



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 should be submitted by the proprietor in person to 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 operator 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”;
- Plates will not be issued until original documents have been produced.

Vehicle Licence – Renewal

Upon renewal all vehicles will be subject to a vehicle inspection by a licensing officer. Appointments should be made for this service.

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”;
- Vehicle licence application fee.

Upon collection of the new licence plates the expiring/expired plates must be returned to the Council. 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

Transfer of Vehicle Licence

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

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 which takes the form of an application must be signed by both the existing proprietor and the proposed proprietor. The compliance certificate should be given to the new vehicle proprietor. The existing proprietor must sign the transfer application form.

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 an 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
- The V5 (log book) must be produced within 30 days 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
- Transfer licence application fee

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.

Text reminders will be sent from the Licensing Office before the document expires. This is a courtesy service and it is the vehicle proprietor's responsibility to ensure that documents are submitted to the Licensing Office in time. Documents can be submitted via email or in person by prior appointment.

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.

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 suspended.

Accidents and Damage

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 if the vehicle is not in a roadworthy condition and is suspended or the vehicle is going into a garage for repair. In this instance confirmation from the garage as to how long the vehicle will be off the road will be required.

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.

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
- Application Form
- Amended insurance documentation
- Amended certificate of compliance
- Fee*

Vehicle Detail Change:

- Written confirmation from the approved garage confirming that the alteration has been made.
- Application Form
- 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.

Note: if a vehicle is cancelled for any reason a refund will not be given.