



ST HELENS  
BOROUGH COUNCIL

# Application for New or Replacement Private Hire Vehicle

**Please ensure that you have consulted the Council's 'Hackney and Private Hire Inspection Manual' and 'Licensing Policy' before submitting your vehicle for testing. Copies available on the Council's website: [www.sthelens.gov.uk/licensing](http://www.sthelens.gov.uk/licensing), or email: [taxilicensing@sthelens.gov.uk](mailto:taxilicensing@sthelens.gov.uk)**

1. You must book an appointment as your vehicle will be subject to a compliance test. You can book an appointment or request availability:  
  
By email: [taxilicensing@sthelens.gov.uk](mailto:taxilicensing@sthelens.gov.uk)  
Full payment for the test will be taken at the time of booking. You must pay for this using a bank or credit card.
2. When you submit your application you will need to provide the following documents:  
A valid certificate of motor insurance (If this expires during the lifecycle of the licence you are required to present the new certificate to Licensing immediately)  
Full V5, Bill of Sale or Section 10 of the V5 (If you don't have the full V5 in your name yet)  
The rear plate and window disc from your previous vehicle (if applicable)  
A compliance test 'pass' certificate  
A credit/debit card to pay for your licence
3. The licence-holder and driver must comply with all sections of St Helens Council's 'vehicle specifications and testing policy'. Please familiarise yourself with the Inspection Manual relating to testing available on our website [www.sthelens.gov.uk/licensing](http://www.sthelens.gov.uk/licensing)
4. The proprietor shall ensure that the private hire vehicle is not:
  - (a) a vehicle of the LT type
  - (b) a vehicle of the Metrocab (UK) Ltd manufacture
5. The proprietor shall ensure that the private hire vehicle is maintained in a sound mechanical and structural condition which is capable of satisfying the Council's inspection at any time during the period of the vehicle licence.
6. The proprietor shall ensure that the interior and exterior of the private hire vehicle are maintained in a clean and safe condition.
7. The proprietor shall not allow any alteration to the mechanical and structural specifications including seating of the private hire vehicle, without the prior written consent of the Licensing Manager or their representative.
8. Any damage to the private hire vehicle materially affecting its safety, performance or appearance shall be reported by the proprietor to the Council, as soon as practicable and in any case, within 72 hours in accordance with Section 50(3) of the Local Government (Miscellaneous Provisions) Act 1976 and until any such damage is repaired as required by the Authorised Officer, the private hire vehicle shall not be used as such.
9. The proprietor of the private hire vehicle shall:
  - (a) provide sufficient means by which any person in the vehicle may communicate with the driver during the course of the hiring;
  - (b) cause the interior of the vehicle to be kept wind and water-tight;
  - (c) cause fitting and furniture of the vehicle to be kept in a clean and dry condition, well maintained and in every way fit and safe for public use;
  - (d) ensure at all times that the vehicle is driven by a 'competent person' who has received 'suitable and sufficient' training in the correct operation and use of any ramps, lifting equipment, fixings or other equipment designed to assist with the access and egress of

passengers or their comfort and safety when being transported in the vehicle. The driver must hold a valid Hackney Carriage/Private Hire Drivers Licence with St Helens Council.

