

## **Application for a vehicle licence in respect of an Executive Hire Vehicle**

BEFORE COMPLETING THIS APPLICATION FORM, PLEASE ENSURE YOU HAVE READ AND UNDERSTOOD THE TAXI LICENSING POLICY AND LICENCE CONDITIONS 2017

*This is available on our website <https://www.staffordbc.gov.uk/licensing1>*

**If the applicant for an Executive Hire Vehicle licence has ever been cautioned or convicted by any Authority of unlawfully plying for hire, the Council may refuse to allow the applicant to have a vehicle licensed for Executive Hire.**

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

- 1 The application form properly completed, dated and signed.
- 2 MOT Certificate & Vehicle Inspection sheet (from the approved MOT providers listed below)
- 3 The current licence fee.
- 4 The Vehicle Registration or a bill of sale document must be produced.
- 5 A current Certificate of Insurance or Cover Note for the vehicle in the applicant's name

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

***Executive Vehicles can be any colour.***

The MOT Certificate and Vehicle Inspection sheet is obtained from:

County Fleet Care Garage  
Building Qa  
Beacon Business Park  
Weston Road  
Stafford  
ST18 0WL  
Tel 01785 854832/833

FMS Car and Truck Ltd  
Snows Yard  
Greyfriars Place  
Stafford  
ST16 2PG  
Tel 01785 223700

Astonfields Motor Services  
Drummond Road  
Stafford  
ST16 3HJ  
Tel 01785 255337

RPH Motor Repairs  
2c Romford Road  
Stafford  
ST16 3DZ  
Tel 01785 253999

You should make your own arrangements for taking your vehicle to your chosen approved MOT provider from the list above for the test.

Should you experience any problems, please contact the Licensing Section on 01785 619745 or email [ehlicensing@staffordbc.gov.uk](mailto:ehlicensing@staffordbc.gov.uk)

# REQUIREMENTS FOR EXECUTIVE HIRE VEHICLE LICENCES

## PLEASE READ CAREFULLY

- 1 In determining an application it will normally be the executive nature of the work that will indicate whether or not an exemption should be granted, as well as the specification and high quality of the vehicle being used.
- 2 Executive Hire Vehicles are licensed separately from Hackney Carriage Vehicles and Private Hire Vehicles. Executive Hire vehicles are a special class of private hire vehicles. They are high value, prestige vehicles that are used by companies for transporting special guests or senior members of staff in luxury. Executive Hire vehicles are styled more as chauffeur driven vehicles than standard private vehicles.
- 3 Executive Hire Vehicles must be licensed with the Council, specifically as Executive Hire Vehicles.
- 4 Executive Hire Vehicles should have the following features in order to be considered for licensing - this list is not exhaustive:-
  - High quality vehicle in terms of brand and condition, with no visible defects, dents or blemishes to the external bodywork or trim
  - Luxury or prestige vehicle
  - Engine size of 2000cc or greater
  - Automatic transmission
  - Original list price of the vehicle is in excess of £40,000, in spite of its age, at the time of the licence application - evidence of the original list value will be required upon application and Officers must be satisfied the evidence provided supports and verifies the original list value.
  - Minimum specification of air conditioning/ climate control to front and rear seats, all electric windows, central locking and suitable front and rear headrests for all passengers
- 5 The Council closely monitors the use of Executive Hire Vehicles. Such vehicles are not to be used as standard private hire vehicles. Executive Hire Vehicles are to be used for purposes such as corporate bookings to transport employees and clients on business related journeys, and bookings where customers have asked to book a vehicle without obvious private hire plates or signage.
- 6 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 Officer immediately.
- 7 Before using the vehicle, an insurance certificate or cover note **must** be obtained.
8. 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.
- 9 The vehicle must have at least three doors provided for the use of passengers other than the driver's door.
- 10 Have seat belts fitted and available for rear seat passengers.
  - (a) The minimum requirement for normal saloons/hatchbacks/estate cars will be for 2 lap and diagonal belts and one lap belt.
  - (b) Vehicles with more than 3 seats in the rear, e.g. 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.
- 11 Vehicles can be any colour.

