

## INFORMATION TO ASSIST YOU WITH YOUR APPLICATION

### FOR HACKNEY CARRIAGE OR PRIVATE HIRE VEHICLE LICENCE

**All appointments for a taxi plating test should be made when the application form is submitted at the Rushcliffe Community Contact Centre, Rectory Road, West Bridgford.** This is a stringent test to satisfy the Council and members of the public that they are traveling in a roadworthy vehicle. Further information can be found by reading the Council's conditions relating to Hackney Carriages and Private Hire vehicles at:

<http://www.rushcliffe.gov.uk/business/businessrulesandregulations/licensing/taxis/vehicles/>

Before we can issue a vehicle licence the applicant must present a MOT certificate for the vehicle that is valid for at least 3 months. If a new MOT is required then it may be obtained at the same time as the taxi vehicle test or at a separate private garage. The vehicle licence plates will not be issued until a satisfactory MOT certificate is presented. The certificate may be presented at the point of vehicle plate collection or earlier. It is therefore the responsibility of the applicant to obtain a current MOT **regardless of the age of the vehicle**

When the application has been checked and the fee paid, an appointment will be made for you to attend with your vehicle at one of the Council's approved testing stations (the timescale for this is a minimum of 48 hours). Failure to attend on time will result in the examination being rearranged, possibly at a much later date and with an additional fee being charged.

**THE VEHICLE MUST BE IN A CLEAN CONDITION INSIDE AND OUT, INCLUDING THE ENGINE COMPARTMENT.**

You must also have a **fire extinguisher** and **first aid kit** in the vehicle at the time of inspection, otherwise your vehicle will fail.

When the vehicle has passed the inspection, you will be given a pass certificate which you should take to the reception area at the **Rushcliffe Community Contact Centre**, Rectory Road, West Bridgford **between 8.30am and 4.30pm, Monday to Friday**. **Please note that the preparation of plates and printing of the paper licence can take approximately 10 minutes.** It is your responsibility to ensure that the plates are securely affixed to your vehicle. You must purchase brackets **in advance of your test** to be used to fix the plates to your vehicle.

If your vehicle fails the inspection, a fail certificate will be issued and a re test will be arranged by the Licensing Officers. The printed licence should be handed to the licensed Operator (in the case of Private Hire vehicles) for whom you work, who will retain it until you change Operator or cancel the licence.

If you leave the trade or cease to use the vehicle as a Hackney Carriage/Private Hire Vehicle, the licence plates **MUST** be returned to the Council.

Please consider all of the above information before proceeding as **NO REFUNDS** of any fees paid will be given.

**If your vehicle is over 5 years old (Private Hire Vehicle) or 7 years old (Hackney Carriage) it will be examined twice per year and an additional fee will be required. It must be in exceptional condition and you are advised to read the attached sheet which gives details about exceptional condition.**

## **DEFINITION OF “EXCEPTIONAL CONDITION” FOR PRIVATE HIRE VEHICLES.**

**The term “exceptional condition” is used to describe vehicles which are over any age limit set by the Council, but that can continue to be licensed because of their condition. Case law dictates that it is necessary to have such a condition because it is illegal for a Local Authority to have a blanket policy for all vehicles that is inflexible. (See Sharpe v Nottingham City Council, February 1981)**

Any Council which imposes an age limit on its vehicles must be prepared to consider applications from vehicles that are in “exceptional condition” and the following specification is a guide to suggest the type of vehicles that Rushcliffe Borough Council will consider.

A vehicle of “exceptional condition” is one where the components i.e. mechanical, body panels, paint and trim are in an exceptional condition with regard to the age of the vehicle.

It is essential that the image of an exceptional older vehicle upholds the standards normally set by a much younger vehicle.

Key items that will be considered when determining whether or not a vehicle meets the standard expected of vehicles in “exceptional condition” are set out below:

- 1. The underside condition of the vehicle does not show any signs of rusting or age, or deterioration.**
- 2. Mechanical condition is such that there should be no item that may show age, deterioration or cause or contribute to a less than safe, comfortable passenger ride.**
- 3. Bodywork should be in near perfect condition with no signs of panel age deterioration, dents or any other abrasions that may detract from the overall appearance of the vehicle.**
- 4. General paint condition should not show signs of fading, discolouration or mismatching and retain a finish generally found on much younger vehicles.**
- 5. Interior trims, panels, seating and carpets etc should be of a condition that is free from frayed, discoloured, faded or torn components.**
- 6. The passenger compartment should be free from damp or any other odours that may cause passenger discomfort.**

Ultimately, the decision on whether or not a car can continue to be licensed under the proviso that it is in “exceptional condition” would have to be judged on the merits of each vehicle. Consideration would also have to be given to the type of vehicle, engine size, mileage and the fact that it is going to be used as a licensed private hire vehicle rather than a family saloon.

This decision is made by the testing staff and if you do not agree with their decision, then you may appeal to the Council’s Transport Superintendent within 7 days. The Transport Superintendent’s decision is final. The Licensing staff are also available to advise you on the various options available to you in order that you may make an informed decision.



