**Private Hire Vehicle Application Guidance**

There are currently no restrictions on the age, make, model, or engine size for a private hire vehicle.

However if the vehicle does not meet the specification outlined below, a written request asking for the vehicle to be considered must be submitted to the Licensing Team. The written request must also include the proposed vehicle specification, supporting evidence and the reason for the request:

The vehicle must not be a vehicle approved as a hackney carriage by Transport for London or a similar vehicle

* The vehicle must not be a left hand drive vehicle
* The vehicle must not be a convertible i.e. have a soft top
* The vehicle must carry a fire extinguisher to the following specification - two litre AFFF (Aqueous Film Forming Foam) this must display the British Kitemark symbol and be in full working order
* The vehicle must not have been modified from the original manufacturer’s specification
* The vehicle must not tow a trailer
* Private hire vehicles may be licensed to carry up to eight passengers excluding the driver e.g. mini-buses and people carrier, but only if the following rules are followed:
	+ All passenger seats are front facing and positioned to ensure the comfort/safety of the passenger
	+ There are at least two separate means of exit for passengers seated to the rear of the driver's seat
	+ The exits and paths to the exits must not be obstructed
	+ The vehicle is ‘type approved’ - the **Vehicle Registration Certificate** (V5/log book) must confirm that the vehicle is M1 ‘type approved’. This is identified on the certificate under the vehicle category at line ‘J’
	+ If the vehicle was manufactured as an M2 vehicle (a minibus with more than 8 passenger seats and the vehicle has then been modified by removing ONLY the rearmost seats to reduce the seating capacity) the V5/log book must reflect this reduction in seating capacity. M2 will appear on the certificate in the vehicle category at line ‘J’ and category line ‘S1’ will confirm the amendment to the number of seats permitted which includes the driver
	+ An imported vehicle or a vehicle converted from a van requires a Single Vehicle Approval (SVA/IVA). Contact the Driving and Vehicle Standards Agency (DVSA) for further information on SVA/IVA - enquiries@vosa.gov.uk or telephone: 0300 123 9000

**Application Form:**

All questions of the application form **must** be completed, leaving **no** questions unanswered.

It is your responsibility to complete the form in full.

For an application in the name of a Limited Company, only a Director of the company may complete the application form.

**Fees**

The fees are available on the Councils website [www.bolton.gov.uk/website/pages/Privatehirevehiclelicence.aspx](http://www.bolton.gov.uk/website/pages/Privatehirevehiclelicence.aspx)

We accept payment by debit card and credit card

**Certificate of Insurance**

Section 48(1)(b) Local Government Miscellaneous Provision Act 1976 - The ‘*Council shall not grant a’* private hire vehicle ‘*licence unless they are satisfied that there is in force in relation to the use of the vehicle a policy of insurance or such security as complies with the requirements of Part VI of the Road Traffic Act 1988’.*

The certificate or cover note must:

* be in date and not expired – the application for a licence may not be processed immediately, so you must ensure that there is sufficient insurance cover to allow for any delay in processing times
* be in the name of the applicant(s) including correct spelling of names
* state the ‘Limitation As To Use’ is for private hire only
* not state public hire which is not permitted for private hire vehicles

Renewal Applications - We will not accept your application if the certificate or cover note has not been attached to the online application.

**Vehicle History Check**

Every private hire vehicle licensed by the Council is subject to a **Vehicle History Check** (VHC).The VHC ensures that the vehicle meets the Councils current vehicle standards.

Upon receipt of an application for a private hire vehicle licence a VHC will be carried out by the Licensing Team.

The VHC is accessed electronically and confirms the vehicle status e.g. if the vehicle has been stolen or ‘written off’ due to accident damage.

**Category S & N (previously C & D) Classifications and Engineer’s Vehicle Inspection Report:**

A vehicle that is classified Category S (C) ‘write off’ following accident damage can no longer be licensed by the Council.

Except for licensed private hire vehicles that were classified Category S (C) before the 1st June 2015. This is subject to the licence not lapsing and no further accident damage resulting in the vehicle being ‘written off’ and classified Category S (C) again.

A vehicle classified Category S (C) ‘write off’ after the 1st June 2015 will no longer be licensed by the Council and in these circumstances the licence will be revoked or the application refused.

A vehicle classified Category N (D) needs a written engineer’s vehicle inspection report. This report must be completed by an engineer qualified to assess accident damage. You must submit the engineers report alongside your application. The engineers report must confirm the vehicle’s roadworthiness to the satisfaction of the Council.