10. The proprietor shall cause to be affixed and maintained in a conspicuous position in accordance with the directions of an Authorised Officer or, any signs or notices required from time to time by the Council.
11. The proprietor shall display on the front offside and nearside doors the name, address and telephone number of the private hire operator accepting bookings for the private hire vehicle, together with the words 'Private Hire Only'. Lettering must be a minimum of 2 inches and a maximum of 4 inches in size and be clearly legible.
12. The proprietor shall not display or permit to be displayed on the private hire vehicle any sign or notice, which consists of or includes the word 'hackney', 'taxi' or 'cab' in the singular or plural.
13. Except as provided for by Conditions 10, 11 and 12, the proprietor shall not cause or permit any sign, notice or advertisement to be displayed in, on or from the private hire vehicle, except with the prior approval of the Licensing Manager or their representative.
14. The proprietor shall not permit the private hire vehicle to be used to carry a greater number of passengers than the number prescribed in the licence.
15. If the vehicle is fitted with a taximeter/data head:
  - (a) The proprietor shall cause the taximeter to be maintained in a sound mechanical condition at all times and for it to be located within the vehicle in accordance with the reasonable instructions of the Authorised Officer;
  - (b) The proprietor shall not use or permit to be used a taximeter that has not been sealed to prevent unauthorised adjustment thereto.
16. The proprietor shall retain a copy of the driver's licence of all drivers driving his vehicle and produce the same to an Authorised Officer or Police Officer on request.
17. The proprietor shall give notice in writing to the Authorised Officer of any change in his address during the period of the licence within seven calendar days of such change taking place.
18. Front window disc and rear 'plates' must be mounted or securely fixed with bolts, screws or as agreed by an Authorised Officer.
19. In relation to CCTV systems the following proprietors must:
  - a) Ensure no CCTV system shall be installed in a vehicle unless it has previously been approved by the Licensing Authority.
  - b) Declare to the Licensing Authority the number and location of all cameras fitted in the vehicle.
  - c) Have a minimum of 3 warning signs clearly and prominently displayed inside the vehicle advising passengers that a CCTV system is in operation in the vehicle. The notices shall be positioned in a prominent (though not obstructive) position where they can be easily read by persons both inside and outside of the vehicle. 1 warning sign for front seat passengers and 2 for rear seated passengers. The proprietor shall ensure that the notices are maintained in a clean and legible condition.
  - d) Ensure that the system is properly and regularly maintained and serviced in accordance with the manufacturer's instructions. Written records of all maintenance and servicing shall be made and retained by the proprietor for a minimum of 24 months. Such written records shall be made available on demand by an authorised officer of the Licensing Authority.
  - e) Upon request for image retrieval by an officer of the Licensing Authority or a police officer, the proprietor shall ensure that the CCTV system is made available to the officer as soon as reasonably practicable, and in any event within 7 days of the request.
  - f) shall take all reasonable steps to ensure that any driver of the vehicle is made aware of every condition in relation to any installed CCTV system and has been given adequate instruction regarding the need for the system to be made available as soon as reasonably practicable, and in any event within 7 days of any authorised request for any image retrieval.
22. Please note that in relation to fees, NONE are refundable once the application has been submitted. In relation to the Compliance Test, this may be changed up to 24 hrs prior to the appointment but tests cancelled, after this time or not attended will not be changed or refunded.

23. The registration document must be in the proprietors name and produced within 6 months of a licence being issued.
24. You are not entitled to use the vehicle for private hire use until the private hire plates are affixed to the vehicle and they have been checked by ourselves that they are affixed correctly. No person is entitled to drive a licenced vehicle at any time unless they hold the necessary hackney carriage/ private hire drivers licence issued by the same Council. Once the licence is issued it remains in force at all times until such time as the licence is surrendered, suspended or revoked. If the licence is surrendered and the vehicle is no longer a licenced vehicle, then a separate MOT must be taken prior to use on the highway.
25. Only vehicles complying with the following conditions will be considered as private hire vehicles.
  - a) Cars fitted with at least four doors and four wheels;
  - b) Right hand drive vehicles (with the exception of limousines);
  - c) Vehicles should have adequate space for luggage;
  - d) Vehicles should be capable of carrying at least four and not more than eight passengers in addition to the driver.

The seating capacity of the vehicle shall be determined as follows:  
The rear seating of the vehicle, where the vehicle is fitted with bench seats, one person will be counted for each complete length of 16 inch measured in a straight line lengthways along the front seat.
  - e) All passengers must have easy access to an exit from the vehicle. Vehicles which require a seat to be moved or tipped to facilitate exit, must consult with the Licensing Authority as these may not be permitted on the grounds of safety.
  - f) With the exception of limousines, no vehicle with blacked out windows will be accepted, as passengers being carried in the vehicle must be visible at all times.
  - g) The vehicle must carry a spare wheel or space saver kit, fitted and tested in accordance with the manufacturer's instructions.
26. If you are applying for a mini bus or people carrier, please read the section in the test guidelines carefully.
27. Liquid gas petroleum has been allowed in Private hire vehicles since 19 February 2001, however prior to any work being carried out, they must be inspected by the Authorised Officer to assess the suitability of the vehicle for conversion and to ensure that adequate luggage space will still be available.

