

**TENDRING DISTRICT COUNCIL**  
**HACKNEY CARRIAGE/PRIVATE HIRE VEHICLES**  
**GUIDANCE NOTES**

Please read these Guidance Notes carefully in order that you complete the application form correctly and submit the appropriate documentation; this will ensure that the Licensing Section will be in a position to deal with your application as speedily as possible. If you are considering the purchase of a vehicle for use as a Hackney Carriage or for Private Hire, especially if you propose to use it as a multi-seat vehicle, you should contact the Licensing Office prior to committing yourself to the purchase to check whether the Council will license it. You should be aware that the Council will not license a saloon car for less than four passengers and that some MPV's may not be licensed for the number of seats shown in the Vehicle Registration Document.

The Application

Regardless of the type of application you are making, you will need to submit the following documents:-

Application Form	-	Hackney Carriage or Private Hire as appropriate
Certificate of Insurance/Cover Note	-	Must include 'Public/Hire and Reward or 'Private Hire' as appropriate
MOT Certificate	-	unless the vehicle is under three years old
Vehicle Registration Document	-	or Bill of Sale, if the document is being transferred into your name by the DVLA at Swansea
Application Fee	-	there are various fees which are detailed at the end of these Notes

If you are applying to change the ownership of a vehicle which is already licensed with this authority as a Hackney Carriage/Private Hire Vehicle, you will need to provide a letter from the previous owner which confirms that he/she relinquishes all interest in the vehicle and that you are now the owner.

If the application is for the grant of a licence, the vehicle must undergo a Mechanical Test and this will be authorised by the Licensing Section at the time the application is received. Any vehicle presented for licensing as a Hackney Carriage/Private Hire Vehicle **must be under five years of age** upon first registration and **no vehicle may be licensed after it is ten years old**. There are special arrangements for limousines and "black cabs" and you should contact the Licensing Office if you wish to license one of these vehicles. Vehicles which are already licensed should have current Mechanical Test Certificates in force; these certificates are valid for six months and you should check your Certificate to see whether it is necessary for the vehicle to be tested in order that renewal may take place.

Completing the Application Form

Please indicate at the top of the form, by deleting as applicable, what type of application you are making, for example, Grant, Renewal, etc., and complete all sections of the form as accurately as possible. The first page deals mainly with the vehicle's details: generally, the address where the vehicle is normally kept is your own address but sometimes this may not be the case. You should set out at the foot of the page the full name and address of the owner(s) of the vehicle together with the full names and addresses of any other interested parties. This is intended as a safeguard to try and ensure that, where a vehicle is owned by several people, an application for Change of Ownership does not proceed without the full knowledge of the remaining joint applicants. This section should be signed and dated where shown.

On the reverse of the form, you will see that you need to complete two sections which relate to the ownership of the vehicle and it is essential that each section is fully completed and that all the parties to the licence sign where indicated and date the form.. You should delete the part which indicates the ownership/proprietorship of the vehicle as appropriate and include any other person who has an interest in the vehicle. Please ask if you are unsure about this. The form, together with the supporting documentation, should then be forwarded to The Licensing Officer, Tendring District Council, Legal Services, Westleigh House, Carnarvon Road, Clacton on Sea, Essex CO15 6QF.

### What happens next.....

If your application is complete, then the Licensing Section will be able to process it very quickly. If your application is for the renewal of your Vehicle Licence and the Mechanical Test is due you should have already been allocated a time and date for your vehicle to be tested at the Council's Northbourne Road Depot. However, should this not be the case, you must contact the Licensing Section on [01255] 686565 to make an appointment for the test to be carried out. In the case of a grant for Hackney Carriage Vehicle application, the vehicle must be fitted with a top light and meter prior to being presented for the Mechanical Test. A copy of the test certificate is then sent to the Licensing Section so that the records may be kept up to date. If your application is for the grant of a licence in respect of a new plate and there is no outstanding documentation required, the Licensing Section will offer you an appointment for the vehicle to be tested and, when this has been carried out, you should take your copy of the certificate to Westleigh House in order that a photocopy may be made to complete your application. If you fail to do this, then it will not be possible to progress your application until the certificate from Northbourne Road has been received and you could experience some days delay.

Provided all your documents are correct, your application will be submitted to a senior Officer of the Council, who has the power to grant the application. The Licensing Section will aim to issue the licence and/or plate within 24 hours of authorisation being approved. However, it should be borne in mind that on some occasions it is not possible for a signature to be obtained within that timescale and although every effort will be made to adhere to the target date, you should not assume that your application has been granted until you have been so informed either by telephone or letter. You will, of course, be contacted if there is likely to be a delay so that you may be kept up to date.

### Do I have to provide any further documentation.....

Your Vehicle Licence will be valid for one year from the date it was originally granted and it is a requirement that the vehicle be mechanically tested every six months. It is also a legal requirement that the Council is in possession of a copy of your insurance certificate or cover note to ensure that the vehicle is properly insured and that the insurance is up to date. To that end, the Licensing Section will endeavour to remind you when your insurance and Mechanical Test Certificates need to be renewed; you will also be sent an application form for the renewal of your Vehicle Licence approximately one month before the Licence expires. Although every attempt will be made to follow up on the reminders, you should be aware that, ultimately, it is *your* responsibility to keep your licences and certificates up to date and that should you fail to renew your Vehicle Licence firstly, your insurance cover may be invalidated and, secondly, it may not be possible for the vehicle to be re-licensed as it may then be over five years of age. You should therefore make every effort to make certain that you renew your Licence and keep your insurance and Mechanical Test Certificates up to date.

### What fee do I pay?

Set out below is the scale of fees and charges which apply from 1 April 2008. Cheques or Postal Orders should be made payable to Tendring District Council and should be crossed. **No cash should be sent through the post.** Applications may be made by post, or by calling at Westleigh House when a member of the Licensing Team will be pleased to assist you. ***Please note that the fees are for the processing of the application and that it is not possible for refunds to be made.***

#### From 1 April 2008

Initial Grant	£265.00
Annual Renewal	£265.00
Transfer of Plate to another vehicle	£ 78.00
Change of Ownership	£126.00
Temporary Plate	£ 66.00
Retest after failure of Mechanical Test (upto 3 faults)	£ 25.00
Retest after failure of Mechanical Test (over 3 faults)	£ 44.00
Failure to attend Vehicle Inspection	£ 23.00
Replacement Plate (full set)	£ 44.00
Replacement Plate Bracket	£ 25.00
Replacement Plate Platform	£ 19.00
Private Hire Operator's Licence [to include one vehicle]	£312.00
Each additional vehicle	£130.00

If you have any query at all on how you should submit your application, or need help on any other matter in connection with the licensing of a Hackney Carriage or Private Hire Vehicle, please do not hesitate to contact the Licensing Section [01255] 686565, or call at Westleigh House, Carnarvon Road, Clacton on Sea, Essex during normal office hours, when a member of the Licensing Team will be pleased to assist you.