Coventry City Council



VEHICLE PROPRIETORS INFORMATION DOCUMENT 054

(HACKNEY CARRIAGE & PRIVATE HIRE)



INTRODUCTION

The information in this document is intended to help you in applying for and renewing a hackney carriage or private hire vehicle licence. Please read it before filling in an application form and retain it for future reference. A new copy (including any changes) will be given to you each time you apply for a licence, you are advised to read it.

The main reason councils are given the responsibility of licensing both the hackney carriage and private hire trades is to protect the public. The procedures you are required to follow exist to ensure that your vehicle is both suitable and safe to be licensed as a hackney carriage or private hire vehicle.

You should be aware that you cannot legally use a hackney carriage or private hire vehicle for hire and reward until you have completed all the vehicle licensing procedures and the vehicle has been granted a licence and identity plates. It is an offence to use a vehicle for hire or reward without first obtaining the correct hackney carriage or private hire vehicle licence. You also cannot legally drive a Coventry licensed hackney carriage for hire and reward, or a Coventry licensed private hire vehicle, for any reason, including for hire and reward, until you have been issued with a driver's licence and identification badge issued by this authority. For information on applying for a licence to drive a hackney carriage and/or private hire vehicle please ask for the "Driver Information Document 044".

Information, policies and procedures referred to in this document may have changed since publication. Please be aware that you will be required to conform to current requirements even if different to those printed in this document.

If you do not understand any part of this document or have any suggestions/comments, please contact the Taxi Licensing Office.

Whilst this document is subject to regular checking and review, Coventry City Council does not accept liability for any loss or expense incurred as a consequence of any inaccuracies/mistakes in the information that may be contained in this document.

Information is also available on Coventry City Council's web site at www.coventry.gov.uk/taxilicensing

Please note:

Data Protection: We will use the information provided to process your request for a licence, for updating purposes or to take enforcement action. The information is used to ensure the safety of the public and to protect public funds. It may be shared with other local authorities, the Cabinet Office, Insurance Companies and Enforcement Agencies. Information is held as part of a statutory licensing function. The information will be kept for 6 years in line with our retention and disposal schedule. More information on how we handle personal information and your rights under the data protection legislation can be found on our Privacy Notice at;
http://www.coventry.gov.uk/info/25/hackney_carriage_ie_taxi_and_private_hire_licensing/3222/taxi_licensing_privacy_notice

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ABBREVIATIONS

HC	Hackney Carriage
HCV	Hackney Carriage Vehicle
PH	Private Hire
PHV	Private Hire Vehicle
LG(MP)A1976	Local Government (Miscellaneous Provisions) Act 1976
TPCA1847	Town Police Clauses Act 1847

WHICH LICENCE DO I NEED Hackney Carriage or Private Hire?

The following chart may help you decide which trade, type of licence or vehicle to licence.

Type of work/business/vehicle	Hackney Carriage (HC)	Private Hire (PH)
Picking up people from a rank	Only HC can use ranks.	PH **cannot** use ranks.
Picking up people who flag down (hail) on the street.	Only HC can ply for hire (accept a flag down or be hailed on the street).	PH **cannot** ply for hire (pickup a flag down or be hailed on the street).
Accept pre-booked journeys from a licensed PH operator.	HC can accept bookings from a licensed PH operator.	PH can **only** accept bookings from a licensed PH operator.
Accept pre-booked journeys from an unlicensed business acting like a PH operator (call centre).	HC can accept bookings from an unlicensed operator/business.	PH **cannot** accept bookings from an unlicensed operator/business.
Take bookings, using a mobile phone, directly from the public.	HC can take bookings, using a mobile phone.	PH **cannot** take bookings, using a mobile phone, directly from the public.
Weddings.	Vehicle does not have to be licensed as a HC.	Vehicle does not have to be licensed as a PH.
Funerals.	Vehicle does not have to be licensed as a HC.	Vehicle does not have to be licensed as a PH.
Executive Hire	Vehicle **must** be licensed as a PH. (See 'Executive Hire' under 'Types of Vehicle Licence' in the contents page).	Vehicle **must** be licensed as a PH. (See 'Executive Hire' under 'Types of Vehicle Licence' in the contents page).
Proms	Vehicle **must** be licensed as a PH.	Vehicle **must** be licensed as a PH.
A vehicle seating 8 or fewer passengers (a total of 9 people including the driver) where vehicle and driver are hired for a single fare.	Vehicle **must** be licensed as a HC.	Vehicle **must** be licensed as a PH.
A vehicle seating 9 or more passengers (a total of 10 or more people including the driver).	Vehicle **cannot** be licensed as a HC but may need to be licensed as PSV/PCV.	Vehicle **cannot** be licensed as a PH but may need to be licensed as PSV/PCV.

HACKNEY CARRIAGE VEHICLE LICENSING

APPLYING FOR AN 'ADDITIONAL HACKNEY CARRIAGE VEHICLE FIRST GRANT LICENCE'

(To apply to renew, re-grant, transfer, surrender/refund or change a registration number please refer to the section "Hackney Carriage & Private Hire Vehicle Licensing").

Applying for an 'Additional Hackney Carriage Vehicle First Grant Licence' is the procedure for licensing a vehicle for the first time that has not been previously licensed in Coventry or more than 90 days has elapsed since it was last licensed in Coventry.
For replacing a licensed vehicle please refer to 'Changing/Replacing a Hackney Carriage Vehicle' in contents.
For renewing a vehicle licence where the licence has not expired please refer to 'Applying to Renew a Hackney Carriage Vehicle Licence' in contents.
To license a vehicle that, within the last 90 days, has been previously licensed in Coventry but the licence has expired please refer to 'Applying for a Re-Grant (Missed Renewal) of a Hackney Carriage Vehicle Licence' in contents.

Information, policies and procedures referred to in this document may have changed since publication. Please be aware that you will be required to conform to current requirements even if different to those printed in this document.

Please Note:

- If you wish to drive the vehicle you intend to licence you are **strongly** advised to consider obtaining the appropriate hackney carriage driver's licence with this authority before buying/licensing the vehicle. If you have not got the appropriate hackney carriage driver's licence you cannot drive the licensed vehicle for hire or personal use.
- A vehicle **cannot** be licensed in Coventry and another authority/district (i.e. Coventry does not allow dual plating).
- If a vehicle has been refused a licence or the licence has been revoked under the City Council's age policy, that vehicle will not be re-licensed. You are advised not to buy such a vehicle.
- If the vehicle is over 5 years old you are strongly advised to read the 'Vehicle Age Policy & Emissions' see Contents.

Making an Application

1.1 Please read this document before starting your application.

1.2 BEFORE COMMITTING YOURSELF TO PURCHASING OR LEASING A VEHICLE you are strongly advised to ensure that the vehicle complies with the City Council's current requirements. See 'Types of Vehicle Suitable for Licensing in Coventry', 'A Guide to Vehicle Requirements' and 'Vehicle Age Policy & Emissions' (especially if the vehicle is over 5 years old) in Contents.

1.3 The vehicles make and model must be listed in the section 'Types of Vehicle Suitable for Licensing in Coventry'.

1.4 Complete pages 1,2 & 3 of the HCV application form 016 including section 15 the vehicle age policy declaration if applicable (Your application **cannot** be accepted if you have not provided all the required information).

1.5 Book an online inspection (www.coventry.gov.uk/taxilicensing), paying the inspection fee.

1.6 Attend the Taxi Licensing Office:- *(*

- with the completed application form.
- to book your vehicle in for a meter test, which should normally take place after it has passed the inspection

  (It may not be possible to do the meter test immediately following the inspection on the same day. A hackney carriage must have a meter fitted of an approved type. All meters must be set by an approved meter agent. After testing the meter certificate will be retained by the Taxi Licensing Office until the vehicle is licensed and then given to you).

1.7 When your vehicle has passed the inspection and meter test bring the following to the Taxi Licensing Office:

- The vehicle to be licensed
- The Vehicle Registration Certificate (Log Book) in your name and current address;
  or if you do not have the above,

the DVLA Registration Application form, in your name and current address;
or if you do not have the above,
a receipt/finance agreement for the vehicle, and
the completed Declaration of Vehicle Ownership form 169 (attached to this document).

(If you do not have the Vehicle Registration Certificate you must produce it to the Taxi Licensing Office within 1 month and it must be in your name and current address . If you fail to do so the vehicle licence may be suspended).

