

Application for Private Hire Vehicle Licence

I am pleased to enclose an application pack for a Private Hire Vehicle licence.

Licences are issued by Hartlepool Borough Council with the administration and enforcement being carried out by the Council's Licensing Team which consists of six officers that deal with a wide range of licensing matters including taxis, sale and supply of alcohol, gambling, safety of sports grounds and many others.

The Licensing Team aims to offer a first class service and can be contacted on (01429) 523354 during normal office hours or by e-mail at Licensing@hartlepool.gov.uk. A number of issues are also detailed on the Council's website which is available at www.hartlepool.gov.uk/licensing.

The Licensing Team will endeavour to issue a vehicle licence within 3 days of a valid and complete application being received. Please ensure you apply for a licence in good time as we cannot guarantee to issue a licence quicker than this.

Please note that application forms, and other ancillary documents, must be completed fully and correctly before your application can be considered. Incomplete applications will be returned to you whilst the provision of any incorrect or false information is a criminal offence and may result in you being prosecuted.

The licence application pack contains a number of important documents that you should read thoroughly as they explain many of the obligations and responsibilities of a licensed vehicle owner. Please contact the Licensing Team if there is anything that you do not understand.

Please note that whilst the Licensing Team will endeavour to help you wherever possible it is your responsibility to ensure your vehicle is suitable to be licensed – especially if you are buying a new car. The enclosed policy details the standards that any licensed vehicle must meet and the Council will not be held responsible if you purchase a vehicle that cannot be licensed because it does not comply with the policy. It is also worth remembering that specifications of cars change over time and you should not assume that a new vehicle will be licensed because similar models have been licensed in the past. You should therefore read the policy carefully and speak to the Licensing Team if you are in any doubt.

Finally, if this is your first licensed vehicle you must be aware that it is your responsibility to ensure it is driven only by drivers licensed by Hartlepool Council. You would commit a criminal offence if you allow unlicensed drivers to drive your vehicle.

Should you have any questions regarding your application for a licence please do not hesitate to contact the Licensing Team on (01429) 523354.

Ian Harrison
Principal Licensing Officer





Information for Applicants

Private Hire Vehicles

Contained in this Pack: -

What is required from the applicant

Frequently Asked Questions (FAQ's)

Notes for Guidance

Policy for Hackney Carriage and Private Hire Vehicles including
Additional advertising allowance

Extracts from the Local Government (Miscellaneous Provisions)
Act 1976 –Private Hire Vehicles

Procedure for Extensions to 6 Year Age Policy

Application Form

Useful Contacts

What is required from the Applicant?

Hackney Carriage/Private Hire Vehicles

- Fee currently at: - Annual Licence £380.00
- Completed Application Form
- Proof of Insurance
- Copy of Registration Document (Log Book)
- Mechanical Inspection – Certificate of Compliance issued by the Council's Depot,
- Certificate of Adaptation/Modification. (This would be required if the vehicle had been altered in any way ie vehicle changing from petrol/diesel to Liquid Petroleum Gas or if the vehicle has been converted to a wheelchair accessible vehicle).



Frequently Asked Questions (FAQ's)

Private Hire and Hackney Carriage Vehicles

Why do I need to apply for a licence?

Vehicles that are used for carrying fare paying passengers with 8 passenger seats or less are, by legal definition, either hackney carriage (HC) or private hire (PH) vehicles. The law is detailed in the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976.

Hartlepool Borough Council is required to licence all Hackney Carriage/Private Hire Vehicles to help ensure public safety.

Hartlepool Borough Council has prepared a policy document that details the standards that any Hackney Carriage/Private Hire Vehicle must meet in order to be licensed.

IT IS A CRIMINAL OFFENCE TO OPERATE OR DRIVE AN UNLICENSED HACKNEY CARRIAGE/PRIVATE HIRE VEHICLE.

What is the difference between Private Hire and Hackney Carriage Vehicles?

Hackney Carriage vehicles can legally ply for hire (pick up off the streets) whereas Private Hire vehicles must be pre-booked through an Operator.

Hackney Carriage vehicles are also yellow, have a roof sign and a meter fitted to the inside of the vehicle.

My vehicle is only hired for weddings and/or funerals. Do I require a licence?

Your vehicle is exempt from the requirement of being licensed as a Private Hire Vehicle should ALL of your work be for weddings or funerals. However, if part of the work your vehicle undertakes is for other occasions, then you must be licensed.

How do I licence my vehicle?

In order to obtain a HC/PH licence you must provide the Council with the following documents:-

1. Fee (see attached for details)
2. Completed application form (enclosed)

3. Proof of insurance including Public Liability insurance to a minimum value of £5,000,000
4. Certificate of Compliance – mechanical inspection
5. Copy of registration document (log book)

My vehicle is 4 years old, can it be licensed?

The Council's policy is that it will only licence vehicles which are under 4 years of age. Therefore you should always check the registration document for the date of first registration before buying.

I want to licence a purpose built HC vehicle. Does this have to be under 4 years of age.

A vehicle which is described as a taxi or hackney carriage on the registration document may be below 5 years old from the date of first registration.

My vehicle has 10 seats.

Only vehicles which have eight passenger seats or less can be licensed through the Local Authority. Nine (or more) passenger seated vehicles would be licensed through the Driver and Vehicle Standards Agency (DVSA) as Public Service Vehicles (PSV's).

Further advice can be obtained through DVSA on the telephone number listed in the useful contacts section of this pack.

Does my vehicle require any additional insurance?

All licensed Private Hire and Hackney Carriage Vehicles are required to have insurance covering 'hire or reward' and public liability insurance to a minimum of £5,000,000

I own a hackney carriage – Do I have to keep records of any advance bookings that I take?

Yes. It is a requirement that you keep details of any advance bookings you carry out including:-

- Date and Time of Booking
- Name of Client
- Details of Booking – Pick up and Drop off point
- Drivers Name

What is a mechanical inspection?

Before a vehicle can be licensed it must pass the Council's mechanical inspection. The inspection is a 55 point inspection carried out by the Local Authority's testing station at Tofts Farm Industrial Estate East, Brenda Road, Hartlepool, TS25 1NP. The inspection includes brakes, lights, suspension etc. The inspection must be carried out at the Council's depot. Inspections carried out elsewhere will not be suitable for the licensing of the vehicle.

What is a Certificate of Compliance?

It is the "pass sheet" issued by the Council's depot following a successful mechanical inspection

The vehicle has recently passed an MOT do I still have to have the Council's mechanical inspection?

