

**RUNNYMEDE BOROUGH COUNCIL**

**TOWN POLICE CLAUSES ACT 1847  
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976**

**APPLICATION FOR A VEHICLE LICENCE – Hackney Carriage/Private Hire Vehicles**

Application for a New Vehicle Licence  Renewal of existing Vehicle Licence  (tick as appropriate)

NAME		Tel. No.:
ADDRESS		Mobile No.:
		Post Code:
Email:		
TRADING AS:		
Existing Licence/Plate No (for renewals only)		
Private Hire Operator's Name (if appropriate)		

apply to RUNNYMEDE BOROUGH COUNCIL for a vehicle licence for the following vehicle:-

HACKNEY CARRIAGE  PRIVATE HIRE  (tick as appropriate) | **Fee : £ 195** (including £10 for plate)

Names of all persons who have an interest in the vehicle		
Make, Model and colour	Registration No:	Meter Fitted: Yes / No
Date First Registered	Engine Capacity:	Seating Capacity (Excl Driver):

Details of licences which are held or have been held with other Councils	
Have you been refused a licence at any time?	

I certify that, to the best of my knowledge, the above information is correct.

Dated:..... Signed:.....

<b>CHECKLIST FOR DRIVER</b>	
1. Completed Application Form	<input type="checkbox"/>
2. Vehicle V5 Registration Document	<input type="checkbox"/>
3. MOT certificate (no more than five working days old)	<input type="checkbox"/>
4. Current Insurance Certificate	<input type="checkbox"/>
5. Renewal Fee (£195)	<input type="checkbox"/>

### Age of Vehicles:

<b><i>Vehicles for New Licence &amp; Replacement Vehicles</i></b>	<b><i>Currently Licensed Vehicles</i></b>
Must be less than 4 years from date of first registration of vehicle	Renewable annually. Last Vehicle licence will end on 8th anniversary of the vehicles first registration date
<b><i>Wheelchair Accessible Vehicles</i></b>	<b><i>Licensed Wheelchair Accessible Vehicles</i></b>
Must be less than 4 years from date of first registration of vehicle	Renewable annually. Last Vehicle licence will end on 10th anniversary of the vehicles first registration date

### **Note:**

- It is a requirement that MOT tests are undertaken at 6 monthly intervals. You will be expected to produce a certificate at the time of vehicle licensing/re-licensing and at an interval of 6 months thereafter.
- When licensing/re-licensing a vehicle the MOT Test Certificate should be obtained **no more than five working days prior to licensing date.**
- **Your licensed operator will be provided with expiry details of your vehicle licence documents.**

### Licensing Requirements

#### HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES

- (a) Vehicles shall be of a four door saloon or estate car type but should exclude convertibles or soft top vehicles.
- (b) Sun roofs shall only be permitted if not in excess of 50% of roof area.
- (c) Engine capacity shall be a minimum of 1300 cc.
- (d) Minimum seat width shall be 41 cm per passenger.
- (e) Only adhesive licence plates provided by the Council will be allowed to be fitted to vehicles.
- (f) A dry powder type fire extinguisher of not less than 2 lb/0.9 kg capacity or other suitable type approved by the Council, must be fitted in a readily accessible position.
- (g) A suitably stocked first aid box must be provided, and kept in a readily available position.
- (h) Adequate vehicle insurance cover must be provided which will:-
  - Include wording to the effect that it covers hackney carriage or private hire work.
  - Not be a Cover Note (unless the new licence involves a change of vehicle).
- (i) Before a licence will be granted, the vehicle must pass an inspection and the following documents must be produced prior to the inspection:-
  - Vehicle Registration Document
  - Vehicle Insurance Documents
  - MOT certificate
- (j) Passengers must have a clear access to and egress from every seat for which the vehicle is licensed.
- (k) Your insurance details will be released on request to any third party with a valid interest.
- (l) Drivers involved in a road traffic accident must comply with Road Traffic Act 1988 and provide any third party with insurance details. Failure to do so is an offence.
- (m) A spare wheel is carried together with suitable tools to fit same when required; or alternative device where fitted as standard by the manufacturer.

#### FOR HACKNEY CARRIAGES ONLY:-

- (l) Taxi sign to be displayed on roof.
- (m) A calendar controlled taximeter must be fitted.

#### FOR PRIVATE HIRE VEHICLES ONLY:-

- (n) No signs or advertisements, illuminated or otherwise, shall be carried on the vehicle save for the name and telephone number of the firm which may be displayed on the side of the vehicle in lettering of not more than 3 inches in height, and such lettering shall not be illuminated or include the words "cab", "taxi-cab" or "taxi".
- (o) Austin FX4s or vehicles of similar appearance shall not be licensed as private hire vehicles.