Please see the Council’s **Vehicle Licensing Test Manual** for further information about engineer reports. A copy of this manual can be viewed online at [www.bolton.gov.uk/website/pages/Privatehirevehiclelicence.aspx](http://www.bolton.gov.uk/website/pages/Privatehirevehiclelicence.aspx)

Accident damage to licensed private hire vehicles is covered under Section 50 of the Local Government (Miscellaneous Provisions) Act 1976 subsections (3) & (5) which are duplicated below:

*(3) Without prejudice to the provisions of [section 170 of the Road Traffic Act 1988], the proprietor of a hackney carriage or of a private hire vehicle licensed by a district council shall report to them as soon as reasonably practicable, and in any case within seventy-two hours of the occurrence thereof, any accident to such hackney carriage or private hire vehicle causing damage materially affecting the safety, performance or appearance of the hackney carriage or private hire vehicle or the comfort or convenience of persons carried therein.*

*(5) ‘If any person without reasonable excuse contravenes the provisions of this section, he shall be guilty of an offence’.*

**Vehicle Examination**

The vehicle must pass a vehicle examination carried out by one of the Council’s authorised testing stations.

Guidance, a list of the Councils authorised testing stations and Vehicle Testing Manual are available at [www.bolton.gov.uk/website/pages/Privatehirevehiclelicence.aspx](http://www.bolton.gov.uk/website/pages/Privatehirevehiclelicence.aspx)

If the vehicle passes the vehicle examination then the **Vehicle Examination Pass Certificate** is only valid for 10 working days and this includes the date of the test.

You must submit your private hire vehicle licence application before the **Vehicle Examination Pass Certificate** expires. If the certificate expires a further full vehicle examination will be required and a further payment for a full vehicle examination.

As part of the vehicle examination the authorised testing station will carry out a Driver and Vehicle Standards Agency (DVSA formally VOSA) MOT and issue you with an **MOT Test Certificate**.

**Initial Vehicle Examination**

The ‘initial vehicle examination’ ensures the vehicle meets the Council’s vehicle standards and enables you to renew the private hire vehicle licence. Once the vehicle has passed the ‘initial vehicle examination’ the licence can be renewed in the usual way (outlined within these guidance notes).

**Mid-year Vehicle Examination**

After passing the ‘initial vehicle examination’ you will be required to book a ‘mid-year test vehicle examination’. This must be booked with the same authorised testing station that completed the ‘initial vehicle examination’ and be within six months of the ‘initial vehicle examination’. You are required to pay a deposit of 50% of the examination fee for the ‘mid-year vehicle examination’

You are required to provide an e-mail address to the authorised testing station, so they can send you a reminder for the ‘mid-year vehicle examination’

You must submit your vehicle for the ‘mid-year vehicle examination’ at the authorised testing station on the date and at the time agreed and pay the remaining 50% of the ‘mid-year vehicle examination’ fee.

If for any reason you cannot make the ‘mid-year vehicle examination’ you must contact the authorised testing station giving at least 7 days’ notice and ask for the examination to be rearranged. This rearranged date must be within the initial six month period.

If your vehicle does not meet the Council’s vehicle standards then a **Fail Certificate** will be issued and your private hire vehicle licence may be suspended

**Failing to attend the ‘mid-year vehicle examination’**

If you fail to submit the vehicle for the ‘mid-year vehicle examination’ on the date and time agreed or you have not rearranged the test as outlined above, then you will lose the 50% deposit paid and the private hire vehicle licence will be suspended

If the licence is suspended you will not be able to use the vehicle as a private hire vehicle and will be required to rebook the ‘mid-year vehicle examination’ and pay a full examination fee

Once the vehicle has passed the ‘mid-year vehicle examination’ the licence suspension can be lifted

If the licence is suspended and a **Vehicle Examination Pass Certificate** is not issued within two months of the suspension, the vehicle licence will be revoked and you will have to apply for a new private hire vehicle licence.

**Vehicle Registration Certificate following transfer of ownership**

For changes to private hire vehicle licence proprietors (transfer of ownership) since the last renewal the **Vehicle Registration Certificate** (V5/log book) needs to be attached when submitting your online application.

The V5/log book must be in the name and address of the applicant(s), ensuring the correct spelling.

**Fare Card Notification Form**

To notify the council of who you are working for your operator will need to email the Licensing Team with the required vehicle & driver notification form.

If you work for more than one private hire operator, then they are both required to provide a vehicle & driver notification form. The Licensing Team will consider your request for additional fare cards, but this may delay your application being processed. You must provide a supporting letter with the following information

* The reason you wish to operate through more than one private hire operator
* The days and times you intend to operate through each of the private hire operators
* Confirmation that each of the private hire operators know you are operating at other private hire operators
* How you will receive bookings and what equipment is installed to facilitate booking for each of the private hire operators

**Vehicle Livery**

For examples of the private hire vehicle livery (private hire vehicle plates, stickers and identification) and how to fix the livery to your vehicle please see the Councils **Vehicle Licensing Test Manual** which can be viewed on our website [www.bolton.gov.uk/website/pages/Privatehirevehiclelicence.aspx](http://www.bolton.gov.uk/website/pages/Privatehirevehiclelicence.aspx)

Guidance can also be obtained from the approved testing stations.