

3.0 **Licences to Use a Vehicles as a Hackney Carriage or Private Hire Vehicle**

3.1.0 **Obtaining a licence to use a vehicle as a Hackney Carriage for the first occasion - Application Requirements**

General vehicle requirements

3.1.1 An applicant for a licence to use a vehicle as a hackney carriage must ensure the vehicle is a fully enclosed four wheel passenger vehicle with a M.1 or M.2 European Community Whole Vehicle Type Approval (ECWVTA) or a UK Low Volume Approval, or an Individual Vehicle Approval (IVA) and which meets the following criteria meets the following criteria:

- Manufactured from new as a right-hand drive vehicle.
- Constructed or adapted to seat in comfort at least 4 passengers and not more than 8 passengers.
- Has sufficient doors of sufficient size to allow safe ingress and egress of passengers.
- Where only one passenger door is fitted, that door is on the near side (kerbside) of the vehicle.
- Has no side facing seats;
- In a conventional saloon vehicle where it is intended that the licence be for four passengers, the rear seat must be at least 48 inches wide.
- A height of 34 inches must be available between the top of the seat squab and the roof.
- A distance of 7 inches from the back of the seat in front (when in it's rear-most position) to the front of the seat behind.
- All seats in any vehicle must have a minimum of 16 inches per person, and in respect of seating comply with the Road Vehicles (Registration and Licensing) Regulations.
- The boot or luggage compartment is of sufficient size to carry a reasonable amount of luggage relative to the seating capacity.
- The boot or luggage compartment is separated from the passenger compartment by a suitable barrier
- Vehicles that have been subject to conversion must have appropriate SVA / IVA type approval from VOSA.

Control of Hackney Carriage Vehicle Numbers (CAP)

3.1.2 A restriction has been placed on the number of hackney carriage vehicle licences issued by the Council, as the Council is satisfied that there is no significant unmet passenger demand in the City, this is referred to as the hackney carriage vehicle licence CAP.

3.1.3 The Council currently limits the number of hackney carriage vehicle licences granted to 231.

3.1.4 No new hackney carriage vehicle licences will be granted by the Council unless it is for the genuine replacement of an existing hackney carriage vehicle currently licence by the Council and where that licence is surrendered.

3.1.5 New vehicle licences will only be granted when the number of hackney carriage vehicles licences granted falls below 231. These will be to wheelchair accessible vehicles with side and rear access capable of carrying a wheelchair user whilst they remain seated in their wheelchair only.

Vehicle age requirements

3.1.6 New/replacement vehicle licences will only be granted to vehicles which are less than 5 years of age from the date of first registration (please refer to the CAP 3.1.2 – 3.1.5)

3.1.7 Licences for vehicles being presented for temporary replacement of an existing hackney carriage vehicle will only be granted to vehicles which are less than 5 years of age from the date of first registration. (Please refer to temporary vehicle licensing at 3.5.0)

3.1.8 The age of the vehicle will be calculated based on the date of first registration shown on the vehicle registration certificate (VC5).

3.1.9 No vehicle age limits will apply to any vehicle presented, which is Fully Electric.

Vehicles written off for insurance purposes

3.1.10 The Council will not licence any vehicle to be used as a hackney carriage if it has been graded as a Category A, Category B, Category C or Category S write-off.

Vehicles licensed by other local authorities

3.1.11 The Council will not issue a licence in respect of any vehicle that is already licensed another local authority to be used as either a hackney carriage or private hire vehicle.

Documentation required to be submitted

3.1.12 Before a licence to use a vehicle as a hackney carriage can be issued, the applicant must have submitted all of the following:

- Completed application form
- A current MOT certificate, if the vehicle is more than 1 year old from the date of first registration as show on the V5C
- Valid insurance showing the vehicle is insured for use for hire and reward for public hire or in accordance with a hackney carriage licence.
- The V5C certificate for the vehicle or other equivalent proof of ownership
- A vehicle inspection certificate confirming the vehicle has been found fit for use at the Council's appointed testing station for hackney carriage and private hire vehicles.
- The appropriate application fee
- A basic criminal record disclosure certificate in respect of all relevant individuals.

