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# **Scarborough Borough Council**



## **Private Hire Vehicle Guidance Notes to Applicants**

## **Hackney carriage and private hire vehicle licences**

Private hire vehicles are licensed to perform pre-booked work only, which is obtained through a private hire operator. Hackney carriages are licensed to 'ply for hire', i.e. to pick up passengers in the street or whilst waiting at authorised taxi ranks and may also accept pre-booked fares. Vehicles must be suitable in type, size and design for use as a licensed vehicle.

The Licensing Authority will licence any vehicle manufactured or adapted to carry up to 8 passengers (excluding driver) provided it meets the criteria set in the policy. When purchasing a vehicle you are advised to pay particular attention to the vehicle specification and conditions listed in the Policy.

On a new application for a vehicle licence, the vehicle must be less than 4 years old from the date of first registration. The maximum age of a vehicle that may continue to be licensed is 8 years from the date of first registration. There are certain exceptions in respect of these age limits, namely wheelchair accessible vehicles where the age limits are extended from 4 to 5 years and 8 to 10 years respectively.

A vehicle licence will remain in force for a period of one year unless the Licensing Authority specifies a lesser period or revokes or suspends the licence.

All vehicles must be in a suitable mechanical condition, safe, comfortable and approved for licensing by the Licensing Authority to operate as a hackney carriage or private hire vehicle. All vehicle proprietors will therefore be required to book an MOT and compliance test on the following occasions:

- New applications
- The replacement of a vehicle
- Twice a year during the licence period
- At the request of the Licensing Authority where deemed necessary

All MOT tests and compliance checks shall be carried out at Scarborough Borough Council's garage, Dean Road, Depot, Dean Road, Scarborough, YO12 7QS. Please use this link to make an appointment [www.scarborough.gov.uk/taxilicensing](http://www.scarborough.gov.uk/taxilicensing)

The vehicle plate shall be affixed to the rear exterior of the licensed vehicle at all times. An internal plate issued by the Licensing Authority must be displayed in the inside top left corner of the windscreen and must be maintained in a clean and legible condition.

## **Application procedure**

Please note at busy times an application can take up to **5 working days to process**.

### **Stage 1**

Submit the following documents to the Licensing Authority:

- Application form
- Vehicle registration document (copy)
- Current insurance certificate (copy)
- Proof of ownership of vehicle (copy)
- MOT & Compliance Test declaration
- Appropriate fee

### **Stage 2**

Your application will be acknowledged by **email** together with a date and time to collect your licence and vehicle plates. Please inform the Licensing Team if you are unable to collect your licence and plates, we will then arrange to post them to you.

## **Changing your vehicle registration number**

If you are changing the registration number of your vehicle you are required to notify the Licensing Authority in writing and pay a fee for your licence to be amended. Application forms can be downloaded from Scarborough Council's website or emailed to you.

You will need to submit the following documents with your application:

- V5 registration document
- Copy of your certificate of entitlement or retention document from the DVLA
- current private hire vehicle licence
- Private Hire vehicle Plate
- Insurance certificate showing the new registration

## **Other changes**

If you move address or change your name you are required to notify the Licensing Authority in writing within 7 days and pay a fee for your licence to be amended.

## **Advertising**

Private hire vehicles are not permitted to display any advertising. Where a proprietor of a hackney carriage vehicle wishes to place advertisements on or in the vehicle written consent must be obtained from the Licensing Authority. Application forms can be downloaded from Scarborough Council's website or emailed to you. It is important to consider Appendix G of the Policy when submitting your application as this provides the basic principles for approval of advertising.



