

Private Hire Car Licence

A private hire car can only be pre-booked.

Vehicle Requirements

Renfrewshire Council operate various policies in respect of vehicles. For more details regarding approved vehicle specifications please contact the Civic Enforcement Officer on 0141 618 7083.

The main policies relating to private hire vehicles are as follows:-

The holder of a private hire car licence shall use as a private hire car, a four door saloon, a five door hatchback or estate vehicle with a minimum width across the back seat of 48 inches and an engine capacity of 1600 cc or greater, or alternatively a multi person vehicle (MPV) of a type approved by the Licensing Authority. All vehicles licensed as private hire cars shall be:

- (i) any colour other than white; and
- (ii) less than 7 years old from the date of first registration unless the vehicle is a multi person vehicle (MPV) and wheelchair accessible where that vehicle shall be less than 8 years old from the date of first registration. Vehicles shall be taken out of service and replaced when they become 7 years/8 years old from the date of first registration respectively;
- (iii) be subject to 6 monthly inspections as from the time they are 5 years old from the date of first registration.

Vehicle Inspection

Before any private hire car licence application can be lodged, an inspection must be undertaken and an inspection pass certificate obtained for the proposed vehicle to be licensed.

To arrange for an inspection, please go directly to the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley and pay the relevant inspection fee. (To check the current inspection fee, please contact the Customer Contact Centre on 0300 300 0300). You require to bring with you when booking your vehicle in for an inspection your vehicle registration document. You will be allocated an appointment date and time for the inspection to take place.

What documents do I need to submit an application?

You are required to produce the following documents when submitting your application form and in addition, the documentation set out below must be enclosed with the application in relation to checks on previous convictions and entitlement to work:-

❖ **Vehicle Registration Document (V5)**

For Renewal Applications: It is a condition of licence that the vehicle registration document is held in the name of the licence holder (unless a leasing agreement exists, in which case please see note below). However, if you have submitted a change of vehicle within 6 weeks of your renewal application we will accept a bill of sale.

For New Grant Applications: In the event that you do not have the vehicle registration document, a bill of sale may be submitted when applying for your licence. The vehicle registration document must be produced to this office once you receive it from DVLA and must be in the name of the licence holder.

❖ **MOT Certificate (if applicable)**

Applications for a private hire car licence require an MOT if the proposed vehicle to be licensed is over 3 years old.

❖ **Comprehensive Insurance and Insurance Schedule**

Applicants applying for a new licence do not require to submit their insurance at the time of submitting their application. We will request your insurance after the consultation period of 28 days from the date your application is received has expired. However, renewal applications must be accompanied by a valid current insurance certificate (showing comprehensive cover) and insurance schedule where appropriate.

❖ **Leasing Agreement (if applicable)**

It is a requirement that the vehicle registration certificate and insurance certificate must be in the licence holder's name. Any documentation exhibited in the name of someone other than the licence holder will not be accepted, unless a leasing agreement is in place. In this event, evidence of this leasing agreement must be produced. Please note that any person entering into a leasing agreement with the licence holder must be the holder of a taxi or private hire car driver's licence (badge) in Renfrewshire.

❖ **Vehicle Inspection Pass Certificate**

This is the pass certificate issued by the Inspection Centre at Underwood Road, Paisley once your vehicle has been inspected. The date on the pass certificate must be no later than 8 weeks before your application is lodged.

In addition, the following documents must be produced:-

Checks on Entitlement to Work

- For all applicants, evidence must be produced of entitlement to work in the United Kingdom, whether applying for a new licence or to renew an existing one. British citizens require to provide their current passport with the application. If an applicant does not have a current passport, then other documents must be provided as an alternative form of evidence. Information on alternative forms of evidence can be found on the Government website detailed below.
- For an EU national, the applicant's passport must be provided with the application.
- If neither a British citizen nor an EU national, the applicant's passport and residence permit confirming an entitlement to work in the UK must be provided.
- Original documents require to be exhibited and will be copied and returned to applicants.
- The application may also be passed to the UK Border Agency in relation to any issues arising on the applicant's entitlement to work in the United Kingdom.