- The Vehicle Inspection Appointment/Record form, marked “Cleared”
- An insurance certificate or covernote for the vehicle (please see section on "Insurance")
- A first aid kit (in the vehicle)
- A fire extinguisher (in the vehicle)
- The licence grant fee
- Now please read the notes below
- Unless as a driver you subscribe to the DBS Update Service, then you need to supply an annual DBS Basic Disclosure

NOTE:-

- A licence cannot be granted if you have not provided all the required documents and information. If everything is in order and on payment of the fee a licence, licence plate and stickers can be issued. The licence will last for one year from the issue date.
- You must hold the appropriate HC driver's licence to drive this vehicle.
- If your vehicle licence is not issued within 28 days from the date the vehicle passed the inspection (or if it failed the inspection the date it eventually passed/cleared the inspection), the vehicle will have to be submitted for another full inspection.
- If communication (radio) and/or satellite navigation equipment is fitted please refer to the section 'A Guide to Vehicle Requirements'.
- If you transfer/sell the vehicle to another person you must inform the Taxi Licensing Office in writing of the person's name and address within 14 days. If you do not you will have committed an offence. You are advised to use the transfer form 170 attached to the back of this document.
- If you are aggrieved by a decision of the City Council to refuse to grant a hackney carriage vehicle licence or aggrieved by any condition specified in such a licence you may have the right to appeal. See 'Appeals' in Contents.

REPLACING/CHANGING A HACKNEY CARRIAGE VEHICLE

(To apply to renew, re-grant, transfer, surrender/refund or change a registration number please refer to the section "Hackney Carriage & Private Hire Vehicle Licensing").

If you wish to replace your licensed vehicle the procedure is as follows:-

Information, policies and procedures referred to in this document may have changed since publication. Please be aware that you will be required to conform to current requirements even if different to those printed in this document.

6.1 You should follow the procedures set out in 'Applying for an Additional Hackney Carriage Vehicle First Grant Licence' in Contents. However, the licence on the replacement vehicle will not be issued unless the licence on the vehicle being replaced has expired or has been surrendered.
If the licence on the vehicle to be replaced has been surrendered or has expired you have up to 90 days to apply to licence a replacement vehicle. It is recommended that you surrender the licence on the vehicle to be replaced at the same time as licensing the replacement vehicle.

You may apply to surrender the licence and request a refund for the remaining month(s) on the licence. This is similar to the refund system available for Road Tax from the DVLA. You will need to complete the Vehicle Licence Surrender/Refund Form 176 attached to the end of this document or available from the Taxi Licensing Office. For the refund amount see 'Fees, Charges and Refunds' in Contents. The plate number of your old/previous vehicle cannot be issued to your replacement/new vehicle.

The following examples may help in calculating the month(s) remaining on a licence:

- To obtain a 1 month refund on a licence that expires on 31st July the licence must be handed in to the Taxi Licensing Office on or before 30th June.
- To obtain a 4 month refund on a licence that expires on 9th March the licence must be handed in to the Taxi Licensing Office on or before 9th November.
- To obtain a 10 month refund on a licence that expires on 31st December the licence must be handed in to the Taxi Licensing Office on or before 28th February (29th if a leap year).

PRIVATE HIRE VEHICLE LICENSING

APPLYING FOR AN 'ADDITIONAL PRIVATE HIRE VEHICLE FIRST GRANT LICENCE'

(To apply to renew, re-grant, transfer, surrender/refund or change a registration number please refer to the section "Hackney Carriage & Private Hire Vehicle Licensing").

'First Grant' is the procedure for licensing a private hire vehicle for the first time that has not been previously licensed in Coventry or more than 90 days has elapsed since it was last licensed in Coventry. For renewing a vehicle licence where the licence has not expired please refer to the renewal procedure in contents. To license a vehicle that has been previously licensed in Coventry but where the licence has expired for less than 90 days please refer to the re-grant procedure in contents.

Information, policies and procedures referred to in this document may have changed since publication. Please be aware that you will be required to conform to current requirements even if different to those printed in this document.

Please Note:

- If you wish to drive the vehicle you intend to licence you are **strongly** advised to obtain a private hire driver's licence with this authority before buying/licensing the vehicle. If you have not got a private hire driver's licence you cannot drive the licensed vehicle for hire or personal use.
- A vehicle **cannot** be licensed in Coventry and another authority/district (i.e. Coventry does not allow dual plating).
- If a vehicle has been refused a licence or the licence has been revoked under the City Council's age policy, that vehicle will not be re-licensed. You are advised not to

buy such a vehicle.

Making an Application

1.1 Please read this document before starting your application.

1.2 BEFORE COMMITTING YOURSELF TO PURCHASING OR LEASING A VEHICLE you are strongly advised to ensure that the vehicle complies with the City Council's current requirements and has not been previously refused a licence or had its licence revoked under the City Council's age policy & emissions. See 'Types of Vehicle Suitable for Licensing in Coventry', 'A Guide to Vehicle Requirements' and 'Vehicle Age Policy & Emissions' in Contents.

1.3 The actual vehicle will need to be checked by officers at the Taxi Licensing Office to ensure that it complies with the City Council's current requirements. This is not the inspection of vehicle condition which will be required later. Please contact the Taxi Licensing Office to arrange an appointment to have the vehicle checked for compliance.

1.4 Complete pages 1,2 & 3 of the PHV application form 017 including section 15 the vehicle age policy declaration if applicable (Your application **cannot** be accepted if you have not provided all the required information).

1.5 Book your online vehicle inspection at www.coventry.gov.uk/taxilicensing) paying the inspection fee.

1.6 Attend the Taxi Licensing Office:

- with the completed application form
- with the 'Private Hire Vehicle Type Compliance/Non-Compliance Certificate 098' marked 'Complies'
- to book your vehicle in for a meter test**, which should normally take place after it has passed the inspection
- Compliance/Non-Compliance Certificate 098' marked 'Complies' for the vehicle
- to book your vehicle in for a meter test**, which should normally take place after it has passed the inspection

NOTE **You are unlikely to get an inspection appointment within 1 week of booking and at busy times of the year it may be 2 weeks before you can get an appointment. The procedure for booking an inspection, information on the vehicle inspection and what to do if your vehicle fails is contained in the section "Inspections". Please also read the section on the vehicle age policy & emissions.*

***It may not be possible to do the meter test immediately following the inspection on the same day. A private hire vehicle does not have to have a meter fitted. All meters must be set by an approved meter agent. After testing the meter certificate will be retained by the Taxi Licensing Office until the vehicle is licensed and then given to you)*

1.6 If you have booked the inspection and paid the fee over the telephone please visit the Taxi Licensing Office when you arrive for the inspection to hand in the application form and complete any other procedures/documents. Please allow extra time for this to ensure you are not late for the inspection appointment. If you are held up in a queue for the counter please telephone the office for advice.

1.7 When your vehicle has passed the inspection and meter test (if applicable) bring the following to the Taxi Licensing Office: *(Please check our office opening times)*

- *The completed application form* (This should have already been handed to the TLO);
- The vehicle to be licensed;
- The 'Private Hire Vehicle Type Compliance/Non-Compliance Certificate 098' marked 'Complies' *(if not already handed to the TLO);*
- The Vehicle Registration Certificate (Log Book) in your name and current address
  or if you do not have the above,
  the DVLA Registration Application form, in your name and current address
  or if you do not have the above,
  a receipt/finance agreement for the vehicle, and
  the completed Declaration of Vehicle Ownership form 169 (attached to this document).
  (If you do not have the Vehicle Registration Certificate you must produce it to the Taxi Licensing Office within 1 month and it must be in your name and current address . If you fail to do so the vehicle licence may be suspended);
- The Vehicle Inspection Appointment/Record form, marked “Cleared”;
- An insurance certificate or covernote for the vehicle (please see section on "Insurance");
- A first aid kit (in the vehicle);
- A fire extinguisher (in the vehicle);
- The licence grant fee;
- Now please read the notes below.
- DBS Basic Disclosure (if required)

NOTE:-

- A licence cannot be granted if you have not provided all the required documents and information. If everything is in order and on payment of the fee a licence, licence plate and stickers can be issued. The licence will last for one year from the issue date.
- You must hold a PH driver's licence to drive this vehicle.
- If your vehicle licence is not issued within 28 days from the date the vehicle passed the inspection (or if it failed the inspection the date it eventually passed/cleared the inspection), the vehicle will have to be submitted for another full inspection.
- If a taxi meter, communication (radio) and satellite navigation equipment is fitted please refer to the section 'A Guide to Vehicle Requirements'.
- If you transfer/sell the vehicle to another person you must inform the Taxi Licensing Office in writing of the person's name and address within 14 days. If you do not you will have committed an offence. You are advised to use the transfer form 170 attached to the back of this document.