Yes, the vehicle is required to have 2 vehicle inspections carried out by the Council's Depot in each year.

Why does my vehicle have to be inspected every 6 months?

All private hire and hackney carriage vehicles are required to have frequent mechanical inspections to ensure the safety of the passenger. Stretched limousines must be inspected every 4 months

Can I advertise on my vehicle?

Please refer to the enclosed Policy for information regarding internal and external advertising.

Are licence plates issued and if so must I display them?

Licence plates are issued by the Local Authority and must be displayed on the front and rear bumpers of the vehicle, in addition 2 door roundels are issued which must be displayed on both front doors.

My vehicle is a family car, can I remove the plates when I am not working?

No, once licensed, the vehicle must always display the plates and door roundels and must always be driven by licensed drivers only.

Notes for Guidance for Private Hire Vehicles

The applicant must be satisfied that the proposed vehicle complies with all Council requirements detailed within the council's policy for Hackney Carriage/Private Hire Licensing prior to submitting the application form. Details in this pack are for guidance only, any queries should be clarified with the licensing officers.

- Private Hire vehicles are linked to a licensed Private Hire Operator. Therefore, prior to submitting the application form it must be signed and stamped by the relevant Operator.
- Applicants are to submit the paperwork including the relevant application form to the Licensing Team at the Civic Centre prior to licensing of the vehicle together with the appropriate insurance and fee.
- Applicants/vehicle owners are required to have the vehicle inspected by the Council's Depot twice per year.

Arrangements are to be made direct with the Council's Depot for the vehicle to undergo the mechanical inspection prior to licensing. Contact number (01429) 523848.

- The applicant should contact the Licensing Team for an appointment to be made to present the vehicle at the Civic Centre for the plates to be issued.
- Applicant can contact Licensing Officers on direct lines 523363/523343 regarding any queries.

Policy for Hackney Carriage and Private Hire Vehicles, Drivers and Operators

The following policy is intended to be used when dealing with hackney carriage and private hire licensing matters, however, each application will be considered on an individual basis and decided on its merits.

1. **Licensed Drivers.** *(The licensing policy relating to drivers has not been included in this pack. Please contact the licensing team if you would like to see it.)*

2. Licensed Vehicles

2.1 Sections 47 and 48 of the Local Government (Miscellaneous Provisions) Act 1976 permit local authorities to attach conditions to the grant of Hackney Carriage and Private Hire Vehicle licences as it considers reasonably necessary.

2.2 Failure to comply with these conditions may result in a Hackney Carriage or Private Hire Vehicle licence being refused, suspended or revoked.

2.3 In these conditions 'the Proprietor' includes part proprietor and means the holder of a hackney carriage or private hire vehicle licence.

2.4 Making an Application - Essential Requirements

2.5 **Prior to a vehicle licence being issued the applicant, being the proprietor of the vehicle, shall: -**

- a) Complete and submit to the Council an application on the prescribed form together with the required licence fee no later than three working days prior to the licence being required.
- b) Pay the required licence and associated fees. If payment is made by cheque which is subsequently dishonoured any licence issued shall be null and void. Licence fees are non-refundable.
- c) Produce evidence of (and maintain throughout the lifetime of the licence) the following: -
 - i. Road fund tax;
 - ii. Appropriate Vehicle Insurance Certificate;
 - iii. Public Liability Insurance Certificate;

- iv. Pass sheet issued by Hartlepool Borough Council's Transport Depot (not required if MOT certificate has been issued by the same). Such a Pass sheet must relate to an inspection carried out immediately prior to the licence being granted;
- v. MOT certificate;
- vi. V5 registration document (in the case of a new vehicle a sales invoice will suffice but the registration document must be produced within 6 weeks of licence issue); and
- vii. Present the vehicle for visual inspection by an authorised officer immediately prior to the licence being issued.

2.6 A vehicle submitted for licensing must: -

- a) Be a car fitted with at least four road wheels;
- b) Have at least two fully operational doors or four fully operational doors where the vehicle is licensed to carry two or more passengers (with the exception of minibus type vehicles which should have a minimum of two doors provided for the exclusive use of passengers)
- c) Be right hand drive (see exception for stretched limousines)
- d) Be below the age of 3 years from the date of first registration and the vehicle will normally be required to be replaced when it reaches six years of age unless the proprietor can demonstrate that it has been, during the course of its lifetime, exceptionally well-maintained. (see exception for stretched limousines)
- e) A hackney carriage that is purpose built and described as a 'taxi' or 'hackney carriage' on its vehicle registration document shall be below the age of 5 years from the date of the first registration and the vehicle will normally be required to be replaced when it is 13 years old, unless the proprietor can demonstrate that it has been, during the course of its lifetime, exceptionally well-maintained.
- f) Vehicles that are over 25 years of age may be licensed as a 'classic' car but only if they meet all other licensing requirements;
- g) Be so constructed as to be safe and comfortable and the doors open sufficiently wide so as to allow easy access to and egress from the vehicle and cause no inconvenience to passengers;

2.7 Any new (not replacement) Hackney Carriage Vehicle must be fully wheelchair accessible and will only be considered suitable for licensing if it conforms with all other licensing requirements.

2.8 Conditions of Licence

2.9 **The proprietor of any licensed vehicle shall ensure that the following conditions are complied with: -**

External Construction and Markings

- a) (With the exception of those vehicles that have obtained an exemption) Vehicle licence plates shall be fixed to the front and rear of the vehicle in a clear and conspicuous location in a vertical plane at right angles to the longitudinal axis of the vehicle;
- b) (With the exception of those vehicles that have obtained an exemption) A sticker incorporating the official Council crest and vehicle licence number (to be supplied by the Council) must be permanently adhered directly to the paintwork on the near and off-side front doors where it is clearly visible. No magnetic signs or other similar temporary fixings shall be permitted.
- c) Equipment to facilitate use by disabled passengers must be maintained in good condition and readily available for use. Vehicles designed to load wheelchair passengers from the rear of the vehicle by means of a ramp shall not be permitted.
- d) Licensed vehicles must at all times be maintained in a good condition and be kept clean and tidy. This includes the following examples which are for reference only and does not constitute a definitive list of matters that may be considered to evaluate whether a vehicle is in a good condition: -
 - i. Bodyshell/paintwork – free from rust, broken metal and other visible damage;
 - ii. Seats, seat covers, floor coverings and interior trims – free from tears, damage, grease and other contamination;
 - iii. Door hinges – shall be in good working order and to be seated correctly when closed;
 - iv. Windscreen and Windows – to be in good clean workable condition and free from damage; and
 - v. Oil leaks – engine to be free from oil leaks
 - vi. Signs, notices or advertisements must not be of a content that an authorised officer deems to be offensive or abusive. Further guidance as to the content of an advertisement may be found by visiting the Advertising Standards Authority website on www.asa.org.uk.