Please see www.gov.uk for a full list of alternative documents that prove an individual's right to work in the UK.

Checks on Previous Convictions

For applicants seeking a new licence, and who were born or have been resident outside the UK for 6 months or more, there must be produced with the application form documentation in relation to criminal record checks.

Applicants need to provide:

- If the applicant was born outwith the United Kingdom, a criminal record check must be provided from his or her country of origin. Applicants must also provide a criminal record check from any other country in which they have been resident for six months or more.
- If the applicant was born in the United Kingdom, but has lived in any other country or countries for six months or more, they must provide a criminal record check from those countries.
- In all cases, the criminal record checks provided must have been obtained within the six months prior to submitting the application and must be verified by the relevant UK based Embassy/High Commission where obtained from authorities outwith the United Kingdom.

We will not accept your application unless you can exhibit each of the above listed documents as appropriate. The documentation will be verified by a Customer Service Advisor and returned to you immediately.

Applications

Each question on the form must be answered. If a question is irrelevant please mark it “not applicable” unless otherwise stated.

For renewal applications, applicants are solely responsible for ensuring their renewal application form is lodged timeously, ideally around 6 weeks prior to the expiry date of the licence. Failure to lodge the renewal before the expiry date of the current licence may result in the licence lapsing.

Application Fees

Payment is due at the time of lodging. For application fees, please refer to the Civic Licensing Application Fees on our website at www.renfrewshire.gov.uk.

No refund of application fees will be made for applications which are subsequently refused or withdrawn.

Prior Refusal

If you have applied for and been refused an application for a private hire car licence by Renfrewshire Council then, unless there has been a material change in circumstances, you cannot apply for the same kind of licence within one year of the date of refusal.

Processing your application

When your application is lodged and the appropriate fee has been paid, a copy of your application will be sent to Police Scotland. They will carry out their own investigations and report back to the licensing office.

The legislation allows for consideration of the application within three months and a decision within six months.

If an objection or representation is received in relation to your application, you will be sent a copy of the letter. Your application and the letter of objection or representation will then be referred to the Regulatory Functions Board meeting. You will be called to a hearing before the Board and given the opportunity of addressing the Board.

Right of Appeal

If your application is refused, or granted conditionally, you are entitled to ask the Council within 21 days to give reasons for such refusal, or the imposition of such conditions, and thereafter (within 28 days of the Board's decision) entitled to appeal to the Sheriff against the decision on certain grounds.

If there is an objection to your application and the application is subsequently granted the objector can also ask the Council to give reasons for such grant and thereafter is (within 28 days of the Board's decision) entitled to appeal to the Sheriff also.

You may wish to seek independent legal advice in relation to any appeal.

Conditions of Licence

A copy of Renfrewshire Council's licence conditions for private hire car licences will be issued to you in the event that your licence is granted. The Council requires all licence holders to have a thorough understanding of these conditions and these must be retained as they form part of your licence.



Private Hire Car Licence - Guidance Notes

Duration of Licence

Applications for the grant of a licence are generally granted for a period of one year, whilst applications to renew an existing licence are normally granted for a two year period.

Return of Plate

In the case of renewal applications, you are required to return your old plate(s) to the Customer Service Centre when you call to collect your new plate. If you are unable to return the old plate you must confirm **in writing** the reason why you are unable to do so.

Issue of Licence

Once you are in receipt of your licence you must ensure that it is not altered, erased or defaced in any way. It should be kept clean and legible and must not be lent to or used by any other person. Should the licence be lost or become defaced or illegible you must obtain a replacement from Renfrewshire Council on payment of the appropriate fee.

Any Further Questions

Should you have a query that is not covered in these guidance notes please feel free to contact the licensing section for further information.

Contact Details:

Phone:	0300 300 0300
Fax:	0141 618 7062
Email:	licensing.cs@renfrewshire.gov.uk
Website:	www.renfrewshire.gov.uk

Customer Service Opening Hours
Monday – Friday : 8.00 am – 6.00 pm

Or write to:
Renfrewshire Council
Licensing Section
Renfrewshire House
Cotton Street
Paisley
PA1 1TT

Civic Government (Scotland) Act 1982
Application for Private Hire Car Licence

Note:

Applicants should refer to the Guidance Notes when completing this application form. Please ensure questions are completed accordingly and all documentation required is provided.