- If you are aggrieved by a decision of the City Council to refuse to grant a private hire vehicle licence or aggrieved by any condition specified in such a licence you may have the right to appeal. See 'Appeals' in Contents.

REPLACING/CHANGING A PRIVATE HIRE VEHICLE

(To apply to renew, re-grant, transfer, surrender/refund or change a registration number please refer to the section "Hackney Carriage & Private Hire Vehicle Licensing").

If you wish to replace your licensed vehicle the procedure is as follows:-

Information, policies and procedures referred to in this document may have changed since publication. Please be aware that you will be required to conform to current requirements even if different to those printed in this document.

6.1 You should get the replacement vehicle inspected and licensed by following the procedures set out in 'Applying for an Additional Private Hire Vehicle First Grant Licence' in Contents. The 'first grant' fee will be charged and the next available plate number will be issued.

6.2 You may decide to keep your old/previous vehicle licensed. However, if you wish, you may apply to surrender the licence and request a refund for the remaining month(s) on the licence. This is similar to the refund system available for Road Tax from the DVLA. You will need to complete the Vehicle Licence Surrender/Refund Form 176 attached to the end of this document or available from the Taxi Licensing Office. For the refund amount see 'Fees, Charges and Refunds' in Contents. The plate number of your old/previous vehicle cannot be issued to your replacement/new vehicle.

The following examples may help in calculating the month(s) remaining on a licence:

- To obtain a 1 month refund on a licence that expires on 31st July the licence must be handed in to the Taxi Licensing Office on or before 30th June.
- To obtain a 4 month refund on a licence that expires on 9th March the licence must be handed in to the Taxi Licensing Office on or before 9th November.
- To obtain a 10 month refund on a licence that expires on 31st December the licence must be handed in to the Taxi Licensing Office on or before 28th February (29th if a leap year).

HACKNEY CARRIAGE & PRIVATE HIRE VEHICLE LICENSING

APPLYING TO RENEW A HACKNEY CARRIAGE OR PRIVATE HIRE VEHICLE LICENCE

If your current vehicle licence is approaching the expiry date and you wish to continue to license the vehicle, you will need to apply for a “Renewal” of the licence.
The term “Renewal” means the process by which the vehicle is granted another vehicle licence before the current one expires. To be granted a renewal of the licence all the inspection and licensing processes must be completed and the fee paid on or before the day the existing licence expires. If the licence has expired (even by less than 1 day) a re-grant licence will have to be applied for and the re-grant fee will be charged. A different licence/plate number will be issued to the re-grant licence.

Information, policies and procedures referred to in this document may have changed since publication. Please be aware that you will be required to conform to current requirements even if different to those printed in this document. Therefore, please allow additional time to conform to any changes and do not leave renewing your licence until the last minute.

Making an Application

2.1 Please read this document before starting your application.

2.2 Complete pages 1,2 & 3 of the HCV application form 016 or PHV application form 017 including section 15 the vehicle age policy declaration if applicable (Your application **cannot** be accepted if you have not provided all the required information).

2.3 Book your vehicle in online for an inspection (www.coventry.gov.uk/taxilicensing) paying the inspection fee.

Do not book an inspection to take place earlier than 4 weeks (28 days) before the expiry date. You are unlikely to get an inspection appointment within 1 week of booking and at busy times of the year it may be 2 weeks before you can get an appointment. The procedure for booking an inspection, information on the vehicle inspection and what to do if your vehicle fails is contained in the section "Inspections". Please also read the section on the vehicle age policy & emissions.

2.4 When your vehicle has passed the inspection bring the following to the Taxi Licensing Office: *(Please check our office opening times)*

- The completed application form
- The vehicle to be licensed;
- The Vehicle Inspection Appointment/Record form, marked “Cleared”;
- The current/old Plate (If the plate is not available a written explanation will be required);
- An insurance certificate or covernote for the vehicle (please see section on "Insurance");
- The licence renewal fee;
- Now please read the notes below.

NOTE:-

- A licence cannot be granted if you have not provided all the required documents and information. If everything is in order and on payment of the fee a licence, licence plate and stickers can be issued. The licence will last for one year from the issue date.
- If your vehicle licence is not issued within 28 days from the date the vehicle passed the inspection (or if it failed the inspection the date it eventually passed/cleared the inspection), the vehicle will have to be submitted for another full inspection.
- If your licence expires during the inspection and licensing process a renewal cannot be issued, your application will need to be changed to a re-grant application and the procedure for a re-grant followed and the re-grant fee paid.
- If you transfer/sell the vehicle to another person you must inform the Taxi Licensing Office in writing of the person's name and address within 14 days. If you do not you will have committed an offence. You are advised to use the transfer form 170 attached to the back of this document.
- If you are aggrieved by a decision of the City Council to refuse to renew a hackney carriage/private hire vehicle licence or aggrieved by any condition specified in such a licence you may have the right to appeal. See 'Appeals ' in Contents.

APPLYING FOR A 'RE-GRANT' OF A HACKNEY CARRIAGE OR PRIVATE HIRE VEHICLE LICENCE

'Re-Grant' is the procedure for applying to licence a vehicle previously licensed by you where no more than 90 days has elapsed since it was last licensed in Coventry. (i.e. the same VIN and the same proprietor). If the licence expired more than 90 days ago please refer to 'Applying for an Additional Hackney Carriage Vehicle First Grant Licence' or 'Applying for an Additional Private Hire Vehicle First Grant Licence' in Contents. If the licence is still current a re-grant is not appropriate so please refer to the Renewal procedure.

Information, policies and procedures referred to in this document may have changed since publication. Please be aware that you will be required to conform to current requirements even if different to those printed in this document.

Please Note:

- A vehicle **cannot** be licensed in Coventry and another authority/district (i.e. Coventry does not allow dual plating).
- If a vehicle has been refused a licence or the licence has been revoked under the City Council's age policy, that vehicle will not be re-licensed.

Making an Application

3.1 Please read this document before starting your application.

3.2 BEFORE APPLYING TO RE-LICENCE A VEHICLE you are strongly advised to ensure that the vehicle complies with the City Council's current requirements. See 'A Guide to Vehicle Requirements' and 'Vehicle Age Policy & Emissions' in Contents.

3.3 Complete pages 1,2 & 3 of the HCV application form 016 or PHV application form 017 including section 15 the vehicle age policy declaration if applicable (Your application **cannot** be accepted if you have not provided all the required information).

3.4 Book your vehicle inspection online (www.coventry.gov.uk/taxilicensing) paying the fee.

3.5 Attend the Taxi Licensing Office with your completed application form.

**You are unlikely to get an inspection appointment within 1 week of booking and at busy times of the year it may be 2 weeks before you can get an appointment. The procedure for booking an inspection, information on the vehicle inspection and what to do if your vehicle fails is contained in the section "Inspections". Please also read the section on the vehicle age policy & emissions.*

3.6 When your vehicle has passed the inspection bring the following to the Taxi Licensing Office:

(Please check our office opening times)

- *The completed application form* (This should have already been handed to the TLO);
- The vehicle to be licensed;
- The Vehicle Inspection Appointment/Record form, marked “Cleared”;
- The current/old Plate (If the plate is not available a written explanation will be required);
- An insurance certificate or covernote for the vehicle (please see section on

"Insurance");

- The meter certificate (if applicable);
- The licence Re-Grant fee;
- Unless as a driver you subscribe to the DBS Update Service, then you need to supply an annual DBS Basic Disclosure
- Now please read the notes below.

NOTE:-

- A licence cannot be granted if you have not provided all the required documents and information. If everything is in order and on payment of the fee a licence, licence plate and stickers can be issued. The licence will last for one year from the issue date.
- If your vehicle licence is not issued within 28 days from the date the vehicle passed the inspection (or if it failed the inspection the date it eventually passed/cleared the inspection), the vehicle will have to be submitted for another full inspection.
- If you transfer/sell the vehicle to another person you must inform the Taxi Licensing Office in writing of the person's name and address within 14 days. If you do not you will have committed an offence. You are advised to use the transfer form 170 attached to the back of this document.
- If you are aggrieved by a decision of the City Council to refuse to renew a hackney carriage/private hire vehicle licence or aggrieved by any condition specified in such a licence you may have the right to appeal. See 'Appeals ' in Contents.

TRANSFERRING A LICENSED HACKNEY CARRIAGE OR PRIVATE HIRE VEHICLE TO ANOTHER PERSON/COMPANY

The term “Transfer” means the process by which a currently licensed vehicle is transferred from one person/company to another person/company.

Information, policies and procedures referred to in this document may have changed since publication. Please be aware that you will be required to conform to current requirements even if different to those printed in this document.

Current Licensee's (outgoing proprietor's/company's) procedure

4.1 If a vehicle is transferred/sold to another person/company the Taxi Licensing Office must be informed, in writing within 14 days, specifying the vehicle details, the person's/company's name and address of who the vehicle has been transferred/sold to and the date of transfer/sale. You are advised to use the transfer form 170 attached to the back of this document and deliver/send it directly to the Taxi Licensing Office. YOU ARE ADVISED NOT TO GIVE IT TO THE PERSON/COMPANY REPRESENTATIVE YOU ARE TRANSFERRING THE VEHICLE TO as they may fail to deliver/send it to the Taxi Licensing Office within the 14 day time period. If you do not inform the Taxi Licensing Office within 14 days or you supply incorrect information you could be guilty of an offence and prosecuted. You should keep the vehicle's licence certificate and not give it to the person/company you are transferring/selling the vehicle to.

4.2 You are advised to arrange with the person/company to whom you are transferring/selling the vehicle to visit the Taxi Licensing Office and jointly transfer the vehicle. This is to ensure the transfer is carried out correctly and avoid you committing an offence by mistake.

4.3 When the Taxi Licensing Office has received your written notification the vehicle will be transferred out of your name or the name of the company and into the name of the incoming (new) proprietor/company.

NOTE:-

- If you are selling your vehicle to a person/company who will not be using it as a hackney carriage or private hire vehicle in Coventry you may wish to consider handing in the plate, surrendering the vehicle licence and requesting a refund for the remaining month(s) on the licence before selling the vehicle. See 'Surrendering a Plate/Licence and Requesting a Refund' in Contents.
- If the licensed proprietor is unavailable (e.g. incapacitated, deceased, etc) or the company is no longer in existence the above procedure can be done by a close relative or representative. However, the Taxi Licensing Office will need to be satisfied that the person/representative is a close relative or legitimate representative of the proprietor/company. To obtain a refund additional procedures will be required. See 'Surrendering a Plate/Licence and Requesting a Refund' in Contents.

Incoming (new) proprietor's/company's procedure

5.1 Please read this document to help you understand what is required of a vehicle proprietor. Please take note of the vehicle age policy. See 'Vehicle Age Policy & Emissions' in Contents.

5.2 <u>If the vehicle is not</u> going to be used as a hackney carriage or private hire in Coventry you may wish to consider handing in the plate (surrendering the vehicle licence) and requesting a refund for the remaining month(s) on the licence. See 'Surrendering a Plate/Licence and Requesting a Refund' in Contents.

5.3 <u>If the vehicle is</u> going to use as a hackney carriage or private hire vehicle in Coventry, you should attend the Taxi Licensing Office within 7 days of the transfer of the vehicle to complete the following procedure.

5.4 Complete pages 1,2 & 3 of the HCV application form 016 or PHV application form 017, and bring it to the Taxi Licensing Office along with the following: *(Please check our office opening times)*

- The Vehicle Registration Certificate (Log Book) in your/the company's name and current address;
  or,
  if the vehicle is not registered in your/the company's name, the Declaration of Vehicle Ownership form 169 (blank form attached to this document)
  (If you do not have the Vehicle Registration Certificate you must produce it to the Taxi Licensing Office within 1 month. If you fail to do so the vehicle licence may be suspended);
- An insurance certificate or covernote for the vehicle (please see section on "Insurance");
- The vehicle/licence transfer fee.
- A Basic DBS Disclosure (if required).

5.5 If you do not comply with the above requirements, within 7 days of the transfer of the vehicle, the vehicle licence may be suspended.

5.6 The vehicle may be due an inspection. It is up to you (the incoming proprietor/company) to ensure that the inspection is done. Therefore, you must ask the Taxi Licensing Office if an inspection is due.

5.7 When all the procedures have been completed, a licence certificate will be issued to you/the company with your/the company's name and address on it. The expiry date of this licence will remain the same as the expiry date on the rear plate of the vehicle.

SURRENDERING A PLATE/LICENCE AND REQUESTING A REFUND

You may hand in a plate, surrender the vehicle licence certificate and request a refund for the remaining month(s) on the licence. This is similar to the refund system available for Road Tax from the DVLA. You will need to complete the Vehicle Licence Surrender/Refund Form 176 attached to the end of this document or available from the Taxi Licensing Office. If the plate and/or licence certificate is not available you will need to provide a satisfactory explanation and prove you are the licensee. For the refund amount see 'Fees, Charges and Refunds' in Contents.

The following examples may help in calculating the month(s) remaining on a licence:

- To obtain a 1 month refund on a licence that expires on 31st July the licence must be handed in to the Taxi Licensing Office on or before 30th June.
- To obtain a 4 month refund on a licence that expires on 9th March the licence must be handed in to the Taxi Licensing Office on or before 9th November.
- To obtain a 10 month refund on a licence that expires on 31st December the licence must be handed in to the Taxi Licensing Office on or before 28th February (29th if a leap year).

If the licensed proprietor is unavailable (e.g. incapacitated, deceased, etc) the above procedure can be done by an authorised person. However, the Taxi Licensing Office will need to be satisfied that the person is authorised to act for the proprietor as follows:

Incapacitated proprietor

- Power of Attorney, or
- Letter from a solicitor confirming that the authorised person can act for the proprietor.

Deceased proprietor

- 'Letters of administration' from the Probate Registry naming the authorised person as an executor/administrator, or
- Letter from a solicitor giving details of the deceased (name, address, date of birth etc) and the name of the authorised person as a beneficiary/executor/administrator, or
- Death Certificate and the Will of the deceased naming the authorised person as a beneficiary/executor.

Note: A 'Power of Attorney' ends on death and therefore is not evidence of a person's authority to act on behalf of the deceased.

CHANGING A VEHICLE'S REGISTRATION NUMBER

To change the registration number on a licensed hackney carriage or private hire vehicle.

Complete pages 1,2 & 3 of the HCV application form 016 or PHV application form 017, and bring it to the Taxi Licensing Office along with the following: *(Please check our office opening times)*

- The Vehicle Registration Certificate (Log Book) in your/the company's name and current address;
  or,
  if the vehicle registration document is not available with the new registration number, the Declaration of Vehicle Ownership form 169 (blank form attached to this document)
  (If you do not have the Vehicle Registration Certificate you must produce it to the Taxi Licensing Office within 1 month. If you fail to do so the vehicle licence may be suspended);
- The DVLA Number Plate Authorisation Certificate V948 (obtained from the DVLA);
- A DVSA MOT Test Certificate under the new registration number;
- An insurance certificate or cover note for the vehicle (please see section on "Insurance");
- The Plate (If the plate is not available a written explanation will be required);
- The registration number change fee.

FILLING IN THE APPLICATION FORM

Please read the information in this document before you complete the application form and during the application process as a whole. The Taxi Licensing Office staff can assist with any questions you may have. However, they cannot complete any part of the application form for you and they cannot supply you with information from the files or old application forms held in the Taxi Licensing Office. Each section of the form is numbered, please complete each section as follows:

Hackney Carriage Vehicle Application Form

1	You should read this statement.
2	Please complete the form in BLOCK CAPITALS and in ink.
3	Answer either Yes or No to this question. (If you do not have a current Vehicle Proprietor Information Document 054 please ask for a copy)
4	Tick the box that apples to your application.
5	In the boxes in this section enter the applicant's details i.e. either an individual or company/business
6	If the vehicle is to be licensed in the name of a company or business enter the details of the managing director or owner of the company/business.
7	If the vehicle is to be licensed in the name of a company/business enter the details of a representative or contact.
8	Enter the name, address and telephone numbers of **all** other owners/proprietors of this vehicle.
9	For a Replacement vehicle enter the Registration Number the Licence/Plate number and Licence Expiry date of the vehicle being replaced. For a Registration Number change enter the old Registration Number the Licence/Plate number and Licence Expiry date.

