



## **HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE LICENCE APPLICATION FOR GRANT OR RENEWAL**

Town Police Clauses Act 1847;  
Local Government (Miscellaneous Provisions) Act 1976 Part II

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Community and Place Delivery, St Albans City and District Council, Civic Centre,  
St Peters Street, St Albans, Hertfordshire, AL1 3JE

A licence is required before any vehicle can be used for hackney carriage or private hire work. To drive a hackney carriage or private hire licensed vehicle you must hold a hackney carriage or private hire driver licence. Licences are issued for up to one year.

### **Vehicle Licence Criteria**

All applications must include:

- Completed application form
- Vehicle MOT
- Vehicle Certificate of Compliance certificate(s)
- Copy of vehicle insurance with the provision for hackney carriage or private hire work
- Vehicle Logbook (V5)
- Meter calibration certificate (if applicable)

### **All new vehicles**

When we first license a vehicle it must be less than five years old from the date of first registration. At first application – Vehicles must meet or exceed Euro 5 emissions standards (From 01/04/2022 vehicles must meet or exceed Euro 6 emissions standards at first application.)

### **Vehicle Renewal**

At renewal – From 01/04/2022 vehicle licences will not be renewed in respect of any licensed vehicle that does not meet or exceed Euro 5 emissions standards. From 01/04/2025 vehicle licences will not be renewed in respect of any licensed vehicle that does not meet or exceed Euro 6 emissions standards.

### **Transfer of ownership**

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. If you are buying a licensed vehicle you must apply to transfer the licence into your name within 14 days of the vehicle purchase- please note that along with the documents required above, you will also be required to provide a letter from the previous owner confirming the sale of the vehicle.

### **Changing the vehicle registration number to a cherished number plate**

To change your vehicle registration number to a cherished plate you will need to provide documentation from the DVLA authorising the change and the amended insurance certificate. You will also need to pay the fee for the internal and external number plates.

### **Basic Disclosure**

We require a basic disclosure from the Disclosure and Barring Service with every vehicle application. Certificates must be issued in the full name of the relevant individual and must have been issued no earlier than 3 months before the date on which the application is made. If an applicant is already a licensed driver they do not need to complete a basic disclosure.

## **Certificate of Compliance (COC)**

All vehicles will be subject to annual testing requirements (MOT and Compliance Test) until they reach seven years old. Once a vehicle reaches seven years of age it will be subject to six monthly Certificate of Compliance tests. The vehicle must satisfactorily complete both elements of the test before it may be considered for licensing.

## **Vehicle requirements**

All vehicle requirements are detailed within our Hackney Carriage and Private Hire Licensing Policy. These can be found within in the Hackney Carriage and Private Hire Licensing Policy:

<https://www.stalbans.gov.uk/taxi-licensing>

## **Licensee's responsibilities**

Vehicle owners must comply with their conditions and hackney carriage owners must also comply with the byelaws. All licenses are issued subject to standard licence conditions. All licence holders must comply with the Code of Conduct. The conditions, bylaws and Code of Conduct can all be found within in the Hackney Carriage and Private Hire Licensing Policy :

<https://www.stalbans.gov.uk/taxi-licensing>

## **Licensing a non-wheelchair accessible vehicle as a hackney carriage under grandfather rights**

If a non-wheelchair accessible vehicle is currently licensed as a hackney carriage vehicle then you are permitted to transfer that licence to another non-wheelchair accessible vehicle. If you fail to renew this licence on time, you will lose your grandfather rights.

## **Replacement Plates**

If you lose your licence contact the Licensing Team for replacement. Please note that there is a fee for issuing a replacement licence or plate.

## **Tinted Windows**

The windows of a vehicle to be licensed as a Hackney Carriage or Private Hire are required to let at least 60% of light through. Any vehicle that does not meet the above criteria will not be licensed. An exemption to this condition is for executive vehicles with a plate exemption.

## **Plate Exemption Criteria**

In order to apply for a plate exemption you will need to read the plate exemption guidance and complete the application form which is available upon request

## **Hackney Carriage and Private Hire Licensing Fees**

<b>Vehicle Licences</b>	<b>New Fee</b>
New Vehicle	£253.00
Vehicle Renewal	£238.00
New Electric Vehicle	£193.00
Electric Vehicle Renewal	£178.00
Transfer of ownership	£82.00
Application to change plate details	£45.00
Transfer of vehicle	£106.00
Plate Deposit	£108.00
Bracket	£10.00

<b>Replacement Vehicle Licence Activity</b>	
Replacement Vehicle Paper Licence	£10.20
Replacement Vehicle Licence Plates	£26.50
Change of address Vehicle and Driver licence	£10.20
<b>Livery</b>	
Full set cost	£32.00
Stripes cost	£24.00
Crest costs	£14.00

Please note that we can only accept payment by cheque, credit card or debit card. You can make payment online: <https://www.stalbans.gov.uk/pay-online-taxi-licensing>

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Community and Place Delivery, St Albans City and District Council, Civic Centre,  
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<b>APPLICATION TYPE</b> (please tick the relevant box)	
Grant of a <b>Hackney Carriage vehicle licence</b>	
Grant of a <b>Private Hire vehicle licence</b>	
Renewal of a <b>Hackney Carriage vehicle licence</b> Plate number: .....	
Renewal of a <b>Private Hire vehicle licence</b> Plate number: .....	
Transfer of ownership of <b>vehicle licence</b> Plate number: .....	
Transfer of vehicle for <b>Private Hire</b> or <b>Hackney Carriage</b> Plate number: .....	

*Please tick the appropriate box above*

**You cannot use a vehicle as a Hackney Carriage/Private Hire until the licence and vehicle plates have been issued.**

**Please ensure that you are displaying No Smoking signs inside your vehicle as it is an offence to smoke in any licensed vehicle under the Health Act 2006.**

**Answer all the questions in ink using CAPITAL letters, either ticking ✓, or writing "None" where appropriate. Please answer all questions below, failure to do so will invalidate your application.**

### APPLICANT DETAILS

<b>1.</b>	<div style="display: flex; justify-content: space-between;"> <div>Surname: .....</div> <div>Forename(s): ..... (in full)</div> </div> <div style="margin-top: 5px;">             ..              Any Previous Surname(s): .....           </div>
<b>2.</b>	<b>Date of Birth:</b>
<b>3.</b>	<b>National Insurance Number:</b>
<b>4.</b>	<b>Full Home Address:</b>

5.	Telephone :		
6.	Email :  <i>By providing an email address, you agree to us communicating with you by email, including sending reminder letters and licences. For further details of your personal data rights see: <a href="http://www.stalbans.gov.uk/council-and-democracy/departmentsPoliciesPlans/data-protection/default.aspx">http://www.stalbans.gov.uk/council-and-democracy/departmentsPoliciesPlans/data-protection/default.aspx</a></i>		
7.	Are you currently licensed as a Hackney Carriage Driver?	YES	NO
7a.	If “yes” please give driver licence number :		
8.	Are you currently licensed as a Private Hire Driver?	YES	NO
8a.	If “yes” please give driver licence number :		
9.	Are you the only owner of the vehicle?	YES	NO
10.	Will you be driving the vehicle?	YES	NO
11.	Will you be the only licensed driver of the vehicle?	YES	NO

## VEHICLE OWNERSHIP

TO BE COMPLETED ONLY IF COMPANY OWNED VEHICLE:

12.	Name of company:
13.	Company Number:
14.	Address of Registered Office:
15.	Telephone:
16.	Email address:

If you are not the only OWNER of the vehicle please give the details of ANY other owner below:

