

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 2019 – 2023 before applying for a vehicle licence to ensure that your vehicle meets the new criteria which came into effect on the 1st April 2019. This document is available to view at www.shropshire.gov.uk/licensing.

- The application form needs to be completed and returned to the Licensing Team (office address detailed above) 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 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
 - Fee or a copy of the receipt if paid online. A full list of the fees is included within this application pack and is also available at www.shropshire.gov.uk
 - Evidence of your right to work in the UK in accordance with the Home Office requirements, unless you are the holder of a hackney carriage and private hire drivers licence issued by Shropshire Council on or after 1st December 2016
 - 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
 - Copy of new MOT which has been issued within the previous 10 working days
 - 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
- Providing the above are satisfied, Officers will grant the licence. 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.
- **Please note: if any part of the application form is incomplete, or the fee not paid, the application will not be processed until such a time as all the information / documentation is provided.**
- Once your application has been validated and accepted a member of the Licensing Team will contact you to arrange a vehicle compliance appointment prior to the licence plates being issued.
- At the vehicle compliance appointment checks will be made to ensure:
 - 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
 - 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
 - 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 wheelchair accessible, a sign confirming the vehicle is wheelchair accessible is clearly displayed
 - 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

Hackney Carriage and Private Hire Vehicle, Driver and Operator Fees 2020/21

Licence Type	Current Fee (£)
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Drivers

Driver's Joint Badge – New Application (includes DBS, DVLA, first knowledge test, first driver assessment and safeguarding awareness course)	254.00
Driver's Joint Badge – Renewal Application (includes DBS, DVLA and safeguarding awareness course)	240.00
Driver's Knowledge Test Resit	52.00
Driver Badge Replacement following damage or loss	45.00
Driver Training assessment	57.00
Safeguarding Training course	48.00

Vehicles

Standard Private Hire Vehicle - New	148.00
Standard Private Hire Vehicle - Renewal	187.00
Standard Private Hire Vehicle - Licence Transfer	108.00
Executive Private Hire Vehicle - New	133.00
Executive Private Hire Vehicle - Renewal	184.00
Executive Private Hire Vehicle – Licence Transfer	78.00
Novelty Private Hire Vehicle - New	141.00
Novelty Private Hire Vehicle - Renewal	184.00
Novelty Private Hire Vehicle – Licence Transfer	87.00
Hackney Carriage Vehicle - New	142.00
Hackney Carriage Vehicle - Renewal	169.00
Hackney Carriage Vehicle - Licence Transfer	102.00
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

Trailer

Trailer – New	123.00
Trailer – Renewal	126.00

Private Hire Operators – New Application

Private Hire Operator – up to and including 30 vehicles and one base	319.00
Private Hire Operator – 31 vehicles and more and/or more than one base	753.00

Private Hire Operators – Renewal Application

Private Hire Operator – up to and including 30 vehicles and one base	302.00
Private Hire Operator – 31 vehicles and more and/or more than one base	746.00

Additional Administrative Charges

License holder transfer/change of details (e.g. change of address/other minor changes)	24.00
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Application for a Renewal of a Standard Private Hire Vehicle Licence

To assist you in completing this application form please read the guidance notes provided.
Local Government (Miscellaneous Provisions) Act 1976
Town Police Clauses Act 1847

<p>1. Are you applying as ...</p>	<p><input type="checkbox"/> An individual (please complete Question 2 then move to Question 4)</p> <p><input type="checkbox"/> A company (please complete Question 3 then move to Question 4)</p>																				
<p>2. Individual Applicants Only: (please complete all fields – the applicant must be the person who is the legal owner of the vehicle)</p>	<p>Title (delete as appropriate): Mr/Mrs/Miss/Ms/Other:</p> <p>Surname:</p> <p>Forenames:</p> <p>Address:</p> <p>Postcode:</p> <p>Email address: (the licensing team will forward correspondence via email as the preferred method of contact)</p> <table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> <p>Telephone number:</p> <p>Mobile number:</p> <p>Shropshire Council Joint Driver Badge number:</p> <p>OR Basic Disclosure certificate attached: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>How many years have you been resident in the UK?</p> <p>Do you hold a valid passport? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, is your passport issued by the UK/EU/EEA/Switzerland? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If no, which country was your passport issued by?</p> <p>Do you have the right to work in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><small>(You will be notified by the Licensing Team if you are required to provide proof of the right to work in the UK)</small></p>																				

Company Director Details continued ...