No advertisements on vehicles shall be affixed to any door or panel on which the Council issued roundel or sign is located.

Advertisements in vehicle windows are prohibited.

With respect to hackney carriage vehicles, reasonable steps must be taken to ensure that the vehicle remains predominantly yellow in colour.

- vi. For purpose built hackney carriages, please see the 'Additional Advertising Allowance' as detailed in Appendix I.

Internal construction and markings

- e) Height (inside) – From the top of any part of the seat cushions to the roof at the lowest part must not be less than 810 mm and, in every other respect must not be so constructed as to present any risk of injury or discomfort to any passenger. The definition of roof includes any parcel shelf, entertainment console or other fixing.
- f) Knee space – The measurement between the rear of the front seats at mid position and the back rest of the back seat must not be less than 760 mm.
- g) Seats (length) – the shortest distance between the front and back of a seat (i.e. from the back rest to the front edge) must not be less than 450mm.
- h) In the case of rear facing seats, the distance between the backs of facing seats shall not be less than 1520mm. In all other cases the distance between the back rest of the seat and any facing obstruction must not be less than 760mm.
- i) Seats (width) – The shortest distance between the edges of a seat shall be no less than 400 mm. Where the rear passenger seating area is divided into individual seats by way of formed cushions or other similar divide and, in the opinion of an authorised officer, affect the comfort of a passenger, the above measurement shall be ascertained by measuring the distance between seatbelt anchorages.
- j) Interior lighting operated either automatically when the passenger or rear doors are opened or by a separate switch operated by the driver.
- k) An illuminated luggage compartment, which in the case of mini bus type vehicles must be a segregated internal space with a minimum capacity of 0.566 cubic metres.
- l) A working and suitably tested fire extinguisher that must be a minimum of 0.9 Kg Aqueous Film form Foam or 1Kg dry powder for saloon type vehicles. Mini bus type vehicles must have a minimum of 1.5 Kg of dry powder and all extinguishers must be indelibly marked with the vehicle licence number.
- m) An internal plate (as provided by the Council) shall be fixed and displayed inside the licensed vehicle in a clear and unobstructed location so that the particulars thereon are clearly visible to passengers.

n) No fittings or signs (except for advertising detailed below) shall be attached to the inside of vehicle unless approved by the Council

2.10 **General**

2.11 If the vehicle is an estate car, or does not have a fully segregated luggage compartment, it must be fitted with a grille or similar guard sufficient to prevent luggage carried in the rear compartment from coming into contact with passengers in the rear seats.

2.12 Advertising in the interior of a vehicle is permitted but only where such advertising does not detrimentally affect the safety or comfort of passengers and is not designed or intended to be viewed from the exterior of the vehicle.

2.13 With respect to vehicles fitted with CCTV cameras, prominent signage must be displayed at each passenger door stating to the effect that such a camera system is in operation in that vehicle.

2.14 **Hackney Carriages Only**

2.15 **In addition to the above, the following conditions also apply to Hackney Carriages: -**

a) All hackney carriages must be professionally painted to a non-standard production shade of yellow detailed below including all previously colour coded external trims, boot, door edges and frames

Landrover AA yellow, Octoral No RO1000 FMB/LRC559
Fiat Giallo Ginestra 2C, Octoral No F1258:93

b) A sign bearing the word 'taxi', that is a minimum of 1 metre in length, shall be permanently affixed to the roof of the vehicle. Magnetic signs or other similar temporary fixings shall not be permitted.

2.16 When carrying out pre-booked work, Hackney Carriages must predominantly be used for journeys where either the pick up or drop off point is within the boundary of Hartlepool.

Predominantly means 90% of all pre-booked work over any continuous 7 day period.

2.17 All Hackney Carriage owners shall ensure that records are maintained for all pre-booked work carried both within and outside the boundary of Hartlepool. Such records shall be made as soon as a booking is received and be made available to an authorised officer immediately upon request. Records shall be retained for one year after the booking was made.

The details to be recorded are as follows: -

Date and Time of Booking
Name of Client
Details of Booking – Pick up and Drop off point
Drivers Name

- 2.18 Hackney Carriage owners shall hold the Hackney Carriage drivers licence (blue card) for every driver driving their vehicle(s). Such licences must be made immediately available for inspection by an authorised officer at any reasonable time.
- 2.19 **Additional Conditions – All Vehicles**
- 2.20 A vehicle licence applies solely to the vehicle specified on the licence.
- 2.21 The licence and associated plates shall remain the property of the Council at all times.
- 2.22 The proprietor of a licensed vehicle shall: -
- a) Produce the licensed vehicle for inspection at the request of any authorised officer or police constable;
 - b) Return the licence to an appropriate Council Officer within 7 days of the surrender, expiry, revocation or suspension of such licence or upon the proprietor transferring his/her interest in the vehicle;
 - c) Report the loss of any plates or the vehicle licence to an appropriate Council Officer as soon as the loss becomes known;
 - d) Notify the Council of any transfer of interest or ownership within 7 days of that transfer. This must include the date of the transfer, plate number and name and address of the new owner;
 - e) Comply with any reasonable request made by an authorised officer or police constable in respect of that vehicle; and
 - f) Notify the Council of any significant damage to the vehicle within 72 hours of the occurrence.
- 2.23 A vehicle that has failed a vehicle inspection test must be submitted for a re-test to the vehicle examiner approved and appointed by the Council on the defects found within 14 days from the date of the test otherwise a further full vehicle inspection test fee will be liable to be paid.
- 2.24 Any material alteration to the design or construction of a vehicle must have prior approval from the Council.
- 2.25 All licensed vehicles must pass a mechanical inspection to be undertaken by the Council's Transport Depot at six monthly intervals during the lifetime of the vehicle licence (four monthly intervals for stretched limousines). Such an inspection may be either an MOT test or an alternative test as stipulated by the Council. Failure to attend a pre-arranged inspection without giving at least 24 hours notice may result in an additional charge being levied.

3. Licensed Private Hire Operators

3.1 In these Conditions

“Operator” means the holder of an Operator’s Licence granted by the Council,

“Vehicle” means a Private Hire Vehicle licensed by the Council,

The “Council” means the Council of the Borough of Hartlepool.

