



## **Introduction**

The purpose of this policy is to ensure all hackney carriages and private hire vehicles operating in the borough are in exceptional condition and remain safe for the use of the general public.

1. No vehicle will be licensed as a hackney carriage or private hire vehicle if it is four years of age or older at date of application.
2. However, once licensed a vehicle can continue to be licensed beyond the age of four years providing it complies with the conditions set out below.

## **Conditions**

3. The following conditions have been designed to assist an applicant to decide whether their vehicle is in exceptional condition and safe for the use of the general public:

The vehicle must have:

- 3.1 a full service history from the applicant's date of purchase of the vehicle in accordance with the manufacturer's service schedule and/or supporting documentation evidencing a regular, preventative maintenance schedule. This can be in the form of a stamped service history book or invoices but the vehicle registration number, date of the works and contact information of the party which carried out the works must be stated on any invoice. Producing invoices to show repair work will not be sufficient, they must show regular servicing.
- 3.2 no rust, significant dents or significant scratches. This is obviously open to individual interpretation and each case will be considered on its own merits.
- 3.3 an excellent interior which is safe, clean and free of holes, tears and wear and tear.
- 3.4 undergone an independent engineer's, AA or RAC inspection at the applicant's own cost who must submit the report to the Council. Reports are acceptable from an engineer fitting the following criteria:
  - A minimum of 3 years' experience in the motor trade
  - Membership to a Professional Body associated with the trade
  - One of the following qualifications:
    - Institute of Road Transport Engineers Accreditation (IRTE)
    - Higher National Certificate or Diploma (HNC or HND) in Motor Vehicle
    - City & Guilds Level 3 in Motor Engineering
    - NVQ Level 3 in Motor Vehicle Engineering
    - Institute of the Motor Industry Accredited (ATA/AMA)
    - Incorporated Engineer (I.Eng)

- Full Member or Associate of the Institute of the Automotive Engineer Assessors (IAEA)

### **Once Licenced**

4. Once licenced any vehicle aged 4 or older is required to pass a test again 6 months after the licence is granted (or as close to six months as is reasonably practicable) at the Council's appointed testing station. Failure to comply with this requirement will lead to the immediate revocation or refusal to renew the vehicle licence.
5. Upon every renewal, the above conditions must be satisfied and evidenced prior to the expiry of the licence; should the expiry date pass without the completion of a successful renewal then a new application would be required. This means the vehicle could not be used as a hackney carriage or for private hire until a new licence has been granted by the Licensing Authority.

It is recommended that before proceeding with an application you contact either the Licensing Team or the Council's appointed testing station for clarification on any of the above points.