

## **Licensing a Temporary Vehicle in Basingstoke and Deane**

This guidance document outlines the procedure that must be followed if you want to licence a vehicle on a temporary basis.

Basingstoke and Deane Borough Council will licence a vehicle as a private hire or hackney carriage vehicle on a temporary basis when a licensed vehicle is not fit for purpose due to accident or other damage or is undergoing repairs.

In most cases the insurance company will arrange a replacement vehicle through a third party. This guidance is aimed at the third party who is applying to licence the replacement vehicle on behalf of the licensee of the vehicle being replaced. However, the licence holder should also be aware of the procedure and their responsibilities as they remain the licensee of the temporary vehicle.

Please note: It is a condition of a vehicle licence that any accident causing damage to the vehicle must be reported by the proprietor to the Council within 72 hours.

### **For ease of reference:**

The applicant for the temporary vehicle licence is referred to throughout this guidance as the 'applicant'.

The licensee of the vehicle being replaced is referred to as the 'licence holder'.

## **What do I need to consider before I apply for a temporary vehicle licence?**

### **1. Age of the vehicle**

The vehicle must be less than three years old.

If the temporary vehicle is to replace a vehicle which is exempt from the requirement to display the plates and corporate signage as it is used for executive/chauffeur work only, then the replacement vehicle must be less than 7 years.

### **2. The vehicle make and model**

The replacement vehicle must be a suitable replacement and meet Basingstoke and Deane Borough Council's vehicle specification for the type of vehicle being replaced (hackney carriage, private hire or exempt private hire).

For further information on vehicle specification, a specification check list for new vehicles and our exempt vehicle policy, please refer to the 'Licensing a New Private Hire Vehicle' or 'Licensing a New Hackney Carriage' in Basingstoke and Deane which are available on our website at [www.basingstoke.gov.uk](http://www.basingstoke.gov.uk).

### 3. Test of roadworthiness

The vehicle must undergo a Certificate of Compliance test at one of our authorised testing stations.

- J Davy, West Ham, Basingstoke, RG22 6PL
- L&M Autos, Unit 5 Bell Road, Daneshill Estate, Basingstoke RG24 8FB
- Bryant and Freeman, Beresford Centre, Wade Road, Basingstoke RG24 8PL

Full details of the test can be found on our website at [www.basingstoke.gov.uk](http://www.basingstoke.gov.uk).

### 4. Insurance

The vehicle must be insured for hire and reward under private or public hire (as appropriate) for the named driver.

### 5. Public Liability Insurance

Private hire drivers are required to have public liability insurance to a minimum of £2,000,000. If the driver's public liability insurance is included within their vehicle insurance policy, then any temporary vehicle must also include public liability to ensure cover remains in place for the driver.

### 6. How long the temporary vehicle will be needed

A temporary vehicle licence will be granted for a one month period subject to a complete and valid application. If the temporary vehicle will be required for a longer period, before the month expiry date you will need to apply again for a temporary licence for another month.

### 7. Display of the plates

If the temporary vehicle is replacing a:

**Private Hire Vehicle:** it must display a front and rear plate, a windscreen sticker and 'No Booking No Ride' signs on the vehicle.

**Private Hire Vehicle with an Exemption Certificate:** a rear plate must be carried in the vehicle and a windscreen sticker displayed.