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The Licensing Authority  
 Scarborough Borough Council  
 Town Hall  
 St Nicholas Street  
 Scarborough  
 YO11 2HG

**Application for Private Hire Vehicle Licence  
 Local Government (Miscellaneous Provisions) Act 1976**

Type of application (please tick)	
Grant	
Replacement Vehicle	
<b>Current Plate Number (replacement vehicle only)</b>	

1. Vehicle Details	
Vehicle registration number	
Date first registered	
Make	
Model	
Body style	
Colour	
Engine capacity	
Fuel type	
Number of passenger (excluding driver)	
Is the vehicle adapted to carry wheelchairs?	
Do you have a trailer? (This could be used for luggage etc)	Yes / No
Has the vehicle ever been classed as an insurance write off?	Yes/No

2. Applicant – the applicant must be the proprietor or one of the proprietors of the vehicle described above in respect of which the application is made	
TITLE (delete as appropriate): Mr Mrs Miss Ms Other (please state)	
Surname	
Forenames	
ADDRESS	
Post town	Post code
CONTACT DETAILS	
Daytime	
Evening	
Mobile	
Fax	

<b>ADDRESS (for correspondence associated with this application if different to the address above)</b>	
<b>Post town</b>	<b>Post code</b>
<b>CONTACT DETAILS</b>	
Daytime	
Evening	
Mobile	
Fax	
Email	

<b>3. Details of Proprietor(s) or Part Proprietor(s) if any</b>		
<p>I (put your name) ..... declare that I am the proprietor of the vehicle described above as defined by Section 80 of the Local Government (Miscellaneous Provisions) Act 1976 and the following are the names and home address of every proprietor or part proprietor of the said vehicle or person concerned either solely or in partnership with any other person in keeping, employing or hiring of the vehicle: -</p>		
	<b>Name</b>	<b>Address</b>
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
	<b>Nature of Association**</b>	

**\*\* Please state if proprietor and/or part proprietor and/or driver**

<b>4. Operator</b>
If a licence is granted, please state the name and address of your operator.

<b>5. Plate request (please tick)</b>			
Do you require a plate?	Yes		No
Please tick the relevant style	Square		Oblong
*Do you require a bracket?	Yes		No
<b>*If you are replacing a vehicle and require a bracket please enclose the additional fee</b>			

6. Checklist – You must enclose the following information (please tick)	
Appropriate Fee	
Valid Insurance Certificate	
Vehicle Registration Document	
Proof of ownership	
By ticking this box you confirm your vehicle has undergone and passed Scarborough Borough Council's MOT and compliance test. All tests must be completed at Scarborough Borough Council's Dean Road Depot.	

7. Signature	
<p>This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.</p> <p>I hereby declare that the information given in this form is true, complete and correct and that I have no objections to, and hereby authorise the council to make such enquiries as may be necessary to check the truth of that information, which could include requesting information from other Councils, Police and Government departments such as the Home Office. I authorise Scarborough Borough Council to enquire and receive information relating to my hackney carriage or private hire licence and/or conduct matters relevant to my application.</p> <p>You are reminded that to knowingly or recklessly make a false statement or omit any material particular from this application or any document submitted with it is an offence punishable on conviction by a fine or imprisonment.</p> <p>I declare that the answers given in this application are true to the best of my knowledge and belief and that I am the proprietor of the vehicle described above as defined in Section 80 of the Local Government (Miscellaneous Provisions) Act 1976.</p> <p><b>Using your personal information</b>  <i>We will process your personal information in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. We may use your personal information in a number of ways, but only for the purposes for which it was given, for example to provide you with the information or services requested or to administer and protect public funds. We may share your information with, and obtain information about you from, other departments of the Council or other organisations where it is lawful to do so, for example to check the accuracy of information or to prevent or detect crime. For further information on how we collect, use, share, secure and retain your personal information, and your legal rights, please see our Privacy Notice at <a href="http://www.scarborough.gov.uk/gdpr">www.scarborough.gov.uk/gdpr</a> or by contacting Customer First. Our Data Protection Officer can be contacted at the Town Hall, St Nicholas Street, Scarborough, YO11 2HG (tel 01723 232323 or email <a href="mailto:dataprotection@scarborough.gov.uk">dataprotection@scarborough.gov.uk</a>).</i></p>	
Signature:	Date: