

Rossendale Borough Council  
Licensing & Enforcement Unit  
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## **Application for the grant or renewal of a Private Hire Vehicle Licence**

Rossendale Borough Council's policy on the licensing of hackney carriage and private hire drivers, vehicles and operators is available on the website at the address above. The Council expects that applicants would have read this policy which details vehicle standards including the required standards after the grant of the licence.

Please read these guidance notes before completing the application form. The application will only be accepted when it is fully completed, including all required documents being provided with the application form.

**From the 1<sup>st</sup> of January 2018, vehicles which are any colour other than white will be permitted to be licensed as a private hire vehicle.**

### **Documents required with the application:**

The documents listed below must be the original documents/certificates. No copies of any kind will be accepted.

- The full V5 registration certificate
- MOT (*dated within 1 month of the application date*)
- Rossendale Test Certificate (*dated within 1 month of the application date*)
- CCTV installation certificate (*from one of the Council's approved suppliers*)
- The relevant fee (£140)
- **Additional Documentation – a current insurance certificate showing private hire cover will be required upon collection of the plates**

### **Notes on the required MOT:**

The MOT must be undertaken by any of the garages listed below:

- |                                     |                          |
|-------------------------------------|--------------------------|
| ▪ J.A. Taylor Limited (Rawtenstall) | Telephone: 01706 217 152 |
| ▪ The Glen Service Station (Bacup)  | Telephone: 01706 873 988 |
| ▪ Waterside Auto's (Haslingden)     | Telephone: 01706 260 101 |

Licensed vehicles are required to have a six monthly MOT and Rossendale Test. This is undertaken six months into the licence, calculated from the date the licence was originally granted.

### **Renewal of licence:**

Applications to renew a current vehicle licence may be made in the period of one month before the expiry of the licence. An application received after the licence has expired will be treated as a new application.

### **Vehicle Age Limits:**

A vehicle may be first licensed before it reaches the age of 7 years from the date of first registration. Once licensed, the vehicle will be allowed to be licensed up to the age of 9 years and 364 days. In the case of vehicles classed as a minibus on their registration document, and any purpose built hackney carriage, they will be licensed up to the age of 12 years. If the current vehicle licence has expired and an application to renew was not submitted before its expiry, the vehicle cannot be licensed if it has reached the age of 7 years or over.

This policy will change with effect from 20<sup>th</sup> February 2017 when new vehicle licences will be required to be less than 5 years of age from the date of first registration.

### **Types of vehicles allowed:**

The licensing unit cannot licence any vehicle that was not originally manufactured and designed for the carriage of passengers.

### **CCTV Requirements:**

From the 1<sup>st</sup> of January 2018, all new applications for licensed vehicles will need to be fitted with Council approved CCTV systems. Details of the relevant specification for such systems are attached at Appendix R of the Council's taxi licensing policy which is available from our website. Details of approved suppliers are listed on the Council's website too.

### **Licence & Fees:**

The licence is issued for a period of 12 months (unless revoked or suspended) and the cost is £140.00. The licence will be issued to a registered partnership, limited company or an individual.

### **Brackets:**

The Council does not keep or supply brackets for the plates once issued. You can buy brackets from Mogo by telephoning 01509 219 633 or by sending an email to [sales@mogo.co.uk](mailto:sales@mogo.co.uk).

### **Basic Disclosure**

Individual applicants who do not hold a valid hackney carriage driver's licence with Rossendale Council and if applying as a limited company, all Company Directors will be required to submit a basic disclosure obtained from Disclosure Scotland with the application. This certificate must be dated within 1 month of the application date. All applicants and company directors are required to submit a properly completed statutory declaration with the application which must have been completed within 1 month of the application date. Information relating to unspent convictions can be obtained from the FAQ section of the Disclosure Scotland website. If in doubt, applicants should declare all convictions.