

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 2023-2027 before applying for a vehicle licence to ensure that your vehicle meets the criteria which came into effect on the 1st April 2023. This document is available to view at 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
 - A copy of the receipt for payment of the application fee. A full list of the fees is included within this application pack and is also available at www.shropshire.gov.uk. Payments can be made online at <https://www.shropshire.gov.uk/pay/>
 - 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
 - A copy of new MOT which has been issued within the previous 10 working days
 - A 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
 - A 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 vehicle 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

Please note: Where the application relates to a partnership or a company, the name, address, date of birth and other information of all partners, directors/company secretaries must be included in the application form. In addition, all applicants including partners, directors/company secretaries will need to provide:

- A completed Convictions Form, **unless** they are the holder of a hackney carriage and private hire drivers licence or a private hire operators licence issued by Shropshire Council
- A completed Reference Form, **unless** they are the holder of a hackney carriage and private hire drivers licence issued by Shropshire Council
- A basic criminal record disclosure from the Disclosure and Barring Service, **unless** they are the holder of a hackney carriage and private hire drivers 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
- Where an applicant has not been resident in the UK for five years, a certificate of good conduct issued by the relevant embassy or High Commission, unless they are the holder of a hackney carriage and private hire drivers licence issued by Shropshire Council

If any part of the application form is incomplete, or if the fee or other relevant information/supporting documentation is not provided, the applicant will be requested to provide the missing information/documentation and informed that the application will not be processed until such time as all the information/documentation is provided. If the applicant fails to provide all the information to complete the application, the application will be rejected.

- Once your application has been validated and accepted the Licensing Team will:
 - Make enquiries through the Councils adults and children's social care teams, West Mercia Police (or other relevant force), other local authorities and any other organisation, agency or person that the Council has deemed appropriate to seek information from
 - Where applicable, write to the referees provided
- Providing the above are satisfied and there are no concerns about the application, Officers will grant the licence. Once your application has been granted a member of the Licensing Team will contact you to arrange a vehicle compliance appointment prior to the licence plates being issued. 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.
- At the vehicle compliance appointment checks will be made to ensure:

- 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 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
 - 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
 - Where the vehicle is wheelchair accessible, a sign confirming the vehicle is wheelchair accessible is clearly displayed
 - 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
- Provided officers are satisfied that the vehicle meets the requirements of the compliance check, the new licence plates will be issued. If, however, the vehicle does not meet the compliance check, advice will be provided and a further appointment arranged.

Please note: Email correspondence from the Licensing Team will be sent from taxis@shropshire.gov.uk. Therefore, you are advised to add this email address to your contacts.

Hackney Carriage and Private Hire Vehicle, Driver and Operator Fees 2024/25

Licence Type	Current Fee (£)
Drivers	
Driver's Joint Badge – New Application (includes DBS, DVLA, first knowledge test, first driver assessment and safeguarding awareness course)	317.00
Driver's Joint Badge – New Application (includes DVLA, first knowledge test, first driver assessment and safeguarding awareness course, excludes DBS)	260.00
Driver's Joint Badge – Renewal Application (includes DVLA and safeguarding awareness course, excludes DBS)	219.00
Driver's Joint Badge – Renewal Application (includes DBS, DVLA and safeguarding awareness course)	273.00
Driver's Knowledge Test - Resit	52.00
Driver's Knowledge Test	59.00
Driver Assessment	70.00
Safeguarding Awareness Course	48.00
Additional DBS	59.00
Driver Badge Replacement following damage or loss	45.00

Vehicles

Standard Private Hire Vehicle - New	203.00
Standard Private Hire Vehicle - Renewal	209.00
Standard Private Hire Vehicle - Licence Transfer	203.00
Standard Private Hire Vehicle - Licensee Transfer	98.00
Executive Private Hire Vehicle - New	195.00
Executive Private Hire Vehicle - Renewal	213.00
Executive Private Hire Vehicle – Licence Transfer	195.00
Executive Private Hire Vehicle – Licensee Transfer	98.00
Novelty Private Hire Vehicle - New	190.00
Novelty Private Hire Vehicle - Renewal	201.00
Novelty Private Hire Vehicle – Licence Transfer	186.00
Novelty Private Hire Vehicle – Licensee Transfer	98.00
Hackney Carriage Vehicle - New	193.00
Hackney Carriage Vehicle - Renewal	194.00
Hackney Carriage Vehicle - Licence Transfer	194.00
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
Fare Card replacement following damage or loss	3.00
Private Hire Door Signs (pair)	45.00
Additional plate for a trailer	45.00

Private Hire Operators – New Application

Private Hire Operator – up to and including 30 vehicles and one base	328.00
Private Hire Operator – 31 vehicles and more and/or more than one base	874.00

Private Hire Operators – Renewal Application

Private Hire Operator – up to and including 30 vehicles and one base	371.00
Private Hire Operator – 31 vehicles and more and/or more than one base	851.00