3.2 The licence shall remain the property of the Council at all times and is not transferable to another person nor does it authorise the Operator to operate from any other address than that specified.

3.3 The Operator shall inform the Council of any change of address or material change in circumstances within 7 days of the occurrence.

3.4 The Operator shall return the licence to an authorised officer of the Council on the expiry, revocation or suspension of such licence or upon the holder ceasing to be an Operator.

3.5 An Operator shall report the loss of a licence to an authorised officer of the Council as soon as such loss becomes known.

3.6 An Operator shall not advertise by signs, printed words, broadcasts or by any other media the words “Hackney Carriage” or “Taxi”, or any derivative, to describe the Private Hire services offered.

3.7 An Operator who has agreed or undertaken to have such a vehicle in attendance at an appointed time and place shall, unless prevented by some unavoidable reason, cause such a vehicle to be in attendance at the appointed time and place.

3.8 An Operator shall keep a record of all bookings accepted by him or on his behalf by his servants or agents. Such records to be made prior to commencement of the journey to which such booking relates, in the following form.

<u>Booking</u> <u>Made</u> <u>Date</u> <u>Time</u>	<u>Name of</u> <u>Client</u>	<u>Details of</u> <u>Booking</u> <u>From</u> <u>To</u>	<u>Accepted</u> <u>By</u>	<u>Private</u> <u>Hire</u> <u>Licence No</u> <u>of Vehicle</u>	<u>Drivers</u> <u>Name</u>
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3.9 Such record shall be kept for one year after the booking was made.

3.10 An Operator shall keep a record of the following particulars of all vehicles operated by him:

- (a) Vehicle Registration Number
- (b) Make and type and colour of vehicle

- (c) Name and Address of Vehicle Licence Holder
- (d) Vehicle Licence Number

3.11 The premises from which the licensee operates his business shall have planning permission for office and/or commercial use and the Operator must comply in every respect with the requirements of current Town Planning Legislation.

The premises shall be kept clean and kept fit for all their licensed purposes providing safe and proper access to the public for the purpose of booking and waiting.

3.12 Every contract for the hire of a Private Hire Vehicle shall be deemed to be made with the Operator who has accepted the booking for the vehicle whether or not he himself provides the vehicle.

3.13 An Operator shall produce his/her Operator's licence on request to any authorised officer or Police Officer.

3.14 The Operator shall within seven days disclose to the Council, in writing, details of any conviction imposed on him/her (or if the Operator is a Company or Partnership, of any of the Directors or Partners) during the period of licence.

3.15 Failure by the Operator, for any reason, to pay all sums due renders the licence invalid.

3.16 The Operator record required under Section 56 of the Local Government (Miscellaneous Provisions) Act 1976 shall be kept in a suitable book, the pages of which shall be numbered consecutively. The Operator shall enter or cause to be entered therein, before the commencement of each journey, particulars (in a legible and comprehensive manner) of every booking of a Private Hire Vehicle invited or accepted by him.

3.17 The Operator shall ensure that telephone or radio facilities provided are maintained in a sound condition, defects being remedied promptly.

3.18 The Operator shall not engage any driver to drive a Private Hire Vehicle unless and until he has ensured that a current and valid private hire driver and vehicle licence is held, as legally required by the Council.

3.19 The Operator shall deal fairly, courteously and quickly with complaints reported by any hirer against his services, driver or vehicles, and in the event that he fails to do so shall be directly answerable to the Council to give satisfactory replies to any question or reasonable demand for satisfaction made by the Council on behalf of the hirer.

3.20 Private Hire Operators shall hold the Private Hire Drivers licence (blue card) for every driver driving a vehicle operated by them. Such licences must be made immediately available for inspection by an authorised officer at any reasonable time.

APPENDIX I

Additional Advertising Allowance

Foreword. Hartlepool Borough Council wishes to encourage and promote the use of purpose built hackney carriages in Hartlepool. To achieve this it has made provision for those vehicles that satisfy certain construction criteria to generate, if required, additional income through advertising. This is a discretionary allowance made by Hartlepool Borough Council to promote the purchase and use of purpose built vehicles and any person who wishes to apply for such an allowance does so in the full understanding of this. The Council retains the right to refuse approval for any advertisement or to require the removal of any advertisement if it is found to be contrary to the intention of this allowance.

Hackney Carriage Vehicles that comply with all of the Council's standard vehicle conditions and the following additional conditions may apply to the Council for approval to advertise in accordance with the Council's 'Additional Advertising Allowance'.

1. The vehicle must be a purpose built hackney carriage capable of carrying at least 4 passengers (plus driver) in compliance with Hartlepool Borough Council's Taxi Policy.
2. Adequate interior lighting must be provided for the driver and passengers. Separate lighting controls for both passenger and driver must be provided. Lighting must also be provided at floor level to each passenger door and be activated by the opening of the doors.
3. There must be a partially glazed partition separating the passengers from the driver.
4. The vehicle must be equipped to approved standards in order that wheelchair passengers may be carried.
5. Approved anchorages must be provided for the wheelchair and chairbound person. These anchorages must be either chassis or floor linked and capable of withstanding approved dynamic or static tests. All anchorages and restraints must be so designed that they do not cause any danger to other passengers.
6. The door and doorway must be so constructed as to permit an unrestricted opening across the doorway of at least 750mm. The minimum angle of the door when opened must be 90 degrees.
7. The clear height of the doorway must be not less than 1.2 metres.
8. Grab handles must be placed at door entrances to assist the elderly and disabled.
9. A ramp or ramps for the loading of a wheelchair and occupant must be available at all times for use at the nearside rear passenger door. An adequate locking

device must be fitted to ensure that the ramp/ramps do not slip or tilt when in use. Provision must be made for the ramps to be stowed safely when not in use. Every vehicle must be provided with a means of communication between the driver and passenger. When a sliding window is fitted on the glazed partition, the maximum width of the opening must not exceed 115mm.