3.1.13 "Relevant individuals" means any person named as a proprietor of the vehicle on the application and in the case of an application made by a limited company, each director of that company. The requirement to provide a basis criminal record disclosure certificate will be waived in respect of any person licensed by the Council to drive hackney carriage and/or private hire vehicles.

3.2.0 **Obtaining a licence to use a vehicle as a private hire vehicle for the first occasion - Application Requirements**

General vehicle requirements

3.2.1 An applicant for a licence to use a vehicle as a private hire vehicle must ensure the vehicle is a fully enclosed four wheel passenger vehicle with a M.1 or M.2 European Community Whole Vehicle Type Approval (ECWVTA) or a UK Low Volume Approval, or an Individual Vehicle Approval (IVA) and which meets the following criteria:

- manufactured from new as a right-hand drive vehicle;
- constructed or adapted to seat in comfort at least 4 passengers and not more than 8 passengers.
- has sufficient doors of sufficient size to allow safe ingress and egress of passengers.
- where only one passenger door is fitted, that door is on the near side (kerbside) of the vehicle;
- has no side facing seats;
- In a conventional saloon vehicle where it is intended that the licence be for four passengers, the rear seat must be at least 48 inches wide.
- A height of 34 inches must be available between the top of the seat squab and the roof.
- A distance of 7 inches from the back of the seat in front (when in it's rear-most position) to the front of the seat behind.
- All seats in any vehicle must have a minimum of 16 inches per person, and in respect of seating comply with the Road Vehicles (Registration and Licensing) Regulations.
- the boot or luggage compartment is of sufficient size to carry a reasonable amount of luggage relative to the seating capacity.
- the boot or luggage compartment is separated from the passenger compartment by a suitable barrier
- Vehicles that have been subject to conversion must have appropriate SVA / IVA type approval from VOSA.

Vehicle age requirements

3.2.2 New vehicle licences will only be granted to vehicles less than 5 years of age from the date of first registration.

3.2.3 Vehicles licences for vehicles being presented for temporary replacement of an existing private hire vehicle will only be granted to vehicles which are less than 5 years of age from the date of first registration. (Please refer to temporary vehicle licensing at 3.6.0)

3.2.4 The age of the vehicle will be calculated based on the date of first registration shown on the vehicle registration certificate (VC5).

3.2.5 No vehicle age limits will apply to any vehicle presented which is Fully Electric

Vehicles written off for insurance purposes

3.2.6 The Council will not licence any vehicle to be used as a private hire vehicle if it has been graded as a Category A, Category B, Category C or Category S write-off.

Vehicles licensed by other local authorities

3.2.7 The Council will not issue a licence in respect of any vehicle that is already licensed another local authority to be used as either a hackney carriage or private hire vehicle.

Documentation required to be submitted

3.2.8 Before a licence to use a vehicle as a private hire vehicle can be issued, the applicant must have submitted all of the following:

- Completed application form
- A current MOT certificate, if the vehicle is more than 1 year old from the date of first registration as show on the V5C
- Valid insurance showing the vehicle is insured for use for hire and reward for private hire or in accordance with a private hire licence.
- The V5C certificate for the vehicle or other equivalent proof of ownership
- A vehicle inspection certificate confirming the vehicle has been found fit for use at the Council's appointed testing station for hackney carriage and private hire vehicles.
- A basic criminal record disclosure certificate in respect of all relevant individuals.

3.2.9 "Relevant individuals" means any person named as a proprietor of the vehicle on the application and in the case of an application made by a limited company, each director of that company. The requirement to provide a basis criminal record disclosure certificate will be waived in respect of any person licensed by the Council to drive hackney carriage and/or private hire vehicles.