10	For a Renewal, Re-Grant, Additional vehicle, Replacement vehicle, Transfer, or Registration change please all the vehicle details required.
11	Enter the make and model of the meter fitted in the vehicle.
12	Enter the name of the operator(s)/company(s) who will supply bookings to the driver of this vehicle.
13	Enter the addresses where the vehicle is kept when not in use (include all addresses where the vehicle is kept even if they are the same as in the sections above)
14	Enter the name, address, badge number and radio call sign of all the drivers who will drive this vehicle. Include your name if you will drive this vehicle.
15	If the vehicle is over 10 years old you are advised to read, sign and date this section only if you understand it. If you do not, you must speak to a licensing officer.
16	Read the Declaration and sign and date the form **only** if you understand and agree with the declaration and all the details are correct on form.

Private Hire Vehicle Application Form

1	You should read this statement.
2	Please complete the form in BLOCK CAPITALS and in ink.
3	Answer either Yes or No to this question. (If you do not have a current Vehicle Proprietor Information Document 054 please ask for a copy)
4	Tick the box that apples to your application.
5	In the boxes in this section enter the applicant's details i.e. either an individual or company/business
6	If the vehicle is to be licensed in the name of a company or business enter the details of the managing director or owner of the company/business.
7	If the vehicle is to be licensed in the name of a company/business enter the details of a representative or contact.
8	Enter the name, address and telephone numbers of **all** other owners/proprietors of this vehicle.
9	For a Registration Number change enter the old Registration Number the Licence/Plate number and Licence Expiry date.
10	For a Renewal, Re-Grant, First Grant, Transfer, or Registration change please all the vehicle details required.
11	Enter the make and model of the meter if fitted in the vehicle.
12	Enter the name of the operator(s) who will supply bookings to the driver of this vehicle.
13	Enter the addresses where the vehicle is kept when not in use (include all addresses where the vehicle is kept even if they are the same as in the sections above)
14	Enter the name, address, badge number and radio call sign of all the drivers who will drive this vehicle. Include your name if you will drive this vehicle.
15	If the vehicle is over 6 years old you are advised to read, sign and date this section only if you understand it. If you do not, you must speak to a licensing officer.
16	Read the Declaration and sign and date the form **only** if you understand and agree with the declaration and all the details are correct on form.

TYPES OF VEHICLE LICENCE

Private Hire Vehicles

Before a council can grant a licence to a vehicle for private hire use it must be satisfied that the vehicle the council intends to licence is of a suitable type, size, and design. It must not be of such a design and appearance as to lead any person to believe the vehicle is a hackney carriage. The vehicle must be in a suitable mechanical condition and also safe, comfortable and in excellent condition. The council must also be satisfied that a policy of insurance is in force, which relates to the use of the vehicle.

In Coventry private hire vehicles are licensed up to a maximum of 8 passengers depending on the type and size of vehicle.

A council cannot refuse a private hire vehicle licence just for the purpose of limiting the number of vehicles.

Private hire vehicles in Coventry display yellow stickers on the front doors, the rear door windows and also have a plate on the rear of the vehicle.

This type of vehicle can only take passengers that have booked in advance with a licensed operator. It is an offence in law to pick a passenger up off the street that has not ordered the vehicle in advance, this is commonly called a “flag down” and can result in prosecution at the Magistrates Court. A private hire vehicle cannot wait for passengers on ranks. They can only wait for the passenger when they have arrived at the place the passenger arranged to be collected from.

Executive Hire Private Hire Vehicles & Private Hire Vehicles used exclusively for Chauffeur Work

This is a private hire vehicle as above, but the proprietor will have been granted 'Executive Hire' exemptions, by the Taxi Licensing Office, from the requirement to display the rear licence plate and door stickers on the outside of the vehicle. However, the licence plate would still be required to be kept inside the vehicle. In addition, the driver of the vehicle may have been granted exemption from wearing an identity badge.

Executive Hire Private Hire Vehicles & Private Hire Vehicles used exclusively for Chauffeur Work are not required to have a window minimum light transmittance apart from the legal Police requirement.

You must apply in writing by completing Private Hire plate & badge exemption application form, to the Taxi Licensing Office, to request 'Executive Hire' exemptions from displaying the licence plate and stickers.

To be granted 'Executive Hire' exemptions -

1. the vehicle must be a recognised prestige/executive model or specification of model or is a recognised vintage or classic model *(e.g. Rolls Royce, Bentley, Jaguar, Daimler, Cadillac and certain models of BMW/Mercedes. A standard model of vehicle would not normally be acceptable)*; and

2. and/or the vehicle must be used solely for:
    a) contract or account work with businesses/organisations; or
    b) one-off bookings for special occasions such as birthdays, anniversaries or other similar occasions requiring a chauffeur-driven services; and
    c) the vehicle must not be fitted with a databox, taximeter or two-way radio.

N.B. the executive vehicle cannot be used for school contracts

Hackney Carriage Vehicles

A hackney carriage must be of such design or appearance or bear such distinguishing marks to clearly identify it as a hackney carriage. In Coventry, this is a vehicle that has been purpose built for the job. The vehicle must be in a suitable mechanical condition and also safe, comfortable and in excellent condition. The council must also be satisfied that a policy of insurance is in force, which relates to the use of the vehicle.

A hackney carriage vehicle can take bookings in advance and it can also drive around the streets to find passengers who wish to “flag down” the hackney carriage. A hackney carriage is also allowed to use “ranks” on which it can stand and wait for passengers. The rank is a temporary waiting point marked on the road that only allows the hackney carriage to wait temporarily, it is not a parking space and a hackney carriage must never be left unattended when on a rank.

TYPES OF VEHICLE SUITABLE FOR LICENSING IN COVENTRY

PRIVATE HIRE

As manufacturers make changes to the specification of their vehicles it has become necessary to ensure the suitability of each vehicle before a licence is granted. Therefore, each vehicle presented for a first grant application will need to be checked by the Taxi Licensing Office for suitability under the City Council's policy on the Conditions of Fitness for Private Hire Vehicles. The person presenting the vehicle will be issued with a 'Private Hire Vehicle Type Compliance/Non-Compliance Certificate' stating that the vehicle complies or fails to comply with policy. A vehicle will be considered suitable if it meets the Conditions of Fitness for Private Hire Vehicles, in addition to other requirements as set out in this document e.g. the vehicle inspection for safety and condition, which is in addition to the above check. It is at your own risk if you purchase and/or put the vehicle through the inspection before the above check and the vehicle fails to comply. See 'A Guide To Vehicle Requirements', 'Vehicle Age Policy & Emissions' and 'Inspections' in contents.

Before committing yourself to buying or leasing a vehicle you are strongly advised to get the actual vehicle you wish to be licensed checked and approved by making an appointment with the Taxi Licensing Office. If the vehicle you wish to licence is not available, and you want to know if it will be suitable for licensing, you may choose one or both of the following options:

> Before the vehicle you buy or lease is licensed, it will need to be checked by the Taxi Licensing Office to make sure it is suitable. Therefore, you must be certain that the vehicle you buy is identical to the one originally checked, if not it may not be licensed. Please be aware that vehicles of the same make/model/year may not be identical.

each vehicle presented for a first grant application will be subjected to a full assessment of its compliance with current Council requirements (e.g. size, number of doors, ease of access, ease of exit, etc). **You are strongly advised not to buy a vehicle simply because it appears on this list or because you have seen one licensed, it should be checked and approved first.**

The Taxi Licensing Office also licenses Extended Limousines (8 passenger seats and under) and Novelty Vehicles (including fire engines). The Conditions of Licence for these vehicles is at page 34.

If you have any doubts contact the Taxi Licensing Office before you buy or lease the vehicle. Please also read the section on the Vehicle Age Policy & Emissions, A Guide To Vehicle Requirements and Inspections.

If you are aggrieved by a decision of the city council to refuse to grant a private hire vehicle licence or aggrieved by any condition specified in such a licence you may have the right to appeal. See 'Appeals ' in Contents.

HACKNEY CARRIAGE

The Council will consider each application for a Hackney Carriage Vehicle Licence on its

own merits. However, the Council will only licence those vehicles which are manufactured or will be modified to be wheelchair accessible and that can demonstrate compliance with industry standards, regarding wheelchair accessibility, at the time of the application.

If you are aggrieved by a decision of the City Council to refuse to grant a hackney carriage vehicle licence or aggrieved by any condition specified in such a licence you may have the right to appeal. See 'Appeals ' in Contents.

