

Standard Private Hire Vehicle Licence Renewal Application Procedure/Guidance Notes

It is your responsibility to read the relevant parts of the full Hackney Carriage and Private Hire Licensing Policy 2023-2027 before applying for a vehicle licence to ensure that your vehicle meets the criteria which came into effect on the 1st April 2023. This document is available to view at www.shropshire.gov.uk/licensing.

The application form and **all** supporting documents **must** be returned to the Licensing Team at least 10 working days prior to the plate expiry date.

- In order for your application to be accepted you **must** ensure you send in the following information:
 - Completed application form (the application must be made by the person who is the current licence holder and therefore should be the legal owner of the vehicle)
 - Completed Convictions Form, **unless** you are the holder of a hackney carriage and private hire drivers licence or a private hire operators licence issued by Shropshire Council
 - A copy of the receipt for payment of the application fee. A full list of the fees is included within this application pack and is also available at www.shropshire.gov.uk. Payments can be made online at <https://www.shropshire.gov.uk/pay/>
 - A basic criminal record disclosure from the Disclosure and Barring Service, **unless** you are the holder of a hackney carriage and private hire drivers licence or private hire operator licence issued by Shropshire Council. Please note a basic criminal record disclosure will only be accepted by the Council within 12 months of the date of issue from the Disclosure and Barring Service
 - A copy of new MOT which has been issued within the previous 10 working days
 - A copy of a valid certificate of insurance for private hire (when providing fleet insurance please enclose a copy of the schedule/register of vehicles covered by the fleet insurance)
 - Proof of public liability insurance for a minimum of £5,000,000
 - Where the vehicle is fitted with a mechanically operated ramp, a valid certificate/report confirming the ramp complies with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998
 - Where the vehicle is fitted with a non-mechanical ramp, confirmation that the ramp complies with the relevant provisions of the Provision and Use of Work Equipment Regulations 1998
 - Where fittings are used to secure wheelchairs to the floor of a vehicle, a certificate/report confirming that all the fittings are intact and are free from damage and wear

Please note: Where the application relates to a partnership or a company, the name, address, date of birth and other information of all partners, directors/company secretaries must be included in the application form. In addition, all applicants including partners, directors/company secretaries will need to provide:

- A completed Convictions Form, **unless** they are the holder of a hackney carriage and private hire drivers licence or a private hire operators licence issued by Shropshire Council
- A basic criminal record disclosure from the Disclosure and Barring Service, **unless** they are the holder of a hackney carriage and private hire drivers licence issued by Shropshire Council. Please note a basic criminal record disclosure will only be accepted by the Council within 12 months of the date of issue from the Disclosure and Barring Service

If any part of the application form is incomplete, or if the fee or other relevant information/supporting documentation is not provided, the applicant will be requested to provide the missing information/documentation and informed that the application will not be processed until such time as all the information/documentation is provided. If the applicant fails to provide all the information to complete the application, the application will be rejected.

- Once your application has been validated and accepted the Licensing Team will:
 - Complete an online check of the MOT history for the vehicle
 - Complete an online vehicle tax check for the vehicle
 - Where applicable. make enquiries through the Councils adults and children's social care teams, West Mercia Police (or other relevant force), other local authorities and any other organisation, agency or person that the Council has deemed appropriate to seek information from
- Providing the above are satisfied and there are no concerns about the application, Officers will grant the licence. Once your application has been granted a member of the Licensing Team will contact you to arrange a vehicle compliance appointment prior to the licence plates being issued. In all other cases, the application will be referred to the Licensing Panel for determination. The applicant will be notified in writing if their application is to be determined by the Licensing Panel.
- At the vehicle compliance appointment checks will be made to ensure:
 - Where the vehicle is sufficiently equipped for the provision of one reference wheelchair, that the driver presenting the vehicle is capable of safely loading and securing the wheelchair into the vehicle (The vehicle, including seating, wheelchair restraint and ramp, will be photographed and the images held on the vehicle record file for future reference)
 - Where the vehicle is fitted with a taximeter that the meter seal is intact and the serial number matches the number provided in the meter calibration certificate. Where a meter seal has been tampered with and/or the serial number no longer matches, a new certificate/report to confirm compliance will be required
 - The vehicle has a full-size spare wheel or space saver design wheel and tools to change the wheel OR a contract with a mobile tyre replacement specialist. Please note the Council no longer accepts puncture repair kits
 - The vehicle has No Smoking Signs on display

