

RUNNYMEDE BOROUGH COUNCIL

TOWN POLICE CLAUSES ACT 1847 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 HACKNEY CARRIAGE & PRIVATE HIRE VEHICLES - APPLICATION FOR A VEHICLE LICENCE

Application for a Vehicle Licence, or
Renewal of existing Vehicle Licence

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | (tick as appropriate) |
| <input type="checkbox"/> | (tick as appropriate) |

| | | |
|------------|--|-----------|
| NAME | | TEL NO |
| ADDRESS | | POST CODE |
| TRADING AS | | |

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

HACKNEY CARRIAGE
PRIVATE HIRE VEHICLE

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | (tick as appropriate) |
| <input type="checkbox"/> | (tick as appropriate) |

No vehicle over 10 years old shall be licensed unless the applicant satisfies the Council that there are special reasons why it should be licensed.

| | |
|---|--|
| Existing Licence/Plate No (for renewals only) | |
| Private Hire Operator's Name (if appropriate) | |

Note: Your licensed operator will be provided with expiry details of your vehicle licence documents.
Details of vehicle for which application is made:

| | | | | | |
|--|--|-----------------|--|-------------------|---------------|
| Names of all persons who have an interest in the vehicle | | | | | |
| Make, Model and colour | | | | Registration Mark | |
| 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? | |
| Name of Insurance Company and details of policy: Note: Your insurance details will be released on request to any third party with a valid interest. | |

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

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

(renewals only) I enclose the fee of £_____ in respect of this application.

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.
- The MOT Test Certificate must be obtained from any authorised testing station within the Borough of Runnymede.
- When licensing/re-licensing a vehicle the MOT Test Certificate should be obtained **no more than five working days prior to licensing date.**

SEE LICENCE REQUIREMENTS OVERLEAF

NOTES: To be granted a licence, vehicles must conform to the following requirements, namely, for both;-

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) No vehicle over 10 years old shall be licensed unless the applicant satisfies the Council that there are special reasons why it should be licensed.
- (f) Only adhesive licence plates provided by the Council will be allowed to be fitted to vehicles.
- (g) 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.
- (h) A suitably stocked first aid box must be provided, and kept in a readily available position.
- (i) 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).
- (j) 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
- (k) Passengers must have a clear access to and egress from every seat for which the vehicle is licensed.
- (l) Your insurance details will be released on request to any third party with a valid interest.
- (m) 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. Drivers who do not comply will have their insurance details released upon request.

FOR HACKNEY CARRIAGES ONLY:-

- (l) Taxi sign to be displayed on roof.
- (m) A 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.

Borough Technical Services Officer
Rushmore Borough Council
Civic Offices
Station Road
Addlestone

Surrey, KT15 2AH
Tel. 01932 425737