



## **LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976**

### **APPLICATION FOR A LICENCE FOR A HACKNEY CARRIAGE VEHICLE**

**All new vehicles to be licensed must be wheelchair accessible unless grandfather rights apply (see point 13).**

When applying for your licence would you please bring with you:-

- 1 The application form properly completed, dated and signed.
- 2 The "Mechanical Compliance Forms" ie MOT Certificate and Vehicle Inspection Document from the County Council Testing Station (see below).
- 3 The current licence fee.
- 4 The Vehicle Registration document. If this **cannot** be provided, a Bill of Sale document must be produced which will result in a temporary licence being issued. This temporary licence will only be valid for **ONE** month during which time the registration document **MUST BE** produced
- 5 A current Insurance Certificate or Cover Note for the vehicle in the applicant's name.
- 6 Confirmation of ordering or purchase of a disabled swivel seat. Proof of fitting **is required** within **ONE** month (for grandfather rights only).
- 7 Meter Calibration Certificate.

**PLEASE NOTE: All documents must be originals and not photocopies.**

The "Mechanical Compliance Form" is obtained from the County Fleet Care Garage which is situated at Building Qa, Beacon Business Park, Weston Road, Stafford ST18 0WL (Tel 01785 854832/833). You are requested to make your own arrangements for taking your vehicle to the County Fleet Garage for the test.

The mechanical check/inspection is one operation and comprises of:-

- 1 A current MOT Certificate.
- 2 Stafford Borough Council Inspection Document.

The test is carried out irrespective of whether you have recently had an MOT carried out by another garage within the Stafford Borough Council district.

Should you experience any problem please contact the Licensing Section on 01785 619402.

**STAFFORD BOROUGH COUNCIL  
APPLICATION FOR A HACKNEY CARRIAGE VEHICLE LICENCE**

To the STAFFORD BOROUGH COUNCIL

**Licence Plate No** .....

In accordance with the appropriate provisions of the Town Police Clauses Act, 1847, and the Local Government (Miscellaneous Provisions) Act, 1976, PT.II

I \_\_\_\_\_  
of \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Tel No \_\_\_\_\_ Mobile Tel No \_\_\_\_\_

hereby apply for a HACKNEY CARRIAGE licence in respect of vehicle

Registration No \_\_\_\_\_ Make \_\_\_\_\_

Model \_\_\_\_\_ Colour \_\_\_\_\_

Date of Registration \_\_\_\_\_ No of Doors \_\_\_\_\_

Engine Capacity of Vehicle \_\_\_\_\_

Seating Capacity (Excluding Driver) \_\_\_\_\_

Replacement of Vehicle Registration No \_\_\_\_\_

The applicant is required to give below the names and addressees of every proprietor or part proprietor of the proposed hackney carriage, or every person concerned, either solely or in partnership with any other person, in the keeping, employing or letting to hire of such carriage.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Give the following details in respect of the Applicant; any offices of director or secretary of a company currently or previously held by the Applicant; if the Applicant is a company - the details to be given in respect of a director or secretary of that company; and any partner(s) the Applicant proposes to operate with:-

(i) any trade or business carried on before making this application  
.....  
.....

(ii) any previous application made for a hackney carriage licence.  
.....  
.....

(iii) the revocation or suspension of any hackney carriage licence previously held  
.....  
.....

(iv) any convictions recorded (subject to the provisions of the  
Rehabilitation of Offenders Act, 1974)  
.....  
.....

In the event of the above vehicle being licensed as a Hackney Carriage, I undertake to maintain the vehicle in such condition as it will at all times when standing for hire comply with the Byelaws and Regulations for the time being in force.

Signed ..... Date .....

NOTE: Before a licence is issued to this applicant, the Licensing Authority must be satisfied as to the suitability, design, appearance, safety, comfort and mechanical condition of the vehicle, and arrangements will be made with the applicant for the vehicle to be inspected and tested.

It is also necessary for the applicant to produce to the Licensing Authority a certificate in respect of a policy of insurance or such security as complies with the requirements of Part VI of the Road Traffic Act, 1972.

