operator and the words private hire. The words "CAB" or "TAXI" must not be displayed on the vehicle.

This requirement can be lifted upon on written request to the Licensing Officer for vehicles used exclusively for "executive hire" "Executive hire" means that the vehicle is used exclusively to provide transport under a written contract to companies or

persons, or by the type of clients who for security or personal safety reasons would not want the vehicle to be identifiable.

Advertisements may be permitted to be displayed on the outside rear doors of the vehicle 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.

Internal advertisements may be permitted subject to the above preconditions but must not be affixed to any windows

### **Frequency of Testing**

A private hire vehicle over 1 year and under 5 years old must have a Licensing Authority vehicle test every 12 months. The age of the vehicle will be determined with reference to the vehicle registration document (V5).

A private hire vehicle over 5 years old must have a Licensing Authority vehicle test every 6 months. The age of the vehicle will be determined with reference to the vehicle registration document (V5).

### **Supplementary Policy on the Licensing of Stretched Limousines as Private Hire Vehicles**

Stretched Limousines must meet the standard local authority private hire conditions in accordance with the specific requirements below:-

The vehicle must be right hand drive.

As a limousine is a vehicle that has been the subject of a major conversion or modification evidence must be provided to show that there is a voluntary SVA (Single vehicle approval) issued by a VOSA testing station covering such conversion or modification.

The applicant must provide written evidence that the vehicle has undergone one of the following:-

- a conversion by a Ford Qualified Vehicle Modifier (QVM Certificate) or a Cadillac Master Coachbuilder (CMC Certificate); or
- an equivalent conversion program (the onus will be on the applicant to demonstrate that if the converter is not Ford or Cadillac approved, that the standard of the conversion is at least to the QVM or CMC standard)

Side facing seats will be permitted in Stretched Limousines.

A limousine must have appropriate operational seat belts for all passengers that the vehicle is licensed to carry.