Proprietors should note that only conversions which comply with the following standard will be accepted;

- a) Bi-fuel or LPG only conversions will be allowed.
- b) Only conversions carried out by an LPGA approved installer to the current code of practice will be permitted. The proprietor of the vehicle must produce a certificate of installation from the approved installer. For details of approved installers go to [www.lpga.co.uk](http://www.lpga.co.uk)
- c) Following conversion to LPG the proprietor must at all times carry a full size spare wheel, jack and wheel brace in the vehicle. The tyre must meet the minimum requirements.
- d) If any persons carry out a conversion of a licenced vehicle without the prior consent of the Licensing Service, then the proprietors licence will be immediately suspended and will not be reinstated until such times as the Licensing Officer is satisfied that the installation meets the required standard.

NB: when submitting this application you must make it clear if this vehicle is intended to be a replacement for an existing licenced private hire vehicle as this may affect the fees you pay. If you are intending to transfer the licence to another licenced proprietor, you should contact the Licensing Service to ensure that all the correct applications have been submitted prior to transfer. A certificate of proof must accompany your application.

28. Note to Applicants: The Authority is under a duty to protect the public. As such, the information you provide on this application may be shared with other administering public bodies, Council Departments and Government Services which may be used for the prevention of fraud or other serious offences.

## THE AIR QUALITY (TAXI AND PRIVATE HIRE VEHICLES DATABASE)

The Licensing Authority provides information to 'The Air Quality (Taxi and Private Hire Vehicles Database)', a mechanism for us to share details of vehicles that are licensed in the borough of St Helens. This is necessary as part of plans that have been developed to bring roadside concentrations of nitrogen dioxide within legal limits and is a legal requirement of the Licensing Authority.

Clean Air Zones (CAZ's) may be introduced in areas throughout the country to bring roadside concentrations of nitrogen dioxide within legal limits and Authorities may decide to introduce zones where vehicle owners are required to pay a charge to enter, or move within a zone if they are driving a vehicle that does not meet the minimum emission standard for their vehicle type in that zone.

There are four classes of charging CAZ:

- Class A – Buses, coaches, taxis and private hire vehicles (PHV's)
- Class B – Buses, coaches, taxis, PHV's and heavy goods vehicles (HGV's)
- Class C – Buses, coaches, taxis, PHV's, HGV's and light goods vehicles (LGV's)
- Class D – Buses, coaches, taxis, PHV's, HGV's, LGV's, cars (motorcycles and mopeds are optional)

Each vehicle is expected to meet the following minimum standards:

- Euro 4 for petrol driven vehicles (Euro IV for larger vehicles)
- Euro 6 for diesel driven vehicles (Euro VI for larger vehicles)

Ultra-low emission vehicles with significant zero emission range will never be charged for entering or moving through a CAZ.

From 6<sup>th</sup> January 2020 St Helens Council will be sharing the data of all their licensed vehicles to the Air Quality Database. This means that:

- Where a Hackney Carriage or Private Hire Vehicle licence has been issued certain details contained within the licence will be uploaded to The Air Quality (Taxi and Private Hire Vehicles Database) for the purposes of operating CAZ's.

The information recorded on The Air Quality (Taxi and Private Hire Vehicles Database) itself will be limited to:

- The vehicles registration
- The start date of the licence
- The expiry date of the licence
- If the vehicle is a Hackney Carriage or Private Hire
- The name of the Council who issued the licence
- The vehicles plate number
- If the vehicle can carry wheelchairs

This data will be uploaded to The Air Quality (Taxi and Private Hire Vehicles Database) at a minimum of once per week. Data will be retained for a period not exceeding 7 years for revenue purposes from the date that the data was received from the Licensing Authority subject to any relevant exemptions under the Data Protection Legislation. Aggregated data may be retained for historic scientific analysis. Aggregated data means information which has been collated for monthly reports. Historical aggregated data will be retained indefinitely for scientific purposes.

Applicants personal data such as their name and address will not be disclosed to The Air Quality (Taxi and Private Hire Vehicles Database) except in certain circumstances, such as where required by law e.g. in relation to sharing of data to the database.

In the event where a vehicle's licence is suspended the licensing authority will remove the vehicle record held on The Air Quality (Taxi and Private Hire Vehicles Database) until such a time where the licence has been re-issued. Where a vehicles licence has been revoked by the licensing authority, the vehicles record will be removed from The Air Quality (Taxi and Private Hire Vehicles Database).

Information will be processed in accordance with the Data Protection Act (DPA) and the General Data Protection Regulation (GDPR). It is not intended that any data held on The Air Quality (Taxi and Private Hire Vehicles Database) will be transferred outside of the United Kingdom.

