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Application for a New Private Hire Vehicle Local Government (Miscellaneous Provisions) Act 1976

What is Private Hire?

Private hire is the provision of a vehicle and driver to undertake a journey carrying passengers for hire and reward. The journey may only be undertaken if booked in advance with a licensed private hire operator.

Three licences are required in order to undertake a private hire journey

- 1. Private hire operator licence-** This authorises a company or an individual to invite and accept bookings and dispatch licensed vehicles and drivers to undertake those bookings.
- 2. Private hire driver licence-** This authorises a driver to drive licensed private hire vehicles to carry the passengers.
- 3. Private hire vehicle licence-** This authorises a specific vehicle to be used for carrying the passengers.

This guidance document outlines the procedure that must be followed in order to apply for a new private hire vehicle licence. Separate guidance documents are available on our website for new private hire driver and operator licence applications. All three licences must be in place and issued by the same authority in order for a legitimate private hire booking to be accepted.

How long will my application take?

The Licensing Support Team estimates that the application process for a new vehicle licence application will take up to 10 working days. If your application is delayed due to failure to provide a complete application or your vehicle requires additional inspection the process may take longer than stated above. You are reminded that it is an offence to permit a vehicle to be used for the purposes of private hire until you are in possession of a current private hire vehicle licence.

What do I need to consider before I apply for a new Private Hire Vehicle Licence?

Any vehicle that seats eight passengers or less and is available for hire with a driver requires a licence. Licensed private hire vehicles may only be driven by persons holding a private hire driver's licence issued by the same council who issue the vehicle licence. This means other family members who do not hold a private hire driver's licence may not lawfully drive the licensed vehicle.



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Is the vehicle you intend to purchase suitable to be licensed?

In view of the vast numbers of makes and models of vehicles available, it is preferred not to produce a definitive list of vehicle makes and models that could be approved. The council requires all vehicles that are to be used for private hire meet a specification in respect of its age, condition and size.

Applicants must be satisfied that the vehicle meets the private hire vehicle specification and the exemption policy (where applicable) before committing to purchasing a vehicle. If the proposed vehicle does not meet all the required criteria, it will not be licensed.

If you have any queries about the suitability of a vehicle or the number of passengers, the vehicle will be licensed for after reading the specification please email a Licensing Officer using the relevant details from the footer for your issuing council.

Where necessary an inspection of the vehicle at the council offices by a Licensing Officer.

What do I need when I submit my application?

Email a copy of the application using the relevant details from the footer for your issuing council.

Physical documents can be handed in at reception of the Denes building.

Basingstoke and Deane Civic Offices

London Road

Basingstoke

RG21 4AH

What happens next?

The Licensing Support Team will process your application which will be subject to a ten working day turn around period. Where necessary the Licensing Team will request that the vehicle be presented at the council offices for inspection by a member of the Licensing Team. Where a decision is made to grant the private hire vehicle licence your plates will be sent to your home address.

Where a decision is made to refuse the private hire vehicle licence the applicant will be notified in writing and provided the opportunity to appeal the decision to the Licensing Sub-Committee or the Magistrates Court within 21 days.



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What do I need to do once my licence is issued?

All private hire vehicles (except those issued with an exemption notice) must display the corporate identity. This includes permanently affixed 'no booking no ride' door vinyl's (not magnetic), rear vehicle licence plates and an internal sticker. The display of the corporate identity will form part of the vehicle compliance test.

Vehicle testing requirements

A private hire vehicle will require a certificate of compliance test on first licence and annually thereafter up to a period of three years from date of first registration. Vehicles up to the fifth anniversary of their date of registration will require an annual compliance check. Vehicles older than the fifth anniversary of their registration will require compliance checks every six months until their tenth anniversary. Vehicles older than ten years will require a compliance check every 4 months.

How do I renew my vehicle licence?

