



Application for a vehicle licence in respect of a Hackney Carriage Vehicle

Before completing this application form, please ensure you have read and understood the taxi licensing policy and licence conditions 2020 this is available on our website <https://www.staffordbc.gov.uk/licensing1>

All New Vehicles to be Licensed Must be Wheelchair Accessible

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 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
- 6 Meter Calibration Certificate.

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

The MOT Certificate and Vehicle Inspection sheet is obtained from:

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 Hackney Carriage Licences

Please Read Carefully

- 1 The Licence Holder shall ensure that the licensed vehicle is used primarily within Stafford Borough and is not used predominantly in another area. The Council may revoke or refuse to grant or renew the vehicle licence if this condition is breached.
- 2 All Hackney Carriage Vehicles must be **WHITE**. No other colour will be permitted unless it's a London style cab which may be of another colour with written permission from the Council. The Vehicle Registration Document (V5) must outline **WHITE** as vehicle colour.
- 3 The vehicle must be Wheelchair Accessible, unless Grandfather Rights apply, capable of conveying a wheelchair with the occupant in it or London Cab style - the driver must know how to strap the wheelchair and the occupant within it into the vehicle and fit both with the seatbelts.
- 4 If a V5 in the Licence Holder's name was not provided on application then the Licence Holder must bring the V5 to the Licensing Section for inspection, within 7 days of receiving the V5.
- 5 The Licence Holder shall produce all insurance documents for inspection by the Council on demand. These include the Proposal Form, the Statement of Facts, the Schedule of Endorsements, Public Liability Insurance, as well as the Insurance Certificate and/or any Cover Note issued.

Signage And Notices

- 6 The roof of the vehicle shall be fitted with an illuminated sign bearing only the word **TAXI**, the light of which is capable of being extinguished when the taxi meter is switched on. This should be at the **FRONT** of the vehicle and permanently affixed. **Panoramic roofs are not acceptable as they cannot comply with this requirement. It is not acceptable for the Taxi sign to be in the window.**
- 7 During the hours of darkness the taxi sign shall be illuminated only when the carriage is standing or plying for hire within the borough and shall be extinguished as soon as the vehicle is hired. For the purpose of this condition 'the hours of darkness' shall be the hours of lighting up time.

8 Hackney Carriages are required to have door signage on the front body panel on each side of the vehicle. **These will be provided by Stafford Borough Council.** If any further information, by owner/operator, is required then it must be pre-approved. Stafford Borough Council will only allow the following information with the regulation maximum size of 600 x 300 mm (24" Width x 12" Deep) and must be fixed onto the body panel on each side of the vehicle.

(a) Telephone number

(b) Email address or website of the proprietor's taxi business (where applicable)

Please note it is optional to have the further information put onto the vehicle it is the signage provided by Stafford Borough Council that is mandatory.

9 If the door signage is damaged, ripped, washed off or lost then they must be replaced, at a cost, within 7 days by applying to the Council.

10 No other advertisements, logos or signs, shall be displayed on, in or from the vehicle without the prior written approval from the Council.

11 The vehicle proprietor shall ensure that a copy of the relevant "table of fares" is exhibited in the vehicle in such a position that hirers can see it.

Vehicle Testing

12 All vehicles shall be tested at the Council's approved testing facilities prior to first licensing and annually thereafter. Vehicles will be required to have two MOT examinations per year (every six months) when they are 7 years old from the date of registration except for London Cab style vehicles which will be required to have 2 MOT tests per year (every 6 months) when they are 11 years old from the date of registration.

13 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).

Safety Equipment

14 Provide an 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.

15 The fire extinguisher will be inspected annually and shall be marked with the date of its last test.

- 16 The container for the first aid kit and the fire extinguisher shall be marked with the vehicle plate number and registration number with an indelible ink or a form of permanent tamperproof mark.
- 17 It is not expected that the driver will administer any First Aid unless they hold the relevant training, and are competent to do so.

