

GUIDANCE NOTES FOR APPLICANTS FOR PRIVATE HIRE VEHICLE LICENCES

IF YOUR VEHICLE IS NOT CURRENTLY LICENSED AS A PRIVATE HIRE VEHICLE THEN THE COUNCIL WILL ONLY LICENSE THE VEHICLE IF IT IS: -

- **NOT white in colour**
- **NOT a category A-C insurance write off**
- **Less than 6 years old**
- (The age is determined from the date of registration shown on the vehicle registration document)
- **Does not have heavily tinted windows**

Heavily tinted glazing is not permitted. Tinted films applied to the vehicle windows are not permitted. Glazing to the windscreen and front passenger windows shall comply with Regulation 32, the Road Vehicle (Construction and Use) Regulations 1986, with a minimum light transmission value of 75% for the windscreen and 70% for the front two passenger windows. All other windows which offer a view of passengers (excluding the rear quarter light/side load area window) shall have a minimum light transmission value of 65% to allow a clear view of passengers.

PLEASE NOTE THAT WHEN YOUR VEHICLE HAS BEEN LICENSED AS A PRIVATE HIRE VEHICLE IT CAN ONLY BE DRIVEN BY A LICENSED PRIVATE HIRE DRIVER

1. All licence applications must be made at the Customer First, Horton Street, Halifax, HX1 1UJ together with the appropriate fee(s).
2. Appointments for vehicle tests or re-tests must be made at the Transport Services, Battinson Road, Pellon, Halifax, HX4 4PL. Telephone 01422 264 354
3. The vehicle registration document, or other proof of ownership (i.e. bill of sale in the case of a newly acquired vehicle where documents are in transit to or from DVLA) must be produced at the time of the application together with the appropriate fee. (See reverse for details that must be provided on a bill of sale)
4. A valid original certificate of insurance must be produced to the Licensing Unit before any vehicle licence can be issued. The insurance certificate produced must show cover for private hire use.
5. The vehicle must be equipped with a suitable and efficient fire extinguisher and suitable first aid kit. Please note if your spare tyre is space saver tyre, you will need to have the inflation kit alongside this.
6. The vehicle will be required to have door signs fitted. You will receive a letter on production of your pass slip.
7. All enquiries can be made to the Licensing Unit or by telephoning 01422 393030.

NOTES - RENEWAL OF EXISTING PRIVATE HIRE VEHICLE LICENCES

1. The Council's maximum age limit for private hire vehicles is **10 years**.

2. On 27th October 2008 members resolved that vehicles which were maintained in 'showroom condition' could be licensed beyond 10 years. For advice and further information on this please contact the Licensing Team.

HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE LICENCE APPLICATIONS

IMPORTANT NOTE

Where an applicant for a licence is unable to provide a DVLA vehicle registration document by reason only of that document being processed by the DVLA, the Council shall accept a bill of sale to be signed and dated by both the vendor and the purchaser and contain the following information:-

- (i) full name and address of the vendor;
- (ii) full name and address of the purchaser;
- (iii) full name and address of the person who is to be the registered keeper of the vehicle;
- (iv) date upon which the ownership of the vehicle was transferred from the vendor to the purchaser;
- (v) vehicle registration number;
- (vi) vehicle chassis number;
- (vii) date of first registration of the vehicle;
- (viii) year of manufacture of the vehicle;
- (ix) colour, make and model of the vehicle;
- (x) engine capacity;
- (xi) vehicle description;
- (xii) number of passenger seats;
- (xiii) the date upon which the DVLA document was sent to DVLA;

**THE VEHICLE REGISTRATION DOCUMENT MUST BE
PRODUCED WITHIN FIVE WEEKS OF THE ISSUE OF ANY VEHICLE
LICENCE**