

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 or fully electric vehicles.

Currently authorised vehicles:-

- Toyota Prius, 1500cc VVTi
- Any Fully Electric Vehicle (that complies with conditions)

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
DBS check		£30
Knowledge test		£95
Knowledge test re-take		£64
Disability Awareness Course		£30

Operator	£700
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Appointments

An appointment with the Licensing Officer must be booked in advance. To book an appointment please ring: 01727 819264. 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. When the vehicle is over 7 years old 3 inspections are required.

You will need to bring the relevant Certificate of Compliance (COCs) to your vehicle licence renewal appointment. Failure to produce all required COCs at your renewal appointment may result in the licence being suspended until it is done.

Electric Vehicles

From the 18th July 2017, drivers are now permitted to licence any fully electric vehicle as long as it complies with the conditions.

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. (See below)

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

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 employment's 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 a 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:

- 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 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). 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.

- 1.4
- 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
- Any Fully Electric Vehicle (as long as it complies with conditions)

- 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. Windows are required to let at least 60% of light through.
- 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

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 over riding 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;

- 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 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
- Any Fully Electric Vehicle (as long as it complies with conditions)

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. Windows are required to let at least 60% of light through. An exemption to this condition is for executive vehicles with a plate exemption.

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)	1.20.4	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.
1.12	In saloon and estate cars, the internal rear width seat dimension must not be less than 120cm unobstructed width, excluding armrest.	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.
1.13	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 accepted.	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.
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.	2.	Tyres
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.	2.1	The vehicle tyres including the spare must be all radial or all cross ply construction.
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.	3.	Age of Vehicles
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)	3.1	All vehicles shall be licensed for a period of one year.
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.	3.2	Vehicles presented for licensing for the first time must be less than 5 years old
1.20	The exterior of the vehicle is to remain in a well maintained condition to include the following:	4.	Inspection of Vehicle
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: <ul style="list-style-type: none"> 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. 	4.1	A certificate of compliance must be obtained annually for vehicles aged 1 to 5 years from date of first registration.
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.	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.
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.	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.
- 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 over riding 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 819264.

Equality Act 2010

Are you a taxi or private hire vehicle driver?

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

The Equality Act, 2010, includes some provisions relating specifically to taxis and private hire vehicles (PHVs) and disability.

The Government has brought 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 came into force on 6th April 2017.

This note focuses on the implications for the taxi and PHV trades of the provisions.

Duties on drivers to assist passengers in wheelchairs.

The Equality Act places duties on the drivers of designated wheelchair accessible taxis and PHVs to provide physical assistance to passengers in wheelchairs.

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.

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.

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.

Guide Dogs

From the 1st of October 2010 the duties placed on taxi, 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 2010?

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.

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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

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

APPLICATION TYPE (please tick the relevant box)	
Grant of a Hackney Carriage vehicle licence	
Grant of a Private Hire vehicle licence	
Renewal of a Hackney Carriage vehicle licence Plate number:	
Renewal of a Private Hire vehicle licence Plate number:	
Transfer of ownership of vehicle licence Plate number:	
Transfer of vehicle for Private Hire or Hackney Carriage 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

Title:		Surname:	
Forenames:			
Date of Birth:		National Insurance Number:	
Full Home Address:			
Postcode:			
Telephone :			
Mobile :			

Email :		
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: http://www.stalbans.gov.uk/council-and-democracy/departmentsPoliciesPlans/data-protection/default.aspx		
Are you currently licensed as a Hackney Carriage Driver?	YES	NO
If “yes” please give licence number :		
Are you currently licensed as a Private Hire Driver?	YES	NO
If “yes” please give licence number :		
Are you the only owner of the vehicle?	YES	NO
Will you be driving the vehicle?	YES	NO
Will you be the only licensed driver of the vehicle?	YES	NO

VEHICLE OWNERSHIP

TO BE COMPLETED ONLY IF COMPANY OWNED VEHICLE:

Name of company:
Company Number:
Address of Registered Office:
Postcode:
Telephone:
Email address:

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

Full name:
Full Home address:
Postcode:
Telephone:
Nature of interest:

DETAILS OF VEHICLE TO BE LICENSED:

Vehicle registration:	
Make of vehicle:	
Model:	
Colour:	
Engine size (1600cc minimum):	
Registration date:	
Number of seats (excluding driver)	
Wheelchair access:	Yes / No
Please detail where the vehicle is to be kept when not in use (Please list an address):	
Is a taximeter or other fare illuminating device fitted?	Yes / No
If YES give Serial number of meter/device:	
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)	
Name and address of Operator from where the vehicle will operate from:	
Is the vehicle currently licensed with another authority?	Yes / No
If yes the please see the below Condition of the standard conditions for a HC vehicle licence which states : 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). If yes the please see the below Conditions of the standard conditions for a PH vehicle licence which states : 1.12 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) 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) If you wish to licence your vehicle with St Albans City and District Council then you must surrender the licence from the other authority.	

VEHICLE INSURANCE DETAILS

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

Name and address of insurance company/broker:
Telephone:
Insurance policy reference number:
Insurance policy expiry date:

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.

Title:	Full name:
Full home address:	
Postcode:	
Licence badge number:	Badge expiry date:

Title:	Full name:
Full home address:	
Postcode:	
Licence badge number:	Badge expiry date:

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 been provided with, read and understood and agree to abide by all relevant legislation contained within the guidance 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 licensing@stalbans.gov.uk or calling the Council on 01727 296164. 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: _____

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

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

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 General Data Protection Regulation). 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). GDPR If you're providing us with criminal conviction personal information we will be processing this under Art.10 GDPR.

How will we use the information about you?

We use the information to process your hackney carriage/private hire vehicle 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), Cabinet Office, Home Office, Audit Commission, Department for Transport, DVLA, Police or similar agency, where sharing your data is necessary to deal with your matter. 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

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 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.

You can find out more about your rights on our website:

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

We review this policy annually.

Data Protection Officer

Our Data Protection Officer for the purposes of Articles 37 to 39 of the General Data Protection Regulation is Charles Turner, Solicitor to the Council. He can be contacted by emailing GDPR@stalbans.gov.uk or calling 01727 819209 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 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 or calling their helpline on 0303 123 1113.