

Notes for applicants - hackney carriage and private hire vehicle licences

Environmental Services
Licensing Unit
Phone: (01386) 565016

Web: www.wychavon.gov.uk
Email: environmentalhealth@wychavon.gov.uk



Our advice to anyone wanting to licence a vehicle is that they should check with us before they buy it, to avoid disappointment. We may ask to see the vehicle (or a similar one) before we give an opinion - you should NOT buy a vehicle until we have confirmed that it will be suitable.

Vehicles to be licensed must be

- a type that we think is suitable
- clean
- less than ten years old
- mechanically well maintained
- in good condition, inside and out

Once licensed, vehicles can only be driven by people that have been issued with a drivers licence by us.

Vehicle Type

Please read our separate document with conditions for vehicles.

There is currently no formal requirement for licensed vehicles to be physically "adapted" for disabled people. We may require this in the future.

To allow as much flexibility as possible, we do not have an "approved list" of vehicles. But we will only licence those that we think are suitable. Each Vehicle is considered on it's own merits.

Licensed vehicles usually have between four and eight passenger seats, but we may decide to licence the vehicle for fewer passengers than the number of seats fitted.

You may have to relocate seats or remove them completely, to improve access.

We won't usually accept tinted windows, as it is a condition that it should be easy to see inside the vehicle.

Seat belts

Working "lap and diagonal" seat belts must be fitted to each passenger seat.

Safety Equipment

A basic first aid kit and a 3lb "dry powder" fire extinguisher must be securely fitted where the driver can easily reach it.

Insurance

You must hold insurance for "public hire," specifically for hackney carriage or private hire use (as appropriate). We won't issue a licence unless you show us an original insurance certificate or cover note - and we can ask you to prove that you are insured at any time.

Roadworthiness

Licensed vehicles are heavily used, and need to be maintained accordingly.

We do not make a mechanical check of your vehicle. Instead you have to show us a new MOT Certificate. No more than one month old.

The only exception is for vehicles with delivery mileage, for which we may accept a pre-delivery inspection report.

Vehicles over 7 years old, will require an MOT Certificate every 6 months.

Taximeters

Hackney carriages have to be fitted with a suitable meter, set to our current fares table. No other tariffs must be set on the meter. We will confirm the accuracy of the meter when we licence the vehicle.

Roof Signs

Hackney carriages must be fitted with a proprietary illuminated roof sign, at least 300mm wide and at least 150mm high. The front of the sign can only show the word "TAXI" in black letters on a white background. An exception may be made where roof signs are built in by the manufacturer, such as those on "London Cabs."

Private hire vehicles are allowed to have roof signs, as long as they don't make the vehicle look like a hackney carriage. Such a sign must not say "TAXI." or "CAB". Only the words "Advanced bookings only" are allowed at the front of the sign. The Company name and telephone number can be displayed on the rear of the roof sign.

Company Names

We don't usually restrict company names, telephone numbers or logos from being marked on the bodywork. Sign writing on windows should be avoided, as an offence may be committed if visibility is reduced.

"Private hire" vehicles must NOT be marked with words like "taxi" or "cab," even as part of the company name.

Advertisements

Vehicle bodywork can be used to display "adverts," but we must first approve them. We won't support adverts for tobacco or alcohol products or anything likely to cause offence.

Planning Permission

Even if we grant a licence, it is your responsibility to check that you have the necessary "planning permission" to operate a taxi or private hire business.

Trailers

We may allow you to use a trailer with a licensed vehicle, but you will have to pay for an extra licence plate.

What next?

Make an appointment with us on 01386 565016.

At the appointed time, bring the vehicle to us in a clean state. We also need the licence fee and the documents listed below.

- Application form
- New MOT
- Vehicle Registration Document, and
- Proof of insurance.

Licences are granted for up to 12 months, and expire at the end of the previous month.

If we agree to licence the vehicle, you will be issued with a licence plate for you to fix to the outside rear of the vehicle. It must be displayed at all times.