

# Standard Private Hire Vehicle Licence New Application Procedure/Guidance Notes

It is your responsibility to read the relevant parts of the full Hackney Carriage and Private Hire Licensing Policy 2019 – 2023 before applying for a vehicle licence to ensure that your vehicle meets the new criteria which came into effect on the 1<sup>st</sup> April 2019. This document is available to view at [www.shropshire.gov.uk/licensing](http://www.shropshire.gov.uk/licensing).

- In order for your application to be accepted you **must** ensure you send in the following information:
  - Completed application form (the application must be made by the person who is the legal owner of the vehicle)
  - Completed Convictions Form, unless you are the holder of a hackney carriage and private hire drivers licence or a private hire operators licence issued by Shropshire Council
  - Completed Reference Form, unless you are the holder of a hackney carriage and private hire drivers licence or a private hire operators licence issued by Shropshire Council
  - Fee or a copy of the receipt if paid online. A full list of the fees is included within this application pack and is also available at [www.shropshire.gov.uk](http://www.shropshire.gov.uk)
  - Evidence of your right to work in the UK in accordance with the Home Office requirements, unless you are the holder of a hackney carriage and private hire drivers licence issued by Shropshire Council on or after 1st December 2016
  - A basic criminal record disclosure from the Disclosure and Barring Service, unless you are the holder of a hackney carriage and private hire drivers licence or private hire operator licence issued by Shropshire Council. Please note a basic criminal record disclosure will only be accepted by the Council within 12 months of the date of issue from the Disclosure and Barring Service
  - Copy of new MOT which has been issued within the previous 10 working days
  - Copy of a valid certificate of insurance for private hire (when providing fleet insurance please enclose a copy of the schedule/register of vehicles covered by the fleet insurance)
  - Proof of public liability insurance for a minimum of £5,000,000
  - Copy of the full V5 registration certificate for the vehicle
  - If a meter is fitted in the vehicle, a Shropshire Council certificate/report of compliance issued with the previous 10 working days
  - Proof of compliance with required European Emissions/Age Standards
  - Proof of compliance with relevant European New Car Assessment Programme (NCAP) standard **OR** where the vehicle is purpose built or converted for wheelchair access please provide either a Vehicle Certification Agency (VCA) certificate or an Individual Approval Certificate (IAC) or a Certificate of Compliance (IVA6)

- Proof of car tax
  - Where the vehicle is fitted with a mechanically operated ramp, a valid certificate/report confirming the ramp complies with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998
  - Where the vehicle is fitted with a non-mechanical ramp, confirmation that the ramp complies with the relevant provisions of the Provision and Use of Work Equipment Regulations 1998
  - Where fittings are used to secure wheelchairs to the floor of a vehicle, a certificate/report confirming that all the fittings are intact and are free from damage and wear
- Providing the above are satisfied, Officers will grant the licence. In all other cases, the application will be referred to the Licensing Panel for determination. The applicant will be notified in writing if their application is to be determined by the Licensing Panel.
  - **Please note: if any part of the application form is incomplete, or the fee not paid, the application will not be processed until such a time as all the information / documentation is provided.**
  - Once your application has been validated and accepted a member of the Licensing Team will contact you to arrange a vehicle compliance appointment prior to the licence plates being issued.
  - At the vehicle compliance appointment checks will be made to ensure:
    - The vehicle has a full size spare wheel or space saver design wheel and tools to change the wheel OR a contract with a mobile tyre replacement specialist. Please note the Council no longer accepts puncture repair kits
    - The vehicle has No Smoking Signs on display
    - The driver is wearing the Council issued drivers badge ensuring that the licence details and photo are visible
    - The internal 'Vehicle Copy' of the drivers badge is displayed ensuring that the licence details and photo are visible
    - Where CCTV is fitted, a CCTV operating in this vehicle sign is on display
    - Where the vehicle is sufficiently equipped for the provision of one reference wheelchair, that the driver presenting the vehicle is capable of safely loading and securing the wheelchair into the vehicle (The vehicle, including seating, wheelchair restraint and ramp, will be photographed and the images held on the vehicle record file for future reference)
    - Where the vehicle is wheelchair accessible, a sign confirming the vehicle is wheelchair accessible is clearly displayed
    - Where the vehicle is fitted with a taximeter that the meter seal is intact and the serial number matches the number provided in the meter calibration certificate. Where a meter seal has been tampered with and/or the serial number no longer matches, a new certificate/report to confirm compliance will be required