3.3.0 Renewing a licence to use a vehicle as a Hackney Carriage – Application Requirements

3.3.1 An applicant seeking to renew a licence to use a vehicle as a hackney carriage must ensure the vehicle continues to meet the Council's requirements set out at paragraph 3.1.1 of this policy.

Requirements as to the age of the vehicle upon renewal of licence

3.3.2 A licence to use a vehicle as a hackney carriage will not be renewed if the vehicle concerned does not meet the following requirements at the time that the existing licence is due to expire:

3.3.3 Vehicle licences for saloon type vehicles (a vehicle with existing grandfather rights only) will not be renewed once a vehicle is over 8 years of age from the date of first registration.

3.3.4 Vehicle licences for wheelchair accessible vehicles with rear wheelchair passenger access (capable of carrying a wheelchair user whilst they remain seated in their wheelchair) will not be renewed once a vehicle is over 10 years of age from the date of first registration.

3.3.5 Vehicle licences for wheelchair accessible vehicles with side wheelchair passenger access (capable of carrying a wheelchair user whilst they remain seated in their wheelchair) will not be renewed once a vehicle is over 12 years of age from the date of first registration.

3.3.6 Vehicle licences for London International wheelchair accessible vehicles with side wheelchair passenger access (capable of carrying a wheelchair user whilst they remain seated in their wheelchair) will not be renewed once the vehicle is over 15 years of age from the date of first registration.

3.3.7 The age of the vehicle will be calculated based on the date of first registration shown on the vehicle registration certificate (VC5).

3.3.8 No vehicle age limits will apply to any vehicle presented, which is Fully Electric.

Vehicles written off for insurance purposes

3.3.9 The Council will not licence any vehicle to be used as a hackney carriage if it has been graded as a Category A, Category B, Category C or Category S write-off.

Vehicles licensed by other local authorities

3.3.10 The Council will not issue a licence in respect of any vehicle that is already licensed another local authority to be used as either a hackney carriage or private hire vehicle.

Documentation required to be submitted

3.3.11 Before a licence to use a vehicle as a hackney carriage can be issued, the applicant must have submitted all of the following:

- Completed application form
- A current MOT certificate, if the vehicle is more than 1 year old from the date of first registration as show on the V5C
- Valid insurance showing the vehicle is insured for use for hire and reward for public hire or in accordance with a hackney carriage licence.
- The V5C certificate for the vehicle or other equivalent proof of ownership

- A vehicle inspection certificate confirming the vehicle has been found fit for use at the Council's appointed testing station for hackney carriage and private hire vehicles.
- The appropriate application fee
- A basic criminal record disclosure certificate in respect of all relevant individuals.

3.3.12 "Relevant individuals" means any person named as a proprietor of the vehicle on the application and in the case of an application made by a limited company, each director of that company. The requirement to provide a basis criminal record disclosure certificate will be waived in respect of any person licensed by the Council to drive hackney carriage and/or private hire vehicles.

3.3.13 If an application to renew a licence to use a vehicle as a hackney carriage is received more than 14 days after the previous licence has expired, the application will be treated as if it were an application to licence the vehicle to be used as a hackney carriage for the first occasion and will have to meet the stated criteria for such vehicles.

3.4.0 Renewing a licence to use a vehicle as a Private Hire Vehicle Application Requirements

3.4.1 An applicant seeking to renew a licence to use a vehicle as a private hire vehicle must ensure the vehicle continues to meet the Council's requirements set out at paragraph of this policy.

Requirements as to the age of the vehicle upon renewal of licence

3.4.2 Vehicle licences for saloon type vehicles will not be renewed once a vehicle is over 10 years of age from the date of first registration.

3.4.3 Vehicle licences for wheelchair accessible vehicles (capable of carrying a wheelchair user whilst they remain seated in their wheelchair) will not be renewed once a vehicle is over 12 years of age from the date of first registration.

3.4.4 The age of the vehicle will be calculated based on the date of first registration shown on the vehicle registration certificate (VC5).

