Application for a Vehicle Licence in respect of an Executive Hire Vehicle

Before completing this application form , please ensure you have read and understood the Taxi Licensing Policy and Licence Conditions 2025.

This is available on our website - www.staffordbc.gov.uk/taxi-licensing-policy-and-licence-conditions-2025-2030

If the applicant for an Executive Hire Vehicle licence has ever been cautioned or convicted by any Authority of unlawfully plying for hire, the Council may refuse to allow the applicant to have a vehicle licensed for Executive Hire.

When applying for your licence, please bring with you:

1. The application form properly completed, dated and signed
2. MOT Certificate and Vehicle Inspection sheet (from the approved MOT providers listed below)
3. The current licence fee
4. The Vehicle Registration V5 document or a bill of sale document must be produced
5. A current Certificate of Insurance or Cover Note for the vehicle in the applicant's name

PLEASE NOTE: All documents must be originals and not photocopies.

Executive Vehicles can be any colour.

The MOT Certificate and Vehicle Inspection sheet is obtained from:

Car & Rally
Unit 2,
Browning Street
Stafford
ST16 3AT
Tel 01785 259152

County Fleet Care Garage
Building Qa
Beacon Business Park
Weston Road
Stafford
ST18 0WL
Tel 01785 854832/833

FMS Car and Truck Ltd
Snows Yard
Greyfriars Place
Stafford
ST16 2PG
Tel 01785 223700

RPH Motor Repairs
2c Romford Road
Stafford
ST16 3DZ
Tel 01785 253999

You should make your own arrangements for taking your vehicle to your chosen approved MOT provider from the list above for the test.

Should you experience any problems, please contact the Licensing Section on 01785 619745 or email ehlicensing@staffordbc.gov.uk

Requirements for Executive Hire Vehicle Licences

Please read carefully:

1. In determining an application it will normally be the executive nature of the work, the specification and the high quality of the vehicle that will indicate whether or not an exemption should be granted.

2. Executive Hire Vehicles are licensed separately from Hackney Carriage Vehicles and Private Hire Vehicles. Executive Hire vehicles are a special class of private hire vehicles. They are high value, prestige vehicles that are used by companies for transporting special guests or senior members of staff in luxury. Executive Hire vehicles are styled more as chauffeur driven vehicles than standard private vehicles.

3. Executive Hire Vehicles must be licensed with the Council, specifically as Executive Hire Vehicles.

4. Executive Hire Vehicles should have the following features in order to be considered for licensing - this list is not exhaustive:

    - High quality vehicle in terms of brand and condition, with no visible defects, dents or blemishes to the external bodywork or trim

    - Luxury or prestige vehicle

    - Engine size of 2000cc or greater

    - Automatic transmission

    - Original list price of the vehicle is in excess of £40,000, in spite of its age, at the time of the licence application - evidence of the original list value will be required upon application and Officers must be satisfied the evidence provided supports and verifies the original list value.

    - Minimum specification of air conditioning/ climate control to front and rear seats, all electric windows, central locking and suitable front and rear headrests for all passengers

5. The Council closely monitors the use of Executive Hire Vehicles. Such vehicles are not to be used as standard private hire vehicles. Executive Hire Vehicles are to be used for purposes such as corporate bookings to transport employees and clients on business related journeys, and bookings where customers have asked to book a vehicle without obvious private hire plates or signage. Executive Hire Vehicles must not be used for any home to school transport. It is important that parents, carers and schools can immediately ascertain that a vehicle carrying children or vulnerable passengers is a properly licensed vehicle.

6. Vehicle Registration document or bill of sale must be in the name of the applicant. When the vehicle registration document has been received from the DVLA it must be brought to the Licensing Officer immediately.

7. Before the vehicle is licensed it will be subject to inspection to ascertain whether the vehicle meets the relevant standards and before use, an insurance certificate or cover note must be obtained.

8. Vehicle Compliance Certificate (MOT plus Stafford Borough Council Vehicle Inspection Document). Vehicles with less than 10,000 miles AND under 6 months old are not requested to undergo this inspection.