Email address: (the licensing team will forward correspondence via email as the preferred method of contact)

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Shropshire Council Joint Driver Badge number:

OR Basic Disclosure certificate attached: Yes No

How many years have you been resident in the UK?

Do you hold a valid passport? Yes No

If yes, is your passport issued by the UK/EU/EEA/Switzerland?
 Yes No

If no, which country was your passport issued by?

Do you have the right to work in the UK? Yes No

(You will be notified by the Licensing Team if you are required to provide proof of the right to work in the UK)

3c. Company Secretary Details:
(Please complete all fields)

Title: Mr/Mrs/Miss/Ms/Other:

Surname:

Forename(s):

Address:

Postcode:

Date of birth

Telephone number:

Mobile number:

Email address: (the licensing team will forward correspondence via email as the preferred method of contact)

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Shropshire Council Joint Driver Badge number:

OR Basic Disclosure certificate attached: Yes No

How many years have you been resident in the UK?

Do you hold a valid passport? Yes No

If yes, is your passport issued by the UK/EU/EEA/Switzerland?
 Yes No

If no, which country was your passport issued by?

Do you have the right to work in the UK? Yes No

(You will be notified by the Licensing Team if you are required to provide proof of the right to work in the UK)

If there are additional directors, shadow directors please provide full details on a separate sheet.

4. Vehicle Plate Number and Expiry Date:

Plate number:
Expiry date:

5. Vehicle Details:
(please complete all fields)

Registration number:
Make:
Model:
Colour:
Date of first registration:
Body Type i.e. saloon/estate/hatchback:
Fuel, i.e. diesel/petrol
Number of passenger seats:
Wheelchair access: Yes No
Is the vehicle fitted with a taximeter? Yes No
Will this vehicle be used with a trailer? Yes No
Is this vehicle covered by CCTV? Yes No
If Yes, please provide the ICO registration number:
Is this vehicle licensed by another Local Authority? Yes No
If Yes, please state which authority:

6. You may be required to have Employer Liability Indemnity. Have you checked with your insurance provider whether you require Employer Liability Indemnity?

Please tick ✓ as appropriate:
I have checked with my insurance provider and I confirm that I **do not** require Employers Liability Indemnity
or
I have checked with my insurance provider and I confirm that I **do** require Employers Liability Indemnity
If required, please provide a copy of the Employers Liability Indemnity with your application

7. By which Private Hire Operator will the vehicle be operated?

Name:
Address:
Postcode:

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:

Printed Name:

Name of Company:

licence because I have not complied with the UK's immigration laws, my licence will lapse and I must return it to Shropshire Council.

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

I declare that the information I have supplied in this application 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.

I declare that, to the best of my 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.

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.

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.

Applicant Signature: Date:

Full name
(in CAPITALS):

For office use only	
Completed application form	
Completed conviction form	
Fee or copy of receipt	
Where applicable, proof of right to work in the UK	
Where applicable, basic criminal records disclosure	
Copy of new MOT issued within the previous 10 working days	
Copy of valid certificate of insurance for private hire	
Proof of public liability insurance for a minimum of £5,000,000	
Proof of car tax	
Valid certificate/report confirming the ramp complies with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 (mechanical ramp) OR confirmation that the ramps comply with the relevant provisions of the Provision and Use of Work Equipment Regulations 1998 (non-mechanical ramps)	
A certificate/report confirming that all the fittings are intact and are free from damage and wear	



Licensing Team
 Public Health
 Shirehall
 Abbey Foregate
 Shrewsbury
 Shropshire, SY2 6ND
 Email: taxis@shropshire.gov.uk
 Tel: 0345 678 9046

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** you are the holder of a hackney carriage and private hire drivers licence or a private hire operators licence issued by Shropshire Council.

All previous convictions, 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):