Additional Administrative Charges

Licence holder change of details (e.g. change of residential address/other minor changes)	26.00
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Application for a Licence for a Standard Private Hire Vehicle

To assist you in completing this application form please read the guidance notes provided
Local Government (Miscellaneous Provisions) Act 1976

1. Are you applying as ...	<input type="checkbox"/> An individual (please complete Question 2 then move to Question 4) <input type="checkbox"/> A company (please complete Question 3 then move to Question 4)
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2. Individual Applicants Only: (Please complete all fields – the applicant must be the person who is the legal owner of the vehicle)	Title (delete as appropriate): Mr/Mrs/Miss/Ms/Mx/Other: Surname: Forenames: Address: Postcode: Email address: (the licensing team will forward correspondence via email as the preferred method of contact) <div style="border: 1px solid black; width: 100%; height: 20px; display: flex; justify-content: space-between; margin-bottom: 5px;"> [Empty grid for email address] </div> Telephone number: Mobile number: Shropshire Council Hackney Carriage/Private Hire Drivers Licence number: OR Basic Disclosure certificate attached: Yes <input type="checkbox"/> No <input type="checkbox"/>
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3. Company Applicants Only: (Please complete all fields – the applicant must be the person who is the legal owner of the vehicle)	Company name: Company registration number: Company registered address: Telephone number: Email address: (the licensing team will forward correspondence via email as the preferred method of contact) <div style="border: 1px solid black; width: 100%; height: 20px; display: flex; justify-content: space-between; margin-bottom: 5px;"> [Empty grid for email address] </div>
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<p>3a. Company Director Details: (Please complete all fields)</p>	<p>Title: Mr/Mrs/Miss/Ms/Mx/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)</p> <table border="1" style="width:100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td> </tr> </table> <p>Shropshire Council Hackney Carriage/Private Hire Drivers Licence number: OR Basic Disclosure certificate attached: Yes <input type="checkbox"/> No <input type="checkbox"/></p>																				
<p>3b. Company Director Details: (Please complete all fields)</p>	<p>Title: Mr/Mrs/Miss/Ms/Mx/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)</p> <table border="1" style="width:100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td> </tr> </table> <p>Shropshire Council Hackney Carriage/Private Hire Drivers Licence number: OR Basic Disclosure certificate attached: Yes <input type="checkbox"/> No <input type="checkbox"/></p>																				
<p>3c. Company Secretary Details: (Please complete all fields)</p>	<p>Title: Mr/Mrs/Miss/Ms/Mx/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)</p>																				

Company Secretary Details
continued ...

Shropshire Council Hackney Carriage/Private Hire Drivers Licence
number:

OR Basic Disclosure certificate attached: Yes No

If there are additional directors or shadow directors please provide full details on a separate sheet.

4. Vehicle Details:
(Please complete all fields)

Registration number:

Make:

Model:

Colour:

Date of first registration:

Body Type e.g., saloon/estate/hatchback:

Fuel: Petrol / Diesel / Full electric / Hybrid petrol / Hybrid diesel /
LPG

Number of passenger seats:

Wheelchair access: Yes No

Is the vehicle fitted with a taximeter? Yes No

Will this vehicle be used with a trailer? Yes No

Is this vehicle covered by CCTV? Yes No

If Yes, please provide the ICO registration number: _____

Is this vehicle licensed by another Local Authority? Yes No

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 **do**
not require Employers Liability Indemnity

OR

I have checked with my insurance provider and I confirm that I **do**
require Employers Liability Indemnity

If required, please provide a copy of the Employers Liability
Indemnity with your application

6. By which Private Hire
Operator will the vehicle
be operated?

Name:

Address:

Postcode:

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.

Authorisation and Declaration of Applicant

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

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

I/we declare that, to the best of my/our 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.

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

I/we 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.

Applicant Signature:

Date:

Full name
(In CAPITALS):



Licensing Team
 Business & Consumer Protection
 Place Directorate: Homes & Communities
 Email: taxis@shropshire.gov.uk
 Tel: 0345 678 9046
 Web: www.shropshire.gov.uk

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** they are the holder of a hackney carriage and private hire drivers licence or a private hire operators licence issued by Shropshire Council.

Applicants must have regards to Appendix I (Guidance to determining the suitability of applicants including the relevance of criminal convictions and cautions) of the Hackney Carriage and Private Hire Licensing Policy 2023-2027 before answering the following questions. All unspent convictions and cautions, 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):



Licensing Team
Business & Consumer Protection
Place Directorate: Homes & Communities
Email: taxis@shropshire.gov.uk
Tel: 0345 678 9046
Web: www.shropshire.gov.uk

Vehicle Proprietors Reference Form

Each person listed in the application form will be required to complete a Reference Form, **unless** they 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.

Name of the person listed in the application that this Reference Form is for:

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)
	<input type="text"/>
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)
	<input type="text"/>
In what capacity do you know this person:	