9. The vehicle must have at least three doors provided for the use of passengers other than the driver's door.

10. Have seat belts fitted and available for rear seat passengers and fully compliant with British National Standards except where the law provides an exemption.

11. Vehicles can be any colour.

12. **Age of Vehicles at Initial Licensing**

12.1 New applications for vehicles will not be accepted for vehicles that are over 6 years old.

12.2 When licensing a vehicle for the first time the Council encourages proprietors to review the Euro NCAP safety rating of the proposed vehicle to consider the safety benefits to passengers, drivers, pedestrians and drivers of other vehicles by licensing a higher rated vehicle. More details can be found at: www.euroncap.com

13. **Maximum Age of Vehicle**

13.1 Electric Hybrid fuel vehicles will no longer be licensed once they are 16 years old.

13.2 Fully Electric or Hydrogen fuel Executive Hire Vehicles can operate for as long as they are roadworthy, safe and fit for purpose and compliant with the licensing criteria within this Policy.

13.3 Please note that all vehicles fuelled only by petrol or diesel will cease to be licensed after 12 years, from date of first registration, or from 2030 whichever date is soonest.

14. Executive Hire Vehicle Signs and Notices

14.1 The vehicle shall not display a roof sign whether illuminated or not, and the vehicle shall not display any illuminated signs on or from within the vehicle.

14.2 Executive Hire Vehicles must not display any external markings, advertisements or give any indication that it is a Private Hire Vehicle other than the Authority's Credit Card Licence plate affixed to the front inside windscreen.

14.3 Executive Vehicles must not ply for hire and must not part on any of the Council's taxi ranks.

15. Vehicle Testing

15.1 All vehicles shall be tested by the Council's approved testing facilities prior to first licensing. Vehicles will be required to have two MOT examinations per year (every six months) when they are 9 years old from the date of registration. For Electric/Hybrid vehicles, from 14 years old, 3 MOT's a year are required.

15.2 The age of the vehicle shall be determined by reference to the date of the first registration recorded in the vehicle registration document (form V5)

16. Safety Equipment

16.1 Provide an 1kg efficient fire extinguisher and suitable first aid kit which shall be carried in such a position as to be readily available for use and conforms to the British Standard for both pieces of equipment BS8599-2:2014 for First Aid Kits and BS5423/EN3 for Fire Extinguishers.

16.2 The fire extinguisher will be inspected annually and shall be marked with the date of its last test. You will be asked to replace it if it is too old for efficiency reasons.

16.3 The container of the first aid kit and the fire extinguisher shall be marked with the vehicle plate number with an indelible ink or a form of permanent tamperproof mark.

16.4 It is not expected that the driver will administer any First Aid unless they hold the relevant training and are competent to do so.

17. **Plates and Identification of Vehicle**

17.1 Executive Hire Vehicles are to display the Executive Hire Plate, fixed to the inside of the boot lid of the vehicle, and display the Authority's identifying badge, inside the windscreen, on the nearside of the vehicle, at all times that the vehicle is transporting passengers.

17.2 Executive Hire Vehicles do not have to display any external markings, such as advertisements, unless they wish to do so, or give indication that it is a Private Hire Vehicle other than the Authority's identifying badge affixed to the front inside windscreen.

17.3 Executive Hire Vehicles shall carry a copy of their Vehicle Licence, and a copy of the Exemption Notice issued by the Council under 75(3) Local Government (Miscellaneous Provisions) Act 1976, for inspection (or request) by an authorised officer or Police officer, at all times that the vehicle is used for Executive Hire work.

17.4 The driver shall always, when hired, have their driver's badge available to identify them to the hirer.

17.5 The plate shall not be affixed to any vehicle other than the one identified in the vehicle licence application form.

17.6 The plate shall always remain the property of the Council, and the vehicle proprietor shall not cause or permit the information displayed on the plate to be altered, removed or obscured in any way. The plate must be returned to the Council on the sale or the transfer of the vehicle (or in the event of revocation or suspension of the licence)

17.7 The Council must be notified, within 14 days, when the licensed vehicle is sold to a non licensed driver or is taken off the road/out of the Taxi/PH/Executive Hire business and the plates returned to the Council.

