

TENDRING DISTRICT COUNCIL
HACKNEY CARRIAGE/PRIVATE HIRE VEHICLES
APPLICATION FORM
GUIDANCE NOTES

Please read these Guidance Notes carefully in order that you complete the application form correctly and submit the appropriate documentation; this will ensure that the Licensing Team will be in a position to deal with your application as quickly as possible. If you are considering the purchase of a vehicle for use as a Hackney Carriage or for Private Hire, especially if you propose to use it as a multi-seat vehicle (MPV), you should contact the Licensing Office prior to committing yourself to the purchase to check whether the Council will licence it. You should be aware that the Council will not licence a saloon car for less than four passengers and that some MPV's may not be licensed for the number of seats shown in the Vehicle Registration Document. The Council has however a specific policy in relation to MPV's which will allow seating to remain in the vehicle subject to certain safety measures and work being undertaken in the interior of the vehicle. Further details of this policy and safety work are shown in full on the taxi licensing page of Tendring Council's web site www.tendringdc.gov.uk

The Application

Regardless of the type of application you are making, you will need to submit the following documents:-

Application Form	- Hackney Carriage or Private Hire as appropriate
Certificate of Insurance/Cover Note	- Must include 'Public/Hire and Reward or 'Private Hire' as appropriate
MOT Certificate	- required annually following anniversary of first DVLA registration of vehicle. This must be produced with each application. (Private Hire Vehicles are required to produce annually following the anniversary of third registration of vehicle).
Vehicle Registration Document	- or Bill of Sale, if the document is being transferred into your name at Swansea
Application Fee	- there are various fees which are detailed at the end of these Notes. Renewals will receive an invoice one month prior to licence expiry date and must be paid against this invoice number.

If you are applying to change the ownership of a vehicle which is already licensed with this authority as a Hackney Carriage/Private Hire Vehicle, you will need to provide a letter from the previous owner which confirms that he/she relinquishes all interest in the vehicle and that you are now the owner, i.e. that you have purchased the vehicle and have proof of that purchase such as a bill of sale.

If the application is for the grant of a licence, the vehicle must undergo a full Mechanical Test and this will need to be booked with the garage authorised by the Licensing Section once the application has been accepted. Any vehicle presented for licensing as a Hackney Carriage/Private Hire Vehicle **must be under five years of age** upon first registration and **no ordinary saloon or MPV type vehicle may be licensed after it is twelve years old**. Purpose built wheelchair accessible vehicles and London 'Black Cab' type vehicles (which are also purpose built wheelchair accessible vehicles), can be licensed up to and including a maximum age of fifteen years from the date that the vehicle was first registered. Vehicles with a CO2 emission reading of not greater than 110, can be licensed up to and including a maximum age of thirteen years from the date that the vehicle was first registered. All vehicles will be required to be mechanically and bodily sound and capable of passing the Council's hackney carriage and private hire vehicle inspection requirements. Vehicles which are already licensed should have current Mechanical Test Certificates in force issued by the Council; these certificates are valid for six months and you should check your Certificate to see whether it is necessary for the vehicle to be tested in order that renewal may take place.

Completing the Application Form

Please indicate at the top of the form, by deleting as applicable, what type of application you are making, for example, Grant, Renewal, etc., and complete all sections of the form as accurately as possible.

If you are unsure on any part of the form, please ask a member of the Licensing Team. The form, together with the supporting documentation, should then be forwarded either by post to The Licensing Office, Tendring District Council, Town Hall, Station Road, Clacton on Sea, Essex CO15 1SE or by email to taxi@tendringdc.gov.uk

What happens next

If your application is complete, then the Licensing Team will be able to process it quickly. In the case of a grant for Hackney Carriage Vehicle application, the vehicle must be fitted with a top light and meter prior to being presented for the Mechanical Test. If your application is for the grant of a licence in respect of a new plate and there is no outstanding documentation required, you will be required to make an appointment for the vehicle to be tested at the garage authorised by the Licensing Section.

Provided all your documents are correct and your vehicle has passed the Council's mechanical test your application will be granted. The Licensing Team will aim to issue the licence and/or licence plate within 10 working days of the grant being authorised. If there is any reason why it cannot do this, such as missing documentation for example, then a member of the Licensing Team will contact you to advise what you need to do. It may be possible in exceptional circumstances to issue the licence and/or licence plate in less than 10 days, **but you will need to make an agreed appointment of a date and time with the Licensing Team if we are able to do so.**

Do I have to provide any further documentation...

