

Private Hire Car Licence

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 840 3272.

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 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.

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 0141 842 4499). 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.

Guidance Notes

What documents do I need to submit an application?

You are required to produce the following documents when submitting your application form:

- **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 or order form.

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 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.

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.

Guidance Notes

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 will 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 Strathclyde Police. 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 a 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 you are 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 are entitled to appeal to the Sheriff also.

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

Guidance Notes

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.

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: 0141 842 4499

Fax: 0141 840 3566

Email: licensing.cs@renfrewshire.gov.uk

Website: www.renfrewshire.gov.uk

Customer Service Opening Hours

Monday - Friday 8.00am - 6.00pm

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.

For official use only	
Date	
Receipt	
28 Days	
Police Report	

1.

Full Name			
Address			
Postcode			
Email Address			
Home Phone number		Mobile phone number	
Date of birth		Place of birth	

2. Are you applying for the grant of a licence or to renew an existing licence?

(Tick one box only)

Grant Renewal If renewal, state licence number-

3. Have you previously held a private hire car licence?

(Tick one box only)

Yes

No

If yes, how long did you hold this licence?

If yes, give date last licence granted?

4. Have you ever had a licence refused or suspended? (Tick one box only)

Yes

No

If yes, please give details

5. Please state the name and address of the booking office or operator for whom you will work for?

Name

Address and postcode

6. Subject to the provisions of the Rehabilitation of Offenders Act 1974 please state below details of any convictions against you. If you have none please state "none" in the box below.

Date of conviction	Court of conviction	Offence	Sentence/Disposal

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

Vehicle Registration Number

Make and model

Colour

cc rating

Chassis number

Date of first registration

Number of passengers

Number of doors

Measurement across backseat

Meter fitted

Yes

No

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

Yes (if yes, continue to answer Question 8) No (if no, go to Question 9)

Name of Lessee

Address of Lessee

Driver Licence no. of Lessee

The Leasing agreement has been signed and dated by both parties

The Leasing agreement details the plate number, vehicle registration, make and model

The Leasing agreement states the Lessee will abide by the conditions of licence

For official use only

The details on this application have been checked against the original documentation and verified correct

CSC Advisor

9. 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 10) No (if no, go to Question 12)

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

Bill of Sale (go to Question 11) Vehicle registration document (go to Question 12)

11. Bill of Sale Details (which must correspond with Question 1 or Question 8)

Full details of seller

Purchasers Name and address

Date of purchase

Vehicle Registration Number

Make and model

Colour

cc rating

Chassis number

Body type

Number of seats

For official use
only

The details on
this
application
have been
checked
against the
original
documentation
and verified
correct

CSC Advisor

12. Details on Vehicle registration document (which must correspond with Question 1 or Question 8)

Name and Address on vehicle registration document

Vehicle Registration Number

Date of first registration

Make and model

Colour

cc rating

Chassis number

Body type

Number of Seats

For official use
only

The details on
this
application
have been
checked
against the
original
documentation
and verified
correct

CSC Advisor

13. Is this application for a new grant?

Yes (if yes, go to Question 15 as insurance will be requested at a later date) No (if no, go to Question 14)

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

Name of Policyholder (which must correspond with Question 1 or Question 8)

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? Yes No

Does the insurance state for hire and reward or private hire use?

Yes No

Any limitations of use on the policy?

For official use
only

The details on
this application
have been
checked
against the
original
documentation
and verified
correct

CSC Advisor

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

Yes (if yes, go to Question 16) No

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

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

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

Yes (if yes, go to Question 18) No

18. MOT Details

MOT test number	For official use only The details on this application have been checked against the original documentation and verified correct _____ CSC Advisor
Make and model	
Vehicle registration number	
Chassis number	
Date of commencement of the MOT	
Date of expiry of the MOT	

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, 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: 0141 842 4499

Opening Hours

Monday to Friday: 8:00am to 6:00pm

<u>For official use only</u>	
GRANTED UNDER DELEGATED POWERS	
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HEAD OF LEGAL & DEMOCRATIC SERVICES	DATE

**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.