18. **Condition and Maintenance of the Vehicle**

18.1 The vehicle is to be maintained in a sound mechanical and structural condition at all times.

18.2 The vehicle's fittings and equipment must be maintained in a safe and clean condition, and the fixing and routing or positioning of electric cables and wire looms are such that there is no risk of electrical fire or other accident and must be capable of satisfying the Councils mechanical inspection at all times.

18.3 That the roof, any sunroof or soft top is watertight

18.4 The exterior of the vehicle shall be clean, free from unrepaired damage and finished to a high standard.

18.5 The interior of the vehicle shall be clean, tidy and free from litter and the upholstery, carpets and fittings free from rips and tears.

18.6 No material alteration or change to the mechanical or structural specification of the vehicle or its design, condition or appearance shall be made at any time without the written consent of the Council.

18.7 No video or recording equipment that records passenger's conversations will be permitted in any vehicle without the Council's permission. If approval is given, then it must be registered with the Information Commissioners Office.

18.8 All glazing shall comply with the Road Vehicle (construction and use) Regulations 1986 as amended. Vehicles fitted with tinted glass at manufacture, are permitted, however they must allow 70% of light through the front and two front sides windows therefore this excludes manufactured tints of more than 30% on all windows. Passengers must not be obscured.

18.9 The Licence Holder shall notify the Council of any accidents or damage caused to the vehicle as soon as is practicable but, in any case, within 72 hours.

18.10 That a spare wheel (either full-size or space saver depending upon the manufacturers original equipment) is provided which is readily available for use, together with the tools and equipment required to carry out a wheel replacement. An acceptable alternative is a Foam Kit if issued as either a standard or option from the manufacturer when the vehicle was first registered.

19. **Vehicle Proprietor**

19.1 The vehicle will have the appropriate level of Insurance at times the vehicle is in use, and the Council will undertake random inspections to ensure compliance with this, and all other aspects of the conditions attached to the Licence.

19.2 The Licence Holder shall produce the licence upon request to any Officer authorised by the Council or any Police Officer for inspection.

19.3 Vehicles that fail the MOT test will have its Licence revoked, until such time the Council is satisfied that its meets the standards of the MOT test.

20. **Renewal of Licences**

20.1 It is the driver's responsibility to ensure that a renewal application is made in good time, before expiry of the current licence. Under no circumstances will a renewal be issued without satisfactory completion of all required checks

20.2 Failure to renew within 7 days of expiry will result in the licence being revoked, and a new application for the vehicle will be required.

21. **Executive Vehicle Booking**

21.1 When customers make a booking, the Operator must ensure that the customers are given the registration number of the vehicle and the name of the driver

21.2 Customers who wish to travel in an Executive Hire Vehicle must make a prior booking with the Operator.

21.3 The Licence Holder shall keep comprehensive written records of day-to-day bookings, including name and address of hirer, date, time, pick up and drop off locations, so as to ensure that sufficient information can be retrieved from the said records in order to assist any authorised officer of the Council or Police Officer in any investigation they may need to undertake. All records must be retained for not less than 18 months.

22. **Other Conditions**

For full scope of Executive Hire Conditions please see the Taxi Licensing Policy. All other Private Hire Conditions and General Hire Conditions as per Policy Appendices 3 and 4, including cost of licensing the vehicle, shall apply to the Executive Hire Licences, excepting those stated above specific to Executive Hire Vehicles.

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Application for an Executive Hire Vehicle Licence

In accordance with the appropriate provisions of the Local Government (Miscellaneous Provisions) Act 1976.

If any person knowingly or recklessly makes a false statement or omits any material particulars in giving information he/she shall be guilty of an offence.

Please ensure that you answer all of the questions below:

I, the undersigned, do hereby apply to Stafford Borough Council for a licence in respect of vehicle registration number to undertake corporate bookings/prestige fares within Stafford Borough.