17.	Full Name:
18.	Full Address
19.	Telephone:
20.	Nature of interest:

## DETAILS OF VEHICLE TO BE LICENSED:

21.	Vehicle registration:	
22.	Make of vehicle:	
23.	Model:	
24.	Colour:	
25.	Euro status :	
26.	Engine size :	
27.	Registration date:	
28.	Number of seats (excluding driver):	
29.	Card Machine:	Yes / No
30.	Wheelchair access:	Yes / No
31.	Square plate:	Yes / No
32.	Please detail where the vehicle is to be kept when not in use (Please list an address):	
33.	Is a taximeter or other fare illuminating device fitted?	Yes / No
34.	If YES give Serial number of meter/device:	
35.	Has the vehicle been damaged in any accident during the past twelve months, if so what was the extent of the damage? (Please give the date of damage)	
36.	Name and address of Operator from where the vehicle will operate from:	
37.	Is the vehicle currently licensed with another authority?	Yes / No
	<p><b>If yes the please see the below Condition of the standard conditions for a Hackney Carriage and Private Hire vehicle licence which states :</b></p> <p><i>4.1 The identification plate issued by the Council bearing the number of the licence granted in respect of the vehicle shall be permanently fixed to the satisfaction of the Council, on or above the bumper on the outside of the offside rear of the vehicle, in such a position that it shall be clearly visible from the rear of the vehicle and the proprietor/driver shall not willfully or negligently conceal it from public view whilst the vehicle is being used for hire.</i></p> <p>Therefore the vehicle cannot be licensed with another authority as our plates MUST be attached to the vehicle at all times during the duration of the licence (This means 24/7, 365 days a year )</p> <p><b>If you wish to licence your vehicle with St Albans City and District Council then you must surrender the licence from the other authority.</b></p>	

## VEHICLE INSURANCE DETAILS

**IMPORTANT:** Please remember that only St Albans City and District Council licensed drivers may drive the vehicle at any time.

<b>38.</b>	<b>Name and address of insurance company/broker:</b>
<b>39.</b>	<b>Telephone:</b>
<b>40.</b>	<b>Insurance policy reference number:</b>
<b>41.</b>	<b>Insurance policy expiry date:</b>

## ADDITIONAL DRIVER DETAILS

If you are not the only DRIVER of the vehicle please give the details of the other drivers below.

All drivers must be named on the insurance documents unless fleet insurance. All drivers must have the appropriate driver's licence issued by St Albans City and District Council.

<b>42.</b>	<b>Title:</b>	<b>Full name:</b>
<b>43.</b>	<b>Full home address:</b>	
<b>44.</b>	<b>Licence badge number:</b>	
<b>45.</b>	<b>Badge expiry date:</b>	

<b>46.</b>	<b>Title:</b>	<b>Full name:</b>
<b>47.</b>	<b>Full home address:</b>	
<b>48.</b>	<b>Licence badge number:</b>	
<b>49.</b>	<b>Badge expiry date:</b>	

<b>50: Accompanying Documents</b>
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<b>I have enclosed the following information with my application</b> (please tick to confirm)	
<b>Photos of vehicle:</b> Including photos of inside and out side the vehicle, passenger seats, no smoking signs, card payment facilities, meter and ramp (if applicable)	<input type="checkbox"/>
<b>Copy of vehicle MOT:</b>	<input type="checkbox"/>
<b>Copy of Certificate of Compliance (COC):</b> If your vehicle is 7 ears or older COCs are required every 6 months.	<input type="checkbox"/>
<b>Valid Vehicle Insurance</b>	<input type="checkbox"/>
<b>Copy of your logbook (V5)</b>	<input type="checkbox"/>
<b>Basic disclosure certificate, issued in the individual's name within the last 3 months</b> If an applicant is already a licensed driver you do not need to complete a basic disclosure.	<input type="checkbox"/>
<b>Meter Calibration Certificate</b> Only required for new vehicle licence. A meter is not required for a Private hire vehicle, but if one is installed you will need to provide the certificate.	<input type="checkbox"/>
<b>Letter from previous licence holder:</b> Transfer of ownerships only	<input type="checkbox"/>
<b>I confirm that I have read the Hackney Carriage and Private Hire Licencing Policy. I also confirm that I am aware of the vehicle licence conditions and will comply with them.</b>	<input type="checkbox"/>
<b>I understand if any of the above is missing my application will not be valid.</b>	<input type="checkbox"/>