## Hackney Carriage and Private Hire Vehicle, Driver and Operator Fees 2022/23

**Licence Type** **Current Fee (£)**

### Drivers

Driver's Joint Badge – New Application (includes DBS, DVLA, first knowledge test, first driver assessment and safeguarding awareness course)	274.00
Driver's Joint Badge – New Application (includes DVLA, first knowledge test, first driver training assessment and Safeguarding Course, excludes DBS)	225.00
Driver's Joint Badge – Renewal Application (includes DBS, DVLA and safeguarding awareness course)	245.00
Driver's Joint Badge – Renewal Application (includes DVLA and Safeguarding Course, excludes DBS)	190.00
Driver's Knowledge Test - Resit	52.00
Driver's Knowledge Test	59.00
Driver Badge Replacement following damage or loss	45.00
Driver Training assessment	69.00
Safeguarding Training course	48.00

### Vehicles

Standard Private Hire Vehicle - New	183.00
Standard Private Hire Vehicle - Renewal	188.00
Standard Private Hire Vehicle - Licence Transfer	183.00
Standard Private Hire Vehicle - Licensee Transfer	98.00
Executive Private Hire Vehicle - New	172.00
Executive Private Hire Vehicle - Renewal	184.00
Executive Private Hire Vehicle – Licence Transfer	172.00
Executive Private Hire Vehicle – Licensee Transfer	98.00
Novelty Private Hire Vehicle - New	170.00
Novelty Private Hire Vehicle - Renewal	184.00
Novelty Private Hire Vehicle – Licence Transfer	166.00
Novelty Private Hire Vehicle – Licensee Transfer	98.00
Hackney Carriage Vehicle - New	174.00
Hackney Carriage Vehicle - Renewal	175.00
Hackney Carriage Vehicle - Licence Transfer	175.00
Hackney Carriage Vehicle - Licensee Transfer	98.00
Exterior plate replacement following damage or loss	45.00
Internal plate replacement following damage or loss	45.00
Additional plate for a trailer	45.00
Fare Card replacement following damage or loss	3.00
Private Hire Door Signs (pair)	45.00

### Private Hire Operators – New Application

Private Hire Operator – up to and including 30 vehicles and one base	319.00
Private Hire Operator – 31 vehicles and more and/or more than one base	778.00

### Private Hire Operators – Renewal Application

Private Hire Operator – up to and including 30 vehicles and one base	333.00
Private Hire Operator – 31 vehicles and more and/or more than one base	786.00

### Additional Administrative Charges

Licence holder change of details (e.g. change of residential address/other minor changes)	24.00
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3. **Company Applicants Only:**  
(Please complete all fields)

	Company name: Company registration number: Company registered address:  Telephone number:																													
<p>3a. <b>Company Director Details:</b> (Please complete all fields)</p>	Title: Mr/Mrs/Miss/Ms/Other: Surname: Forenames: Address:  Postcode: Date of birth: Telephone number: Mobile number: Email address: (the licensing team will forward correspondence via email as the preferred method of contact) <table border="1" style="width: 100%; height: 20px;"> <tr> <td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td> </tr> </table> Shropshire Council Joint Driver Badge number: <b>OR</b> Basic Disclosure certificate attached: Yes <input type="checkbox"/> No <input type="checkbox"/> How many years have you been resident in the UK? Do you hold a valid passport? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, is your passport issued by the UK/EU/EEA/Switzerland? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, which country was your passport issued by?  Do you have the right to work in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/> <small>(You will be notified by the Licensing Team if you are required to provide proof of the right to work in the UK)</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<p><b>Company Director Details:</b> (Please complete all fields)</p>	Title: Mr/Mrs/Miss/Ms/Other: Surname: Forename(s): Address:  Postcode: Date of birth: Telephone number: Mobile number:																													



4. Vehicle Details:  
(please complete all fields)

Registration number:	
Make:	
Model:	
Colour:	
Date of first registration:	
Body Type i.e. saloon/estate/hatchback:	
Fuel, i.e. diesel/petrol:	
Number of passenger seats:	
Wheelchair access:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the vehicle fitted with a taximeter?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will this vehicle be used with a trailer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is this vehicle covered by CCTV?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please provide the ICO registration number:	
Is this vehicle licensed by another Local Authority? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes, please state which authority:	

5. You may be required to have Employer Liability Indemnity. Have you checked with your insurance provider whether you require Employer Liability Indemnity?

Please tick ✓ as appropriate: I have checked with my insurance provider and I confirm that I <b>do not</b> require Employers Liability Indemnity <input type="checkbox"/> or I have checked with my insurance provider and I confirm that I <b>do</b> require Employers Liability Indemnity <input type="checkbox"/> If required, please provide a copy of the Employers Liability Indemnity with your application
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6. By which Private Hire Operator will the vehicle be operated?

Name:	
Address:	
Postcode:	

7. To be completed by the Private Hire Operator

I confirm that the vehicle listed in this application is working through this operator.	
Signature of Operator:	<input type="text"/>
Printed Name:	<input type="text"/>
Name of Company:	<input type="text"/>
Address including postcode:	<input type="text"/>
Date:	<input type="text"/>



8. Correspondence details:  
 (eg agent or if you prefer  
 Shropshire Council to contact you  
 via your proposed  
 operator/employer)

Would you prefer Shropshire Council to contact you through your Operator or Agent regarding this application:  
 (eg to arrange appointments or general queries)

Yes  No

If Yes, please provide  
 contact name / postal  
 address and email for  
 correspondence

Title (delete as appropriate): Mr/Mrs/Miss/Ms/Other:  
 Surname:  
 Forenames:  
 Address:  
 Postcode:  
 Email address: (the licensing team will forward correspondence via email as the preferred method of contact)

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**Please note: if any part of the application form is incomplete, or the fee not paid, the application will not be processed until such a time as all the information / documentation is provided.**

- Please tick ✓ Yes
- I have enclosed a completed application form **and all** required supporting documents as listed in the Procedure Notes
  - I have enclosed a copy of the receipt for the fee paid **OR** I have enclosed cheque payment for the fee (cheques made payable to Shropshire Council)
  - I understand that if I do not comply with the above requirements my application will not be processed

**Authorisation and Declaration of Applicant**

I, the undersigned, hereby give permission for Shropshire Council to be given information regarding myself to assist them in making a determination on my application under the relevant Acts.

I give permission for enquiries to be made with relevant police forces, other local authorities or any other agencies that the Council may deem appropriate in order to determine my application. These enquiries will include requests to Children’s and Adult’s Social Care regarding safeguarding information and requests to the Councils Passenger Transport Commissioning Group regarding passenger/schools contracts.

I am aware that my right to work in the UK will be checked as part of the application process. This may include checking my immigration status with the Home Office. I am aware that if there are restrictions on the length of time I may work in the UK, my licence (if granted) will not be issued for any longer than this period. I understand that if I am later disqualified from holding a licence because I have not complied with the UK’s immigration laws, my licence will lapse and I must return it to Shropshire Council.

I declare that I am the legal owner of the vehicle concerned and entitled to have ownership of this vehicle.

I declare that the information I have supplied in this application is true, complete and accurate to the best of my knowledge.

I have read and understood the conditions of licence and will abide by them.

I declare that, to the best of my knowledge, where the vehicle is purpose built or converted for wheelchair access, the vehicle has not been modified since the VCA / IAC / IVA6 was issued.

**If any person knowingly or recklessly makes a false statement or omits any material particulars in giving information he/she shall be guilty of an offence.**

**Data Protection**

The information provided will be used in the process of considering the application and may be sent to authorised bodies including: Police, Benefits, Councillors, Inland Revenue, other local authorities.

Shropshire Council is under a duty to protect the Public Funds that we handle and to this end we may share your information internally or with other organisations for the prevention and detection of a crime or any matters connected to a breach of Shropshire Councils Licensing Policy. We will not transfer your personal data outside the European Economic Area or disclose it to any third party other than for the purposes outlined.