Personal Details

1. Full Name

2. Full Address and Postcode

3. Email Address (must be provided)

4. Telephone No:

   Mobile No:

5. National Insurance Number

6. Business / Trading Name and Address

7. Name and address of the operator of this vehicle (if different from above)

8. Date of Registration

(Please Note: A New Vehicle Licence will only be issued where a vehicle is no more than 4 years old)

Make and Model	Engine Capacity
Colour	Vehicle List Price
Original List Price of Vehicle	Seating Capacity (Excluding Driver)
Number of Doors	

9. In which area(s) do you intend to use the vehicle?

10. Has any Private Hire Vehicle / Operator's Licence / Hackney Carriage Licence you have previously held ever been suspended or revoked?

Yes ☐ No ☐

If yes please state when and the reason:

11. Is the vehicle currently licensed with any other council as a Hackney Carriage or Private Hire vehicle?

Yes ☐ No ☐

If yes please give details:

12. Have you any convictions recorded? (subject to the provisions of the Rehabilitation of Offenders Act 1974)

Yes ☐ No ☐

If yes please give details:

In the event of the above vehicle being licensed as an Executive Hire Vehicle, I undertake to maintain the vehicle in such condition as it will at all times when available for hire comply with the Byelaws and Regulations for the time being in force.

Signed:

Date:

How we use your personal information

The information that you have provided on this form will be used by Stafford Borough Council, who are the data controller, for the processing of your application and providing you with a licence. We only keep this data for the time specified in our retention schedule. We will only share your information with/ or on The Public Register, The Home Office, other Government agencies, Council departments and Enforcement agencies and the National Fraud Initiative when necessary or where the law otherwise requires or allows us to do so. The Air Quality (Taxis and Private Hire Database) (England and Wales) Regulations 2019 require that the Council provides information about its licensed vehicles to DEFRA. This information includes the vehicle registration number, the type of licence, the date of licence issue and the date of licence expiry, these details of your licence will be provided as part of this legal obligation. For further information, please see www.staffordbc.gov.uk/privacynotices

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**The licensing authority provides information to the National Register of Taxi Licence Refusals and Revocations (NR3), a mechanism for licensing authorities to share details of individuals who have had a hackney carriage or Private Hire Vehicle (PHV) licence revoked, or an application for one refused. This is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the licensing authority - that is, assessing whether an individual is a fit and proper person to hold a hackney carriage or PHV licence. Therefore:

- Where a hackney carriage/ PHV licence is revoked, or an application for one refused, the authority will automatically record this decision on NR3.

- All applications for a new licence or licence renewal will automatically be checked on NR3. If a search of NR3 indicates a match with an applicant, the authority will seek further information about the entry on the register from the authority which recorded it. Any information received as a result of an NR3 search will only be used in respect of the specific license application and will not be retained beyond the determination of that application.

The information recorded on NR3 itself will be limited to:

- name
- date of birth
- address and contact details
- national insurance number
- driving licence number
- decision taken
- date of decision
- date decision effective

Information will be retained on NR3 for a period of 25 years.

This is a mandatory part of applying for a hackney carriage /private hire drivers licence. The authority has a published policy on the approach it will take to requests by other authorities for further information about entries on NR3, and about the use it will make of any further information provided to it. You can read that policy at www.staffordbc.gov.uk

Information will be processed in accordance with the Data Protection Act (DPA) and General Data Protection Regulation (GDPR). Any searches, provision or receipt of information of or under NR3 are necessary to the authority's statutory licensing functions of ensuring that all drivers are fit and proper to hold the applicable licence. It is not intended that any NR3 data will be transferred out of the United Kingdom.

If you wish to raise any issue related to the data protection legislation, including by relying on any of the rights afforded to data subjects under the GDPR, you can do so to the authority's Data Protection Officer at dpo@staffordbc.gov.uk

This includes submitting a subject access request.

You always have the right to make a complaint to the Information Commissioner's Office (ICO). Advice on how to raise a concern about handling of data can be found on the ICO's website: ico.org.uk/make-a-complaint/

NOTE: Before a licence is issued to this 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.

It is also necessary for the applicant to produce to the Licensing Authority a certificate in respect of a policy of insurance or such security as complies with the requirements of Part VI of the Road Traffic Act, 1972.

FOR OFFICE USE ONLY

Fee:

Receipt No/Authorisation Code:

Date: