

Vehicle Application

Application Pack For A Hackney Carriage /
Private Hire Vehicle Licence

Contents

In this document you will find:

- Application form
- Fees and charges
- Information where:
 - Meter can be calibrated
 - Vehicle can obtain a Certificate of Compliance (COC)
- Bylaws relating to hackney carriages
- Conditions applicable to the licensing of private hire and hackney carriage vehicles

It is important that you read this application pack in full before purchasing a vehicle for licensing. This application pack should be kept for future reference so that you are fully aware of the conditions of licensing.

Fees

	Resident	Non-resident
Total fees for renewing driver licence	£245.50	£295.50
Total fees for new applicant for drivers licence	£370.50	£420.50

	Resident	Non-resident
Vehicle 1yr	£300	£360

- vehicle 1 yr licence fee reduced by £60 at the present time for authorised low emission CO² vehicles.

Currently authorised vehicles:-

- Toyota Prius, 1500cc VVTi

Plate deposit	£102	
Transfers	£108	
External plate replacement	£21	
Internal plate replacement	£8	
Bracket	£10	
Duplicate paper licence	£1	
Illuminous Fare Chart	£10	
Livery	Shield	£4 each
	Number	£1 each
	Stripes	£41
	Total	£51

	Resident	Non-resident
Driver 3yrs	£200	£250
Driver over 70 1yr (costs pro rata from 67-70)	£32	£37
Duplicate paper licence	50p	
Replacement clip for badge	50p	
Badge	£10	
DVLA check	£5.50	
CRB check	£30	
Knowledge test	£95	
Knowledge test re-take	£64	
Disability Awareness Course	£30	

Operator	£300
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Appointments

An appointment with the Licensing Officer must be booked in advance. To book an appointment please ring: 01727 296125. If you are more than 15 minutes late for an appointment the licensing officer may not be able to see you and another appointment will need to be made.

Application for a grant of a vehicle licence

At the appointment to grant a vehicle licence you need to bring:

- The vehicle (park on the top floor of the staff car park)
- Completed application form
- Fee (pay by cheque or card only)
- Vehicle registration document in applicants name
- Valid insurance certificate in applicants name
- COC certificate issued no more than 28 days before the appointment (applicable only to vehicles more than 1 year old)
- A certificate to show that the meter has been set correctly (if applicable)
- Hackney carriage vehicles only – the receipt for the livery (the livery must be fitted in the following manner: yellow band: fitted along the full length of the vehicle below the windows, this must not be trimmed except at the ends so that it fits the vehicle; crest: fitted in the middle of the rear passenger doors in the same manner as given (i.e. the circle must not be cut out); the blue numbers: on top of the yellow band above the crest)

Application to renew the vehicle licence

At the appointment to renew the vehicle licence you need to bring:

- The vehicle (park on the top floor of the staff car park)
- Completed application form
- Fee (pay by cheque or card only)
- Vehicle registration document in applicants name
- Valid insurance certificate in applicants name
- COC certificate carried out within 28 days of the licence expiry date

N.B. You must submit the application to renew the licence before the current licence expires. Failure to do this will mean that any future application will be deemed a grant of a licence and the vehicle will need to comply with the conditions for such.

Change of Address

You must notify the Council within 7 days of any change of address. The notification must be in writing.

Notifying the Council that you have sold the vehicle

You have a legal obligation under Section 49 of the Local Government (Miscellaneous Provisions Act) 1976 to notify the licensing authority of a transfer of ownership (sold the vehicle). The notification must be in writing sent within 14 days of the transfer. Failure to comply may result in the Council taking legal action against you.

Transferring the vehicle licence to the new owner

The new owner of the vehicle needs to submit to the Council the following (this can be done by post):

- A completed application form
- A letter from the previous owner agreeing to the transfer of the vehicle licence to the new owner (must state the vehicle details i.e. reg. No. & plate no. [if this hasn't been previously submitted])
- Insurance certificate in the new owners name
- Vehicle registration document (or other proof of ownership) in the new owners name
- The last COC that was carried out for the vehicle
- A cheque for £108.00 made payable to St Albans District Council (if you wish to pay by card you will need to come into the Council offices)

Licensing a non-wheelchair accessible vehicle (NWA) as a hackney carriage under grandfather rights

If a NWA is currently licensed as a hackney carriage vehicle then you are permitted to transfer that licence to another NWA. Follow the procedure for the granting of a vehicle licence.

Interim Inspections

An interim inspection is carried out when the vehicle is over 5 years old. Please send in:

- Original COC carried out within 28 days of the due date of the interim inspection

Failure to produce the COC for its interim inspection may result in the licence being suspended until it is done.

Vans converted to taxis

If you wish to licence a van which has been converted to a taxi you need to provide a certificate to show that it has been converted by someone who holds a licence to do so. In most circumstances the vehicle will be issued a vehicle registration document which shows that vehicle has an M1 vehicle category.

Changing the vehicle registration number to a cherished number plate

- You will need to book an appointment to have the internal and external plates changed.
- The fees to be paid are for the internal and external number plates only (see table of fees).
- Show at the appointment the letter from the DVLA authorising the change and the amended insurance certificate.
- Return the previous plates.
- Remember to amend the COC/MOT certificates to the new number and to amend the vehicle registration document.

Bylaws Relating to Hackney Carriage

Bylaws made under Section 68 of the Town Police Clauses Act, 1847 Section 171 of the Public Health Act 1875 by the Mayor and Citizens of the District of St Albans acting by the Council of the District of St Albans with respect to Hackney Carriages in the District of St Albans. Certified as a true copy, Solicitor to the Council

Interpretation

1. Throughout the Bylaws, "the Council" means the Council of the District of St Albans and "the district" means the District of St Albans.

Provisions regulating the manner in which the number of each Hackney Carriage, corresponding with the number of its licence, shall be displayed.

2. The proprietor of a Hackney Carriage shall cause the number of the licence granted to him in respect of the carriage to be legibly marked on the outside and inside respectively of the carriage on plates provided by the Council in the positions indicated by the Council.

A proprietor or driver of a Hackney Carriage shall:-

- a) not wilfully or negligently cause or suffer any such number to be concealed from public view while the carriage is standing or plying for hire.
- b) Not cause or permit the carriage to ply for hire with any such plate so defaced that any figure or material particular is illegible.

Provisions regulating how Hackney Carriages are to be furnished or provided

3. The proprietor of a Hackney Carriage shall:-
 - a) provide sufficient means by which any person in the carriage may communicate with the driver.
 - b) cause the roof or covering to be kept watertight
 - c) provide any necessary windows and a means of opening and closing not less than one window on each side, such windows and other glass fitted shall be of toughened glass in accordance with the latest British Standard Specification for such material.
 - d) cause the seats to be properly cushioned or covered.

- e) cause the floor to be provided with a proper carpet, mat or other suitable covering.
- f) cause the carriage with its fittings and furniture to be kept in a clean condition well maintained and in every way fit for public service.
- g) provide means for securing luggage if the carriage is so constructed as to carry luggage.
- h) Provide an efficient fire extinguisher which shall be carried in such a position as to be readily available for use and which must comply with British Standard Specification No. 1721.
- i) Provide at least two (2) doors for the use of persons conveyed in such carriage and a separate means of ingress and egress for the driver.
- j) Provide equal internal lighting within the carriage.

4. The proprietor of a Hackney carriage shall cause any taximeter with which the carriage is provided to be so constructed, attached and maintained as to comply with the following requirements, that is to say:-

- a) the taximeter shall be fitted with a key, flag or other device, the turning of which will bring the machinery of the taximeter into action and cause the word "HIRED" to appear on the face of the taximeter.
- b) Such key, flag or other device shall be capable of being locked in such a position that the machinery of the taximeter is not in action and that no fare is recorded on the face of the taximeter.
- c) When the machinery of the taximeter is in action there shall be recorded on the face of the taximeter in clearly legible figures a fare not exceeding the rate of fare which the proprietor or driver is entitled to demand and take for the hire of carriage by distance in pursuance of the bylaw in that behalf.
- d) The word "FARE" shall be printed on the face of the taximeter in plain letters so as clearly to apply to the fare recorded thereon.
- e) The taximeter shall be so placed that all letters and figures on the face thereof are at all times plainly visible to any person being conveyed in the carriage, and for that purpose the letters and figures shall be capable of being suitably illuminated during any period of hiring.
- f) The taximeter and all the fittings thereof shall be so affixed to the carriage with the seals or other appliances that it shall not be practicable for any person to tamper with them except by breaking, damaging or permanently displacing the seals or other appliances.

Provision regulating the conduct of the proprietors and drivers of hackney carriages plying within the district in their several employments and determining whether such drivers shall wear any and what badges.

5. The driver of a Hackney Carriage provided with a taximeter shall:
 - a) when standing or plying for hire, keep the key, flag or other device fitted in pursuance of the bylaw in that behalf locked in the position in which no fare is recorded on the face of the taximeter;
 - b) as soon as the carriage is hired by distance, and before beginning the journey, bring the machinery of the taximeter into action by moving the said key, flag or other device, so that the word "HIRED" is legible on the face of the taximeter and keep the machinery of the taximeter in action until the termination of hiring;
 - c) cause the dial of the taximeter to be kept properly illuminated throughout any part of hiring which is during the hours of darkness as defined for the purposes of the Road Traffic Act 1972, and also at any other time at the request of the hirer.
6. A proprietor or driver of a Hackney Carriage shall not tamper with or permit any person to tamper with any taximeter with which the carriage is provided, with the fittings thereof, or with the seals affixed thereto.
7. The driver of a Hackney Carriage for which stands are fixed by any bylaw in that behalf shall, when plying for hire in any street and not actually hired:-

- a) proceed with reasonable speed to an station the carriage on one of such stands
 - b) if a stand, at the time of his arrival is occupied by the full number of carriages authorised to occupy it, station the carriage immediately behind the carriage or carriages on the stand and so as to face in the same direction
 - c) on arriving at a stand not already occupied by the full number of carriages authorised to occupy it, station the carriage immediately behind the carriage or carriages on the stand and so as to face in the same direction;
 - d) from time to time when any other carriage immediately in front is driven off or moved forward cause his carriage to be moved forward so as to fill the place previously occupied by the carriage driven off or moved away.
8. The drivers of the first two Hackney Carriages standing upon a stand appointed by the Council shall be in constant attendance in, or within the immediate vicinity of, their carriages.
 9. The proprietor or driver of a Hackney carriage, when standing or plying for hire, shall not by calling out or otherwise, importune any person to hire such carriage and shall not make use of the services of any other person for the purpose.
 10. The driver of a Hackney Carriage shall behave in a civil and orderly manner and shall take all reasonable precautions to ensure the safety of persons conveyed in or entering or alighting from the vehicle.
 11. The driver of a Hackney Carriage, when attendant upon such a carriage shall be clean and tidy.
 12. The proprietor or driver of a Hackney Carriage who has agreed or has been hired to be in attendance with the carriage at an appointed time and place shall, unless delayed or prevented by some sufficient cause, punctually attend with such carriage at such appointed time or place.
 13. If a badge has been provided by the Council and delivered to the driver of a Hackney Carriage, he shall, when standing or plying for hire, and when hired, wear the badge in such a position and manner as to be plainly visible.
 14. The driver of a Hackney Carriage so constructed as to carry luggage shall when requested by any person hiring or seeking to hire the carriage:-
 - a) convey a reasonable quantity of luggage
 - b) afford reasonable assistance in loading and unloading
 - c) afford reasonable assistance in removing it to or from the entrance of any building, station or place at which he may take up or set down such person.
 15. The driver of a Hackney Carriage when hired to drive any particular destination shall, subject to any directions given by the hirer, proceed to that destination by the shortest available route.
 16. A proprietor or driver of a Hackney Carriage shall not convey or permit to be conveyed in such carriage any greater number of persons than the number specified on the plate affixed to the outside of the carriage. Provided that for the purposes of this bylaw, 2 children under the age of 12 years shall be regarded as one person and children under the age of 3 years shall not be reckoned.
 17. The proprietor of a Hackney Carriage shall cause a statement of the fares to be fixed by the bylaw in that behalf to be exhibited inside the carriage in clearly distinguishable letters and figures.
The proprietor or driver of a Hackney Carriage bearing a statement of fares in accordance with this bylaw shall not wilfully or negligently cause or suffer the letters or figures in the Statement to be concealed or rendered illegible at any time while the carriage is plying or being used for hire.
Provisions securing the safe custody and re-delivery of any property accidentally left in hackney carriages, and fixing the charges made in respect thereof.
 18. The proprietor or driver of a Hackney carriage shall, immediately after the termination of any hiring, or as soon

as practicable thereafter carefully search the carriage for any property which may have been accidentally left therein.

19. The proprietor or driver of a Hackney Carriage shall, if any property accidentally left therein by any person who may have been conveyed in the carriage be found by or handed to him:
 - a) carry it as soon as possible and in any event within 48 hours if not sooner claimed by or on behalf of its owner, to the County Police Officer, Victoria Street, St Albans and leave it in the custody of the officer in charge of the office on his giving a receipt for it.
 - b) Be entitled to receive from any person to whom the property shall be re-delivered an amount equal to five pence in the pound of its estimated value (or the fare for the distance from the place of finding to the County Police Office, Victoria Street, St Albans whichever be the greater, but not more than five pounds.

Penalties

20. Every person who shall offend against any of these bylaws shall be liable on summary conviction to a fine not exceeding £20 and in the case of a continuing offence to further fine not exceeding £5 for each during which the offence continues after conviction thereof.

Repeal Of Bylaws

21. The bylaws with respect to Hackney Carriages which were made by the former St Albans City Council on the 17th day of March 1972 and confirmed by one of Her Majesty's Assistant Under Secretaries of State on the 22nd day of May 1972 as amended by the bylaws made by the Council on the 23rd day of May 1974 and confirmed by one of the said Assistant Under Secretaries of State on the 2nd day of April 1976 and the amendment to the bylaws made by the Council in pursuance of the Hackney Carriage Fares (amendment of bylaws) Order 1974 made on the 23rd day of January 1975 are hereby repealed.

THE COMMON SEAL OF THE COUNCIL OF THE DISTRICT OF ST ALBANS was hereto affixed this 10th day of May 1976 in the presence of E.L. Hewitt, Mayor and R.H. Braddon, Chief Executive Officer.

The Secretary of State this day confirmed the foregoing bylaws and fixed the date on which they are to come into operation as the 23rd day of July 1976. R.F.D. Shuffrey, An Assistant Under Secretary of State

THE COMMON SEAL OF THE COUNCIL OF THE DISTRICT OF ST ALBANS Was hereto affixed this 4th day of February 1977 in the presence of Kenneth S. Hill, Mayor and R.H. Braddon, Chief Executive Officer

The Secretary of State this day confirmed the foregoing bylaw and fixed the date on which it came into operation as the 1st day of April 1977. R.F.D. Shuffrey, an Assistant Under Secretary of State Signed by authority of the Secretary of State 25th March 1977. Home Office, Whitehall

Bylaw 17 of the series of Bylaws relating to Hackney Carriages made by the Mayor and Citizens of the District of St Albans, acting by the Council on the 10th day of May 1976 and confirmed by one of Her Majesty's Principal Under Secretaries of State on the 23rd July 1976, is hereby repealed and replaced by the following Bylaws which shall be read and construed as one with the series aforesaid:-

Provision Fixing the Stands of Hackney Carriages No. 17

Places specified below shall be stands of such number of Hackney Carriages as specified:-

- St. Peters Street, St Albans: 6 vehicles on the west side of the service road outside number 38 commencing 4'6" (1.37 m) from the Municipal Gardens exit and extending for a distance of 95'3" (29.3 m) the vehicles facing a southerly direction
- Ringway Road, How Wood, St Albans: 2 vehicles on the north east side of Ringway Road, south of the shops commencing from a point 7 metres from the junction line with How Wood and extending for a distance of 11 metres, and the vehicles to stand facing a south easterly direction.
- High Street, London Colney: 2 vehicles on the east side of High Street, London Colney, commencing from a point 21 metres from the junction line of Alexander Road and

extending for a distance of 11 metres in a southerly direction, the vehicles to stand facing in a southerly direction.

- Granary Close, Wheathampstead: 2 vehicles on the south side of Granary Close commencing from a point 10 metres from the junction line of High Street, Wheathampstead, and extending for a distance of 11 metres in an easterly direction, vehicles to face in a westerly direction.
- Hughenden Road, Marshalswick: 2 vehicles on the south side of Hughenden Road, commencing from a point 17 metres from the junction line of Sherwood Avenue extending for a distance of 11 metres in an easterly direction, the vehicles to face in a westerly direction.

The common Seal of the Council of the District of St Albans Was hereunto affixed this 27th day of May 1977 In the presence of Mayor John Dymoke, Chief Executive Officer R.H. Braddon

The Secretary of State this day confirmed the foregoing bylaw and fixed a date on which it is to come into operation as the 1st day of August 1977. Signed RFD Shuffrey (Signed by the authority of the Secretary of State Home Office 22.7.77) Assistant Under-Secretary of State

Meter Calibration

- Commercial Communications, 25 Titan Court, Laporte Way, Luton, LU4 8EF Tel: 01582 721 884, Fax: 01582-705073, email: taximeters@commcomms.co.uk
- Auto Digital Solutions, 30 Wood Close, Hatfield, Herts AL10 8TX Tel: 01707 264 264

Certificate of Compliance (COC) Garages

- Gold Crest, 165 Camp Road, St Albans Tel: 01727-832835
- Guildford Road Motors, 15 Guildford Road, St Albans Tel: 01727-830884
- John Gordon Motors, 117 London Road, St Albans Tel: 01727 855096
- M Wilson Motor Repairs, Unit 9-10 Campfield Road, St Albans, Herts AL1 5JA Tel: 01727 830539
- Motown, 279 High Street, London Colney, Herts AL2 1EU Tel: 01727 824196
- Drive Thru MOT Ltd- Unit 13, North Orbital Commercial Park, Napsbury Lane, St Albans, AL1 1XB – 01727 858300
- D.P. Motors, 13-15 Sutton Road, St Albans, AL1 5JQ 01727 836673/ 01727 – 853923
- MAC Testing Ltd, Unit 1 London Road Business Park, 222 London Road, St Albans AL1 1PN 01727 868599

St Albans District Council Local Government (Miscellaneous Provisions) Act 1976 Part 11 Conditions Applicable to the Licensing of Hackney Carriage Vehicles

Preamble

The policy of licensing vehicles for use, as Hackney Carriages shall, wherever possible, be aimed at achieving the maximum of public safety compatible with passengers comfort, including ease of entry.

The vehicle should be presented to the Licensing officer for inspection to ensure compliance with the following conditions:

The vehicle and its fittings must at all times:

- Be safe
- Be tidy
- Be clean
- Comply with all relevant statutory requirements applicable to the class of vehicle to which it belongs, including, but without prejudice to the generality of the foregoing, the Motor Vehicle (Construction and Use) Regulations 1978.

The vehicle must be of a high standard of appearance and must be maintained to this standard throughout the term of the Hackney Carriage Licence.

1. Specification

- 1.2 All Hackney Carriages initially licensed after 19 January 2000 must be capable of carrying a person confined to a wheelchair.
- 1.3 With the exception of purpose built cabs ('Purpose Built Cab' means a vehicle built and maintained in

accordance with the current design specification for Hackney Carriages as drawn up by the Metropolitan Police Force - currently LTI's and Mercedes-Benz Vito.), all vehicles shall be of an all white body and must display on both sides the St Albans and District Crest and Taxi Licence number. A yellow band must run the entire length of the vehicle body. The position of the crest, licence number and yellow band must be agreed by the Licensing Officer. The crest, licence number and yellow band must be obtained from the Licensing Office (fee payable).

1.4 Purpose Built cabs ('Purpose Built Cab' means a vehicle built and maintained in accordance with the current design specification for Hackney Carriages as drawn up by the Metropolitan Police Force - currently LTI's and Mercedes-Benz Vito.) must display the crest and licence number.

1.5 Any new application as of 09 June 2005 and any subsequent transfer of vehicle shall conform with the condition as in 1.2 and 1.3

1.6 The engine capacity of the vehicle must not be less than 1600cc for petrol and diesel engines. Exemptions to this condition may be granted for suitable vehicles that have demonstrated benefit in relation to vehicle CO₂ emissions, any such vehicle must be specifically authorised.

Currently authorised vehicles:-

- Toyota Prius, 1500cc VVTi

1.7 All vehicles must have at least 4 doors and must be capable of carrying not less than four and not more than eight passengers

1.8 Windows must be provided on both sides and at the rear of the vehicle.

1.9 Obscure or dark tinted windows will not be permitted so as to observe driver and passengers being carried.

1.10 Every door must be capable of being opened from both inside and outside of the vehicle with one operation of the latch mechanism.

1.11 The vehicle must have adequate leg and foot room, shoulder width and head height approved by the Licensing Officer

1.12 Vehicles must be right hand drive and considered suitable by the Licensing Officer.

1.13 The vehicle must possess a current vehicle excise licence.

1.14 The maximum number of passengers permitted to be carried shall be shown on the outer 'MOGO' type licence plate (properly fixed using the bracket provided).

1.15 In saloon and estate cars, the internal rear width seat dimension must not be less than 120cm unobstructed width, excluding armrest.

1.16 In estate type vehicles a barrier must be securely fitted between the luggage and the passenger compartments when used as a Hackney Carriage.

1.17 All seats must be correctly secured and properly cushioned and covered. All seat cushions and covers, including the drivers, must be matching, free from cuts, tears or cigarette burns except of a very minor nature. Loose, dirty, damaged or poorly fitted seat covers will not accepted.

1.18 If during the currency of this licence it is intended that the appearance or design of the bodywork or engine of the licensed vehicle is to be materially altered, the written consent of the Council to such an alteration must first be obtained before any such action is taken.

1.19 Vehicles of the MPV or Minibus type must have more than one exit from the rear passenger compartment. All exits must open from both the inside and the outside of the vehicle and be free from obstruction.

1.20 With vehicles of the MPV or minibus type the rearmost seats should allow access to passengers without having to move another seat or any part of it i.e. folding down back seats. (This condition will

- apply to any vehicle licensed after 30 November 2006)
- 1.21 In vehicles of the MPV or Minibus type any step area accessing the passenger compartment must have an automatic illumination when the door is opened, a minimum depth of 6in with a slip resistant surface and be capable of supporting the weight of an adult. Handrails should be fitted where appropriate. The access door must allow passenger access and egress to the vehicle from the nearside.
- 1.22 Mirrors must be fitted to the offside, nearside and interior rear view. These will be to the original manufacturer's specification and must be secure, complete and offer unimpaired view at all times.
- 1.23 The exterior of the vehicle is to remain in a well maintained condition to include the following:
- 1.23.1 **Rust** – any vehicle should be free from any significant areas of visible rusting. Minor blemishes should be monitored for progression. The following general criteria should be followed:
- Any vehicle with a rust patch of more than 10cm² must be repaired following a request from an authorised officer. Any vehicle presented for the Certificate of Compliance test with a rust patch of more than 10cm² will fail the test.
- 1.23.2 **Dents** – any vehicle with a dent of more than 5cm in any one panel length must be repaired following a request from an authorised officer. Any vehicle which has an accumulation of dents as to adversely affect the appearance of a vehicle must be repaired following a request from an authorised officer. Any vehicle presented for the certificate of compliance test will fail the test if the vehicle does not satisfy the dent requirements above.
- 1.23.3 **Scratches** – any vehicle with unrepaired scratches down to bare metal or primer on three or more panels of 5cm in length or a single scratch of more than 20cm in length must be repaired following a request from an authorised officer. Any vehicle, which has an accumulation of scratches as to adversely affect the appearance of a vehicle must be repaired following a request from an authorised officer. Any vehicle presented for the certificate of compliance test will fail the test if the vehicle does not satisfy the scratches requirements above.
- 1.23.4 **Paintwork** – all panels on all vehicles shall be painted in the same colour without significant runs or blemishes. Panels with unmatched colours or primer must be repaired to ensure a match following a request from an authorised officer. Any vehicle presented for the certificate of compliance test will fail the test if the vehicle does not satisfy the paintwork requirements above.
- 1.24 A vehicle which is converted to LPG or any other approved alternative fuel must supply proof that the conversion has been properly carried out by competent person or business carrying out such conversions.
- 1.25 A vehicle powered by LPG or other approved alternative fuel, which does not have a provision for a spare tyre, must carry a suitable "space saving" type wheel properly secured or have proof that the four other tyres have been treated with a puncture proofing substance. Written confirmation of such puncture proofing is to be provided to the Licensing Department prior to the vehicle being used to convey passengers.
- 2. Tyres**
- 2.2 The vehicle tyres including the spare must be all radial or all cross ply construction.
- 3. Age of Vehicles**
- 3.2 All vehicles shall be licensed for a period of one year.
- 3.3 Vehicles presented for licensing for the first time must be less than 5 years old
- 4. Inspection of Vehicle**
- 4.2 A certificate of compliance must be obtained annually for vehicles aged 1 to 5 years from date of first registration.
- 4.3 A certificate of compliance must be obtained every 6 months for every vehicle in respect of which 5 years has elapsed from the date of first registration.
- 4.4 A certificate of compliance must be obtained every 4 months for every vehicle in respect of which 7 years has elapsed from the date of first registration.
- 4.5 The vehicle owner shall make arrangements direct with the authorised garage and be responsible for paying the fee for the test.
- 4.6 The proprietor of any vehicle licensed by the council shall at the request of any authorised officer produce the vehicle for inspection
- 5. Taximeter**
- 5.2 The taximeter must be fixed in a position as prescribed by the Licensing Officer.
- 5.3 Arrangements for testing and sealing of meters should be made with the Licensing Officer.
- 5.4 The Proprietor shall notify the Council immediately if for any reason the seals affixed to the taximeter are broken.
- 5.5 All meters must be sealed by a Licensing Officer from St Albans District Council prior to being used to charge a fare for conveyance of passengers.
- 5.6 St Albans District Council Licensing department reserve the right to request that the vehicle undertake a measured journey to ensure the meter is operating correctly at any time.
- 5.7 All licensed vehicles must display a fare card in a format agreed and approved by the Licensing Department. A charge may be levied for any such fare card.
- 6. Two Way Communication**
- 6.2 The type and location of any two-way communication equipment must be agreed by the Licensing officer.
- 6.3 Any device for two way communication must be securely fitted to the vehicle at all times the vehicle is in operation.
- 7. Roof Signs**
- 7.2 Every vehicle must be fitted with a roof sign indicating the word 'Taxi' at the front and rear or 'Taxi' at the front and the owners name and/telephone number at the rear. The word 'Taxi' or any other lettering shall not exceed 6.5 cm high.
- 7.3 The roof sign must be capable of being illuminated and when illuminated must show white to the front and red to the rear.
- 8. Advertising**
- Internal advertising**
- 8.2 In addition to notices giving the name and telephone number of the Hackney Carriage a maximum of 2 advertisements may be displayed in the interior of the vehicle except in the case of a wheelchair accessible vehicle where a maximum of 3 advertisements may be displayed.
- 8.3 No advertising may be displayed on the windows of the vehicle. Advertising is permitted on any interior transparent partition.
- Exterior advertising**
- 8.4 External advertisements will only be permitted on the two sides of the vehicle only.
- 8.5 No advertising to be displayed on any windows. It is considered a public safety issue that passengers can be seen within the vehicle.
- 8.6 All advertising must be approved by the Licensing Officer in consultation with the Chairman of the Licensing and Regulatory Committee in respect of content and size prior to display.
- 8.7 All advertisements must comply with the British Code of Advertising Practice and it is the responsibility of the agency or individual seeking the Licensing Authority's approval to ensure that they do so and to confirm this fact in writing to the Council when the final stage is being considered.

- 8.8 Each proposal will be considered on its merits but advertisements will not be approved if they contain:
1. Reference to political, ethnic, religious, sexual or controversial text
 2. References to escort agencies, gaming establishments or massage parlours
 3. Nude or semi nude figures
 4. Statements which seek to involve the driver as an agent of the advertiser
 5. Material likely to offend public taste
 6. Reference to tobacco or tobacco products
 7. Reference to alcohol

All advertising must be approved by the Licensing Officer with regard to content, size and positioning prior to display

9. Accidents

- 9.2 In accordance with Section 50(3) of the Act, any accidents involving a Hackney Carriage, must be reported to the Licensing officer within 72 hours of the accident. The Licensing officer has the discretion to decide whether the vehicle requires a further Certificate of Compliance, the cost of which will be the responsibility of the owner. Until this is done, any licence issued to the vehicle may be suspended or revoked.

10. Fire Extinguisher

- 10.2 A fully charged fire extinguisher, weight 1kg, should be carried in the vehicle and should comply with relevant BSEN3 accreditation and must be indelibly marked with the relevant Hackney Carriage Vehicle plate number.

11. Fees

- 11.2 Full fees are required upon application or renewal. Fees once paid are not refundable and may be varied from time to time to meet the cost of issue and administration.

12. Vehicle Documents

- 12.2 On the application for the issue, renewal or transfer of a Hackney Carriage Licence, the vehicle owner must produce the following documents in respect of the vehicle :-

- 12.2.1 The vehicle registration document.
 12.2.2 A valid certificate of insurance complying with the requirements of part VI of the Road Traffic Act 1972 or any statutory re-enactment thereof bearing an endorsement to the effect that the policy covers the use of the vehicle for the carriage of fare paying passengers
 12.2.3 A valid Certificate of Compliance, the date of issue of which should not be more than one month prior to the date of issue of the licence. This condition shall be deemed to be complied with unless the certificate of compliance is issued by a garage in which the proprietor of the vehicle has no pecuniary interest.

13 Insurance

- 13.1 The Proprietor of the licensed vehicle shall ensure that the vehicle is insured for Hackney Carriage use at all times the vehicle is licensed and in operation.
 13.2 The driver of any vehicle must carry, in the vehicle, a copy of proof of current up to date insurance satisfying the requirements of 13.1 above.

14 Vehicle ownership/Dual Plating

- 14.1 Vehicles, which are currently licensed by another licensing authority, will not be accepted for licensing.

15 General requirements

- 15.1 The Proprietor of the licensed vehicle shall ensure that the vehicle is at all times driven by a person who holds a valid Hackney Carriage Driver's Licence issued by St Albans City and District Council and request that that person provide up to date proof of his/her public hire insurance by way of a cover note/policy for the licensed Hackney Carriage vehicle.
 15.2 Drivers must not sound their vehicle horns outside of any premises at which they are collecting a fare, irrespective of the hour of the day.

- 15.3 The driver of the vehicle shall carry on request any assistance animal such as a guide dog.
 15.4 The Council reserves the right to vary, delete or waive any of the foregoing conditions.

Interpretation

For the purpose of these conditions.

The Licensing Officer means an officer of the council of the District of St Albans for the time being authorised in writing by the council for the purposes of part II of the Local Government (Miscellaneous Provisions) Act 1976 or the Town Police Clauses Act 1847, The Transport Act 1985 and the bye laws made thereunder.

Purpose Built Cab means a vehicle built and maintained in accordance with the current design specification for Hackney Carriages as drawn up by the Metropolitan Police Force.

NOTE

The council being in possession of a certificate of exemption granted by the Secretary of State for Transport, is required to issue a certificate of compliance in respect of each licensed Hackney Carriage operating within the district.

By virtue of the said certificate of exemption, the council may not accept anything other than a certificate of compliance as evidence of the satisfactory condition of the vehicle which is to be licensed. The test may only be carried out at a testing station appointed by the council and authorised by the Department of Transport. The test must be at least to M.O.T standard before the certificate can be issued. When presenting the vehicle for licensing or re-licensing you must ensure that the date of issue of the certificate of compliance is not more than one, month prior to the date of issue of the licence.

Further details as to the appointed garages and the scope of the test may be obtained from the Licensing Officer on request. **Nothing in this document shall be interpreted as overriding the provisions of the part II of the Local Government (Miscellaneous Provisions) Act 1976 or the Town Police Clauses Act 1847, The Transport Act 1985 and the byelaws made thereunder.**

St Albans District Council Local Government (Miscellaneous Provisions) Act 1976 Part 11 Conditions Applicable to the Licensing of Private Hire Vehicles

Preamble

The policy of licensing vehicles for use, as Private Hire shall, wherever possible, be aimed at achieving the maximum of public safety compatible with passengers comfort, including ease of entry.

The vehicle should be presented to the Licensing officer for inspection to ensure compliance with the following conditions; The vehicle and its fittings must at all times when it is available for hire or being used as a Private Hire Vehicle;

- a) Be safe
- b) Be tidy
- c) Be clean
- d) Comply with all relevant statutory requirements applicable to the class of vehicle to which it belongs, including, but without prejudice to the generality of the foregoing, the Motor Vehicle (Construction and Use) Regulations 1978.

The vehicle must be of a high standard of appearance and must be maintained to this standard throughout the term of the Private Hire Licence.

1. Specification

- 1.1 The vehicle must be painted in a single standard colour and must not be white.
- 1.2 The vehicle shall not be of such a design and appearance as to lead any person to believe that the vehicle is a Hackney Carriage.
- 1.3 The engine capacity of the vehicle must not be less than 1600cc for petrol engines and diesel engines. Exemptions to this condition may be granted for suitable vehicles that have demonstrated benefit in relation to vehicle CO₂ emissions, any such vehicle must be specifically authorised.
 Currently authorised vehicles:-
 - Toyota Prius, 1500cc VVTi

- 1.4 All vehicles must have at least 4 doors (saloon, estate, minibus) and must be capable of carrying not less than four and not more than eight passengers
- 1.5 Windows must be provided on both sides and at the rear of the vehicle.
- 1.6 Obscure and dark tinted windows will not be permitted so as to observe driver and passengers being carried.
- 1.7 Every door must be capable of being opened from both inside and outside of the vehicle with one operation of the latch mechanism.
- 1.8 The vehicle must have adequate leg and foot room, shoulder width and head height approved by the Licensing Officer
- 1.9 Vehicles must be right hand drive and considered suitable by the Licensing Officer.
- 1.10 The vehicle must possess a current vehicle excise licence.
- 1.11 The maximum number of passengers permitted to be carried shall be shown on the outer 'MOGO' type licence plate (properly fixed using the bracket provided), unless agreed with the licensing officer (chauffeur/executive use)
- 1.12 In saloon and estate cars, the internal rear width seat dimension must not be less than 120cm unobstructed width, excluding armrest.
- 1.13 In estate type vehicles a barrier must be securely fitted between the luggage and the passenger compartments when used as a Private Hire Vehicle.
- 1.14 All seats must be correctly secured and properly cushioned and covered. All seat cushions and covers, including the drivers, must be matching, free from cuts, tears or cigarette burns except of a very minor nature. Loose, dirty, damaged or poorly fitted seat covers will not be accepted.
- 1.15 If during the currency of this licence it is intended that the appearance or design of the bodywork or engine of the licensed vehicle is to be materially altered, the written consent of the Council to such an alteration must first be obtained before any such action is taken.
- 1.16 Vehicles of the MPV or Minibus type must have more than one exit from the rear passenger compartment. These exits must be clearly marked with "EMERGENCY EXIT" and the opening instruction e.g. "PULL TO OPEN". All exits must open from both the inside and the outside of the vehicle and be free from obstruction.
- 1.17 In vehicles of the MPV or Minibus type any step area accessing the passenger compartment must have an automatic illumination when the door is opened, a minimum depth of 6in with a slip resistant surface and be capable of supporting the weight of an adult. Handrails should be fitted where appropriate. The access door must allow passenger access and egress to the vehicle from the nearside.
- 1.18 With vehicles of the MPV or minibus type the rearmost seats should allow access to passengers without having to move another seat or any part of it i.e. folding down back seats. (This condition will apply to any vehicle licensed after 30 November 2006)
- 1.19 Mirrors must be fitted to the offside, nearside and interior rear view. These will be to the original manufacturer's specification and must be secure, complete and offer unimpaired view at all times.
- 1.20 The exterior of the vehicle is to remain in a well maintained condition to include the following:
- 1.20.1 **Rust** – any vehicle should be free from any significant areas of visible rusting. Minor blemishes should be monitored for progression. The following general criteria should be followed:
- Any vehicle with a rust patch of more than 10cm² must be repaired following a request from an authorised officer. Any vehicle presented for the Certificate of Compliance test with a rust patch of more than 10cm² will fail the test.
- 1.20.2 **Dents** – any vehicle with a dent of more than 5cm in any one panel length must be repaired following a request from an authorised officer. Any vehicle which has an accumulation of dents as to adversely affect the appearance of a vehicle must be repaired following a request from an authorised officer. Any vehicle presented for the certificate of compliance test will fail the test if the vehicle does not satisfy the dent requirements above.
- 1.20.3 **Scratches** – any vehicle with unrepaired scratches down to bare metal or primer on three or more panels of 5cm in length or a single scratch of more than 20cm in length must be repaired following a request from an authorised officer. Any vehicle, which has an accumulation of scratches as to adversely affect the appearance of a vehicle must be repaired following a request from an authorised officer. Any vehicle presented for the certificate of compliance test will fail the test if the vehicle does not satisfy the scratches requirements above.
- 1.20.4 **Paintwork** – all panels on all vehicles shall be painted in the same colour without significant runs or blemishes. Panels with unmatched colours or primer must be repaired to ensure a match following a request from an authorised officer. Any vehicle presented for the certificate of compliance test will fail the test if the vehicle does not satisfy the paintwork requirements above.
- 1.21 A vehicle which is converted to LPG or any other approved alternative fuel must supply proof that the conversion has been properly carried out by competent person or business carrying out such conversions.
- 1.22 A vehicle powered by LPG or other approved alternative fuel, which does not have a provision for a spare tyre, must carry a suitable "space saving" type wheel properly secured or have proof that the four other tyres have been treated with a puncture proofing substance. Written confirmation of such puncture proofing is to be provided to the Licensing Department prior to the vehicle being used to convey passengers.
- 2. Tyres**
- 2.1 The vehicle tyres including the spare must be all radial or all cross ply construction.
- 3. Age of Vehicles**
- 3.1 All vehicles shall be licensed for a period of one year.
- 3.2 Vehicles presented for licensing for the first time must be less than 5 years old
- 4. Inspection of Vehicle**
- 4.1 A certificate of compliance must be obtained annually for vehicles aged 1 to 5 years from date of first registration.
- 4.2 A certificate of compliance must be obtained every 6 months for every vehicle in respect of which 5 years has elapsed from the date of first registration.
- 4.3 A certificate of compliance must be obtained every 4 months for every vehicle in respect of which 7 years has elapsed from the date of first registration.
- 4.4 The vehicle owner shall make arrangements direct with the authorised garage and be responsible for paying the fee for the test.
- 4.5 The proprietor of any vehicle licensed by the council shall at the request of any authorised officer produce the vehicle for inspection
- 5. Taximeter**
- 5.1 If the taximeter is fitted to the vehicle it must be fixed in a position as prescribed by the Licensing Officer.
- 5.2 Arrangements for testing and sealing of meters should be made with the Licensing Officer.
- 5.3 The Proprietor shall notify the Council immediately if for any reason the seals affixed to the taximeter are broken.
- 5.4 Vehicles having taxi meters which are set to a tariff which is not the same rates as quoted on the current St Albans City and District Council Fares for Hackney Carriages must supply a statement to the

- licensing department giving details of the tariff to be set on the meter.
- 5.5 St Albans District Council Licensing department reserve the right to request that the vehicle undertake a measured journey to ensure the meter is operating at any time.
- 6. Two Way Communication**
- 6.1 The type and location of any two-way communication equipment must be agreed by the Licensing officer.
- 6.2 Any device for two way communication must be securely fitted to the vehicle at all times the vehicle is in operation.
- 7. Roof Signs**
- 7.1 Roof signs are not permitted on any vehicle
- 8. Advertising**
- 8.1 A maximum of 2 advertisements may be displayed on the exterior of the vehicle and these will be restricted to the front doors of the vehicle.
- 8.2 No advertising may be displayed on any windows of the vehicle.
- 8.3 **All advertising must be approved by the Licensing Officer prior to display.**
- 9. Accidents**
- 9.1 In accordance with Section 50(3) of the Act, any accident involving a Private Hire Vehicle, must be reported to the Licensing officer within 72 hours. The Licensing Officer has the discretion to decide whether the vehicle requires a further Certificate of Compliance, the cost of which will be the responsibility of the owner. Until this is done, any licence issued to the vehicle may be suspended or revoked.
- 10. Fire Extinguisher**
- 10.1 A fully charged fire extinguisher, weight 1kg, should be carried in the vehicle and should comply with relevant BSEN3 accreditation, and must be marked with the relevant Private Hire Vehicle plate number.
- 11. Fees**
- 11.1 Full fees are required upon application or renewal. Fees once paid are not refundable and may be varied from time to time to meet the cost of issue and administration.
- 12. Vehicle Documents**
- 12.1 On the application for the issue, renewal or transfer of a Private Hire Vehicle Licence, the vehicle owner must produce the following documents in respect of the vehicle :-
- 12.1.1 The vehicle registration document.
- 12.1.2 A valid certificate of insurance complying with the requirements of part VI of the Road Traffic Act 1972 or any statutory re-enactment thereof bearing an endorsement to the effect that the policy covers the use of the vehicle for the carriage of fare paying passengers
- 12.1.3 A valid Certificate of Compliance, the date of issue of which should not be more than one month prior to the date of issue of the licence. This condition shall be deemed to be complied with unless the certificate of compliance is issued by a garage in which the proprietor of the vehicle has a pecuniary interest.

- 13. Insurance**
- 13.1 The Proprietor of the licensed vehicle shall ensure that the vehicle is insured for the carriage of passengers for hire or reward at all times the vehicle is licensed and in operation.
- 13.2 The driver of any vehicle must carry, in the vehicle, proof of current up to date insurance satisfying the requirements of condition 13.1 above.
- 14. Vehicle ownership/Dual Plating**
- 14.1 Vehicles, which are currently licensed by another licensing authority will not be accepted for licensing.
- 15. General requirements**
- 15.1 The Proprietor of the licensed vehicle shall ensure that the vehicle is at all times operated by a person who holds a current valid Private Hire Operator's Licence issued by St Albans City and District Council.
- 15.2 The Proprietor of the licensed vehicle shall ensure that the vehicle is at all times driven by a person who holds a valid Private Hire Driver's Licence issued by St Albans City and District Council and request that that person provide up to date proof of his/her private hire insurance by way of a cover note/policy for the licensed private hire vehicle.
- 15.3 Drivers must not sound their vehicle horns outside of any premises at which they are collecting a fare, irrespective of the hour of the day.
- 15.4 The driver of the vehicle shall carry on request any assistance animal such as a guide dog.
- 15.5 The Council reserves the right to vary, delete or waive any of the foregoing conditions.

Interpretation

For the purpose of these conditions.

The Licensing Officer means an officer of the council of the District of St Albans for the time being authorised in writing by the council for the purposes of part II of the Local Government (Miscellaneous Provisions) Act 1976 or the Town Police Clauses Act 1847, The Transport Act 1985 and the bye laws made thereunder.

NOTE

The council being in possession of a certificate of exemption granted by the Secretary of State for Transport is required to issue a certificate of compliance in respect of each licensed Private Hire Vehicle operating within the district.

By virtue of the said certificate of exemption, the council may not accept anything other than a certificate of compliance as evidence of the satisfactory condition of the vehicle which is to be licensed. The test may only be carried out at a testing station appointed by the council and authorised by the Department of Transport. The test must be at least to M.O.T standard before the certificate can be issued. When presenting the vehicle for licensing or re-licensing you must ensure that the date of issue of the certificate of compliance is not more than one, month prior to the date of issue of the licence.

Further details as to the appointed garages and the scope of the test may be obtained from the Licensing Officer on request.

Nothing in this document shall be interpreted as overriding the provisions of the part II of the Local Government (Miscellaneous Provisions) Act 1976 or the Town Police Clauses Act 1847, The Transport Act 1985 and the byelaws made thereunder.

This information can be made available in other formats. If you require a copy in large print, on tape or in a language other than English, please contact Licensing on 01727 296125.

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 the information with other bodies responsible for auditing or administering public funds for these purposes.

For further information see the Data Protection Page on www.stalbans.gov.uk.

Equality Act 2010

Are you a taxi or private hire vehicle driver?

There are some changes in the law which will come into effect in October 2010 which might affect you.

The Equality Act, which was passed earlier this year, includes some provisions relating specifically to taxis and private hire vehicles (PHVs) and disability.

Certain parts of the Act do not become law until the Government makes commencement orders to bring each part of it into force. The Government intends to bring into force several parts of the Act in October 2010, including some, but not all, of the provisions that are specific to taxis and PHVs. Other provisions will come into force later – but not before April 2011.

This note describes what will happen in October in relation to those parts of the Act that are specific to taxis and PHVs, and what the implications will be for taxi and PHV drivers.

This note focuses on the implications for the taxi and PHV trades of the October provisions. A separate note has been prepared for licensing authorities.

Duties on drivers to assist passengers in wheelchairs.

The Equality Act is due to place duties on the drivers of designated wheelchair accessible taxis and PHVs to provide physical assistance to passengers in wheelchairs. A further announcement will be made on when the duties will come into force, but it will not be before April 2011.

The duties will apply to the driver of any wheelchair accessible taxi or PHV which is on the licensing authority's list of "designated vehicles".

St Albans Council will be maintaining a list of designated vehicles and therefore the following duties will apply to you.

Before the duties are brought into force, any drivers who suffer from a disability or a condition which would make it difficult for them to provide physical assistance can apply for an exemption from the duties to offer assistance.

The opportunity to apply for exemptions starts on 1 October.

What do I need to do?

