

## HOW TO APPLY FOR A HACKNEY CARRIAGE/PRIVATE HIRE VEHICLE LICENCE

Any person driving a licensed vehicle **MUST** hold a current  
Single Status Drivers Licence

**BEFORE YOU ACQUIRE OR CHANGE A VEHICLE YOU SHOULD CHECK THE VEHICLE CONDITIONS TO ENSURE THAT THE VEHICLE COMPLIES WITH THE CRITERIA.**

**THE VEHICLE CONDITIONS PROVIDE FULL DETAILS OF QUALIFYING VEHICLES SO IT IS IMPORTANT THAT YOU REFER TO THE CONDITIONS.**

**THIS MAY SAVE YOU MAKING AN EXPENSIVE MISTAKE.**

**THE MINIMUM AGE LIMIT FOR LICENSED VEHICLES IS AS FOLLOWS:**

|                                                              |                                                        |
|--------------------------------------------------------------|--------------------------------------------------------|
| Standard Vehicles (Non fully wheelchair accessible vehicles) | NO MORE THAN<br>5 years old<br>WHEN FIRST<br>LICENSED  |
| Fully wheelchair accessible vehicles                         | NO MORE THAN<br>13 years old<br>WHEN FIRST<br>LICENSED |

**THE MAXIMUM AGE LIMIT FOR LICENSED VEHICLES IS AS FOLLOWS:**

|                                                              |              |
|--------------------------------------------------------------|--------------|
| Standard Vehicles (Non fully wheelchair accessible vehicles) | 10 years old |
| Fully wheelchair accessible vehicles                         | 16 years old |

**On attendance at the Licensing Section you will be provided with:**

1. Application Form
2. System Operator Form
3. How to Apply – guidance notes

### **INITIALLY WE WILL REQUIRE THE FOLLOWING:**

1. Completed Application Form.
2. Fee. Please note cash cannot be accepted at the Licensing Section fees must be paid by cheque, debit card/credit card. If you wish to pay by cash you can do so at one of the Halton Direct Links and produce the receipt at the Licensing Section.
3. Fully wheelchair accessible vehicles only – Certificate of European Community Whole Vehicle Type Approval (ECWVTA).

### **CERTIFICATE OF EUROPEAN COMMUNITY WHOLE VEHICLE TYPE APPROVAL (CERTIFICATE OF CONFORMITY)**

The ECWVTA Certificate of Conformity is the document that was issued by the coach builder and verifies the standard of the vehicle.

This Certificate must be produced when licensing a vehicle for the first time.

**IMPORTANT: IF A CERTIFICATE CANNOT BE PROVIDED A LICENCE WILL NOT BE GRANTED.**

Vehicles holding a European Community Small Series Type Approval or a National Small Series Type Approval Certificate will not be automatically allowed to be licensed. However, should a request to licence a vehicle with one of these Certificate be made, the Authority may consider the vehicle's suitability.

### **INSURANCE "WRITE OFF" VEHICLES**

The Council will not licence any vehicles which have been "written off" by an Insurance Company.

The only exception to this condition is where **all** the following criteria are met:

- The vehicle held a valid licence issued by Halton Borough Council when the incident happened that lead to the insurance company deciding to write the vehicle off. This only applies where the vehicle was "written off" due to non-structural damage only (category N).
  - The vehicle licence-holder can provide written evidence of the damage assessment that was used by the insurance company to decide to write-off the vehicle
  - A detailed receipt or invoice for repair work can be provided to verify that the accident damage has been repaired
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## VEHICLE TEST

Once you have submitted your application an appointment for a vehicle test will need to be arranged.

- You should attend the Council's Testing Station, Lower House Lane, Widnes and book the vehicle test. A fee for the vehicle test is payable at the Depot. When you book the test you will need to produce the receipt for the application fee, therefore please ensure that you take the receipt with you.

If you are renewing a vehicle licence you should take the current Certificate of Compliance along to the Testing Station at the time the vehicle test takes place.

### BEFORE THE LICENCE CAN BE ISSUED THE FOLLOWING IS REQUIRED:

1. Completed System Operator Form.
2. Certificate of Insurance or cover note covering the date the licence is issued.
3. Vehicle Registration Document in your name or Bill of Sale (ie receipt for the vehicle).
4. Certificate of Compliance.

Once the vehicle has passed the test and the application is fully completed ie all documentation has been received by the Licensing Section, the Licence and plates will be issued – 24 hours from COMPLETION of the application process.

The Licensing Section will advise you regarding collection of the Licence and plates.

If the application is for a renewal, the Licence and internal plate will be forwarded to you in the post.

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## Renewals

Hackney Carriage/Private Hire Vehicle Licences are issued for a **one** year period. When the Licence needs to be renewed reminders will normally be sent out by the Licensing Section. Remember this is a courtesy only – **it is entirely the responsibility of the Licence holder to submit their renewal application on time.**

The procedure is the same as for a first application except that no Bill of Sale/receipt is needed.

For renewal of Hackney Carriage and Private Hire vehicle licences please refer to point 4.6 of the Hackney Carriage and Private Hire Vehicle Conditions.

## Transfers

Hackney Carriage Vehicle Licences may be transferred to another person whilst the Licence is in force.

Care should be taken with transfers because although the Council cannot refuse to register the transfer the Council would be entitled to refuse to renew the Licence on expiry if the applicant did not meet the Council's criteria.

|                                                                                                                                                    |
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| For full details on transfer applications please refer to the guidance notes on Transfers/Change of Vehicle contained in the Taxi Licensing Guide. |
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**PLEASE REFER TO THE FOLLOWING DETAILED GUIDANCE ON SELECTED ITEMS:**

**FEE**

The appropriate fee is payable when you make your application.

Cash cannot be accepted at the Licensing Section fees must be paid by cheque (payable to Halton Borough Council), debit card/credit card. If you wish to pay by cash you can do so at one of the Halton Direct Links and produce the receipt at the Licensing Section.

**SYSTEM OPERATOR FORM**

This form enables the Council to keep track of which system a Single Status Driver operates under and enables the Council to contact drivers quickly should this be required.

We will provide you with a form which must be completed by the System Operator.

Single Status Drivers are required to inform the Council about any changes and produce a new System Operator form within 7 days of any change.

**INSURANCE**

You are required to produce an original valid Insurance Certificate/Cover Note in respect of the vehicle you intend to license. You are entitled to produce a Cover Note but it is your responsibility to ensure that insurance cover is maintained for public hire or, as the case may be, private hire for the whole of the Licence period.

The period of the Insurance Certificate/Cover Note must cover the date the Licence is granted.

For a **renewal application** the Insurance must cover the date the licence is renewed.

**VEHICLE REGISTRATION DOCUMENT / BILL OF SALE**

If the VRD is in your name we will require this Document. However, if the VRD is not in your name you will need to produce a receipt for the vehicle.

**CERTIFICATE OF COMPLIANCE**

This document will be issued by the Testing Station when the vehicle has passed the test.

The Testing Station may email the Certificate to the Licensing Section but please note that it is your responsibility to ensure that the document is produced to the Licensing Section in order to issue the vehicle licence.