

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 Licensing Standards Officers at enforcement.licensing@renfrewshire.gov.uk.

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 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.

Visit renfrewshire.gov.uk/bookinspection to book a vehicle inspection. You can choose a date and time to suit you and pay the relevant inspection fee. Have your vehicle registration document to hand.

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.

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.

Private Hire Car Licence - Guidance Notes

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 nine 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 Civic Licensing Standards Officers by email at enforcement.licensing@renfrewshire.gov.uk for further information or advice.

Contact Details:

Tel:	0300 300 0300
Email:	customerservice.licensing@renfrewshire.gov.uk
Website:	www.renfrewshire.gov.uk

**Conditions relating to
PRIVATE HIRE CAR LICENCES**

**LICENSING CONDITIONS
LAST UPDATED: SEPTEMBER 2017**

These conditions supercede any previously issued handbooks or conditions leaflet.

Renfrewshire Council
Finance and Resources
Renfrewshire House
Licensing Section
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 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.