## APPLICATION FOR A VEHICLE LICENCE

PUBLIC HEALTH ACT 1875  
TOWN POLICE CLAUSES ACT 1847 AND 1889  
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

**PLEASE COMPLETE IN BLOCK CAPITALS AND USE BLACK INK**

<p style="text-align: center;"><b>Type of Vehicle:</b> (Delete whichever is not applicable)</p>	<p><b>HACKNEY CARRIAGE / PRIVATE HIRE VEHICLE</b></p> <p><b>NEW / RENEWAL</b></p>
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1	Name of Applicant		
2	Date of Birth		
3	Applicant home address		
		Post Code	
		Contact Phone N <sup>o</sup>	
4	Email address		
5	Vehicle Registration Number		
6	Vehicle Make		
7	Vehicle Model		
8	Vehicle Engine Size		
9	Vehicle Colour		
10	Date of First Registration		
11	Number of Seats (including driver)		

**Private Hire Vehicle Only**

12	Name of Operator		
13	Operator's Stamp (to be completed by all applicants)		
	Operator's signature	.....	

<b>14 Details Of Person To Whom Vehicle Rented Or Let</b>		
a	Name	
b	Address	
		Post Code
		Contact Phone N <sup>o</sup>
		Badge N <sup>o</sup>
<b>15 Name &amp; Address Of Registered Keeper (if not applicant)</b>		
A	Name	
B	Address	
		Post Code
		Contact Phone N <sup>o</sup>

**DECLARATION BY APPLICANT**

I confirm that I have read and understand all the requirements of the form.

I understand that I may be liable to prosecution if I have knowingly or recklessly made a false statement or omitted any material particular from this application

Signed .....

Date..... /...../20.....

Current Plate Number (if applicable): **PV/ HV**.....

**HACKNEY CARRIAGES ONLY**

**Section 37 of the Town & Police Clauses Act 1847 states that The Council is obliged to have regard when issuing a licence in respect of Hackney Carriages to where the applicant intends to ply for hire. The Council may refuse to grant a licence if the applicant does not intend to ply for hire within its area. If the applicant intends to work as for a Private Hire Operator the Operators details and stamp must appear in Section 12. If this is not completed the Council will not accept the application**

**Section 57 of the Local Government (Miscellaneous) Act 1976 may require an applicant to submit information in pursuant of the intended usage of the vehicle. (As confirmed in Blue Line Taxi's v Northumberland County Council 2012). If you indicate you intend to work entirely or predominantly in Rushcliffe and DO NOT do so, you may be liable to prosecution for making a false representation under the Section 2 of the Fraud Act 2006.**

<p>Please state where you entirely or predominantly intend to use your Hackney Carriage Vehicle. (If you intend to work as for a Private Hire Operator then Section 12 on the previous page <b>MUST</b> be completed)</p>
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**PLEASE MAKE SURE YOU HAVE ENCLOSED THE FOLLOWING DOCUMENTS TO SUPPORT YOUR APPLICATION:**

(The application form MUST be accompanied by a CURRENT Certificate of Insurance for the vehicle, showing cover for public hire or private hire use. Failure to provide such a certificate will result in the application being refused).

<b>Document check list</b>	<b>For Office Use ONLY</b>	
Current Rushcliffe Driver's Badge	YES / NO	YES / NO
Current MOT <i>(must be valid for at least 3 months)</i>	YES / NO	YES / NO
Vehicle Registration Document – V5C log book	YES / NO	YES / NO
<b>Valid</b> Insurance Certificate for private hire/public hire (whichever applicable)	YES / NO	YES / NO
Licence Fee - £163.10	YES / NO	YES / NO

**Name of Customer Service Advisor taking application.....**

**Vehicle Testing:**

**Please indicate the place of test:**

- Fred Brown Car Repairs, Rectory Road                      10am 11am 1pm 2pm
- Ludlow Hill MOT Centre    10am 2pm 3pm
- Wilford Lane Garage – for Class 7 oversized vehicles ONLY – 0115 9816774

**Date and time of test.....**

**For Licensing Service only:**

E Mail confirmation to garage on.....by.....



**RCCC Officer Use Only:**

**PLEASE HAND THIS FORM TO THE CUSTOMER FOR PRESENTATION AT THE TESTING STATION.**

Date and time booked for vehicle plating: \_\_\_\_\_

Tick appropriate garage below:

Fred Brown Car Repairs Ltd  
14a Rectory Road  
West Bridgford  
Nottingham  
NG2 6BG

[info@fredbrowncars.co.uk](mailto:info@fredbrowncars.co.uk)

Ludlow Hill MOT Centre  
Unit 10 Ludlow Hill Road  
West Bridgford  
Nottingham NG2 6HF

[ludlowhillmot@yahoo.co.uk](mailto:ludlowhillmot@yahoo.co.uk)

Wilford Lane Garage  
140 Wilford Lane  
West Bridgford  
Nottingham  
NG2 7RL

[wilfordlanegarage@btconnect.com](mailto:wilfordlanegarage@btconnect.com)

Official Rushcliffe Stamp

**CUSTOMER INFORMATION: IF YOU ARE UNABLE TO ATTEND THE ABOVE APPOINTMENT FOR WHAT EVER REASON, YOU MUST CONTACT THE LICENSING SERVICE DIRECT ON 0115 9148322 TO ARRANGE ANOTHER APPOINTMENT. DO NOT CONTACT THE GARAGE DIRECT.**

