

Hackney Carriage and Private Hire Licensing Procedures and Conditions document
(for Regulatory Committee approval only)

- B1.1 Applications (including renewals) for private hire or hackney carriage vehicles must be made to the Council and paid through the Council's dedicated online service. The applicant must upload copies of the following documents:
- a. The Vehicle Registration Document
 - b. Motor Insurance certificate
 - c. MOT Certificate (completed within 14 days of application)
 - d. Calibration Certificate (if hackney carriage)
- B2.4 Licence holders must provide a valid MOT certificate completed within 14 days of application and renewal. Licence holders must comply with officer requests to comply with any advisory notices. Failure to comply with officer requests may lead to vehicle licence suspension.
- A3.7 Where an application is made for a vehicle over the age of 10 years the Council will determine whether exceptional circumstances exist to depart from policy. Immediately following an MOT and Council compliance check, officers will then conduct a further Council examination to determine whether there are exceptional circumstances to licence the vehicle after 10 years.
- C20 Licence holders must provide a valid MOT certificate within 14 days of renewal. Licence holders must comply with officer requests to comply with any advisory notices. Failure to comply with officer requests may lead to vehicle licence suspension.