

Hackney Carriage Vehicle Renewals

The Licensing Team will send out a reminder and a renewal application in the post

This will be approximately one month before the renewal is due.

It is your responsibility to renew the licence **with OR without** this reminder

Complete the application form & ensure you have the relevant documents

Will need:

- Completed application
- V5 (original)
- Insurance documents
- MOT certificate
- Certificate of compliance

Bring in the application to reception or email to Licensing and pay the fee of £230

Email:

ehlicensing@staffordbc.gov.uk

If sending application via email call 01785 619000 to make payment

If brought into reception, they will photocopy documents

Licensing Team will process & issue licence
If any issues with vehicle, an inspection will be required

Bring vehicle in for inspection (Loading Bay at SBC Civic Offices) if necessary