Additional Advertising

In those instances where a hackney carriage vehicle complies with all of the above criteria, application may be made to the council for an 'Additional Advertising Allowance'. If granted, all advertisements must comply with the following conditions: -

1. For all advertisements covered by this Additional Advertising Allowance, the Council must approve advertisements before use.
2. No advertisement will be approved which promotes tobacco products or which is indecent or could cause public offence.
3. Approval may be given to the advertisement of alcohol, subject to an appropriate public information message being displayed on all elevations upon which the advertisement is visible. Examples would be: -

"Don't drink and drive – use a taxi"
4. The Council's 'roundals' must continue to be displayed on both front doors.
5. At any one time, external advertising on the vehicle will be restricted to one product, service or company.
6. Advertisements shall be constructed of such robust design and materials, and fitted professionally, as to be capable of retaining a high quality of appearance. Any vehicles displaying advertisements considered by Council officers to fall below such a high quality will be suspended until the advertisement is either removed or satisfactorily repaired.
7. Approved advertisements may be 'all-over livery' or 'partial livery'.
8. For all-over livery advertisements, approval must be gained in advance from the Council's taxi licensing section. This must be preceded by providing the section with a full colour photograph or computer graphic of the vehicle, with the proposed advertisement upon it. The photograph/graphic must clearly depict each and every elevation of the vehicle, including the roof.
9. Reasonable steps must be taken to allow the colour of the vehicle to remain predominantly yellow in colour. For example, if the proposed advertisement is not dependent upon a particular background colour, the colour adopted should be yellow. If necessary, the burden will be on the applicant to demonstrate to the Council that yellow could not be retained as the predominant colour of the vehicle.

10. No 'all-over livery' vehicle will be permitted to operate until it has been inspected and approved by a taxi licensing officer.
11. Upon removal of the all-over livery advertisement, the vehicle must be returned to the Council's current approved colour scheme.
12. For vehicles with partial livery advertisements, such advertisements may be displayed on any two of the following panel categories: -
 - a) Bonnet
 - b) Boot
 - c) Front Doors
 - d) Rear Doors
 - e) Roof

For example, both front doors and the bonnet, both front doors and both rear doors or the bonnet and the boot.

APPENDIX II

In addition to the requirements set out for private hire vehicles detailed elsewhere in this policy, stretched limousines shall comply with the following additional requirements.

INTERPRETATION

For the purpose of licensing of a limousine by the Council a stretched limousine is described as a luxurious vehicle, that has been modified (stretched) to extend the length of the vehicle. The stretch shall not exceed 120 inches [3048 millimetres]. The vehicle shall be capable of carrying up to, but not exceeding eight seated passengers. Each passenger seating area will be at least 400mm wide.

TYPE OF VEHICLE

- ❖ The proprietor shall ensure that the limousine is of a type approved by the Council.
- ❖ The maximum length of the vehicle “stretch” shall not exceed 120 inches [3048 millimetres]

TYRES AND ROAD WHEELS

- ❖ The vehicle should be equipped with a minimum of four road wheels and one full sized spare wheel. The tyres shall be of an approved rating as specified by the manufacturer i.e. 235/75R 15 108S (BF Goodrich Extra Load or equivalent). Vehicles produced since 1998 should be fitted with 225/70R 16 107T (Reinforced) or equivalent.

WINDOWS

- ❖ Any tinted glass shall conform to the legal requirements as laid down by the Vehicle Operator Services Agency (VOSA).

SEAT BELTS

- ❖ In accordance with Construction and Use Regulations, where seat belts are fitted they must be worn by passengers at all times whilst the vehicle is in motion.

FIRE EXTINGUISHER

- ❖ A fully charged and functional 2 LITRE FOAM Ref EN3/4 – 1996 Fire extinguisher must be provided, securely fitted, easily accessible and ready for use at all times.

ADVERTISEMENTS

- ❖ No other signs, notices, adverts or any other markings will be displayed on or in the vehicle without the written permission of the Council.

PASSENGERS

- ❖ The proprietor shall not permit the limousine vehicle to be used to carry a greater number of passengers than the number prescribed in the licence.
N.B. A babe in arms is classed as a person whatever age.

- ❖ Passengers will not be carried in the front of the vehicle.

COUNCIL NOTICES

- ❖ The proprietor shall when directed by the Council cause to be affixed and maintained in a conspicuous position any sign or notices.

DOCUMENTATION

The following documentation in original form (no photocopies) shall be produced prior to licensing

- ❖ Completed importation documentation – Single Vehicle Approval (SVA) or Individual Vehicle Approval (IVA)
- ❖ **or** a Qualified Vehicle Modifier certificate – (QVM). This is issued by the Coach Builder.
- ❖ DVLA registration document (V5)

IDENTIFICATION PLATE

- ❖ The vehicle shall be exempt from the requirement to affix a licence plate to the front of the vehicle and from the requirement to display Council 'roundels' on the side doors.

VEHICLE FITNESS

- The vehicle will be required to undergo a mechanical inspection every 4 months to ascertain it's fitness to drive. This must be carried out at the Council's Lynn Street depot.

ALCOHOLIC DRINKS

- Alcoholic drinks provided in the vehicle shall be under the terms of an appropriate licence relating to the sale or supply of alcohol.
- Alcohol shall only be served whilst the vehicle is stationary and after serving, the bottle shall be placed in a secure receptacle.
- If the occupants of the vehicle are under the age of 18 then there should be no alcohol at all in the vehicle for consumption or otherwise.

ENTERTAINMENT

- The driver of the vehicle shall not play or knowingly permit to be played, any video, DVD or other recorded image that is unsuitable, having regard to the age of the passengers conveyed. In deciding what is suitable, regard shall be had to the classification of the video, DVD etc by the British Board of Film Classification or the Video Standards Council.

APPENDIX III

CONDITIONS RELATING TO THE LICENSING OF HORSE DRAWN CARRIAGES (LANDAUS) AND THEIR DRIVERS

1. Making an Application - Essential Requirements

- 1.1 Prior to a vehicle licence being issued the applicant, being the proprietor of the vehicle, shall: -
- a) Complete and submit to the Council an application on the prescribed form together with the required licence fee no later than three working days prior to the licence being required.
 - b) Pay the required licence and associated fees. If payment is made by cheque which is subsequently dishonoured any licence issued shall be null and void. Licence fees are non-refundable.

2. Conditions of Licence

- 2.1 The proprietor of any licensed carriage shall ensure that the following conditions are complied with: -
- 2.2 The Vehicle - External Construction and Markings
- 2.3 The vehicle shall be purpose built and suitable for the carriage of passengers.
- 2.4 The vehicle shall be inspected and approved as appropriate for use as a hackney carriage prior to licensing.
- a) Carriage licence plates shall be fixed to the rear of the vehicle in a clear and conspicuous location in a vertical plane at right angles to the longitudinal axis of the vehicle;
 - b) Licensed carriages must at all times be maintained in a good condition and be kept clean and tidy. This includes the following examples which are for reference only and does not constitute a definitive list of matters that may be considered to evaluate whether a vehicle is in a good condition: -
 - i. Bodyshell/paintwork – free from rust, broken metal and other visible damage;
 - ii. Door hinges – shall be in good working order and to be seated correctly when closed;
 - c) No external markings shall be permitted on the vehicle with the exception of the name and contact number of the owner/operator which may be displayed in the upper half of both passenger doors. Such advertisements must, in the opinion of an authorised officer, be tasteful and decent.

