

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 2025.

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

All new vehicles to be licenced must be either white or black in colour and must be wheelchair accessible unless a previous WAV has been held with the same proprietor for a period of 8 consecutive years.

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
7. New Vehicles will require an inspection by a Licensing Officer to ensure that the vehicle meets the policy standards

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

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 Hackney Carriage Licences

Please read carefully:

1. When the Council considers Hackney Carriage Licence applications it will have regard to where the vehicle will primarily be used. The Council may, in the proper exercise of its statutory discretion conferred upon them by section 37 of the Town Police Clauses Act 1847, refuse to grant or renew a Hackney Carriage Vehicle Licence where that vehicle is not intended to be used within Stafford Borough, or is used predominantly in another area.
2. All Hackney Carriage Vehicles must be WHITE OR BLACK. 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 OR BLACK as vehicle colour.
3. The vehicle must be Wheelchair Accessible, unless Grandfather Rights apply or the proprietor has held a Hackney Carriage WAV with Stafford Borough Council for 8 consecutive years, after which they may apply for a Hackney Carriage Vehicle Licence for a saloon car. The Wheelchair accessible vehicle must be 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 Council requires Applicants/Licence Holders to have arranged, and provide evidence of, sufficient motor vehicle insurance for the vehicle they propose to licence, prior to application, failing which the Council may refuse the application.

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. It is mandatory Hackney Carriages to have door signage on the front body panel, in the middle of each door, on each side of the vehicle. These are adhesive stickers, magnetic signs are NOT allowed, and will display your plate number. These will be provided by Stafford Borough Council, once only. If any replacement stickers are required, they can be obtained at a cost to the driver. Should any further information be required, by owner/operator, 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.

Age of Vehicles

12. In order to promote public safety, environmental impact, improve quality and increase public confidence, diesel or petrol vehicles must be less than 6 years old when they are first licensed with the Council and at minimum Euro 6 compliant. 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.

13. London cab-style vehicles and Wheelchair Accessible Vehicles (WAVs) that are fuelled only by diesel or petrol, which are new to licensing with the Council must be less than 8 years old and at minimum Euro 6 compliant. All such vehicles will cease to be licensed after 14 years, from date of first registration or from 2030 whichever date is soonest.
14. All Electric and Hybrid saloon type vehicles which are presented, as new to licensing, will be no more than 6 years old.
15. All Electric and Hybrid wheelchair accessible type vehicles, which are presented as new to licensing, will be no more than 8 years old.
16. Electric/Hybrid and Hydrogen fuel vehicles will have no end date providing the vehicle fits policy standards and remains safe and fit for purpose under the licensing regime.

Inspection and Testing of Vehicles

17. All vehicles must only be tested at one of the Council's approved testing facilities prior to first licensing unless the vehicle is new from purchase. New vehicles shall be subject to the requirement for an MOT 12 months after date for first registration with the DVLA.
18. Petrol or diesel only vehicles will be required to have 2 MOT tests per year (every 6 months) when they are 9 years old from the date of registration. All Electric/Hybrid or Hydrogen fuel vehicles are required to have 2 MOT tests per year (every 6 months) when they are 9 years old from the date of registration and from 14 years old 3 MOTs a year (every 4 months).
19. The age of the vehicle shall be determined by reference to the date of the first registration recorded in the vehicle registration document (V5). This is in order to ensure that older vehicles continue to meet the Council's vehicle standards, particularly in terms of safety. The cost of each test or any re-tests will need to be met by the applicant.
20. A Compliance test pass certificate will also be required each time, from one of the approved testing facilities, (such a Certificate should normally be dated no more than 28 days old at the time that the application is made to the Licensing Authority).

Safety Equipment

21. Provide an efficient 1KG 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.

22. 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.
23. 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.
24. It is not expected that the driver will administer any First Aid unless they hold the relevant training and are competent to do so.

Plate and Identification of Vehicle

25. All vehicles shall always clearly display the one licence plate, issued, on the exterior of the vehicle supplied by the Council, the form and content of which shall also be prescribed by the Council.
26. For reasons of security, the printed licence plate issued by the Council must be placed within the backing plate provided by the Council and at all times be fixed securely to the rear of the vehicle on the offside or centre of the vehicle at bumper height. The licence plate must be horizontal. The use of magnets to fix the plate to the licensed vehicle is not acceptable.
27. The plate shall not be affixed to any vehicle other than the one identified in the vehicle licence application form.
28. The plate shall always remain the property of the Council and the vehicle proprietor shall not cause or permit the information displayed upon 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 licensed vehicle (or in the event of revocation or suspension of the licence).
29. The plate number must not obscure the registration plate of the vehicle.
30. The vehicle shall always 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.
31. 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 taxi business and the plates returned to the Council.