Plates And Identification Of Vehicle

- 18 The vehicle shall at all times clearly display on the exterior of the vehicle two licence plates supplied by the Council, the form and content of which shall also be prescribed by the Council.
- 19 One licence plate shall be affixed securely to the front of the vehicle and one licence plate affixed securely to the rear of the vehicle. These must be secured permanently to the vehicle. **Magnetic fixings will not** be accepted.
- 20 The plates shall not be affixed to any vehicle other than the one identified in the vehicle licence application form.
- 21 The plates shall at all times remain the property of the Council and the vehicle proprietor shall not cause or permit the information displayed upon the plates to be altered, removed or obscured in any way. The plates shall be returned to the Council on the sale or the transfer of the licensed vehicle (or in the event of revocation or suspension of the licence).
- 22 The plate number must not obscure the registration plate of the vehicle.
- 23 The vehicle shall at all times display the identification stickers supplied by the Council. These stickers shall be displayed on the inside of the windscreen, at the bottom, on the nearside, so that the sticker is visible to the passengers within the vehicle.
- 24 The Council must be notified when the licensed vehicle is sold to a non-licensed driver or is taken off the road/out of taxi business and the plates returned to the Council.

Taxi Meters

- 25 A meter approved by the authority must be fitted and correctly calibrated, sealed and fully functional in accordance with the authority's current approved fare structure.
- 26 The vehicle taximeter shall be brought into operation at the commencement of the journey and the fare demanded by the driver shall not be greater than fixed by this authority in connection with the hire of hackney carriages. In the event of such a journey commencing in but ending outside the borough there may be charged for the journey such fare or rate of fare, if any, as was agreed before the hiring was effected, if no such agreement was made then the fare to be charged should be no greater than that fixed by the authority in connection with the hire of hackney carriages.
- 27 The taxi meter shall be in such a position in the vehicle that the figures recorded thereon are clearly visible to any passenger being carried therein.
- 28 The taxi meter shall be sufficiently illuminated that when in use it is visible to all passengers.
- 29 The driver must not cause the fare recorded thereon to be cancelled until the hirer has had reasonable opportunity of examining it and has paid the fare.
- 30 The taxi meter and all its fittings shall be affixed to the vehicle with seals or other means, or it is protected by an approved code so that it is not practicable for any person to tamper with the meter except by breaking, damaging or permanently displacing the seals or using the authorised codes.
- 31 The Council must be notified of any damage to the taximeter, and repair it and any seals as soon as possible after any damage.
- 32 The Council reserves the right to inspect a licensed vehicle's taxi meter and carry out spot checks at any time.
- 33 The driver must ensure that the fare or charge will be calculated from the point in the borough in which the hirer commences his/her journey and shall not exceed that displayed on the taximeter at the completion of his/her journey.
- 34 The driver must ensure that the taximeter is only switched on at the start of the hirer's journey.
- 35 You must not allow anyone to drive your vehicle for hire purposes until you are satisfied that they know how to properly use the taxi meter.

Accidents Or Damage To Vehicle

- 36 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**.

Condition And Maintenance Of The Vehicle

- 37 The vehicle is to be maintained in a sound mechanical and structural condition at all times. 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.
- 38 That the roof, any sunroof or soft top is watertight.
- 39 The exterior of the vehicle shall be clean, free from unrepaired damage and finished to a high standard.
- 40 The interior of the vehicle shall be clean, tidy and free from litter and the upholstery, carpets and fittings free from significant rips and tears.
- 41 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.
- 42 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 Data Commissioners Office.
- 43 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 side windows therefore this excludes manufactured tints of more than 30% on all windows.
- 44 The Licence Holder shall ensure that the vehicle meets the standard of fitness specified within the latest edition of the Freight Transport Association's (FTA) to Inspection of Hackney Carriage and Private Hire Vehicles.
- 45 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.
- 46 The Licence holder shall produce the licence upon request to any Officer authorised by the council or any Police Constable for inspection.
- 47 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.

- 48 That at least three doors are provided for the use of passengers other than the driver's door, with the exception of a London style cab
- 49 That the vehicle is provided with adequate windows and that at least one window on each side is capable of being opened and closed and all opening windows are weatherproof when closed.
- 50 That door hinges, locks and handrails and any grab handles fitted in the vehicle are secure and sound and not liable to injure any passengers or damage or soil their clothing.
- 51 That proper and efficient internal lighting is fixed to the vehicle and is functioning properly.
- 52 Any repairs to the vehicle must be carried out with replacement parts which meet the manufacturer's original specification.
- 53 Proprietors must ensure that nothing within the licensed vehicle must exhibit any of the following:-
 - Offensive language
 - References to drunkenness or reference the use of recreational drugs
 - Anything racist, sexist, discriminatory or otherwise offensive.
- 54 The Licence Holder shall keep comprehensive written records of day to day fares and bookings, eg date, time, pick up and drop off locations, fare etc. 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 constable in any investigation they may need to undertake.
- 55 A vehicle that fails the MOT test, may have its Licence revoked, and the plates removed, until such time the Council is satisfied that its meets the standards of the MOT test.
- 56 The Licence Holder shall use a suitable complaints procedure through which they will record and investigate all complaints made in relation to any driver or vehicle which is controlled by them. The complaints procedure must also record the outcome of any investigation. The said complaints procedure will be inspected as appropriate by the licensing authority and details of all recorded complaints and investigations shall be made immediately available on request.
- 57 A licence may be revoked, suspended or not renewed in accordance with statutory provisions.