- d) The carriage must be fitted with such equipment as to be able to collect and retain horse manure, water and feed for the animal.
- e) All tack and fixtures must be kept in good order and be available for inspection by authorised officers.

2.5 The Vehicle - Internal construction and markings

2.6 The carriage shall meet the following minimum measurements:-

- i. Seats (length) – the shortest distance between the front and back of a seat (i.e. from the back rest to the front edge) must not be less than 450mm.
- ii. In the case of rear facing seats, the distance between the backs of facing seats shall not be less than 1520mm. In all other cases the distance between the back rest of the seat and any facing obstruction must not be less than 760mm.
- iii. Seats (width) – The shortest distance between the edges of a seat shall be no less than 400 mm. Where the rear passenger seating area is divided into individual seats by way of formed cushions or other similar divide and, in the opinion of an authorised officer, affect the comfort of a passenger, the above measurement shall be ascertained by measuring the distance between seatbelt anchorages (if applicable).

2.7 Floor and seat coverings shall be kept in good condition and be free of holes, stains or other damage at all times.

2.8 Blankets shall be provided for the comfort of passengers.

2.9 No fittings or signs (except for advertising detailed below) shall be attached to the inside of vehicle unless approved by the Council.

2.10 Advertising in the interior of a vehicle is permitted but only where such advertising does not detrimentally affect the safety or comfort of passengers and is not designed or intended to be viewed from the exterior of the vehicle.

2.11 The Vehicle - Additional Conditions

2.12 A vehicle licence applies solely to the vehicle specified on the licence.

2.13 The licence and associated plates shall remain the property of the Council at all times.

2.14 The proprietor of a licensed vehicle shall: -

- i. Produce the licensed vehicle for inspection at the request of any authorised officer or police constable;
 - ii. Return the licence to an appropriate Council Officer within 7 days of the surrender, expiry, revocation or suspension of such licence or upon the proprietor transferring his/her interest in the vehicle;
 - iii. Report the loss of any plates or the vehicle licence to an appropriate Council Officer as soon as the loss becomes known;
 - iv. Notify the Council of any transfer of interest or ownership within 7 days of that transfer. This must include the date of the transfer, plate number and name and address of the new owner;
 - v. Comply with any reasonable request made by an authorised officer or police constable in respect of that vehicle; and
 - vi. Notify the Council of any significant damage to the vehicle within 72 hours of the occurrence.
- 2.15 A vehicle that has failed a vehicle inspection test must be submitted for a re-test to the vehicle examiner approved and appointed by the Council on the defects found within 14 days from the date of the test otherwise a further full vehicle inspection test fee will be liable to be paid.
- 2.16 Any material alteration to the design or construction of a vehicle must have prior approval from the Council.
- 2.17 The carriage must have a valid policy of insurance in respect of third party risks and a minimum of £5,000,000 public liability insurance.
- 2.18 The carriage may only be used on previously approved routes.
- 2.19 The Horse
- 2.20 The horse must be a minimum of three years old.
- 2.21 Horses must be appropriately shod at all times.
- 2.22 If a horse is considered to be lame, or in any other way unwell, it shall be removed from service immediately.
- 2.23 Horses must be provided with regular access to drinking water.
- 2.24 The horse, and its associated tack, must be examined and passed as fit for the task involved, by a qualified veterinary surgeon who may also advise the authority on the maximum number of hours that a horse may work.

- 2.25 The local authority shall require the horse(s) to be examined by a qualified veterinary surgeon on an annual basis, at time of renewal of the licence and at the licence holder's expense.
- 2.26 Certified horses should be easily identified by means of microchip or permanent marking.
- 2.27 The horse must have a current passport.
- 2.28 The horse should be stabled in appropriate accommodation with access for inspection at all reasonable times.
- 2.29 Any horse used in any one day as a horse drawn carriage horse shall not be used during that day for any other purpose.
- 2.30 No horse shall be used for drawing a carriage during the hours of darkness.
- 2.31 Sufficient horses must be provided to power the licensed vehicle.
- 2.32 The Driver
- 2.33 The driver of the carriage must be a licensed hackney carriage driver and produce the following certificates:
- i. Suitable qualification demonstrating a knowledge of the most common horse ailments and basic knowledge of the horses general needs/requirements.
 - ii. Road Driving Certificate issued by either the British Driving Society or the Heavy Horse Training Committee, passing the driver as capable of handling the horse and carriage under highway conditions.
- 2.34 The driver of a carriage is exempted from the requirement to hold a full drivers licence issued by the Driver and Vehicle Licensing Agency (DVLA).
- 2.35 The driver of a carriage is exempted from the requirement to pass the locations element of the driver's examination.
- 2.36 Fares
- 2.37 It shall be the responsibility of the carriage driver to advise any prospective passenger of the cost of the agreed journey prior to the commencement of that journey. In addition, the driver must ensure that a notice is prominently displayed stating that fares must be negotiated and agreed prior to the commencement of a journey.
- 2.38 The Council must be notified of the fares to be charged for each approved route which shall not be varied without prior approval of the Council.

EXEMPTION FROM THE REQUIREMENT TO DISPLAY IDENTIFICATION PLATES

Vehicles that satisfy all requirements for the licensing of a private hire vehicle may apply for an exemption from the requirement to display identification plates if the following additional conditions are met: -

1. Exemptions from the requirement to display identification plates (vehicle licence plates and roundals) may be in respect of individual vehicles only. Applications for exemptions relating to a fleet of vehicles are not permitted.
2. Each application will be assessed on its own merits and each vehicle will be inspected by an authorised council officer to ensure it is fit for purpose.
3. Applications for exemption from the requirement to display external identification plates will be considered where all of the following conditions are met: -
 - i. Vehicle models must be four door saloons
 - ii. Vehicles must be under three years old when first licensed
 - iii. Vehicles must be of a standard comfort and equipped to a level equal to or above luxury brands of vehicles such as 'S' and 'E' class Mercedes, 7 series BMW, Lexus 'GS' or 'LS' models, Audi A8 series, Rolls Royce and Bentley saloons. (The highest specification executive type vehicles from other manufacturers will also be considered)
 - iv. The vehicle must be in pristine condition with no visible defects, dents or blemishes to the external bodywork or internal trim and seating.
 - v. The vehicle must be used exclusively to provide transport under a written contract lasting not less than 7 consecutive days.
4. Applications may only be made by a person holding a private hire operators licence issued by Hartlepool Borough Council.
5. Where a proprietor wishes to make an application for a vehicle to be exempt from the requirement to display identification plates an appropriate application form must be completed and supported by the required documentation as detailed elsewhere in Hartlepool Borough Council's Hackney Carriage and Private Hire Licensing Policy.
6. The council may require applicants to provide any additional documentation, such as evidence of a written contract, as reasonably necessary to allow the council to make an informed decision. Where such documentation is not provided to the satisfaction of the Council the application will be refused.
7. Where an application is granted and a vehicle is exempted from the requirement to display identification plates an exemption notice will be issued as soon as practicable after the decision is made.