Your Vehicle Licence will be valid for one year from the date it was originally granted, and it is a requirement that the vehicle must be mechanically tested by the Council every six months. It is also a legal requirement that the Council is in possession of a copy or proof of your current MOT certificate and insurance certificate, or cover note to ensure that the vehicle is properly insured and that the insurance is up to date. These can be sent in by e-mail to the Licensing Team using taxi@tendringdc.gov.uk as the e-mail address.

You will be sent an application form for the renewal of your Vehicle Licence approximately one month before the Licence expires. You should be aware that, ultimately, it is *your* responsibility to keep your licences and certificates up to date and that should you fail to renew your Vehicle Licence firstly, your insurance cover may be invalidated and, secondly, it may not be possible for the vehicle to be re-licensed as it may then be over five years of age. You should therefore make every effort to make certain that you renew your Licence and keep your insurance, MOT and Mechanical Test Certificates up to date. Once again, please be aware that it is possible to do so by e-mail using taxi@tendringdc.gov.uk

Please note that from 4 April 2022 Local Authorities are now required to carry out extra checks for those who apply for a licence.

Individuals, companies and any type of partnership must complete a HMRC tax check and give their licensing authority a tax check code. We are then required to use the tax check code to confirm that the tax check has taken place before your application can be finalised.

To complete a tax check please use the following link and follow the online instructions.

<https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence>

What fee do I pay?

Set out below is the current scale of fees and charges. Ordinarily payment should be made using a credit or debit card. If paying by cheque or postal order, these should be made payable to Tendring District Council and should be crossed. **No cash will be accepted and should never be sent through the post.** The Council cannot guarantee delivery or receipt of cash. Applications may be made by post, email or by making an agreed appointment with the Licensing Team. ***In any event, please be aware that once a licence has been granted, the Council will not refund any fee paid and will not refund any fee paid for a mechanical test unless the test is cancelled or rescheduled giving prior notice of at least 24 working hours' of the cancellation to the Licensing Team.***

Initial Grant	£370.00 (includes bracket)
Annual Renewal	£358.00
Transfer of Plate to another vehicle	£ 67.00 (Mechanical Test & Plate)
Temporary Plate	£ 86.00
Retest after failure of Mechanical Test (up to 3 faults)	£ 34.00
Retest after failure of Mechanical Test (over 3 faults)	£ 59.00
Failure to attend Vehicle Inspection	£ 30.00
Replacement Plate Bracket	£ 11.00
Replacement Plate	£ 8.00
Change of Address	£ 13.50
Private Hire Operator's Licence (PHO) [to include one vehicle]	£393.00
Each additional vehicle on a PHO licence	£164.00

Licensing Office

Licensing Team, Tendring District Council, Town Hall, Station Road, Clacton on Sea, Essex CO15
1SE Email: taxi@tendringdc.gov.uk General Licensing Telephone: 01255 686565

Please note that the Council offices are open for signposting only and that the reception staff will be unable to help with your applications and documents. Any applications or documents will need to be submitted by Royal Mail or by the email addresses listed at the top of this letter.

The Licensing Team will not be available for visitors so please do not come to the offices unless you have been specifically requested and been given an appointment time as you will not be seen.

TENDRING DISTRICT COUNCIL

Public Health Act 1875; Town Police Clauses Acts 1847 and 1889;
Local Government [Miscellaneous Provisions] Act 1976

Please ensure that you complete the application form correctly and submit the appropriate documentation; this will ensure that the Licensing Section will be in a position to deal with your application as speedily as possible. **If you are considering the purchase of a vehicle for use as a Hackney Carriage or for Private Hire, vehicle, you should contact the Licensing Office prior to committing yourself to the purchase to check whether the Council will license it.** You should be aware that the Council will not license a saloon car for less than four passengers and that while the Council will licence Multi Purpose Vehicles (MPV's) for the number of seats shown on the registration document it will only do so if certain safety measures are in place that accord with the Council's Policy in regard to MPV's that was adopted on the 28 September 2016. The policy relating to vehicles with CO2 emission no greater than 110 was adopted on 30 January 2019. These policies can be viewed via the main taxi licensing page on the Councils web site www.tendringdc.gov.uk