For Official Use Only	
Date	
Receipt	
28 Days	
Police Report	

1(a)

To be completed if applicant is a natural person		For official use only
Full Name		The details on this application have been checked against the original documentation and verified correct.
Address		
Postcode		
Email Address		
Home Phone Number	Mobile Number	
Date of Birth	Place of Birth	
New Grants Only	<input type="checkbox"/> Criminal record check from Country of Birth (other than UK) <input type="checkbox"/> Dated within past 6 months <input type="checkbox"/> Verified by the relevant United Kingdom-based Embassy or High Commission	CSC Advisor

1(b)

To be completed if applicant is not a natural person (e.g. company/partnership)	
Full Company Name	
Registered Company Number	
Registered Company Address and Post Code	
Company Phone Number(s)	
Full name, address and date of birth of directors, partners and any other persons responsible for its management	
Full name, address and date of birth of employee or agent who is to carry on day to day management in relation to the business relating to this application.	

2. Evidence of entitlement to work in the United Kingdom (UK)

(See www.gov.uk for full details of documents that prove a right to work in the UK)

a. British citizens (either i OR ii)	i	<input type="checkbox"/> Current UK Passport	For official use only The details on this application have been checked against the original documentation and verified correct
	ii	<input type="checkbox"/> An official letter or document from a Government agency AND	
<input type="checkbox"/> Full birth, adoption or naturalisation certificate			
b. EU Nationals		<input type="checkbox"/> Current passport	CSC Advisor
c. All other applicants		<input type="checkbox"/> Current passport AND <input type="checkbox"/> Residence permit confirming an entitlement to work in the UK and date permit expires: _____	

3. Are you applying to renew an existing Renfrewshire Council private hire car licence?

No <input type="checkbox"/> Go to question 4	Yes <input type="checkbox"/> (Licence Number):
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4. Are you applying for the grant of a new licence?

a.	No <input type="checkbox"/> Go to question 5	Yes <input type="checkbox"/> Complete the rest of question 4	For official use only
b.	Have you previously held a taxi licence or a private hire car licence with any local authority?		The details on this application have been checked against the original documentation and verified correct
	No <input type="checkbox"/> Go to question 4c <input type="checkbox"/> Yes	Name of local authority	
		Length of time licence held	
		Date last granted	
c.	Have you resided abroad for more than six months?		
	No <input type="checkbox"/> Go to question 5	Yes <input type="checkbox"/> Complete question 4d	
d.	List each country resided in for more than 6 months, and confirm that evidence of a criminal record check has been provided for each.		
	Country: _____ <input type="checkbox"/> Criminal record check <input type="checkbox"/> Dated within past 6 months <input type="checkbox"/> Verified by the relevant UK-based Embassy or High Commission	Country: _____ <input type="checkbox"/> Criminal record check <input type="checkbox"/> Dated within past 6 months <input type="checkbox"/> Verified by the relevant UK-based Embassy or High Commission	
	Additional Information:-		CSC Advisor

5. Have you ever had a licence refused or suspended by any local authority?

No <input type="checkbox"/> Go to question 6	Yes <input type="checkbox"/> (Please give details)
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6. Please state the name and address of the booking office you will work for.

Booking Office Name:	
Address & Postcode:	

7. Details of Convictions

Subject to the provisions of the Rehabilitation of Offenders Act 1974 please state below details of any convictions against you. This must include any overseas convictions. If you have none, please state "none" in the box below. If the applicant is not an individual, details must also be given of any convictions of the applicant and any persons detailed at Question 1(b) of this form.

