

Application for a New Hackney Carriage Vehicle

Local Government (Miscellaneous Provisions) Act 1976

What is Hackney Carriage licensing?

The Licensing Team is responsible for the licensing and regulation of hackney carriages (also known as taxis) in the borough.

Taxis in Basingstoke and Deane are purpose built wheelchair accessible vehicles with a 'taxi' roof light. Typically these are the London style black cabs or approved converted people carrier vehicles. A Hackney Carriage vehicle can only be driven by a driver who holds a dual Hackney Carriage and private hire driver's licence.

Licences are granted to Hackney Carriage vehicles to be used primarily within this Borough to:

- carry passengers for hire or reward
- be hailed by a prospective passenger
- park on a rank to await the approach of passengers
- ply for hire
- be pre-booked for journeys either direct or through a licensed private hire operator.

Separate guidance is available on our website on the procedure to apply for a new dual Hackney Carriage and private hire driver's licence.

How long will my application take?

The Licensing Team estimates that the application process for a new vehicle licence application will take up to 6 working days (assuming the vehicle meets the councils criteria) . 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 as a Hackney Carriage until you are in possession of a current Hackney Carriage vehicle licence issued by Basingstoke and Deane Borough Council.

What do I need to consider before I apply to licence a Hackney Carriage vehicle?

Licensed Hackney Carriage vehicles may only be driven by persons holding a dual Hackney Carriage and private hire driver's licence issued by the same council who issue the vehicle licence. This means other persons such as employees, family members or private hire drivers who do not hold a dual licence may not lawfully drive the licensed vehicle.

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

Applicants must be satisfied that the vehicle meets the Hackney Carriage vehicle specification before committing to purchasing a vehicle. If the proposed vehicle does not meet all the required criteria, it will not be licensed.

Where necessary the Team will arrange for an inspection of the vehicle at the council offices by one of the Licensing Officers.

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 10 working day turn around period.

Where a decision is made to **grant** the Hackney Carriage vehicle licence the licence and plate will be posted directly to the applicants address. All Hackney Carriage vehicle licences are issued subject to compliance with the standard Hackney Carriage vehicle licence conditions which will be provided on issue of your vehicle licence.

Where a decision is made to **refuse** the Hackney Carriage 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.

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

All Hackney Carriage vehicles must display the corporate identity. The display of the corporate identity will form part of the vehicle compliance test.



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Vehicle testing requirements

A Hackney Carriage vehicle will require a certificate of compliance test on first licence. Then 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?

Hackney Carriage 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	Certificate of Compliance from Council's authorised testing centres	
4	Vehicles is under 5 years old at point of application	
5	Applicants wishing to display advertising on their Hackney Carriage vehicle must seek prior approval from the Council before applying any advertising material to the hackney carriage.	
6	Applicants must be prepared to provide and affix a taximeter within the Hackney Carriage vehicle which shall be maintained in full working order at all times. The Hackney Carriage taximeter must only be programmed in line with the current Basingstoke and Deane Borough Council fare table.	
7	Applicants must produce the vehicle registration document stating that they are the registered keeper of the vehicle. If you do not have the vehicle registration document, you will be required to provide other proof of ownership (sales invoice or receipt) and supply the vehicle registration document within one month.	
8	Hackney Carriage drivers are required to have public liability insurance to a minimum of £5,000,000. If your public liability insurance is included within a vehicle or operator policy and you change the vehicle you drive, you must ensure your public liability remains in place and you remain covered.	
9	Applicants must produce a current certificate of insurance/cover note to include hire and reward.	
10	All Hackney Carriage vehicles must be constructed to facilitate the carriage of disabled persons and be capable of accommodating the disabled person in a standard wheelchair within the passenger compartment.	

Application for a New Hackney Carriage 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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Taxi Meter Details

Taxi Meter Type	
Taxi Meter Number	

Co-Proprietor Details

Name	
Address	
Contact Email	

Interested Party Details

Name	
Address	
Contact Email	

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

Asian or Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say

Basingstoke and Deane Borough Council and Hart District Council Shared Licensing Services
Civic Offices, London Road, Basingstoke, Hampshire, RG21 4AH
Tel: 01256 844 844 (BDBC) or (01252) 622122 (H) Email: licensing@basingstoke.gov.uk or
HartLicensing@Basingstoke.gov.uk
www.basingstoke.gov.uk www.hart.gov.uk



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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

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



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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.

The 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.