**Hackney Carriage Vehicle:** it must display a rear plate on the vehicle.

### **How do I apply for a temporary vehicle?**

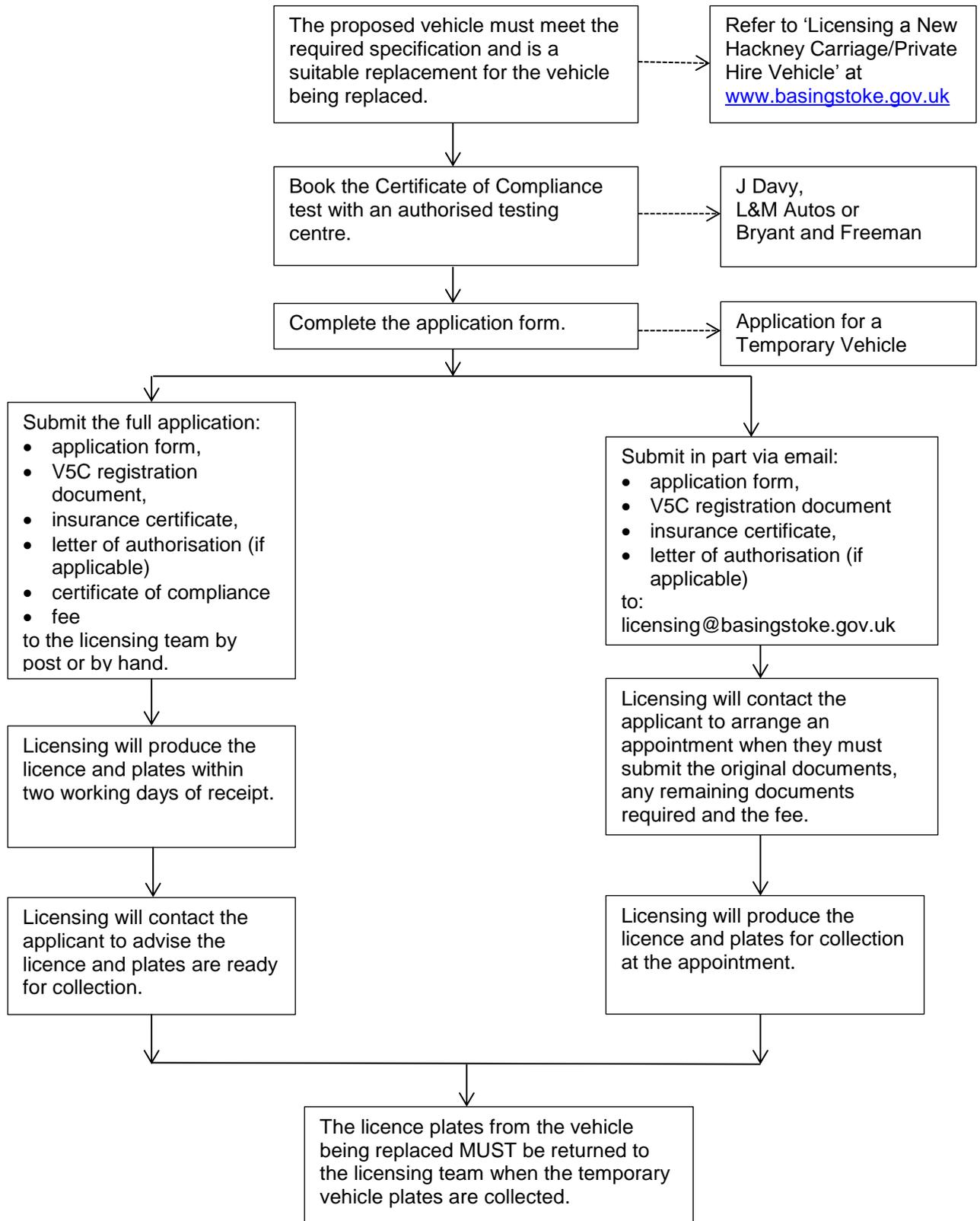
Applicants must complete and submit to the Council an application on the form provided at Section A. Details of the vehicle being replaced must be provided.

You must also provide:

- A current certificate of insurance/cover note\* to include hire and reward.
- If the certificate is for a general policy covering any driver, then we will require a letter from you, the policy holder, giving authorisation for the named driver of the vehicle.
- The vehicle registration document\* stating that you are the registered keeper of the vehicle.
- A current certificate of compliance\*
- The licence fee for a temporary vehicle licence.

\* Original documents must be provided.

## Procedure to Apply for a Licence for a Temporary Vehicle



### **How long will the application take?**

The Licensing Team estimates that the application process for a temporary vehicle licence application will take up to two working days on receipt of a full and complete application.

However, we appreciate that drivers do not want to be in a position where they are unable to work whilst they wait for a replacement vehicle to be licensed and we will endeavour to grant and issue the licence as soon as possible.

To speed up the process we can accept the completed application form and any available supporting documents by email to [licensing@basingstoke.gov.uk](mailto:licensing@basingstoke.gov.uk) as long as you have booked the compliance test. You must include the date and time of the proposed vehicle's compliance test in the form.