If you wish to raise any issue related to the data protection legislation, including by relying on any of the rights afforded to the data subjects under the GDPR, you can do so to the authorities Data Protection Officer, St Helens Town Hall, St Helens, WA10 1HP. This includes submitting a subject access request form.

You always have the right to make a complaint to the Information Commissioners Office (ICO). Advice on how to raise a concern about handling data can be found on the ICO's website.

**SECTION 1 - THE VEHICLE**

**PLEASE COMPLETE IN CAPITAL LETTERS**

I/We have consulted the Council's 'Hackney and Private Hire inspection Manual (July 2008 edition) and wish to make an application for a Private Hire Vehicle Licence for the vehicle detailed below:

Make of Vehicle: .....

Model:.....

Colour of Vehicle: .....

Registration No: .....

Note: it is essential that the colour stated is the same as is described on the registration document. The plates will normally be made on the day your application is validated, consequently, if it is subsequently found that you provided incorrect information you will be charged for production of replacement plates.

Chassis Number: .....

Seating Capacity:.....(excluding driver - please check note 6d)

Does the vehicle have either removable seats that lock onto runners or make provision for carriage of passengers in wheelchairs which can be secured/locked into position in the vehicle ? **YES/NO**  
(If answer 'Yes' please contact the Licensing Unit for a pre-test inspection).

Does the vehicle have any seats that fold down and can be locked in a flat position **YES/NO**

Current Mileage Reading:.....Fuel Type: .....  
(if bi-fuel or LPG, consult Licensing Unit)

Does the vehicle have tinted or darkened glass? **YES/NO**  
(If answer 'Yes' please contact the Licensing Unit for a pre-test inspection)

Is the vehicle a 'People Carrier', 'MPV', 'Minibus' or Limousine or similar vehicle? **YES/NO**  
(If answer 'Yes' please contact the Licensing Unit for a pre-test inspection).

Has the vehicles previously been licensed as a Hackney Carriage/ Private Hire vehicle? **YES/NO**

If 'Yes', give Local Authority and approximate dates:

.....  
.....

Is the vehicle currently licensed by another Local Authority? **YES/NO**

If 'Yes' give name of the Local Authority: .....

If the answer is 'Yes' the vehicle will not be accepted for testing unless you surrender the plates/disc currently displayed. If the vehicle is subsequently found to be simultaneously licensed by another district, the licence will be revoked.

## SECTION 2 - THE APPLICANT

This section to be completed by the first named or sole proprietor on the vehicle licence.

Full name: .....

Address: .....

Date of Birth: ..... Telephone No (mobile): .....

Email Address: .....

List all 'unspent' convictions (motoring or criminal) or 'live' motoring offences.  
Write **nil** if not applicable - do not leave blank.

Date of Conviction	Court	Offence	Sentence

Continue on a separate sheet if necessary.

Are there any court cases pending against you? **YES/NO**

If YES give date of Hearing and Name of Court: .....

## DECLARATION OF APPLICANT

**I declare that the information given in this application is correct and understand that the withholding of information or submission of false information may lead to prosecution. I agree to be bound by the rules, regulations and conditions relating to the use of Private Hire Vehicles if a licence is issued to me. I understand that if I transfer my interest in a licensed vehicle I must notify the Council in writing within 14 days, otherwise an offence may be committed.**

- A valid insurance certificate must also be produced before the licence is issued
- Failure to attend the test centre at the time/date stated will lead to a full test fee being charged
- This will not apply if you have cancelled the appointment by giving at least 24 hours' notice to the Licensing Team. To cancel, please email: [taxilicensing@sthelens.gov.uk](mailto:taxilicensing@sthelens.gov.uk) noting the date, time and name of the person you spoke to
- If you cancel however, there may be a delay in offering you another appointment
- The Council/Test Centre reserve the right to refuse to start a test/continue a test on any vehicle which it considers unsafe, un roadworthy or in a dirty condition and has been submitted for testing in an unprepared condition. In such circumstances the full test fee will be liable
- The Council's new Test inspection Manual is applicable to all vehicles tested on or after 1 August 2008
- A copy of the manual is available on request or on the Council's website: [www.sthelens.gov.uk](http://www.sthelens.gov.uk)
- After your vehicle has passed the test, you should attend the Licensing Unit for your pre-booked appointment to collect your new licence, front window disc and rear plate. Failure to collect such documentation within 10 working days will result in a 'safety check' being required at your own expense
- Retest **must** be booked and paid for and must be no more than 10 working days from the date of the initial test.

Signed: ..... Date: .....

Print name: .....

### SECTION 3 - SECOND APPLICANT

This section to be completed by the second named proprietor on the vehicle licence.

Full name: .....

Address: .....

Date of Birth: ..... Telephone No (mobile): .....

Email Address: .....

List all 'unspent' convictions (motoring or criminal) or 'live' motoring offences.  
Write **nil** if not applicable - do not leave blank.

Date of Conviction	Court	Offence	Sentence

Continue on a separate sheet if necessary.

Are there any court cases pending against you? **YES/NO**

If YES give date of Hearing and Name of Court: .....

### DECLARATION OF APPLICANT

**I declare that the information given in this application is correct and understand that the withholding of information or submission of false information may lead to prosecution. I agree to be bound by the rules, regulations and conditions relating to the use of Private Hire Vehicles if a licence is issued to me. I understand that if I transfer my interest in a licensed vehicle I must notify the Council in writing within 14 days, otherwise an offence may be committed.**

- A valid insurance certificate must also be produced before the licence is issued
- Failure to attend the test centre at the time/date stated will lead to a full test fee being charged
- This will not apply if you have cancelled the appointment by giving at least 24 hours' notice to the Licensing Team. To cancel, please email: [taxilicensing@sthelens.gov.uk](mailto:taxilicensing@sthelens.gov.uk) noting the date, time and name of the person you spoke to
- If you cancel however, there may be a delay in offering you another appointment
- The Council/Test Centre reserve the right to refuse to start a test/continue a test on any vehicle which it considers unsafe, un roadworthy or in a dirty condition and has been submitted for testing in an unprepared condition. In such circumstances the full test fee will be liable
- The Council's new Test inspection Manual is applicable to all vehicles tested on or after 1 August 2008
- A copy of the manual is available on request or on the Council's website: [www.sthelens.gov.uk](http://www.sthelens.gov.uk)
- After your vehicle has passed the test, you should attend the Licensing Unit for your pre-booked appointment to collect your new licence, front window disc and rear plate. Failure to collect such documentation within 10 working days will result in a 'safety check' being required at your own expense
- Retest **must** be booked and paid for and must be no more than 10 working days from the date of the initial test.

Signed: ..... Date: .....

Print name: .....



## SECTION 4 - OPERATION OF PRIVATE HIRE VEHICLES

Every contract for the hire of a Private Hire Vehicle licensed under the Local Government (Miscellaneous Provisions) Act 1976 shall be deemed to be made with the person who accepted the booking for that vehicle whether or not he himself provided that vehicle. Therefore, if any proprietor intends to take bookings, he/she will also require a Private Hire Vehicle Operator's Licence (forms available on request).

**If you do not require an Operator's Licence, you should complete the declaration below.**

**If you change Operators during the period of your current private hire proprietor's licence, you must notify the Licensing Unit in writing and produce the vehicle for inspection of your new door signs.**

### Operation of Private Hire Vehicles

#### Declaration by Proprietor

I/We will be operating under the licence held by (name of operator):  
until further notice. I understand that I must notify the Council in writing within 7 days if my operator changes.

I further understand that if I want to take bookings myself, I must first obtain an Operator's Licence.

**Signed (1):** ..... **Date:** .....

**Print name:** .....

**Signed (2):** ..... **Date:** .....

**Print name:** .....

## PRIVACY POLICY

Here at St. Helens Council we take your privacy seriously. We will only use your personal information to administer your application and provide the products and services you have requested from us. From time to time we may need to contact you with details of the service or information we require from you and we will do this using the contact information you provided on your application form. This can either be by post, email, telephone or text message.

The Council has a duty to protect the public and we implement a number of security measures to maintain the safety of your personal information. Please be aware however that the information you provide on this application may be shared with other public bodies where required, such as Council Departments and Government Services, which may be used for the prevention of fraud or other serious offences. If you require a copy of the data we hold or believe it to be inaccurate please contact the Council's Data Protection Officer by email on [dataprotection@sthelens.gov.uk](mailto:dataprotection@sthelens.gov.uk).

Any further information held by the Council about individuals will be held securely and in compliance with the law. Information will not be held for longer than required and will be disposed of securely. Further information regarding retention periods is available on the Council's website at <https://www.sthelens.gov.uk/Licensing>.