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

New applications for vehicles **will not** be accepted for vehicles that are over 4 years old from the date of registration.

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

All vehicles will not be re-licensed after 10 years from date of registration.

## 14 **Executive Hire Vehicle Signs and Notices**

14.1 The vehicle shall not display a roof sign whether illuminated or not, and the vehicle shall not display any illuminated signs on or from within the vehicle.

14.2 Executive Hire Vehicles must not display any external markings, advertisements or give any indication that it is a Private Hire Vehicle other than the Authority's Credit Card Licence plate affixed to the front inside windscreen.

## 15 **Vehicle Testing**

15.1 All vehicles shall be tested by the Council's approved testing facilities prior to first licensing. Vehicles will be required to have two MOT examinations per year (every six months) when they are 8 years old from the date of registration.

15.2 The age of the vehicle shall be determined by reference to the date of the first registration recorded in the vehicle registration document (form V5)

## 16 **Safety Equipment**

16.1 Provide an efficient fire extinguisher and suitable first aid kit which shall be carried in such a position as to be readily available for use and conforms to the British Standard for both pieces of equipment BS8599-2:2014 for First Aid Kits and BS5423/EN3 for Fire Extinguishers.

16.2 The fire extinguisher will be inspected annually and shall be marked with the date of its last test.

16.3 The container of the first aid kit and the fire extinguisher shall be marked with the vehicle plate number with an indelible ink or a form of permanent tamperproof mark.

16.4 The first aid kit shall contain as a minimum the following items which should be within the manufacturer's expiry date: It is not expected that the driver will administer any First Aid unless they hold the relevant training, and are competent to do so.

- (a) 10 x non-alcoholic wipes
- (b) 1 bandage 7.5cm x 4.5cm
- (c) 2 x non-woven triangular bandages 96cm x 96cm
- (d) 3 x large dressings 18cm x 18cm
- (e) 30 x plasters of assorted sizes

## 17 **Plates and Identification of Vehicle**

17.1 Executive Hire Vehicles are to display the Executive Hire Plate, fixed to the inside of the boot lid of the vehicle, and display the Authority's Credit Card size licence plate, inside the windscreen, on the nearside of the vehicle, at all times that the vehicle is transporting passengers.

17.2 Executive Hire Vehicles must not display any external markings, advertisements or give any indication that it is a Private Hire Vehicle other than the Authority's Credit Card Licence plate affixed to the front inside windscreen.

## 18 **Condition and Maintenance of the Vehicle**

18.1 The vehicle is to be maintained in a sound mechanical and structural condition at all times.

18.2 The vehicle's fittings and equipment must be maintained in a safe and clean condition, and the fixing and routing or positioning of electric cables and wire looms are such that there is no risk of electrical fire or other accident and must be capable of satisfying the Council's mechanical inspection at all times.

18.3 That the roof, any sunroof or soft top is watertight

- 18.4 The exterior of the vehicle shall be clean, free from unrepaired damage and finished to a high standard.
- 18.5 The interior of the vehicle shall be clean, tidy and free from litter and the upholstery, carpets and fittings free from rips and tears.
- 18.6 No material alteration or change to the mechanical or structural specification of the vehicle or its design, condition or appearance shall be made at any time without the written consent of the Council.
- 18.7 No video or recording equipment that records passenger's conversations will be permitted in any vehicle without the Council's permission. If approval is given then it must be registered with the Data Commissioners Office.
- 18.8 All glazing shall comply with the Road Vehicle (construction & use) Regulations 1986 as amended. Vehicles fitted with tinted glass at manufacture, are permitted.

## 19 **Vehicle Proprietor**

- 19.1 The vehicle proprietor, or owner, shall immediately notify the Council of any accidents or damage caused to the vehicle, within 7 days
- 19.2 The vehicle will have the appropriate level of Insurance at times the vehicle is in use, and the Council will undertake random inspections to ensure compliance with this, and all other aspects of the conditions attached to the Licence.
- 19.3 Vehicles that fail the MOT test will have its Licence revoked, until such time the Council is satisfied that its meets the standards of the MOT test.