We will then allocate time to ensure the licence is granted and issued as soon after the test is completed as possible. We must have at least 24 hours' notice to ensure an officer is available, but please allow as much notice as possible so you are not disappointed. We will notify the applicant by email of a date and time when an officer is available to produce the licence. Half an hour is allocated for this appointment.

At the appointment the applicant must provide all original documents previously sent by email and also any outstanding documents. The fee must also be paid to the cashiers and a receipt provided to the officer.

After a short wait, the temporary vehicle licence will be produced and issued to you (subject to satisfactory documentation).

### **What happens next?**

The replacement licence is granted to the original licence holder. The applicant's details are recorded on the back of the licence as an interested party. A copy of the licence will be provided to the applicant.

The licence plates, door signs, and internal sticker (as applicable) will be issued when the temporary licence is granted. These must be affixed to the vehicle in accordance with the fixing system supplied by the Council. The licence plate/signage/sticker must be displayed on the vehicle at all times the vehicle is licensed.

### **Does the driver have to be present when the licence is issued?**

Yes, once the vehicle is licensed it must only be driven by a licensed driver.

### **I am the licence holder, what do I have to do?**

You must take instruction from the third party company who is arranging for the replacement vehicle to be licensed so that you can take collection of the vehicle once it is licensed. Once the vehicle is licensed it can only be driven by a licensed driver.

Whilst using the temporary vehicle, your original vehicle licence will be suspended. You are responsible for returning the plates from your original vehicle to the Licensing Team while you are using the temporary vehicle.

As the licence holder you are responsible for liaising with the vehicle repairers and whoever has provided and licenced the temporary vehicle on your behalf to ensure the vehicle you are driving is licensed.

### **My vehicle licence is due for renewal while I have a temporary vehicle. What do I do?**

Your original vehicle will be suspended whilst you are using the temporary vehicle. However, you must still apply to renew your original vehicle licence if it is due for renewal so that the vehicle remains a licensed vehicle. It will remain suspended until you are no longer using the temporary vehicle. You will receive a renewal form and letter up to a month before the licence is due to expire and should apply to renew the vehicle licence as instructed in the letter.

### **What about when I get my original vehicle back?**

When your original vehicle is repaired and ready to be used for private hire work again you need to contact the Licensing Team to let them know. They will arrange for you to collect your original licence plates (or issued plates if you have renewed your vehicle licence) from the council offices and will unsuspend your original vehicle licence.

You will need to return the plates from the temporary vehicle in exchange for your own vehicle's plates.

Once we have the temporary vehicle licence plates returned from you the temporary vehicle will then be suspended. You are responsible for arranging collection of the vehicle by the third party who supplied the vehicle.

You are reminded that your vehicle must not be used for the purposes of private hire until the plates are re affixed to the vehicle.

### **Will I get a refund as I have not been using my vehicle?**

Your original vehicle licence duration and expiry date remains unchanged. There is no refund due for any period when the licence is not being used.

*Postal applications should be sent to The Licensing Team, Civic Offices, London Road, Basingstoke, RG21 4AH.*

*Applications can also be submitted in person to the Parklands reception at the civic offices where a member of the customers services team will check your application. If you bring your application to the Parklands reception you will need to take a ticket and the officers will photocopy any original documents and return those to you. Please do not leave your application without it being checked.*

**Your application MUST be complete. The following documents must be submitted:**

- |                                                                           |                          |
|---------------------------------------------------------------------------|--------------------------|
| 1. Application Form fully completed, signed and dated                     | <input type="checkbox"/> |
| 2. Current certificate of insurance/cover note                            | <input type="checkbox"/> |
| 3. Certificate of Compliance from the Council's authorised testing centre | <input type="checkbox"/> |
| 4. Letter of authorisation (if relevant)                                  | <input type="checkbox"/> |
| 5. Vehicle registration document or other proof of ownership              | <input type="checkbox"/> |
| 6. Temporary Vehicle Licence fee                                          | <input type="checkbox"/> |