Private hire vehicle licences are due for renewal every year. Renewal applications must be submitted at least 15 working days before your current licence expires. Failure to do so could mean your licence is not renewed before your current licence expires and therefore you will be unable to work

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Vehicle Application Checklist

Before you make an application, you should consider whether you are able to fulfil the following criteria:

	Requirement	Date	Completed/submitted
1	Completed Application Form		
2	Fee paid		
3	Current Insurance Certificate		
4	Certificate of Compliance from Council's authorised testing centres		
5	V5 or other proof of ownership		
6	Evidence of corporate contracts (if applying for exemption only)		
8	Vehicles is under 3 years old at point of application		
9	Email form operator confirming you will be receiving bookings from..		

Application for a New Private Hire Vehicle Licence

This form MUST NOT be used for a renewal application.

Please Complete in Capital Letters Using Black Ink

Proprietor Details,

Name (in full)	
Address	
Home phone number.	
Mobile phone number	
Email address	

Vehicle Details

Make	
Model	
Engine Size	
Fuel Type	
Registration Number	
Date of Vehicle Registration	
Wheelchair Accessible	Yes / No
Passenger Seating Capacity	

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Exemption Certificate

The relevant council will consider granting an exemption from the requirement for a private hire vehicle to display the plates and additional signage. If an exemption certificate is granted, the vehicle which are used for corporate/executive style contract work for at least 75 per cent of the time.

The operator's records for these vehicles must prove on every application that the required amount of contract work is being carried out and the relevant council will require written evidence as to why plate exemption is required.

Do you require an exemption certificate?

Yes / No

Operator Details

Name of Operator

Contact email for Operator

Co-Proprietor Details

Name

Address

Contact Email

Interested Party Details

Name

Address

Contact Email

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Declaration

I hereby certify that all information and particulars in this application are correct and true to the best of my knowledge. I have read the guidance supplied, enclosed any required documentation and fees. I do this knowing that if it is tendered inaccurately, any licence determined and issued in connection with it may be suspended, modified and /or revoked.

Signature:

Name (please print):

Date:



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Equality and diversity monitoring form

Basingstoke Borough Council wants to meet the aims and commitments set out in its equality policy.

This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the taxi and private hire trade in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information provided will be kept confidential and will be used for monitoring purposes.

If you have any questions about the form, contact licensing@basingstoke.gov.uk for the attention of Emma Coles

Sex and gender identity

What is your sex registered at birth?

Female Male Prefer not to say

Is the gender you identify with the same as your sex registered at birth?

Yes No Prefer not to say

If the gender you identify with is not the same as your sex registered at birth, please state:

Age 18-24 25-29 30-34 35-39 40-44 45-49
50-54 55-59 60-64 65+ Prefer not to say

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong.

Please tick the appropriate box



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Asian or Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say

Any other Asian background, please write in:

Black, African, Caribbean or Black British

African Caribbean Prefer not to say

Any other Black, African or Caribbean background, please state:

Mixed or Multiple ethnic groups

White and Black Caribbean White and Black African White and Asian Prefer not to say

Any other Mixed or Multiple ethnic background, please state:

White

English Welsh Scottish Northern Irish Irish
British Gypsy or Irish Traveller Prefer not to say

Any other White background, please state:

Other ethnic group

Arab Prefer not to say Any other ethnic group, please state:

Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say



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What is the effect or impact of your disability or health condition? Please state:

Five horizontal lines for text input.

What is your sexual orientation?

Heterosexual Gay Lesbian Bisexual Asexual
Pansexual Undecided Prefer not to say

If you prefer to use your own identity, please state:

What is your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish
Muslim Sikh Prefer not to say

If other religion or belief, please state:



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How we collect and use information

Your personal data will be used in line with the General Data Protection Regulation (UK GDPR) to process your application or the service you require by The Public Protection Partnership. The retention period is set in legislation or as required for the service that is being provided. Your data will not be kept for longer than is necessary. If you are not satisfied with the way that your data is being processed the Information Commissioner can be contacted <https://ico.org.uk/concerns/handling/>

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

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.

Hart District 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.