Stafford
BOROUGH COUNCIL

Private Hire Vehicle Renewals

The Licensing Team will send out a reminder and a renewal application in the post

This will be approximately one month before the renewal is due.

*It is your responsibility to renew the licence **with OR without** this reminder*

Complete the application form & ensure you have the relevant documents

Will need:

- Completed application
- V5 (original)
- Insurance documents
- MOT certificate
- Certificate of compliance

Bring in the application to reception or email to Licensing & pay the fee of £230

Email: ehlicensing@staffordbc.gov.uk

If sending application via email call 01785 619000 to make payment

If brought into reception they will photocopy documents

Licensing Team will process & issue licence.

If any issues with vehicle will call in for inspection

Bring vehicle in for inspection to loading bay at SBC civic offices (if necessary)