Grandfather Rights

- 58 Generally, vehicles will not be licensed by the Council unless they are wheelchair accessible vehicles. An exception to this rule is that a named holder of a “Grandfather Rights” plate may apply to license a vehicle that is not wheelchair accessible.
- 59 The holders of “Grandfather Rights” plates are not permitted to give away, bequeath, swap, transfer or sell such plates to other persons.
- 60 On the death of the named holder of a “Grandfather Rights” plate, the next of kin and / or beneficiary of a will may continue to operate the non-wheelchair accessible vehicle until the change of the vehicle which is licensed against the plate; at which point the plate will no longer have a “grandfather right”.

Renewal Of Licence

- 61 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.
- 62 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.

Transfer Of Hackney Carriage Vehicle Licences

- 63 There are 2 types of transfer, with one exception, that might take place in accordance with Council Policy.
- 64 A licence holder may transfer their Vehicle Licence from his/her current vehicle to a new vehicle providing it meets the council’s criteria for licensing as above.
- 65 A vehicle, already licensed by one licence holder, can be sold and transferred to another licence holder providing the vehicle meets the council’s criteria for licensing as above and that the existing plate number is transferred to the new owner.
- 66 There is one exception to a transfer; if the vehicle is 6 years old or over, a transfer will not be allowed to take place between one licensed driver and another licensed driver within Stafford Borough licensing regime.
- 67 Upon application of transfer from one licence holder to another, a transfer document provided by the Council must also be completed by the original licence holder and signed consent given.
- 68 Both types of transfers are subject to a New Vehicle Licence fee and the Vehicle’s Licence duration will begin from the date of transfer, but a further MOT inspection may not be required depending on the age of the vehicle.

69 Where the named individual licence holder has Grandfather Right's, a non-wheelchair accessible vehicle **CANNOT** be transferred **at any time**. The Hackney Carriage Plate must remain in the current licence holder's name.

NOTE: ***The Licensing Authority will only issue reminders for renewal of licences via electronic means where possible.***

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Application for a Hackney Carriage Vehicle Licence

In accordance with the appropriate provisions of the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976

If any person knowingly or recklessly make 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 stand or ply for hire within Stafford Borough.

1 Full Name	
2 Full Address and Postcode	
3 Email Address (<i>must be provided</i>)	
4 (a) Telephone No: (b) Mobile No:	
5 National Insurance Number	
6 Business / Trading Name and Address	

<p>7 If you wish to be a joint proprietor of this vehicle, please give names and addresses of every other proprietor</p>	
<p>8 Date of Registration (Please Note: A New Vehicle Licence will only be issued where a vehicle is no more than 4 years old)</p>	
<p>Make and Model</p>	
<p>Colour</p>	
<p>Number of Doors</p>	
<p>Engine Capacity</p>	
<p>Seating Capacity (excluding driver)</p>	
<p>Replacement of Registration Number (if applicable)</p>	
<p>9 In which area(s) do you intend to use the vehicle?</p>	

<p>10 Has any Hackney Carriage / Private Hire Vehicle / Operators Licence you have previously held <u>ever</u> been suspended or revoked?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If <u>Yes</u> please state when and reason</p>
<p>11 Is the vehicle capable of carrying a passenger <u>sitting in</u> a wheelchair?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>12 Does the vehicle have darkened windows?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>13 Is the vehicle currently licensed with any other council as a hackney carriage or private hire vehicle?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If <u>Yes</u> please give details</p>
<p>14 Have you any convictions recorded? (subject to the provisions of the rehabilitation of offenders act 1974)</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If <u>Yes</u> please give details</p>

In the event of the above vehicle being licensed as a Hackney Carriage, I undertake to maintain the vehicle in such condition as it will at all times when standing 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

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 _____