## 20 **Renewal of Licences**

- 20.1 It is the driver's responsibility to ensure that a renewal application is made in good time, before expiry of the current licence. Under no circumstances will a renewal be issued without satisfactory completion of all required checks
- 20.2 Failure to renew within 7 days of expiry will result in the licence being revoked, and a new application for the vehicle will be required.

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**APPLICATION FOR AN EXECUTIVE HIRE VEHICLE LICENCE**

*In accordance with the appropriate provisions of the Local Government (Miscellaneous Provisions) Act 1976*

**IF ANY PERSON KNOWINGLY OR RECKLESSLY MAKE A FALSE STATEMENT OR OMITTS ANY MATERIAL PARTICULARS IN GIVING INFORMATION HE/SHE SHALL BE GUILTY OF AN OFFENCE.**

Please ensure that you answer all of the questions below

I, the undersigned, do hereby apply to Stafford Borough Council for a licence in respect of **vehicle registration number** \_\_\_\_\_ to undertake corporate bookings/prestige fares within Stafford Borough.

1. FULL NAME	
2. FULL ADDRESS AND POSTCODE	
3. EMAIL ADDRESS (MUST BE PROVIDED)	
4. (a) TELEPHONE NUMBER (b) MOBILE NUMBER	
5. NATIONAL INSURANCE NUMBER	
6. BUSINESS/TRADING NAME & ADDRESS	
7. NAME AND ADDRESS OF THE OPERATOR OF THIS VEHICLE (if different from above)	

<p><b>8. DATE OF REGISTRATION</b></p> <p>(Please Note: A New Vehicle Licence will only be issued where a vehicle is no more than 4 years old)</p> <p><b>MAKE AND MODEL</b></p> <p><b>COLOUR</b></p> <p><b>NUMBER OF DOORS</b></p> <p><b>ENGINE CAPACITY</b></p> <p><b>VEHICLE LIST PRICE</b></p> <p><b>SEATING CAPACITY (EXCLUDING DRIVER)</b></p>	
<p><b>9. IN WHICH AREA(S) DO YOU INTEND TO USE THE VEHICLE?</b></p>	
<p><b>10. HAS ANY PRIVATE HIRE VEHICLE/OPERATORS LICENCE/HACKNEY CARRIAGE LICENCE YOU HAVE PREVIOUSLY HELD <u>EVER</u> BEEN SUSPENDED OR REVOKED?</b></p>	<p><b>YES/NO – if YES PLEASE STATE WHEN &amp; REASON</b></p>
<p><b>12. IS THE VEHICLE CURRENTLY LICENSED WITH ANY OTHER COUNCIL AS A HACKNEY CARRIAGE OR PRIVATE HIRE VEHICLE?</b></p>	<p><b>YES/NO – if YES please give details</b></p>
<p><b>13. HAVE YOU ANY CONVICTIONS RECORDED? (SUBJECT TO THE PROVISIONS OF THE REHABILITATION OF OFFENDERS ACT 1974)</b></p>	<p><b>YES/NO – if YES please give details</b></p>

In the event of the above vehicle being licensed as an Executive Hire Vehicle, I undertake to maintain the vehicle in such condition as it will at all times when available for hire comply with the Byelaws and Regulations for the time being in force.

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

**How we use your personal information**

The information that you have provided on this form will be used by Stafford Borough Council, who are the data controller, for the processing of your application and providing you with a licence. We will only share your information with/ or on The Public Register, The Home Office, other Government agencies, Council departments and Enforcement agencies and the National Fraud Initiative when necessary or where the law otherwise requires or allows us to do so. The Air Quality (Taxis and Private Hire Database) (England and Wales) Regulations 2019 require that the Council provides information about its licensed vehicles to DEFRA. This information includes the vehicle registration number, the type of licence, the date of licence issue and the date of licence expiry, these details of your licence will be provided as part of this legal obligation. For further information, please see [www.staffordbc.gov.uk/privacynotices](http://www.staffordbc.gov.uk/privacynotices)

**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/Authorisation Code \_\_\_\_\_

Date \_\_\_\_\_