



**SPELTHORNE BOROUGH COUNCIL  
PRIVATE HIRE LICENCE APPLICATION REQUIREMENTS  
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976**

All licences are renewable annually and are valid for 12 months from the date of issue unless revoked or suspended.

**1.0 Operator**

This paragraph relates to an operators licence, not private hire licence. An application for an operator's licence will not be considered unless applicants can satisfy the Council that they are a fit and proper people to hold such a licence. Applicants will also be required to have a check made with the police or Government agencies for the existence and content of any criminal record held in the name of the applicant. A further check as above will be made three years after the previous check and thereafter.

**2.0 Vehicle**

An application for a private hire vehicle licence will not be considered if the vehicle concerned does not satisfy the definition of a private hire vehicle as set out in Section 80 of the above Act i.e. *"a motor vehicle constructed or adapted to seat fewer than nine passengers, other than a hackney carriage or public service vehicle or a London cab"*, or fails to meet the following requirements:

- a) The vehicle must not be a London LTI, "Fairway", "Metrocab" or similar style of vehicle.
- b) The vehicle must be a saloon, estate car or multi-purpose vehicle (MPV) ~~with a solid roof. If a sunroof is fitted it must not exceed 50% of the roof area.~~
- c) The vehicle must not be over ten years old (except for vehicles specially adapted to carry passengers who are wheel chair bound, which may continue to be licensed up to twelve years of age subject to full compliance with licence conditions). The latest that a licence can be issued will be when it is nine years old.
- d) In exceptional circumstances the Council may use its discretion to extend the age limit specified in c) above
- e) The vehicle must be provided with at least two doors for the ingress and egress of passengers and driver on each side of the vehicle.
- f) Must have a minimum engine capacity of 1300 cc.
- g) Must have a minimum seat width of 41 cm. (16in.) per passenger and seat pitch (distance between the rear of the forward seat or dashboard and the front face of the passenger seat) of 66cm. (26 in.) at all times.
- h) Seats will not be sideways facing to the direction of travel and all will comply with the current seatbelt regulations.
- i) All seat belts are to have three anchorage points.
- j) All passenger exit doors must have an interior release handle.
- k) Must have two external driving mirrors.
- l) Must have an interior light in working order.

**Commented [TR1]:** No longer a relevant safety concern, due to improvements in manufacturing standards of vehicles which meet requirements in spite of sun roofs.

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- h)m) Must not feature tinted glass. Any tinted panels will have adhesive tinting removed or; in the case of those with factory tinted glass, will have said-panels replaced at the expense of the applicant prior to submission of an application to licence a vehicle.
- n) Unless the vehicle is constructed by the manufacturer not to carry a spare wheel, all vehicles must carry a securely retained spare wheel and the necessary tools to change the wheel.
- m)o) In the absence of a spare wheel, all vehicles must be fitted with "run flat" tyres and/or carry a gel-based repair kit.
- n)p) Must have a suitable and accessible dry powder type fire extinguisher of not less than 1kg in capacity.
- e)q) Must carry a first aid kit. This must be kept in such a position as to be readily available to passengers for immediate use in as required. As a minimum standard, this kit must contain the following;

  - (i) 10 individually wrapped sterile adhesive dressings ('plasters') in assorted sizes.
  - (ii) Two sterile eye pads.
  - (iii) Two individually wrapped sterile triangular bandages.
  - (iv) Four safety pins.
  - (v) Three medium sized (approximately 12cm x 12cm) individually wrapped sterile wound dressings.
  - (vi) Two large (approximately 18cm x 18cm) individually wrapped sterile wound dressings.
  - (vii) One pair of disposable gloves.
- p)r) The driver at any time must be insured for private hire valid for a minimum period of one month on application and thereafter. The new insurance certificate must be produced for inspection to the Council Offices when due. Failure to do so may result in the vehicle licence being suspended or revoked until produced.
- q)s) From the date of the first anniversary of the date of registration of the vehicle with DVLA or when the vehicle was constructed, whichever is the sooner, the vehicle must successfully pass a VOSA test (MoT) and thereafter every twelve months. Once a vehicle has reached an age of five years it must successfully pass a MoT test every six months. The new test certificate must be produced for inspection to the Council Offices, failure to do so rendering the vehicle licence likely to be suspended or revoked.
- r)t) Must not display or carry any signs (except a "No smoking" sign), notices, advertisements, plates, numbers, letters, figures, symbols, emblems or devices whatsoever, on, in or from the vehicle, except for the name and telephone number of the operator which may be displayed securely on the side doors or bonnet of the vehicle on a plate or sign written, the characters of which must not be more than 4 inches (10cm) in height and such lettering shall not be illuminated or include the words 'CAB', 'TAXI' or 'TAXI CAB'. Any signs must not obscure the driver's vision in any direction.
- s)u) Any licensed vehicle specially adapted to carry passengers who are wheelchair bound will have the current licence fee reduced by 50%.

### 3.0 Driver

- a) When submitting an application for a private hire driver licence applicants must declare any convictions or cautions they may have, whether or not they are 'spent' under the Rehabilitation of Offenders Act 1974.
- b) Applicants should be aware that the licensing authority is empowered in law to check with the police or Government agencies for the existence and

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content of any criminal record held in the name of the applicant. Information received from the police or government agency will be kept in strict confidence while the licensing process takes its course and will be retained for no longer than necessary (Section 47, Road Traffic Act 1991). A further check as above will be made three years after the previous check and thereafter.

- c) Any applicant from an overseas country, whether in the European Union or not, must produce a criminal record check from their home embassy or high commission before the application can be completed.
- d) All applicants must have an acceptable command of spoken English and be able to communicate clearly with passengers. This will be determined by way of an approved test designed by Manchester City Council and conducted by Council officers.
- e) The applicant must satisfy the Council that they are a fit and proper person and have been the holder for at least three years a licence granted under Part III of the Road Traffic Act 1972 authorising them to drive a motor car. Applicants and existing licensed drivers, when attaining the age of 70 must produce a renewal of their expired driving licence. This licence must be produced at the Council Offices at any reasonable time when required and also when any application is made in relation to any taxi or private hire licence.
- f) A check will be made direct with driver licence records at DVLA to determine what endorsements are recorded on an applicants licence. This includes the driving licence of any person renewing an existing private hire or hackney carriage driver licence.
- g) All new applicants must pass the Driving Standards Agency (DSA) Blue Lamp Trust test designed for taxi and private hire drivers before a licence will be issued.
- h) The applicant must have attained the age of 21 years and produced his/her birth certificate or current passport for examination.
- i) Any licensed driver who receives a total of nine or more current penalty points on his/her DVLA licence must pass the DSA-Blue Lamp "taxi driver" test within three months of receiving the last points.
- j) The applicant must produce a certificate, provided by the Council (form E) completed by their registered general practitioner (GP) to the effect that the applicant is physically fit to be the driver of a taxi or private hire vehicle. Such certificates must be submitted every five years up to the age of 60-65 and thereafter every twelve months.
- k) Applicants must, unless exempted, be able to demonstrate that they possess a good working knowledge of the borough and regulations for the type of licence for which the application is made. If, on the first attempt, applicants fail to demonstrate a sufficient knowledge of the borough and appropriate licence conditions, they will be charged the current fee for re tests. In order to prevent applicants simply learning the test itself, it is not possible to sit any of the tests more than three times in a rolling 52-week period. Three failures of any of the tests will therefore result in an application being put on hold until the following year.