- Where the vehicle is wheelchair accessible, a sign confirming the vehicle is wheelchair accessible is clearly displayed
 - The driver is wearing the Council issued drivers badge ensuring that the licence details and photo are visible
 - The internal 'Vehicle Copy' of the drivers badge is displayed ensuring that the licence details and photo are visible
 - Where CCTV is fitted, a CCTV operating in this vehicle sign is on display
- Provided officers are satisfied that the vehicle meets the requirements of the compliance check, the new licence plates will be issued. If, however, the vehicle does not meet the compliance check, advice will be provided and a further appointment arranged.

Please note: Email correspondence from the Licensing Team will be sent from taxis@shropshire.gov.uk. Therefore, you are advised to add this email address to your contacts.

Hackney Carriage and Private Hire Vehicle, Driver and Operator Fees 2024/25

Licence Type	Current Fee (£)
Drivers	
Driver's Joint Badge – New Application (includes DBS, DVLA, first knowledge test, first driver assessment and safeguarding awareness course)	317.00
Driver's Joint Badge – New Application (includes DVLA, first knowledge test, first driver assessment and safeguarding awareness course, excludes DBS)	260.00
Driver's Joint Badge – Renewal Application (includes DVLA and safeguarding awareness course, excludes DBS)	219.00
Driver's Joint Badge – Renewal Application (includes DBS, DVLA and safeguarding awareness course)	273.00
Driver's Knowledge Test - Resit	52.00
Driver's Knowledge Test	59.00
Driver Assessment	70.00
Safeguarding Awareness Course	48.00
Additional DBS	59.00
Driver Badge Replacement following damage or loss	45.00
Vehicles	
Standard Private Hire Vehicle - New	203.00
Standard Private Hire Vehicle - Renewal	209.00
Standard Private Hire Vehicle - Licence Transfer	203.00
Standard Private Hire Vehicle - Licensee Transfer	98.00
Executive Private Hire Vehicle - New	195.00
Executive Private Hire Vehicle - Renewal	213.00
Executive Private Hire Vehicle – Licence Transfer	195.00
Executive Private Hire Vehicle – Licensee Transfer	98.00
Novelty Private Hire Vehicle - New	190.00
Novelty Private Hire Vehicle - Renewal	201.00
Novelty Private Hire Vehicle – Licence Transfer	186.00
Novelty Private Hire Vehicle – Licensee Transfer	98.00
Hackney Carriage Vehicle - New	193.00
Hackney Carriage Vehicle - Renewal	194.00
Hackney Carriage Vehicle - Licence Transfer	194.00
Hackney Carriage Vehicle - Licensee Transfer	98.00
Exterior plate replacement following damage or loss	45.00
Internal plate replacement following damage or loss	45.00
Fare Card replacement following damage or loss	3.00
Private Hire Door Signs (pair)	45.00
Additional plate for a trailer	45.00
Private Hire Operators – New Application	
Private Hire Operator – up to and including 30 vehicles and one base	328.00
Private Hire Operator – 31 vehicles and more and/or more than one base	874.00
Private Hire Operators – Renewal Application	
Private Hire Operator – up to and including 30 vehicles and one base	371.00
Private Hire Operator – 31 vehicles and more and/or more than one base	851.00
Additional Administrative Charges	
Licence holder change of details (e.g. change of residential address/other minor changes)	26.00

8. To be completed by the Private Hire Operator	I confirm that the vehicle listed in this application is working through this operator.	
	Signature of Operator:	<input type="text"/>
	Printed Name:	<input type="text"/>
	Name of Company	<input type="text"/>
	Address including postcode:	<input type="text"/>
	Date:	<input type="text"/>