Date of Conviction	Court of Conviction	Offence	Sentence/Disposal

8. Please provide details in respect of the vehicle to which your application relates

Vehicle Registration Number		For official use only
Make and Model		The details on this application have been checked against the original documentation and verified correct.
Colour		
cc rating		
Chassis number		
Date of First Registration		
Number of Passengers		
Number of Doors		
Measurement across backseat		
Meter fitted	Yes <input type="checkbox"/> No <input type="checkbox"/>	CSC Advisor

9. Is there a leasing agreement between licensed parties in place in connection with this application?

(If yes continue to answer question 9) Yes No (If no, go to question 10)

Name of Lessee		For official use only
Address of Lessee		The details on this application have been checked against the original documentation and verified correct.
Badge No. of Lessee		
The Leasing Agreement has been signed and dated by both Parties	<input type="checkbox"/>	
The Leasing Agreement details the plate number, vehicle registration, make and model	<input type="checkbox"/>	
The Leasing Agreement states the Lessee will abide by the conditions of licence	<input type="checkbox"/>	CSC Advisor

10. Have you made an application to change your vehicle within the last 6 weeks or is this application a new grant?

Yes (if yes, go to Question 11) No (If no, go to Question 13)

11. Do you have a bill of sale or a vehicle registration document?

Bill of Sale (Go to Question 12) Vehicle Registration Document (Go to Question 13)

12. Bill of Sale Details (which must correspond with Question 1 or Question 9)

Full Details of Seller:	For official use only <hr/> The details on this application have been checked against the original documentation and verified correct.
Purchasers Name and Address:	
Date of Purchase:	
Vehicle Registration Number:	
Make and Model:	
Colour:	
cc rating :	
Chassis Number:	
Body Type:	
Number of Seats:	

13. Details on Vehicle Registration Document (which must correspond with Question 1 or Question 9)

Name and Address on Vehicle Registration Document	For official use only <hr/> The details on this application have been checked against the original documentation and verified correct.
Vehicle Registration Number:	
Date of First Registration:	
Make and Model:	
Colour:	
cc Rating:	
Chassis Number:	
Body Type:	
Number of Seats:	

14. Is this application for a new grant?

Yes (if yes, go to Question 16 as insurance will be requested at a later date)

No (If no, go to Question 15)

15. Details of comprehensive insurance in place for the vehicle to be licensed

Name of Policyholder (which must correspond with Question 1 or Question 9)	For official use only <hr/> The details on this application have been checked against the original documentation and verified correct.
Address of Policyholder	
Policy Number	
Named driver(s)	
Vehicle registration number	
Make and Model	
Name of company providing insurance	
Commencement date of the insurance	
Expiry date of the insurance	
Does the insurance state comprehensive? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the insurance state for hire and reward or private hire use? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Any limitations of use on the policy?	CSC Advisor

16. Has the vehicle you wish licensed been inspected and pass certificate issued?

Yes (if yes, go to Question 17) **No**

17. Details of Inspection Pass Certificate issued by Inspection Centre, Underwood Road, Paisley.

Make and Model		For official use only <hr/> The details on this application have been checked against the original documentation and verified correct.
Vehicle Registration Number		
Chassis Number		
Plate number (if applicable)		
Engine CC		
Number of Passengers		
Is the vehicle wheelchair accessible?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Date Pass Certificate issued		CSC Advisor

18. Is the vehicle you wish licensed more than 3 years old?

Yes (If yes, go to Question 19) No

19. MOT Details

MOT Test Number		For official use only <hr/> The details on this application have been checked against the original documentation and verified correct.
Make and Model		
Vehicle Registration Number		
Chassis Number		
Date of Commencement of the MOT		
Date of Expiry of the MOT		CSC Advisor

The Data Protection Act 1988

The information you have given will be used for the purposes of consulting on and determining your application for the above licence. The council may check your details with other information held and may share these with other Council departments, the police and fire authorities, HM Revenue and Customs, UK Borders Agency, the statutory consultees and other public bodies for the above purposes and in order to check the accuracy of the information, to prevent or detect fraud or crime or to protect public funds.

Any person who, in connection with the making of this application, makes any statement, which knows to be false or recklessly makes any statement which is false in a material particular, shall be guilty of an offence and liable on summary conviction, to a fine not exceeding level 4 on the standard scale.

I declare that all the particulars given by me on this form are true.

Signature		Date	
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For CSC official use only:

The details on this application form have been checked against the original documentation required and verified as correct on the date this application was accepted at the Customer Service Centre.

Signed: _____ Date: _____

CSC Advisor

Complete applications should be lodged at:

Renfrewshire Council
Customer Service Centre
Renfrewshire House
Cotton Street
Paisley
PA1 1AN
Phone: 0300 300 0300

<u>For Official Use Only</u>	
GRANTED UNDER DELEGATED POWERS	
_____	_____
HEAD OF LEGAL & DEMOCRATIC SERVICES	DATE

Opening Hours

Monday to Friday: 8.00 am to 6.00 pm

**Conditions relating to
PRIVATE HIRE CAR LICENCES**

**LICENSING CONDITIONS
LAST UPDATED: APRIL 2012**

These conditions supercede any previously issued handbooks or conditions leaflet.

Renfrewshire Council
Finance and Corporate Services Department
Renfrewshire House
Licensing Section
1st Floor
Cotton Street
Paisley
PA1 1TT

CONDITIONS

Private Hire Car Licences

1. The holder of a private hire car licence shall use as a private hire car, a four door saloon, a five door hatchback or estate vehicle with a minimum width across the back seat of 48 inches and an engine capacity of 1600cc or greater, or alternatively a multi person vehicle (MPV) of a type approved by the Licensing Authority. All vehicles licensed as private hire cars shall be:
 - (i) any colour other than white; and
 - (ii) less than 7 years old from the date of first registration unless the vehicle is a multi person vehicle (MPV) and wheelchair accessible where that vehicle shall be less than 8 years old from the date of first registration. Vehicles shall be taken out of service and replaced when they become 7 years/ 8 years old from the date of first registration respectively;
 - (iii) be subject to 6 monthly inspections as from the time they are 5 years old from the date of first registration.
2. The holder of a private hire car licence shall ensure that the private hire car, including all bodywork, upholstery and fittings, is in a safe and serviceable condition and, subject to prevailing road conditions, is in a clean condition.
3. The holder of a private hire car licence shall require the private hire car to undergo and pass an annual inspection by the licensing authority. On receiving the requisite notice, in writing, he shall produce his private hire car for examination at such time and place as may be reasonably required by the licensing authority.
4. The holder of a private hire car licence, when the private hire car is damaged in a vehicular accident or by any other means, shall report the damage to the licensing authority as soon as practicable and, if the private hire car is roadworthy, he shall present it for inspection within the following two working days (being days on which the testing facilities operate) after the occurrence. As soon as repairs to the vehicle have been completed the private hire car shall again be presented for inspection.
5. The holder of a private hire car licence shall not ask a driver of a private hire car to do anything which would result in the driver committing a breach of the conditions attaching to the grant of the private hire car driver's licence.
6. The holder of a private hire car licence shall keep or cause to be kept an up-to-date list of the names and addresses of all private hire car drivers employed by him and of all private hire car drivers who, whether for payment or otherwise, are authorised by the holder of the licence to use the private hire car for the purpose of conveying fare paying passengers.
7. The holder of a private hire car licence shall hold in his name the requisite vehicle registration document and shall also hold and produce to the licensing authority on demand a certificate of comprehensive insurance in relation to the private hire car as required by Part VI of the Road Traffic Act 1988. Where more than one name appears on the private hire car licence the vehicle registration document shall be in at least one of those names.