3.4.5 No vehicle age limits will apply to any vehicle presented which is Fully Electric

Vehicles written off for insurance purposes

3.4.6 The Council will not licence any vehicle to be used as a private hire vehicle if it has been graded as a Category A, Category B or Category C or Category S write-off.

Vehicles licensed by other local authorities

3.4.7 The Council will not issue a licence in respect of any vehicle that is already licensed another local authority to be used as either a hackney carriage or private hire vehicle.

Documentation to be submitted

3.4.8 Before a licence to use a vehicle as a hackney carriage can be renewed, the applicant must have submitted all of the following:

- Completed application form
- A current MOT certificate
- Valid insurance showing the vehicle is insured for use for hire and reward for private hire or in accordance with a private hire licence.
- The V5C certificate for the vehicle.
- A vehicle inspection certificate confirming the vehicle has been found fit for use at the Council's appointed testing station for hackney carriage and private hire vehicles.
- The appropriate application fee
- A basic criminal record disclosure certificate in respect of all relevant individuals.

3.4.9 "Relevant individuals" means any person named as a proprietor of the vehicle on the application and in the case of an application made by a limited company, each director of that company. The requirement to provide a basis criminal record disclosure certificate will be waived in respect of any person licensed by the Council to drive hackney carriage and/or private hire vehicles.

3.4.10 If an application to renew a licence to use a vehicle as a private hire vehicle is received more than 14 days after the previous licence has expired, the application will be treated as if it were an application to licence the vehicle to be used as a private hire vehicle for the first occasion and will have to meet the stated criteria for such vehicles.

**3.5.0 Obtaining a licence to use a vehicle as a Hackney Carriage on a temporary basis
Application Requirements**

3.5.1 This section applies where an application is being made to licence a vehicle for a short period of time as a temporary replacement for a vehicle that is licensed to be used as a hackney carriage but that needs to be replaced for a short period of time as it has become temporarily unfit for use – for example due to accident damage.

Vehicle criteria

3.5.2 An applicant for a licence to use a vehicle as a hackney carriage on a temporary basis must ensure the vehicle meets the criteria set out in paragraphs 3.1.1 to 3.1.4 of this policy.

3.5.3 Where the vehicle that is being temporarily replaced is a vehicle that is capable of carrying a wheelchair user whilst they remain seated in their wheelchair, the temporary replacement vehicle must also be capable of doing so.

Requirements as to the age of the vehicle being licensed on a temporary basis

3.5.4 Vehicles licences for vehicles being presented for temporary replacement of an existing hackney carriage vehicle will only be granted to vehicles which are less than 5 years of age from the date of first registration.

3.5.5 No vehicle age limits will apply to any vehicle presented which is Fully Electric.

Accident reporting

3.5.6 If the vehicle being temporarily replaced has been involved in an accident, the proprietor of that vehicle must have reported that accident to the Council in writing before an application for a temporary replacement vehicle can be accepted.

Vehicles written off for insurance purposes

3.5.7 The Council will not licence any vehicle to be used as a hackney carriage if it has been graded as a Category A, Category B, Category C or Category S write-off.

Vehicles licensed by other local authorities

3.5.8 The Council will not issue a licence in respect of any vehicle that is already licensed another local authority to be used as either a hackney carriage or private hire vehicle.

Documentation to be submitted:

3.5.9 Before a licence to use a vehicle as a hackney carriage can be issued, the applicant must have submitted all of the following:

- Completed application form
- A current MOT certificate, if the vehicle is more than 1 year old from the date of first registration as show on the V5C
- Valid insurance showing the vehicle is insured for use for hire and reward for public hire or in accordance with a hackney carriage licence.
- The V5C certificate for the vehicle or other equivalent proof of ownership
- A vehicle inspection certificate confirming the vehicle has been found fit for use at the Council's appointed testing station for hackney carriage and private hire vehicles.

- The appropriate application fee

Duration of licence

3.5.10 A licence issued in accordance with this section will be issued for a period of no more than four months and will then expire.