9. Correspondence details: (eg agent or if you prefer Shropshire Council to contact you via your proposed operator/employer)	Would you prefer Shropshire Council to contact you through your Operator or Agent regarding this application: (eg to arrange appointments or general queries)	
	Yes	<input type="checkbox"/> No <input type="checkbox"/>
	Do you give consent for Shropshire Council to discuss the details of your application with your Operator or Agent? (eg to provide an update on what is required to complete the application process)	
	Yes	<input type="checkbox"/> No <input type="checkbox"/>
	If yes to either question, please provide details below:	
	Title (delete as appropriate): Mr/Mrs/Miss/Ms/Mx/Other:	
	Surname:	
Forenames:		
Address:		
Postcode:		
Email address: (the licensing team will forward correspondence via email as the preferred method of contact)		
<input type="text"/>		

Please note: if any part of the application form is incomplete, or the fee not paid, or other relevant information/supporting documentation is not provided, your application will not be processed until such time as all the information/documentation is provided. If you fail to provide all the information to complete the application, the application will be rejected.

Please tick ✓ Yes

- I/we have enclosed a completed application form **and all** required supporting documents as listed in the Procedure Notes
- I/we have enclosed a copy of the receipt for the fee paid
- I/we understand that if I/we do not comply with the above requirements my/our application will not be processed and may be rejected

Data Protection

The information provided will be used in the process of considering the application and may be sent to authorised bodies including Police, Benefits, Councillors, Inland Revenue, other local authorities.

Shropshire Council is under a duty to protect the Public Funds that we handle and to this end we may share your information internally or with other organisations for the prevention and detection of a crime or any matters connected to a breach of Shropshire Councils Licensing Policy. We will not transfer your personal data outside the European Economic Area or disclose it to any third party other than for the purposes outlined.

Authorisation and Declaration of Applicant

I/we, the undersigned, hereby give permission for Shropshire Council to be given information regarding myself/ourselves to assist them in making a determination on my/our application under the relevant Acts.

I/we give permission for enquiries to be made with relevant police forces, other local authorities or any other agencies that the Council may deem appropriate in order to determine my/our application. These enquiries will include requests to Children’s and Adult’s Social Care regarding safeguarding information and requests to the Councils Passenger Transport Commissioning Group regarding passenger/schools contracts.

I/we declare that I/we am/are the legal owner of the vehicle concerned and entitled to have ownership of this vehicle.

I/we declare that, to the best of my/our knowledge, where the vehicle is purpose built or converted for wheelchair access, the vehicle has not been modified since the VCA / IAC / IVA6 was issued.

I/we declare that the information I/we have supplied in this application is true, complete and accurate to the best of my/our knowledge.

I/we have read and understood the conditions of licence and will abide by them.

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.

Applicant
Signature:

Date:

Full name
(In CAPITALS):



Vehicle Proprietors Convictions Form

Each person listed in the application form will be required to complete and sign a convictions form stating details of previous convictions, **unless** they are the holder of a hackney carriage and private hire drivers licence or a private hire operators licence issued by Shropshire Council.

Applicants must have regards to Appendix I (Guidance to determining the suitability of applicants including the relevance of criminal convictions and cautions) of the Hackney Carriage and Private Hire Licensing Policy 2023-2027 before answering the following questions. All unspent convictions and cautions, including driving endorsements and community resolutions, must be disclosed to the Council. Please ensure that you answer the following questions accurately.

Have you **ever**:

- a) Been convicted of any offences (including driving / motoring offences) Yes No
- b) Been cautioned for any offences (including driving / motoring offences) Yes No
- c) Received warnings for any offences (including driving / motoring offences) Yes No
- d) Received any driving endorsements, including period of disqualification, for any offences Yes No
- e) Received fixed penalty notices or community resolutions for any offences (including driving / motoring offences) Yes No

If you have answered "Yes" to any of these questions please give further details below:

Date of Conviction / Caution / Warning / Driving Endorsement / Fixed Penalty etc	Date Of Offence	Offence	Sentence

Please use continuation sheets if required

Declaration of Applicant (Conviction Form)

I declare that the information I have supplied in this convictions form is true, complete and accurate to the best of my knowledge.

I have read and understood the conditions of licence and will abide by them.

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.

Signature:

Date:

Full name (in CAPITALS):