## **DECLARATION & PRIVACY NOTICE**

**IF ANY PERSON KNOWINGLY OR RECKLESSLY MAKES A FALSE STATEMENT OR OMITTS ANY MATERIAL PARTICULAR IN GIVING THIS INFORMATION UNDER THIS SECTION, THAT PERSON WILL BE GUILTY OF AN OFFENCE.**

I the undersigned, hereby apply for a **Hackney Carriage/Private Hire** Vehicle Licence in the District of St Albans and I declare that my answers and statements to the questions in this application are true, to the best of my/our knowledge and belief, and acknowledge that, if there are any omissions, false or incorrect statements of a serious nature, this may result in the application being refused without further consideration or, if a licence has been issued, it may be liable to suspension or revocation. I also confirm that I have read and understood and agree to abide by all relevant legislation, requirements, conditions/bylaws contained within the Hackney Carriage and Private Hire Licensing Policy, and the information contained in this document in regard to being a licensed proprietor within the St Albans District.

I understand that only drivers with the correct St Albans City and District Council driver's licence can drive a licensed vehicle. Unlicensed family members/friends/colleagues are **NOT PERMITTED** to drive a licensed vehicle at any time. I understand the vehicle licence plate must be correctly displayed on the vehicle **at all times and may not be removed for any reason other than returning them to SADC**. I understand that if a vehicle is used for something it is not licensed for or is driven by an unlicensed driver: I can be prosecuted in a Magistrates' Court, and this can stop me or my vehicle being issued with a licence. I confirm that the vehicle to be licensed will not be licensed with any other council for the duration of this licence. I understand that under the Health Act 2006 there is to be no smoking in my vehicle and I have adequate No Smoking signs.

I understand that in making this application, I am consenting to St Albans City and District Council Licensing Authority making any enquiry as deemed appropriate in relation to my application. I therefore acknowledge and consent to St Albans making enquiries with the police and fraud team and any other agency as required in relation to any investigations, arrests, non-convictions, orders or other offences or issues relating to myself and my application in order to determine my fitness to hold a licence. I understand I will not be entitled to a refund once my application has been submitted.

## **PRIVACY NOTICE**

This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services.

We will use your information for the purposes we have set out; keep it securely; destroy it when we no longer need it; tell you the rights applicable to this personal information and how to exercise them; tell you who to complain to.

All this information is set out in full on the privacy notice with this form. Please read and retain the privacy notice for more details.

## **CONSENT**

By completing this form you are giving consent for us to process your criminal conviction information and special category information, i.e. medical information and criminal records, for the purposes outlined in the privacy notice with the form.

You have a right to withdraw your consent at any time by emailing [taxilicensing@stalbans.gov.uk](mailto:taxilicensing@stalbans.gov.uk) or calling the Council on 01727 296264. If you withdraw consent we will not be able to process your application.

I agree to give consent for you to use my personal information as set out above

☐

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_



<b>For Office Use Only</b>
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<b>Vehicle Licences</b>	<b>Fee</b>	<b>Hackney Carriage Budget Code</b>	<b>Private Hire Budget Code</b>
New Vehicle	£253.00	1580803250	1580803252
Vehicle Renewal	£238.00	1580803250	1580803252
New Electric Vehicle	£193.00	1580803250	1580803252
Electric Vehicle Renewal	£178.00	1580803250	1580803252
Transfer of ownership	£82.00	1580803250	1580803252
Application to change plate details	£45.00	1580803250	1580803252
Transfer of vehicle	£106.00	1580803250	1580803252
Plate Deposit	£108.00	1580803117	1580803118
Bracket	£10.00	1580803250	1580803252
<b>Replacement Vehicle Licence Activity</b>			
Replacement Vehicle Paper Licence	£10.20	1580803250	1580803252
Replacement Vehicle Licence Plates	£26.50	1580803250	1580803252
Change of address Vehicle and Driver licence	£10.20	1580803250	1580803252
<b>Livery</b>			
Full set cost	£32.00	1580803234	N/A
Stripes cost	£24.00	1580803234	N/A
Crest costs	£14.00	1580803234	N/A

<b>FEE:</b>	
<b>LOG BOOK:</b>	
<b>C.O.C.:</b>	
<b>M.O.T</b>	
<b>INSURANCE:</b>	
<b>CALIBRATION CERTIFICATE:</b>	
<b>INITIALS OF OFFICER:</b>	



## **Privacy Notice**

This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services.