8. Vehicles exempted from the requirement to display identification plates are required to display a licence plate, issued by Hartlepool Borough Council, on the underside of the boot lid. The plate when so affixed must be readily visible when the boot lid is raised.
9. Irrespective of when an exemption notice is granted the initial exemption notice will expire on the same day as the expiration of the vehicles current private hire licence, unless it is otherwise surrendered or revoked. Thereafter any renewed exemption notice will last for a period of time that is coterminous with that vehicle's private hire licence unless either the licence or notice is otherwise surrendered or revoked.
10. Exemption notices may be renewed annually subject to the vehicle undergoing, and passing, a re-inspection by an authorised officer to ensure it continues to be fit for purpose.
11. Whilst working, drivers of exempted vehicles must, at all times, be of smart appearance i.e. a uniform, collar and tie etc.
12. In the event of an applicant being dissatisfied with the decision of an officer, the applicant may make a written application for a review of the decision by the Council's Licensing Committee.

PRIVATE HIRE VEHICLE LICENCES

EXTRACTS FROM LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT, 1976

SECTION 49

1. If the Proprietor of a Private Hire Vehicle in respect of which a Vehicle Licence has been granted by a District Council transfers his interest in the Private Hire Vehicle to a person other than the Proprietor whose name is specified in the Licence, he shall within fourteen days after such transfer give notice in writing thereof to the District Council specifying the name and address of the person to whom the Private Hire Vehicle has been transferred.
2. If a Proprietor without reasonable excuse fails to give notice to a District Council as provided by subsection (1) of this Section he shall be guilty of an offence.

SECTION 50

1. Without prejudice to the provisions of Section 68 of this Act the Proprietor of any Private Hire Vehicle licensed by a District Council shall present such Private Hire Vehicle for inspection and testing by or on behalf of the Council within such period and at such place within the area of the Council as they may by notice reasonably require:

Provided that a District Council shall not under the provision of this subsection require a Proprietor to present the same Private Hire Vehicle for inspection and testing on more than three separate occasions during any one period of twelve months.

2. The Proprietor of any Private Hire Vehicle:
 - (a) Licensed by a District Council under this part of this Act; or
 - (b) In respect of which an application for Licence has been made to a District Council under this part of this Act;

Shall, within such period as the District Council may by notice reasonably require, state in writing the address of every place where such Private Hire Vehicle is kept when not in use, and shall if the District Council so require afford to them such facilities as may reasonably necessary to enable them to cause such Private Hire Vehicle to be inspected and tested there.

3. The Proprietor of a Private Hire Vehicle licensed by a District Council shall report to them as soon as reasonably practicable, and in any case within 72 hours of the occurrence thereof, any accident to such Private Hire Vehicle causing damage materially affecting the safety, performance or appearance of the Private Hire Vehicle or the comfort or convenience of persons carried therein.

4. The Proprietor of any Private Hire Vehicle licensed by a District Council shall at the request of any authorised Officer of the Council produce for inspection the Vehicle Licence for such Private Hire Vehicle and the certificate of the policy of insurance or security by Part VI of the Road Traffic Act of 1988 in respect of such Private Hire Vehicle.
5. Any person without reasonable excuse contravenes the Provisions of this Section he shall be guilty of an offence.

SECTION 58

1. On
 - (a) The revocation or expiry of a Vehicle Licence in relation to a Private Hire Vehicle; or
 - (b) The suspension of a Licence under Section 68 of this Act;

A District Council may by notice require the Proprietor of that Private Hire Vehicle Licensed by them to return to them within seven days after the service on him of that notice the plate or disc which was issued for the vehicle under section 48 (5) of this Act.

2. If any Proprietor fails without reasonable excuse to comply with the terms of notice under subsection (1) of this Section.
 - (a) He shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 3 on the standard scale and to a daily fine not exceeding £10; and
 - (b) Any authorised Officer of the Council or Constable shall be entitled to remove and retain the said plate or disc from the Private Hire Vehicle.

SECTION 60

1. Notwithstanding anything in this Part of this Act, a District Council may suspend or revoke or refuse to renew on application therefore under section 48 of this Act a Vehicle Licence on any of the following grounds:
 - (a) That the Private Hire Vehicle is unfit for use as a Private Hire Vehicle.
 - (b) Any offence under, or non-compliance with the provisions of this Part of this Act by the Operator or driver; or
 - (c) Any other reasonable cause.
2. Where a District Council suspends, revokes or refuses to renew any licence under this Section they shall give to the Operator of the vehicle notice of the grounds on which the Licence has been suspended, or revoked or on which they have refused to renew the Licence within 14 days of such suspension, revocation or refusal.

3. Any Proprietor aggrieved by a decision of a District Council under this Section may appeal to a Magistrates' Court.

SECTION 68

Any authorised Officer of the Council or Constable shall have power at all reasonable times to inspect and test, for the purpose of ascertaining its fitness, any Private Hire Vehicle licensed by a District Council or any taximeter affixed to such a vehicle, and if he is not satisfied as to the fitness of the Private Hire Vehicle or as to the accuracy of the taximeter he may by notice in writing require the Proprietor of the Private Hire Vehicle to make it or its taximeter available for further inspection and testing at such reasonable time and place as may be specified in the notice and suspend the Vehicle Licence until such time as such authorised Officer or Constable is satisfied:

Provided that, if the authorised Officer or Constable is not so satisfied before the expiration of a period of two months, the said licence shall, by virtue of this Section be deemed to have been revoked and subsection (2) and (3) of Section 60 of this Act shall apply with any necessary modification.

SECTION 69

1. No person being the driver of a Private Hire Vehicle licensed by a District Council shall without reasonable cause unnecessarily prolong, in distance or in time, the journey for which the Private Hire Vehicle has been hired.
2. If any person contravenes the provisions of this Section, he shall be guilty of an offence.