8. The holder of a private hire car licence may at any time during the currency of his licence be called upon to exhibit to the licensing authority the registration document and current M.O.T certificate relating to the licensed vehicle and the certificate of insurance for the vehicle as will satisfy the licensing authority that the vehicle is currently insured and has been continuously insured throughout the full currency of the licence and he shall at all times be in a position to exhibit such documents.
9. The holder of a private hire car licence shall ensure that, while the vehicle is in use as a private hire car, any plates or other items which have been issued by the licensing authority for the purpose of indicating that the vehicle is a private hire car, are displayed at all times in positions approved by the licensing authority.
10. The holder to a private hire car licence shall not obliterate or deface any plate or other item which has been issued by the licensing authority for the purpose of indicating that the vehicle is a private hire car and which is fitted to the private hire car. If any such plate or item becomes obliterated or defaced so as not to be distinctly visible or legible or if any such plate or item is lost, the holder of the private hire car licence shall report this to the licensing authority as soon as practicable and obtain from the licensing authority a replacement plate or other item.
11. The holder of a private hire car licence whose private hire car is fitted with a taximeter shall obtain from the licensing authority a notice detailing the approved maximum fares and charges appropriate for exclusive and shared use of a taxi and shall display the notice in the passenger compartment of the private hire car in such a position that it will be readily visible to the passengers being carried and no other notice of fares and charges shall be displayed.
12. The holder of a private hire car licence shall, if the cost of the journey is not regulated by a licensing authority fare structure, take steps to ensure that any potential hirer of his private hire car is informed, prior to acceptance of the hire:
 - (a) that the fare is not so regulated; and
 - (b) the cost or method of calculating the cost of the proposed journey.
13. The holder of a private hire car licence shall take steps to ensure that each potential hirer of his private hire car consents, at the time of the arrangement of the hire, to an exclusive hire or a share hire, as the case may be.
14. The holder of a private hire car licence shall not display on his private hire car any signs for the purpose of advertising its services as a private hire car, other than those approved by the licensing authority.
15. The holder of a private hire car licence shall not display a roof sign of any kind on his private hire car.
16. The holder of a private hire car licence whose private hire car is fitted with a taximeter shall not use or cause or permit to be used on the private hire car a road wheel or type of a different circumference from that for which any taximeter affected to the private hire car was designed, geared and has been tested by the licensing authority.
17. The holder of a private hire car licence whose private hire car is fitted with a taximeter shall have affixed to an used on the private hire car only a taximeter which has been approved by the licensing authority.

18. The holder of a private hire car licence whose private hire car is fitted with a taximeter which has been stamped or sealed by the licensing authority after testing as respects distance and time shall comply with the approved taxi fares and charges. Once a taximeter is fitted to his private hire car he shall not tamper with the taximeter or break or tamper with any seal or stamp on such taximeter or any attachment affixed thereto by the manufacturer or licensing authority except to remove the taximeter for repair or replacement. Should the seal be broken the taximeter shall be re-tested and passed by or on behalf of the licensing authority.
19. The holder of a private hire car licence whose private hire car is fitted with a taximeter shall ensure that the taximeter is in a position approved by the licensing authority.
20. The holder of a private hire car licence whose private hire car is fitted with a taximeter shall not knowingly operate the vehicle, or cause or permit it to be operated while the seals affixed to the taximeter are broken or detached.
21. The holder of a private hire car licence whose private hire car is fitted with a taximeter shall not knowingly use or cause or permit to be used a taximeter which is in any way defective.
22. The holder of a private hire car licence whose private hire car is fitted with a taximeter shall, within two working days, inform the licensing authority of the removal of the taximeter from his private hire car. He shall not re-fit a taximeter on a second or subsequent occasion without prior permission from the licensing authority except when the private hire car is due to be annually tested by the licensing authority.
23. The holder of a private hire car licence must carry in a suitable fastener in his private hire car a fire extinguisher of a type, and in a position, approved by the licensing authority. The expiry date of the extinguisher must be at least one year from the date of the last inspection of the private hire car.
24. The holder of a private hire car licence whose private hire car ceases to be kept for hire or who ceases to act as a private hire car operator for any part of the unexpired period of his licence shall within seven days thereafter surrender his licence to the licensing department of Renfrewshire Council in writing and any plates or other item issued to him in relation to the said licence.
25. The holder of a private hire car licence shall not have installed in the private hire car a two-way radio or similar device the base of operation or control point of which is situated outwith the boundary of Renfrewshire Council.
26. In these conditions:-
 - “exclusive”, as applied to the hire of a private hire car, means that a single fare is payable by any one passenger, whether or not more than one passenger is carried, and “exclusive hire” shall be construed accordingly
 - “shared” as applied to the hire of a private hire car, means that each passenger is carried at a separate fare, payable to the driver, and “shared hire” shall be construed accordingly.
27. No notice, advertisement, printed bill or other item shall be displayed on the outside or inside of a private hire car, without the prior consent of the Licensing Authority.