Taxi Meters

32. An approved, sealed, calibrated, and illuminated taximeter must be used to calculate and display the maximum fare for all journeys inside the Borough of Stafford in all hackney carriages. It must not be operated until the passenger is seated in the vehicle and the driver is seated and ready to move the vehicle to commence the journey. Once the journey is concluded by reaching the destination requested by the customer or passenger, the fare displayed on the taximeter should be stated to the passenger and they or the customer should be requested to pay no more than the fare displayed. The Council will support licensed drivers who have reasonable cause to request payment of the appropriate fare prior to the journey taking place.
33. The Council's is the only tariff permitted on the meter. It must state the maximum fare that can be charged by drivers for journeys within the Borough. Lesser fares can be negotiated. The hirer may also agree a fare for a journey which ends outside the Borough.
34. A table of fares will be provided to each Hackney Carriage Proprietor, which must then be clearly displayed in each vehicle so that it is visible to all hirers.
35. The Council reserves the right to inspect a licensed vehicle's taxi meter and carry out spot checks at any time.
36. 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.
37. The driver / proprietor must have the facility to take payment by debit or credit card within the vehicle, with no minimum limit, this is mandatory and should be used as necessary.

Accidents or Damage to Vehicle

38. 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

39. 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 Council's mechanical inspection at all times.
40. That the roof, any sunroof or soft top is watertight.

41. The exterior of the vehicle shall be clean, free from unrepaired damage and finished to a high standard.
42. 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.
43. 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.
44. 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.
45. 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.
46. 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.
47. 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.
48. The Licence holder shall produce the licence upon request to any Officer authorised by the council or any Police Constable for inspection.
49. 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.
50. 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
51. 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.

52. 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.
53. That proper and efficient internal lighting is fixed to the vehicle and is functioning properly.
54. Any repairs to the vehicle must be carried out with replacement parts which meet the manufacturer's original specification.
55. Licence holders 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
56. The Licence Holder of more than 1 vehicle shall keep comprehensive written records of day to day fares and bookings, e.g. 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 Officer in any investigation they may need to undertake. These records must be store and kept securing for 18 months.
57. A vehicle that fails the MOT test, due to serious faults, may have its Licence revoked, and the plate removed, until such time the Council is satisfied that its meets the standards of the MOT test.
58. 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.
59. A licence may be revoked, suspended or not renewed in accordance with statutory provisions.

Grandfather Rights

60. 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.

61. The holders of “Grandfather Rights” plates are not permitted to give away, bequeath, swap, transfer or sell such plates to other persons.
62. 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”.
63. For the avoidance of doubt. Grandfather Rights apply to a named individual vehicle licence holder, who held the relevant vehicle plate number at the time the Policy was updated to specify Hackney Carriages must be wheelchair accessible from January 1992. There is no facility for such plates to be transferred to other named individuals save for the circumstances set out in Clause 19 above.

Renewal of Licence

64. It is the driver’s responsibility to ensure that a renewal application is made in good time, before expiry of the current licence. Failure to renew licences in good time without reasonable excuse will result in the expiry of the existing licence and will require a new application to be made. No application will be prioritised because it is late. Under no circumstances will a renewal be issued without satisfactory completion of all required checks.

Transfer of Hackney Carriage Vehicle Licences

65. There are 2 types of transfer, with one exception, that might take place in accordance with Council Policy.
66. 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.
67. 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.
68. 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.
69. 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.

70. 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.

For full scope of the Hackney Carriage Vehicle Conditions and General Vehicle Conditions, please see the link above for the Taxi Licensing Policy

Intentionally Blank

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 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 stand or ply for hire within Stafford Borough.

Personal Details

1. Full Name

2. Are you the vehicle proprietor?

Yes ☐ No ☐

If no, who is?

3. Full Address and Postcode

4. Email Address (must be provided)

5. Telephone No:

Mobile No:

6. National Insurance Number

7. Business / Trading Name and Address

8. Date of Registration:

(Please see age restrictions above)

Make and Model

Engine Capacity

Colour

Seating Capacity (Excluding Driver)

Number of Doors

Replacement of Registration Number (if applicable)

9. In which areas do you intend to use the vehicle?

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

Yes ☐ No ☐

If yes, please state when and the reason:

11. Is the vehicle capable of carrying a passenger sitting in a wheelchair?

Yes ☐ No ☐

12. Does the vehicle have darkened windows?

Yes ☐ No ☐

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

Yes ☐ No ☐

If yes, please give details:

14. 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 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.