SECTION 71

1. Nothing in this Act shall require any Private Hire Vehicle to be equipped with any form of taximeter but no Private Hire Vehicle so equipped shall be used for hire in a controlled District unless such taximeter has been tested and approved by or on behalf of the District Council for the District or any other District Council by which a Vehicle Licence in force for the vehicle was issued.

SECTION 73

1. Any person who:
 - (a) wilfully obstructs an authorised officer or Constable acting in pursuance of this Part of this Act or the Act of 1847; or
 - (b) without reasonable excuse fails to comply with any requirement properly made to him by such officer or Constable under this Part of this Act; or
 - (c) without reasonable cause fails to give such an officer or Constable so acting any other assistance or information which he may reasonably require of such person for the purpose of the performance of his functions under this Part of this Act or the Act of 1847;

shall be guilty of an offence.

2. If any person, in giving any such information as is mentioned in the preceding subsection, makes any statement which he knows to be false, he shall be guilty of an offence.

PROCEDURE FOR DEALING WITH APPLICATIONS FOR EXTENSIONS TO 6 YEAR AGE POLICY

The following procedure will apply:-

1. Applications for an extension to the Age Policy shall be made in writing a minimum of 14 days prior to the expiry of the current licence.
2. The vehicle shall undergo both a mechanical and visual inspection which shall be arranged within 7 working days prior to the expiry of the current licence.
3. The mechanical inspection shall be carried out by the Council's Lynn Street Depot, the visual inspection shall be carried out at the rear of the Civic Centre.
4. A decision will be made by Officers at the time of the visual inspection and vehicle owner informed of such decision.
5. Should the vehicle be granted an extension to the Age Policy the payment shall be made and plates issued.
6. Should the vehicle be refused an extension to the Age Policy the vehicle owner will be informed verbally followed by written notification of the decision and detailing the procedure for Appeal to the Magistrates Court.

NOTES

Applicants should be aware that the full mechanical history of the vehicle will be taken into consideration irrespective of previous owners.

The visual inspection will include the following items - this is not a comprehensive list and is for guidance only.

External

- (a) All panels must be the same colour and shade,
- (b) All trims must be properly fixed in place and matching,
- (c) All panels must be free from rust, dents, chips, scrapes, ripples and creases,
- (d) All wheel trims (if fitted) must be matching,
- (e) All signage must be correct,
- (f) All windows, window seals and trims must be free from over spray,
- (g) Doors must open and close freely, without dropping or lifting.

Internal

- (h) All seats must match and be in good condition, free from stains, marks and cigarette burns,
- (i) All trims and internal panels must be in place, correctly fitted and matching,
- (j) The head lining (cloth) must be clean and properly fitted,
- (k) All window mechanisms must be working freely,
- (l) Floor coverings must be clean and free from holes and worn patches,
- (m) Internal lights to be fitted as factory and working on all doors as designed,
- (n) All dashboard trims and panels to be fitted and matching,
- (o) All steering column trims and panels to be fitted and matching,
- (p) No loose wires or cables should be visible.

Boot

- (q) All trims to be matching and fixed in place as designed,
- (r) Spare wheel to be in place and held by proper fixings,
- (s) Clean on all surfaces,
- (t) Boot lock fitted and working properly,
- (u) Boot seal in place and effective.



<u>OFFICIAL USE ONLY</u>
LICENCE NUMBER:
EXPIRY DATE:
6 YEAR'S ON:
FEE:

PRIVATE HIRE VEHICLE LICENCE APPLICATION

Before completing this form please read the notes overleaf.

	Applicant	Part Proprietor
FULL NAME:		
ADDRESS:		
TELEPHONE NO:		
DATE OF BIRTH:		

Vehicle Make			
Model			
Colour		Number of Passengers	
Registration Number			
Date of first Registration		Wheelchair Accessible? YES/NO	

If replacement vehicle, please give registration number of vehicle to be replaced.

I certify that the above details are to the best of my knowledge, a true and correct record.

I have read the Council Policy relating to Hackney Carriage/Private Hire Licensing and certify that I will comply with all terms and conditions therein.

Signed:..... Date:.....

Vehicle Operator Details

Company Stamp

Name: _____

Address: _____

Signed: _____ Dated: _____

Before completing this form please read the following notes:-

1. The information on this application form will be treated as confidential.
2. This form on completion should be returned to the Licensing Section, Civic Centre, Hartlepool.
3. The Applicant must be a proprietor of the vehicle and must provide details of himself and any other part proprietor of the vehicle.
4. A fee is payable on submission of this application form and for which an official receipt must be given.
5. At the same time it will be necessary to produce for inspection the vehicle registration document, or other proof of the date of First Registration. The conditions pertaining to licensed Private Hire Vehicles as laid down by the Council must be met prior to this application being considered by the Council.
6. The submission of this application does not imply that a licence will be granted.
7. It will be necessary for the vehicle to undergo a mechanical examination prior to the issue of the licence. It will also be necessary for the applicant to produce proof of insurance cover and current MOT Certificate (where applicable).
8. An application for renewal must be made well in advance of the date of expiry. A Private Hire Vehicle Licence is granted subject to the vehicle being submitted for a second examination within six months of the grant of the licence.
9. If any person in making application for a licence knowingly or recklessly makes a false statement or omits any material particular he shall be guilty of an offence. (Local Government (Miscellaneous Provisions) Act 1976 Section 57).
10. This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see www.hartlepool.gov.uk/licensing or contact Mr Noel Adamson, Head of Audit and Governance on 01429 266522 ext 3173.

FOR OFFICIAL USE ONLY

Receipt No's _____

Mechanical required YES/NO

Date carried out: _____

Insurance required YES/NO

Insurance Company: _____

Certificate No: _____

Insurance Start Date: _____

Expiry Date: _____

Plates Issued By: _____

Issue Date: _____

Licence Start Date: _____

Expiry Date: _____



Useful Contacts

Licensing Officers

Public Protection Division
Civic Centre
Victoria Road
Hartlepool
TS24 8AY

Tel No. (01429) 523354
E-mail: licensing@hartlepool.gov.uk

Council's Depot

Tofts Farm Industrial Estate East
Brenda Road
Hartlepool
TS25 1NP

Tel No. (01429) 523848

Driver and Vehicle Standards Agency (DVSA)

The Ellipse
Padley Road
Swansea
SA1 8AN

Tel No. 0300 123 9000
Email: enquiries@vosa.gov.uk