**Please note only original documents can be accepted.**

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## LICENSING

**APPLICATION FOR A TEMPORARY VEHICLE LICENCE**

*This form MUST ONLY be used to apply for a temporary licensed vehicle.*

I hereby apply for a temporary vehicle licence to replace the licensed vehicle as below:

<b>ORIGINAL VEHICLE: LICENCE HOLDER AND VEHICLE DETAILS:</b>			
<b>1. NAME:</b>			
<b>2. ADDRESS:</b>			
<b>3. PLATE NUMBER:</b>		<b>4. REGISTRATION NO.:</b>	

<b>REPLACEMENT VEHICLE: APPLICANT AND VEHICLE DETAILS:</b>			
<b>5. APPLICANT:</b>			
<b>6. ADDRESS:</b>			
<b>7. CONTACT NAME:</b>			
<b>8. TEL. NO.:</b>			
<b>9. EMAIL ADDRESS:</b>			
<b>VEHICLE DETAILS:</b>			
<b>10. MAKE</b>		<b>11. MODEL</b>	
<b>12. ENGINE SIZE</b>		<b>13. REGISTRATION NO.</b>	
<b>14. PASSENGER SEATING CAPACITY</b>		<b>15. DATE OF VEHICLE REGISTRATION</b>	
<i>If you are submitting your application without a Cert of Compliance, you must prebook the test and provide the details:</i>			
<b>16. COMPLIANCE TEST DATE:</b>		<b>TIME:</b>	

1. Application Form fully completed, signed and dated	<input type="checkbox"/>	<input type="checkbox"/>
2. Current certificate of insurance/cover	<input type="checkbox"/>	
3. Letter of authorisation (if applicable)	<input type="checkbox"/>	
4. Certificate of Compliance from the Council's authorised testing centre	<input type="checkbox"/>	
5. Vehicle registration document or other proof of ownership	<input type="checkbox"/>	
6. Temporary vehicle licence fee	<input type="checkbox"/>	

If you are sending your form by email, you must send it to [licensing@basingstoke.gov.uk](mailto:licensing@basingstoke.gov.uk) and include 1, 2, 3 and 5 above. We will notify you of an appointment when the licence will be finalised and made available for collection. At that appointment we will require all the documents and they must be originals.

<b>17. DECLARATION</b>		
I hereby declare that the information and particulars given by me in this application are true and correct to the best of my knowledge and belief and I make it knowing that if it is tendered inaccurately, any licence determined and issued in connection with it may be suspended, modified and /or revoked.		
<b>Signature:</b>	<b>Name (please print):</b>	<b>Date:</b>

<b>Fees 2019</b>	<b>£135.00</b>	<b>1-B4603001-YB61</b>	<b>£135.00</b>
<b>FORM NO:</b>	<b>LIC_TXTEMP</b>	<b>Revised: May 2019</b>	<b>Next Revision Date: May 2020</b>
<b>DOC TYPE:</b>	<b>TVEH_APP</b>	<b>PLATE NO.</b>	

Basingstoke and Deane Borough Council 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 the Level 2 notice on Basingstoke and Deane Borough Council website which can found at: <http://www.basingstoke.gov.uk/browse/council-and-democracy/council-documents/antifraud-and-corruption.htm> or contact Internal Audit Investigations Team, Basingstoke and Deane Borough Council, Tel 01256 845501

#### HOW WE COLLECT AND USE INFORMATION

We will use the information given in this form and any supporting evidence you send us to process your Hackney carriage /private hire application. We may pass the information to other agencies or organisations, such as the Department for Work and Pensions and the Inland Revenue, as allowed by law.

We may check information you have provided, or information about you that someone else has provided, with other information held by us. We may also get information about you from certain third parties, or give them information to:

- make sure the information is accurate;
- prevent or detect crime; and
- protect public funds.

These third parties include government departments, local authorities, and private-sector companies such as banks and organisations that may lend you money.

We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us.

Basingstoke and Deane Borough Council is the data controller for the purposes of the Data Protection Act. If you want to know more about what information we have about you, or the way we use that information, please ask us.

You have a right of access to the information that this Council holds about you. To request this please write to: Information Management (Legislation and RIPA) Officer, Basingstoke and Deane Borough Council, Civic Offices, London Road, Basingstoke, RG21 4AH