Applicant Signature:  Date:

Full name  
(in CAPITALS):

<b>For office use only</b>	
Completed application form	
Completed conviction form	
Completed reference form	
Fee or copy of receipt	
Where applicable, proof of right to work in the UK	
Where applicable, basic criminal records disclosure	
Copy of new MOT issued within the previous 10 working days	
Copy of valid certificate of insurance for private hire	
Proof of public liability insurance for a minimum of £5,000,000	
Copy of the full V5 registration certificate	
Where applicable, certificate for taximeter compliance issued with the previous 10 working days	
Proof of compliance with required European Emission/Age Standards	
Proof of compliance with required NCAP standard <b>OR</b> Vehicle Certification Agency (VCA) certificate or Individual Approval Certificate (IAC) or a Certificate of Compliance (IVA6)	
Proof of car tax	
Valid certificate/report confirming the ramp complies with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 (mechanical ramp) <b>OR</b> confirmation that the ramps comply with the relevant provisions of the Provision and Use of Work Equipment Regulations 1998 (non-mechanical ramps)	
A certificate/report confirming that all the fittings are intact and are free from damage and wear	



Licensing Team  
 Business & Consumer Protection  
 Shirehall  
 Abbey Foregate  
 Shrewsbury  
 Shropshire, SY2 6ND  
 Email: [taxis@shropshire.gov.uk](mailto:taxis@shropshire.gov.uk)  
 Tel: 0345 678 9046

## Vehicle Proprietors Convictions Form

Each person listed in the application form will be required to complete and sign a convictions form stating details of previous convictions, **unless** you are the holder of a hackney carriage and private hire drivers licence or a private hire operators licence issued by Shropshire Council.

All previous convictions, including driving endorsements and community resolutions, must be disclosed to the Council. Please ensure that you answer the following questions accurately.

Have you **ever**:

- a) Been convicted of any offences (including driving / motoring offences)      Yes       No
- b) Been cautioned for any offences (including driving / motoring offences)      Yes       No
- c) Received warnings for any offences (including driving / motoring offences)      Yes       No
- d) Received any driving endorsements, including period of disqualification, for any offences      Yes       No
- e) Received fixed penalty notices or community resolutions for any offences (including driving / motoring offences)      Yes       No

If you have answered “Yes” to any of these questions please give further details below:

Date of Conviction / Caution / Warning / Driving Endorsement / Fixed Penalty etc	Date Of Offence	Offence	Sentence

Please use continuation sheets if required

### Declaration of Applicant (Conviction Form)

I declare that the information I have supplied in this convictions form is true, complete and accurate to the best of my knowledge.

I have read and understood the conditions of licence and will abide by them.

**If any person knowingly or recklessly makes a false statement or omits any material particulars in giving information he/she shall be guilty of an offence.**

Signature:       Date:

Full name (in CAPITALS):



## Vehicle Proprietors Reference Form

Each person listed in the application form will be required to complete a Reference Form, **unless** you are the holder of a hackney carriage and private hire drivers licence or a private hire operators licence issued by Shropshire Council

In the interests of the travelling public, it is essential that vehicle proprietors are completely trustworthy and responsible people. In order for Shropshire Council to determine whether you are a fit and proper person, the Council requires that two satisfactory references are provided.

References can only be provided from either professional or business sources who have known you for at least two years. The Council will not accept references from family members, drivers, operators, vehicle proprietors licensed with any local authority or, where relevant, the applicant's future employer unless there is satisfactory evidence of exceptional circumstances that are accepted by the Council. The Council reserves the right to refuse a reference where the Council deems the referee is not acceptable.

Please provide the details of two persons who can be contacted regarding your suitability. Shropshire Council will write to these persons for a reference.

Referee 1.

Title:																																							
First name and surname:																																							
Address:																																							
Postcode:																																							
Email address: (the licensing team will forward correspondence via email as the preferred method of contact)																																							
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In what capacity do you know this person:																																							

Referee 2.

Title:																																							
First name and surname:																																							
Address:																																							
Postcode:																																							
Email address: (the licensing team will forward correspondence via email as the preferred method of contact)																																							
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In what capacity do you know this person:																																							