VEHICLE LICENCE APPLICATION

Invoice No:Receipt No:Fee Submitted: £

PLEASE ENSURE THAT **EVERY** SECTION IS COMPLETED AND DELETIONS MADE WHERE NECESSARY IN ORDER TO AVOID ANY DELAY OR SUSPENSION IN THE PROCESSING OF YOUR APPLICATION

1.	Which Type of Licence are you applying for:	Hackney Carriage Dual <input type="checkbox"/> Private Hire <input type="checkbox"/>		
2.	Type of Application	*Grant / *Renewal / *Change of Owner / *Change of Vehicle/ *Change Number Plate only		
3.	Surname			
4.	First Name(s)	4a. Title	Mr / Mrs / Miss / Ms*	
5.	Address			
		5a. Post Code		
6.	Telephone No.			
7.	Mobile No.			
8.	Email Address			
9.	Will the vehicle be kept at the above address? Yes / No*	(If no please complete section 11 & 12, if yes please go to section		
10.	Address where vehicle will kept (if different from above)			
		10a. Post Code		
11.	Do you drive	Full Time/Part Time		
12.	If on circuit, name of operator you drive for			
13.	Have you ever had a vehicle licence refused or revoked by any Licensing Authority (including the Traffic Commissioners)	Yes/No (If yes, give details of refusal below)		

N.B. Any person knowingly or recklessly making a false statement or omitting any material particular in giving this information shall be guilty of an offence.

VEHICLE DETAILS

14.	Plate No.		
15.	Vehicle Registration		
16.	Date FIRST Registered		
17.	Make of Vehicle		
18.	Model of Vehicle		
19.	Colour of Vehicle		
20.	Engine Capacity		
21.	CO2 Emissions		
22.	Seating Capacity (excluding driver)		23. Wheelchair accessible
			Yes / No*

24.	I am the Sole / Joint* Proprietor of this vehicle and I state that * other person(s) beside myself is/are* interested in the said vehicle. (*Joint to complete section 27)		
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Your attention is drawn to the provisions of Section 40 of the Town Police Clauses Act 1847 and Section 48 subs [3][a] of the Local Government [Miscellaneous Provisions] Act 1976.

I AM/WE ARE the Proprietor/Proprietors of Vehicle Registration Numberfor a HACKNEY CARRIAGE/ PRIVATE HIRE VEHICLE LICENCE and that the following are the names and surnames and addresses of the applicant (s) herein and of every Proprietor or part Proprietor of such vehicle, or person concerned, either solely or in partnership with any other person in the keeping, employing or hiring of such vehicle. This information is true to the best of my knowledge and belief.

25. <u>Joint Proprietor Section (Joint Proprietors to sign form where indicated * below as appropriate)</u>		
Full Name	Full Address	Proprietor/Partner/Driver*

In accordance with the provisions of the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976, I/We make application to the Council to licence the above vehicle as a Hackney Carriage Vehicle to be used predominantly within the District of Tendring. I/We hereby declare that all information given is correct. I/We understand that any false or misleading information given or statements made may lead to the revocation of the licence granted and possible prosecution.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

*Signed		Dated	
*Signed		Dated	
*Signed		Dated	

N.B. Any person knowingly or recklessly making a false statement or omitting any material particular in giving this information shall be guilty of an offence.

CHECKLIST

	Document Required	Tick	Guidance Notes
1.	Completed Application form	<input type="checkbox"/>	This application form.
2.	Certificate of Insurance / Cover Note	<input type="checkbox"/>	Must include 'Public/Hire and Reward or 'Private Hire' as appropriate.
3.	Valid MOT Certificate	<input type="checkbox"/>	required annually following anniversary of first registration of vehicle. This must be produced with each application.
4.	Vehicle Registration Document	<input type="checkbox"/>	or Bill of Sale, if the document is being transferred into your name at Swansea.
5.	Application Fee	<input type="checkbox"/>	there are various fees which are detailed at the end of these Notes.

Licensing Office

Licensing Section, Tendring District Council, Town Hall, Station Road, Clacton on Sea, Essex CO15 1SE

[Email: licensingsection@tendringdc.gov.uk](mailto:licensingsection@tendringdc.gov.uk) General Licensing Telephone: 01255 686565

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