### **What information do we collect about you?**

The information that the Council will collect varies depending on how you use the Council's Services. We are using the information provided in this case because we have a legal obligation [Art. 6(1)(c) of UK General Data Protection Regulation ("UK GDPR")]. This means we collect your personal information from you so that we can carry out a function we are required by law to carry out. In this case we are collecting personal information for the purposes of Taxi Licensing.

If you're providing us with special category personal information (such as details about your health) we will be processing this under Art. 9(2) UK GDPR. If you're providing us with criminal conviction personal information we will be processing this under Art.10 UK GDPR.

### **How will we use the information about you?**

We use the information to process your hackney carriage/private hire driver licence application. We may share the information with other departments at the Council to enable us to deal with your application. We will only share the information to enable us to deal with this matter.

We will not share the personal information we hold with any external organisations except for partner organisations. By partner organisations we mean Local Authorities, your Doctor, your Insurance company or other statutory authorities, such as Her Majesty's Revenue and Customs (HMRC), NAFN for the use of NR3, Cabinet Office, Home Office, Audit Commission, Department for Transport, DVLA, Mogo, Police or similar agency, where sharing your data is necessary to deal with your matter. We will also share contact details with Unified Transport and Versant for training purposes. We may be required to share your personal information with the Police, or similar agency, or another Council for the purposes of preventing and detecting fraud.

We will ensure that all personal information is kept securely.

### **How long will we keep this information?**

We will destroy this personal information in accordance with our Disposal Schedules. To determine how long we should keep information, we consider what the legislation states and what is good practice. This means we will securely destroy the information once we no longer need it. If you would like to know the specific period of time that relates to your personal information please contact [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk)

### **Individuals' Rights**

You have a right to request a copy of the personal information that we hold about you. If you would like a copy of some or all of your information, please contact [foi@stalbans.gov.uk](mailto:foi@stalbans.gov.uk) and ask for a subject access request.

If you consider we hold inaccurate personal information about you, you can contact us to ask for this information to be corrected. We will consider your request and respond within one month. Please contact [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk).

The other rights you have will depend on why we have collected the information -we will tell you in the specific privacy notice relating to that application or process. You can find out more about your individual rights:

<https://www.stalbans.gov.uk/sites/default/files/documents/publications/privacy-notice/Individual%20Rights%20GDPR%20Website%20Notice.pdf>

### **Cookies**

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to make your use of the internet better. For further information on how we use these and how you can control it, please visit

<https://www.stalbans.gov.uk/cookies>

### **Changes to our Data Protection Policy**

We have a Data Protection Policy in place and this can be found here:

<https://www.stalbans.gov.uk/sites/default/files/documents/publications/privacy-notice/GDPR%20Personal%20Data%20Policy.pdf>

### **Data Protection Officer**

Our Data Protection Officer for the purposes of Articles 37 to 39 of the UK General Data Protection Regulation is Judith Adamson, Solicitor-Regulatory Team Leader. They can be contacted by emailing [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk) or calling 01727 866100 for our Complaints Team.

### **How to contact us**

Please contact us if you have any questions about our Data Protection Policy, or concerns about how we handle your information: by emailing [foi@stalbans.gov.uk](mailto:foi@stalbans.gov.uk) or write to us at: FOI Team, St Albans City & District Council, St Peter's Street, St Albans, AL1 3JE.

### **Complaints**

You have a right to complain to the Information Commissioner if you are unhappy with how we process your personal information. You can do so through their website:

<https://ico.org.uk/concerns/> or by emailing: [casework@ico.org.uk](mailto:casework@ico.org.uk) or calling their helpline on 0303 123 1113.