If you are the driver of a wheelchair accessible taxi or PHV, the first thing you need to do is establish whether your licensing authority intends to keep a list of designated vehicles. We are encouraging licensing authorities to make their decision known to drivers and perhaps establish a "shadow" list as soon as possible.

If your licensing authority does intend to maintain a list of designated vehicles, and your wheelchair accessible vehicle is to be included on the list, you will be required to carry out the duties to assist wheelchair users.

What are the duties?

The duties being placed on the drivers of designated wheelchair accessible taxis and PHVs are:

- to carry the passenger while in a wheelchair
- not to make any additional charge for doing so
- if the passenger chooses to sit in a passenger seat, to carry the wheelchair
- to take such steps as are necessary to ensure that the passenger is carried in safety and reasonable comfort; and
- to give the passenger such mobility assistance as is reasonably required.

What does mobility assistance mean?

Mobility assistance essentially means helping passengers who use wheelchairs by providing physical assistance.

If the passenger wishes to remain in the wheelchair, the driver must help the passenger to get into and out of the vehicle.

If the passenger wants to transfer to a seat, the driver must help him or her to get out of the wheelchair and into a seat and back into the wheelchair; the driver must also load the wheelchair into the vehicle.

The driver must also offer to load the passenger's luggage into and out of the vehicle.

What if my licensing authority does not intend to keep a list of designated vehicles.

If a licensing authority does not intend to maintain a list of designated vehicles then the duties will not apply; the duties only apply to drivers of vehicles which are on the licensing authority's list of designated vehicles.

What if I have a back condition which makes it impossible for me to help a passenger in a wheelchair get into a cab?

The new Act allows for exemptions from the duties on medical grounds or if the driver's physical condition makes it impossible or unreasonably difficult for him or her to comply with those duties.

It is the responsibility of drivers who require an exemption to apply for one from their licensing authority before the duties come into force; they will have at least six months to go through this process.

Who decides if a driver is exempt?

The local licensing authority decides if a driver should be exempt from the duties.

What if the licensing authority says that I am ok to carry out the duties and I disagree?

The legislation allows a driver to appeal to the magistrates' court within 28 days if the licensing authority decides not to issue an exemption certificate.

How will passengers know that I am exempt from the duties to assist passengers?

The Department will be printing and issuing to licensing authorities special Exemption Notices which exempted drivers must display on their vehicles in order that passengers will know that the driver is exempt from duties.

When will the duties come into force?

A further announcement will be made about when the actual duties to assist will come into force, but it will not be before April 2011.

Drivers with a medical condition that prevents them from carrying out the duties will be able to apply to their licensing authority for an exemption from October 2010, before the duties come into force.

Guide Dogs

The other thing that will happen on the 1st of October is that the duties placed on taxi and PHV drivers and on PHV operators to carry guide dogs and other assistance dogs will transfer from the Disability Discrimination Act 1995 to the Equality Act 2010.

In practice, the duties will remain exactly the same as they are now.

Any person who is currently exempt from the duty to carry an assistance dog on medical grounds will continue to be exempt. That is because we have made a change in the law so that all existing exemption certificates and all existing exemption notices remain in force as though they had been made under the Equality Act 2010.

Will I have to take a different approach to the carriage of guide dogs from 1 October?

No. The change is a purely technical one; the duties to carry guide dogs and other assistance dogs will not change at all.

I have an exemption certificate which says that it was issued under the Disability Discrimination Act 1995 – do I have to get a new one?

No, you do not have to get a new certificate, the certificate which you have been granted remains valid until its expiry date.

I have a special notice in my taxi/PHV which says that I am exempt from carrying guide dogs and mentions the Disability Discrimination Act 1995 – do I need to get a new one?

No, you do not have to get a new exemption notice; the notice which was provided by the licensing authority remains valid until its expiry date.

Application For A Hackney Carriage / Private Hire Vehicle Licence

Preamble: We may get information about you from certain third parties, or give information to them, to check the accuracy of information, to prevent or detect crime, or to protect public funds in other ways, as permitted by law. These third parties include other local authorities and Government departments.

To: The Head of Environment and Health, St Albans District Council, Civic Centre, St Albans, Herts AL1 3JE

All questions below must be answered and NOT crossed out. Please write all in BLOCK letters.

- 1) Full name(s) and address(es): _____

Email address: _____
Tel No: _____ D.O.B: _____

- 2) I am applying to: **renew / grant / transfer vehicle / transfer owner** (delete as applicable) a: **hackney carriage / private hire** (delete as applicable) vehicle licence

- 3) Vehicle – Make: _____ Registration number: _____
Model: _____ Petrol/Diesel (1600cc minimum): _____ cc
Colour: _____ Registration date: _____
No. of passengers: _____ Wheelchair accessible: Yes / No
Plate no.: _____ Is a two-way radio fitted: Yes / No

- 4) Has the vehicle been damaged in any accident during the past twelve months, if so what was the extent of the damage? _____

- 5) Will the vehicle be driven by any other licensed driver? Yes / No (delete as applicable).
If the answer is 'Yes' please provide their name, address and badge number:

- 8) Details of the Licensed Operator for this vehicle (i.e. Goldline, Harpenden Taxis etc) where applicable: _____

I, the undersigned, hereby apply for **Hackney Carriage / Private Hire** (delete as applicable) Vehicle Licence within the District of St Albans in respect of the vehicle described above.

I declare that to the best of my knowledge and belief, the statements made herein are true and correct, and I give my permission for you to check the information I have given with other sections within the Council and other Councils, or governments. I have read, understood and agree to abide by all relevant legislation contained within the guidance document in regard to being a licensed proprietor within the district of St Albans.

I realise that if, for the purpose of obtaining a Hackney Carriage / Private Hire Licence for this vehicle, I make any false statement, or omit any material particulars, I shall be liable to prosecution.

Date: _____ Signature: _____

NOTE: This application must be **signed by the owner of the vehicle** for which a Hackney Carriage/Private Hire Licence is sought, or where the vehicle is in joint ownership, by one of the owners. In the case of a limited liability company or other legal entity, the Secretary or Manager or other duly authorised agent of the company or firm owning the vehicle must sign the application on their behalf.

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 the information with other bodies responsible for auditing or administering public funds for these purposes.

For further information see the Data Protection Page on www.stalbans.gov.uk.

For Office Use Only				
	HC- CODE	PH - CODE	Date	Receipt No.
£300 / £360 Licence	1580803250	1580803252		
LOW EMISSION £240 / £300				
£102 Plate deposit	1580803117	1580803118		
£51 Livery	1580803234	na		
£108 Transfer	1580803250	1580803252		

FEE:	
LOG BOOK:	
C.O.C.:	
INSURANCE:	
INITIALS OF OFFICER:	