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**FOR OFFICE USE ONLY**

Fee \_\_\_\_\_ Receipt No/Sheet No \_\_\_\_\_

Date \_\_\_\_\_

# REQUIREMENTS FOR HACKNEY CARRIAGE LICENCES

## PLEASE READ CAREFULLY

- 1 Vehicle Registration Document or bill of sale in the name of the applicant. When the vehicle registration document has been received from the DVLA it **must** be brought to the Licensing Section immediately
- 2 Before using the vehicle, insurance **must** be obtained and the Certificate or cover note **relating to** the policy of insurance must be produced to the Licensing Section.

**Evidence of each renewal of insurance by way of certificate or cover note must be produced to the Council's Proper Licensing Officer before the new certificate or cover note comes into effect.**

**Failure to comply with this requirement will result in five penalty points being endorsed on the vehicle licence. If a reminder letter is sent, a charge will be made at the current rate of fees and charges, for the administrative costs incurred.**

- 3 Vehicle Compliance Certificate (MOT plus Stafford Borough Council Vehicle Inspection Document). Vehicles with less than 10,000 miles **AND** under 6 months old are not requested to undergo this inspection.
- 4 Provide a suitable Fire Extinguisher (aerosol type is not acceptable).
- 5 Provide a receipt book.
- 6 Vehicles must have engines rated at not less than 1300 cc and must have at least four doors.
- 7 Have seat belts fitted and available for rear seat passengers.
  - 1 The requirement for normal saloons/hatchbacks/estate cars, will be for 2 lap and diagonal belts and one lap belt.
  - 2 Vehicles with more than 3 seats in the rear, eg Peugeot 7 seaters, minibuses, shall have a seat belt fitted for use with each seat. Belts are to be of lap and diagonal or lap type as appropriate depending on the location of the seat.
  - 3 All vehicles shall carry at least one purpose designed booster cushion for use as necessary.

## WHEN A PERSON IS APPLYING FOR A SET OF HACKNEY CARRIAGE PLATES

- 8 The vehicle must be an FX4 taxi or similar type, capable of conveying a wheelchair with the occupant in it.
- 9 Provide a taxi meter calibrated to the current fare as approved by Stafford Borough Council.

10 Provide a Taxi sign which must be capable of illumination. Taxi signs of the pattern approved by the Council which span the width of the vehicle roof may be used.

#### 11 **Luggage Space**

The size of the luggage space to be such that it is capable of carrying folded wheelchair, together with some other luggage, with the boot lid or hatchback in the closed position. (Metrocabs and FX4 types which have suitable space in the driver's compartment are exempt).

#### 12 **Hackney Carriage Livery**

All Hackney Carriages, excluding FX4 and Metrocabs, shall be WHITE. (NOT cream, beige, etc).

#### 13 **Access for the Disabled and Elderly**

(a) All vehicles are to be fitted with a **double-sliding and swivelling** front passenger seat of a type approved by the Licensing Authority. A fitting certificate must accompany this application. It is essential that applicants establish that an approved seat is available for their particular vehicle prior to purchasing or licensing. Swivel seat are not available for **every** make and model of vehicle manufactured.

Vehicles in which it is not possible to install such a seat, will **NOT** be acceptable for licensing unless the height of the seat (28" from ground to highest point on the seat squab) is such that it offers no benefit to the disabled (eg some MPV's and purpose built people carriers).

(b) FX4 vehicles which are not capable of carrying a person **in their wheelchair**, must be modified to be wheelchair accessible (ie with the person in their wheelchair). If a purpose built vehicle is substituted for a saloon or other car, then that purpose built vehicle must be wheelchair accessible.

#### 14 **Age of Vehicles at Initial Licensing**

Saloons, hatchbacks, estate cars, minibuses etc to be not more than 3 years 3 months old from the date of registration. FX4 type and Metrocabs to be not more than 5 years old from date of registration.

#### 15 **Maximum Age of Vehicles that will be acceptable for holding a licence**

Saloons, hatchbacks, estate cars, minibuses etc will not be re-licensed after 6 years from date of registration. FX4 type and Metrocabs will not be re-licensed after 10 years from the date of registration.

NOTE:- In any case, re-licensing will depend upon the condition of the vehicle being acceptable to the Licensing Authority within these age limits.

#### 16 **Mechanical Examinations** (Certificates of Compliance ie MOT plus Stafford Borough Council Vehicle Inspection Document).

Saloons, hatchbacks, estate cars, minibuses etc will be required to have two mechanical checks per year when they are 3 years old from the date of registration.

FX4 type and Metrocabs will be required to have two mechanical checks per year when they are 5 years old from the date of registration.