A GUIDE TO VEHICLE REQUIREMENTS

(For additional/detailed information please refer to the "Vehicle Inspection Manual 021" available on line at www.coventry.gov.uk/taxilicensing or from the Taxi Licensing Office).

Hackney Carriage Vehicle Requirements & Standards

1. To be licensed for the first time the vehicle must be in excellent condition and normally be no older than 5 years from the date of first registration. Please also read the section on the vehicle age policy & emissions.
2. The Council will consider each application for a Hackney Carriage Vehicle Licence on its own merits. However, the Council will only licence those vehicles which are manufactured or will be modified to be wheelchair accessible and that can demonstrate compliance with industry standards, regarding wheelchair accessibility, at the time of the application. For an exception to be considered the base vehicle must have 'European Whole Vehicle Type Approval' and the vehicle after conversion/adaption must have either 'European Whole Vehicle Type Approval' or Driving & Vehicle Standards Agency (DVSA) 'Individual Vehicle Approval'
3. The vehicle must be maintained to the same specification as when manufactured and meet other requirements set out in this document. No modification or additions are allowed unless the Taxi Licensing Office has given prior written approval. (Approval has been given by the Taxi Licensing office for the fitting of standard communication and satellite navigation equipment. This is on the understanding that the equipment is fitted by a competent person, and is located and secured so as not to be a hazard to passengers or other road users when the vehicle is in use, or if involved in an accident. Also, the equipment must not obstruct the driver's view of the road). Also see 'Vehicle standards/requirements/condition' under 'Inspections'.
4. Tinted windows. All windows must comply with the legal maximum tint.
5. No unauthorised signs or advertisements are allowed in or on the vehicle.
6. The taximeter must be of an approved type and be fitted correctly, working and programmed to the Council's current fare structure. A 'Meter Programming Certificate' or Meter Test Certificate', dated on or after the introduction of the current fare structure, must be displayed in the vehicle
7. The plate must be secured to the rear of the vehicle using mechanical fixings. Magnetic/Velcro fixings are not acceptable.
8. The plate must not be obscured and must be clean and in good condition.
9. All Hackney Carriages must have a ‘Taxi’ roof sign. When the roof sign is illuminated, it tells the public the taxi is available for hire. When the roof sign is not illuminated, it means the taxi is occupied or not available for hire. The roof sign should be illuminated bearing the word ‘Taxi’ in black letters on a yellow background facing forwards and on a red background facing backwards.

Private Hire Vehicle Requirements & Standards

1. The vehicle must not be of such a design and appearance as to lead any person to believe that it is a hackney carriage *(must not be able to be mistaken for a hackney)*.
2. To be licensed for the first time the vehicle must be in excellent condition.
3. The vehicle must have no more that 8 passenger seats.
4. The vehicle passenger occupancy will be measured on the number of seats specified in the V5 vehicle log book; less one for the driver

5. The vehicle must have adequate leg room and luggage space.
6. The vehicle must be right hand drive.
7. The vehicle must have a minimum of 4 road wheels.
8. The vehicle must have a minimum of 4 doors.
9. The vehicle must be a standard model and be 'as manufactured' (i.e. as it came off the production line of the primary manufacturer) with no additions or alterations, unless the Taxi Licensing Office has given written approval to the additions or alterations. (Approval has been given by the Taxi Licensing office for the fitting of standard taxi meter, communication (radio) and satellite navigation equipment. This is on the understanding that the equipment is fitted by a competent person, and is located and secured so as not to be a hazard to passengers or other road users when the vehicle is in use, or if involved in an accident. Also, the equipment must not obstruct the driver's view of the road).
   An exception may be made to the requirement for a vehicle to be a standard model, and be 'as manufactured', if a vehicle has been converted/adapted to carry wheelchair passengers. For an exception to be considered the base vehicle must have 'European Whole Vehicle Type Approval' and the vehicle after conversion/adaption must have either 'European Whole Vehicle Type Approval' or Driving & Vehicle Standards Agency (DVSA) 'Individual Vehicle Approval'. Also see 'Vehicle standards/requirements/condition' under 'Inspections'.
10. Each passenger must be able to exit the vehicle, without moving, tilting or climbing over the back of a seat, via a minimum of 2 doors situated on opposite sides of the vehicle. *(For front seat passengers, exit would be via either of two front doors situated on opposite sides of the vehicle. For rear seat passengers, exit would be via either of two rear doors situated on different sides of the vehicle or via either one rear side door and one back door).*
11. Doors must be easy to open from outside and inside of the vehicle.
12. If the vehicle is not powered by diesel, petrol, electric or a hybrid then the vehicle must conform to the council's requirements for alternative fuelled vehicles.
13. No unauthorised signs or advertisements are allowed in or on the vehicle.
14. If fitted, a taxi meter must be working correctly and tested by the Taxi Licensing Office.
15. The plate must be secured to the rear and outside of the vehicle using mechanical fixings (e.g. screws). Magnetic/Velcro/tape/glue fixings are not acceptable.
16. The rear plate must not be obscured or part obscured e.g. by fixings *(other than normal screws)*, registration number plate etc.
17. The door & window stickers must be fixed (glued) directly on to the vehicle.
18. The plate, door and window stickers must be clean and in good condition.
19. If Private Hire Operators require their own sticker on the door they may do so. (see criteria below)

If you are aggrieved by the decision of the City Council to suspend, revoke, refuse to grant or refuse to renew a hackney carriage/private hire vehicle licence or aggrieved by any condition specified in such a licence you may have the right to appeal. See 'Appeals ' in Contents.
N.B. Conditions for Extended Limousines (8 passenger seats and under) and Novelty Vehicles (including fire engines) are on page 34.

Criteria for Private Hire Operators own stickers on doors

If any PHO wishes to advertise their services using their own sticker they will be allowed to do this subject to a maximum width of 450mm and a maximum height of 300mm. This will be limited to a maximum of two PHOs. If one PHO's own sign this must be displayed externally on the nearside and offside rear doors (with the traditional current sign being externally displayed on the nearside and offside front doors).* If two PHO's own sign one PHO must be displayed externally on the nearside and offside rear doors and the other PHO own sign must be displayed externally on the nearside and offside front doors.

These signs would display;

1) Coventry City Council's Coat of Arms
2) PHO's name
3) PHO telephone number and/or email, if required
4) PHO's logo Digital Distribution Service(s) logos (e.g. Google Play or the App Store), if required
5) "Pre-Bookings Only"

This will be in addition to Coventry City Council's normal traditional sign.

If there are two PHOs with their own stickers, then the current signage will be dispensed with. It should be noted that the PHV also displays external & internal smaller window stickers (with the licence plate number and registration number of the vehicle) and also displays a plate on the rear so that members of the public outside and inside can identify the vehicle. These signs will still be required, however if there is only 1 PHO advertising with their own sticker then the sign will not be advertising the PHO's Digital Distribution Service logo.

Coventry City Council does not allow magnetic signage on their vehicles.

* The traditional sign will display;

1) Coventry City Council's Coat of Arms
2) Vehicle Licence Plate Number (e.g. PV0001) and the vehicle registration plate number (e.g. B999WMP)
3) Name of the PHO and their landline telephone number.
4) "Pre-Bookings Only"
5) "Private Hire"

LEGAL REQUIREMENTS & INFORMATION

General

A Hackney Carriage licence is issued subject to the provisions of the Town Police Clauses Act 1847, and the byelaws made thereunder and the Local Government (Miscellaneous Provisions) Act 1976 and the 'Hackney Carriage Vehicle Proprietors Conditions of License' printed in this document. A Private Hire Vehicle licence is issued subject to the provisions of the Local Government (Miscellaneous Provisions) Act 1976 and the 'Private Hire Vehicle Proprietors Conditions of License' printed in this document. You are strongly advised to understand the Acts of Parliament that govern the hackney carriage and private hire trades. If you would like a copy of any of these Acts or to know about other Acts or amendments to them, you would need to go to HM Stationery Office, or the Public Lending Library.

The possession of a licence document does not guarantee that the licence is in force nor does it mean that the vehicle is roadworthy or fit for use. The validity of a licence may be established by reference to the council's Taxi Licensing Office.

The licence is not transferable without the consent of the council. If the person(s) named on the licence dispose(s) of the vehicle, the council must be notified in writing within 14 days otherwise an offence may be committed.

A Coventry licensed Hackney Carriage vehicle can only be driven by a person holding a current Coventry Hackney Carriage driver's licence and a Coventry Private Hire vehicle can only be driven by a person holding a current Coventry Private Hire driver's licence, whether or not that vehicle is working or being used for private purposes.

Vehicles required to be licensed

The Licensing Office is required to licence any vehicle capable of carrying 9 persons or less (8 passengers + 1 driver) which is being used to carry passengers or goods for hire or reward. It is an offence to use a vehicle for that purpose that does not have a licence from the council.

Vehicles Not Required to be Licensed

The Licensing Office is not required to license vehicles capable of carrying 8 or less persons used to carry passengers for hire or reward in the following circumstances:

1. Funeral cars
2. Wedding cars

SOME OF THE THINGS YOU SHOULD KNOW/DO

All Proprietors (Hackney Carriage & Private Hire)

- You should read the legislation governing hackney carriage and private hire licensing, this document and the matters listed in this section below.
- You should understand the laws and conditions of licence relevant to your licence.
- If you will be unavailable for a time (e.g. on holiday) you are advised to nominate a person to look after your vehicle(s) in your absence. The Taxi Licensing Office must be informed in writing of your nominated person.
- No modification or additions are allowed unless the Taxi Licensing Office has given prior written approval. Please see 'A Guide to Vehicle Requirements'.
- You are responsible for the safety and condition of your vehicle.
- You are responsible for ensuring your vehicle is Taxed, Insured and is Licensed with this Office.
- You must not drive your hackney carriage or private hire vehicle if you do not hold a current hackney carriage or private hire driver's licence (e.g. if your licence has expired or you have not been granted a licence).
- You should always keep within the law.
- You must report, to the Taxi Licensing Office, within 72 hours an accident causing damage to your hackney carriage or private hire vehicle. LG(MP)A1976 s50(3)
- You must notify us of any change of address within 7 days using 'Change of Address Form 015', attached to the end of this document.
- You must not smoke or allow a driver to smoke in your hackney carriage or private hire vehicle at any time. It is an offence to smoke in the passenger or driver seats even if there are no passengers in the vehicle or your vehicle is not being worked. You must also ensure the correct no smoking stickers are displayed in your vehicle. If you are caught smoking, allow a driver to smoke or do not display the stickers you will be given a fixed penalty notice by the City Council's Environmental Health Team.

N.B. Licence holders must notify Taxi Licensing within 48 hours of an arrest and release, charge or conviction of any sexual offence, any offence involving dishonesty or violence and any motoring offence.

VEHICLE AGE POLICY & EMISSIONS

The Council does not impose an age policy on vehicles.

Additionally, as of the 1st January 2030 any replacement vehicles and any new vehicles are required to be ultra low emission, zero emission or zero emission capable. (Ultra-low Emission Vehicles (ULEV's) produce less than 75g CO2/km.

INSPECTIONS

(For additional/detailed information please refer to the "Vehicle Inspection Manual 021" available on line at www.coventry.gov.uk/taxilicensing or from the Taxi Licensing Office).

General Information

If your vehicle has not been licensed in Coventry before or it has been licensed but the licence has expired or you have applied to renew the vehicle licence it will need to pass an inspection before being issued a licence (the vehicle may also need to be checked first for compliance, please see "Types of Vehicle Suitable For Licensing In Coventry" in Contents). If your vehicle is over 5 years old for HC, or 3 years old for PH, (see "Vehicle Age Policy & Emissions" in Contents), it will need to pass an additional inspection half way through the licence (6 month inspection). If a licensed vehicle reaches the stated age within 6 months of the commencement date of the licence the vehicle will require an inspection half way through the licence and at renewal.
Also, if your vehicle is over 10 years old for HC, or 6 years old for PH, and fails an inspection, it may be refused a licence or its licence may be revoked. The Taxi Licensing Office may also carry out additional checks and inspections, on your vehicle, as part of an enforcement programme.

Suspension and Rectification notices

If, during an inspection or spot check, your vehicle fails on a serious/important item it is likely that the licence will be suspended, and a suspension notice issued, plus the vehicle must not work. If your vehicle fails during a spot check on a less serious/important item a rectification notice may be issued. Please refer to the suspension/rectification notices and any other documents given to you on what you need to do. When the matter has been put right the vehicle will be need to be re-inspected/checked and then the suspension or rectification notice can be cancelled by the Taxi Licensing Office.

What is Inspected

The vehicle inspection is not just a MOT test. In addition to areas covered by the MOT test (i.e. aspects of safety), the inspection covers additional areas (i.e. vehicle reliability, general condition, equipment and vehicle alterations). It is possible for a vehicle to pass the MOT parts of the inspection but fail other parts.

The chart below lists different aspects of the inspection

Aspects of Coventry City Council's Vehicle Inspection (incorporating a MOT test) Please refer to the "Vehicle Inspection Manual 021" available on line at www.coventry.gov.uk/taxilicensing or from the Taxi Licensing Office.	**Result if fault is found**	
	MOT test	Council part of the inspection
1 All MOT testable items, to the standard set for the MOT test.	Fail	Fail
2 All MOT testable items, to a higher standard than set for the MOT test, based on the fact that most licensed vehicles are likely to travel more than 5 times the average distance covered by a private car.	N/A	Fail
3 Aspects of vehicle reliability. i.e. a fault that could affect the reliability of the vehicle. e.g. water/oil leaks.	N/A	Fail
4 General condition. e.g. Interior and exterior trim, body, paint and cleanliness.	N/A	Fail
5 Equipment. e.g. Fire extinguisher, first aid kit, wheelchair equipment (wheelchair equipment for HC only).	N/A	Fail

6	Changes to the vehicle i.e. Coventry licensed vehicles should not have been modified or had accessories fitted (should be as manufactured unless a specific exemption has been granted).	N/A	Fail

Preparing the Vehicle

When bringing a vehicle in for an inspection, you should make sure that it is fully prepared and in a condition to pass. For information on what is inspected and the standards applied during the inspection please refer to the "Vehicle Inspection Manual 021" available on line at www.coventry.gov.uk/taxilicensing or from the Taxi Licensing Office. The inspection is a check of the vehicle's suitability to be licensed. **It is not a maintenance check to find out what is wrong with the vehicle. If no attempt has been made to prepare the vehicle, the inspection may be stopped and the vehicle licence suspended.** You are advised to read the City Council's age policy & emissions.

The vehicle testers may fail, or be unable to complete parts of the inspection for the following reasons:-

- Parts of the vehicle are dangerous to check.
- Because of a fault, other parts would be dangerous to check.
- Parts cannot be reliably checked because of dirt or oil contamination.
- Because of the condition of the vehicle, the time allocated for the inspection is exceeded.

If the vehicle does not meet the required standard, or parts are not checked for any of the above reasons, the vehicle will have failed the inspection.

<u>Vehicle standards/requirements/condition</u>

For information on what is inspected and the standards/requirements/condition please refer to the "Vehicle Inspection Manual 021" available on line at www.coventry.gov.uk/taxilicensing or from the Taxi Licensing Office.

Below is some general advice but you are strongly advised to prepare your vehicle, or ask the repair/service garage to prepare your vehicle, to the requirements set out in the Vehicle Inspection Manual 021.

1. It is considered reasonable that at the time of inspection the vehicle should be 'at its best' and in 'exceptional condition'.
2. The outside of the vehicle must be clean.
3. The engine bay and underside of the vehicle should be clean enough to enable the inspector to check the vehicle. If you intend to clean the engine bay and underside of the vehicle you should follow the vehicle manufacturer's instructions.
4. The vehicle should be "as manufactured" and any repair should be to the same specification, as applied by the manufacturer, when the vehicle came off the production line unless written approval has been obtained from the Taxi Licensing Office.
5. Advertisements are not allowed on/in Private Hire Vehicles. Advertisements on/in Hackney Carriage Vehicles must have been approved by the Taxi Licensing Office, be complete and in good condition.
6. Only approved signs/stickers/notices can be displayed inside/outside of the vehicle.

7. If the vehicle is currently licensed, the licence stickers must be in good order and the licence plate must be properly displayed and mechanically secured (e.g. screws) on the outside and rear of the vehicle. Magnetic/Velcro/tape/glue fixings are not acceptable. The plate must not be tucked up behind the number plate or otherwise obscured.

8. Seat covers are not acceptable unless prior written approval has been obtained from the Taxi Licensing Office. Do not buy, or have fitted, seat covers before obtaining approval. Approval is more likely to be given if the proposed covers will be close fitting, secure, neat, clean, in good order, of an appropriate colour and would not obstruct the adjustment/movement of the seats or seat belts and are intended to protect the seats and not to cover up damage to the seats. Also, the proposed covers must not cover up any aid for visually impaired passengers (e.g. reflective yellow patches). Text, logos or advertisements are not allowed on seat covers.
9. Roof racks/boxes are not acceptable unless prior written approval has been obtained from the Taxi Licensing Office.
10. Towbars are not acceptable unless prior written approval has been obtained from the Taxi Licensing Office. The vehicle will fail an inspection if a towbar is fitted and approval has not been obtained. The vehicle will also fail an inspection if a towbar has been fitted and removed and in the opinion of the examiner the safety/integrity of the vehicle has been compromised.
11. A serviceable fire extinguisher must be in the vehicle, of a type to meet the requirements of BS EN3 (or BS5423), normally 2Ltr Foam or 1Kg Powder. For information on what is acceptable for a fire extinguisher please refer to the "Vehicle Inspection Manual 021" available on line at www.coventry.gov.uk/taxilicensing or from the Taxi Licensing Office. The extinguisher must be clearly marked with the registration number of the vehicle.
12. A serviceable CE approved emergency first aid kit must be in the vehicle. For information on what is acceptable for a first aid kit please refer to the "Vehicle Inspection Manual 021" available on line at www.coventry.gov.uk/taxilicensing or from the Taxi Licensing Office. The kit must be clearly marked with the registration number of the vehicle.
13. Stripes/coach lines are not acceptable unless of a close match to those applied to the vehicle when manufactured.
14. The vehicle being inspected will be transporting people for which payment is made. People should expect the vehicle to be safe, clean, suitable, good to look at and travel in.
15. You may wish to ask yourself - would I buy this vehicle from a dealer in its current condition without having any of its faults rectified? If the answer is 'no' it is unlikely the vehicle is in the required condition.

Booking an Inspection

Inspections can only be booked online at
https://myaccount.coventry.gov.uk/en/service/book_a_vehicle_inspection_or_MOT

If you book the wrong inspection (e.g. a full inspection instead of a 10-day re-inspection) it is not possible to have a refund. If you book an unlicensed vehicle in for an inspection before having it approved for licensing (see 'Types of Vehicle Suitable for Licensing in Coventry' in Contents) and it is subsequently not approved a licence will not be granted and the fee(s) for the inspection(s) will not be refunded. The inspection is to check vehicle safety and condition; it is not a check to establish that it is a suitable type.

Appointments can be used up quickly so please do not leave it too late. You are very unlikely to get an appointment within 1 week of booking and at busy times of the year it may be 2 weeks before you can get an appointment. For renewal and 6 month inspections you are advised to book an inspection well in advance (no earlier than 8 weeks) of the licence expiry date/6-month inspection expiry date. The inspection should take place between 2 and 4 weeks, but no earlier than 4 weeks (28 days), before the licence expiry date/6-month

inspection expiry date. It is your responsibility to ensure that your vehicle has a valid MOT certificate while keeping within the above procedures. The inspection fee covers one inspection appointment. If your vehicle fails the inspection, it will require another inspection appointment at an additional fee. Please see "Fees, Charges and Refunds" in Contents.

Inspections are carried out at the Council's Transport Services Section, Whitley Depot, 259 London Road, Coventry CV3 4AR (next door to the Taxi Licensing Office). A standard MOT test is not approved for licensing purposes and may be unreliable as a pre-inspection check. Therefore, please do not arrange a standard MOT test at the Council's Transport Services Section.

Changing or Cancelling an Inspection
If you wish to change or cancel your inspection appointment you should refer to the following chart then you need to give to clear full days before your appointment.

Arriving for the Inspection
You are advised to arrive at least 10 minutes before your appointment. If you are late for your inspection appointment the inspection cannot proceed as the time remaining is likely to be inadequate. Bring your appointment slip and current MOT certificate. Please park in the parking bays reserved for Inspection's/MOT's. You should then go to the Transport Services reception counter, which is opposite to the Taxi Licensing Office reception, to register your arrival and have your appointment slip stamped.

You may be asked to assist with the inspection by operating the lights, wipers, horn, pressing pedals, starting/stopping the engine, rocking the steering wheel etc, including when the vehicle is high on the ramp. You are not obliged to assist and if you do not want to assist please inform the Transport Services staff when you arrive for the inspection. If you are kept waiting because a previous inspection has overrun please be patient as this is rare but at times unavoidable.

PLEASE NOTE

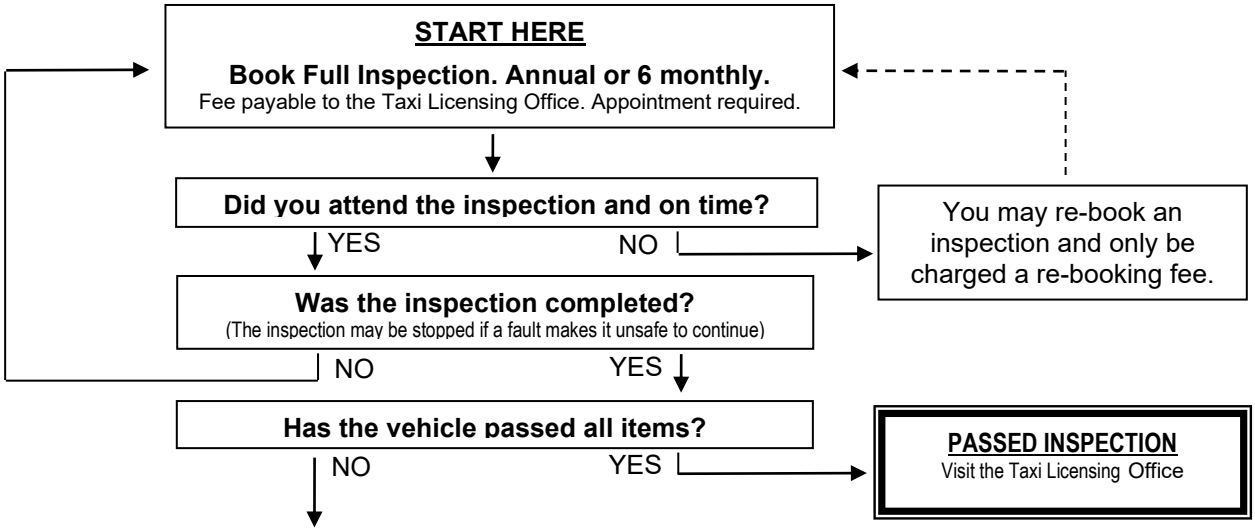
- If you cancel the inspection appointment within the time stated above the fee will be refunded.
- If you cancel the inspection appointment after the time stated above no refund will be given.
- If you change the inspection appointment within the time stated above no additional charge will be made.
- If you change the inspection appointment after the time stated above, or do not attend the inspection appointment, or miss your appointment time, no refund will be given and you will be required to pay the re-booking fee before a new appointment can be made.
- If in the opinion of the tester, parts of the vehicle cannot be inspected or the tester stops the inspection, no refund will be given and you will be required to pay the full fee before a new appointment can be made.

During/After the Inspection
The charts on the following pages shows the inspection system. Unfortunately, the charts are complex; this is necessary to meet the requirements of the 'Driving Vehicle Standards Agency" (DVSA), the agency that controls the MOT test. However, if you follow the charts selecting the relevant answers the charts should assist you through the inspection system (information and/or times in the charts may change, please contact the Taxi Licensing Office for updates).

If your vehicle fails an inspection you should immediately visit the Taxi Licensing Office for

advice on what to do next. To pass a re-examination (retest) all of the items listed on the 'Refusal of an MOT Test certificate VT30' and the 'Full Vehicle Inspection Booking/Record 018' must be repaired. If the vehicle licence is current and the vehicle has failed on one or more MOT items, it is likely the licence will have been suspended (you must not use the vehicle for hire or reward). When the MOT item(s) have passed the inspection the suspension may be lifted. When the vehicle passes on all items you must immediately take the inspection sheet to the Taxi Licensing Office. There may be occasions where the vehicle's MOT certificate has expired and the HC or PH vehicle licence is current. In this case the vehicle should not be used until it has been issued an MOT certificate.

If you do not agree with the items listed on a 'Refusal of an MOT Test Certificate' VT30, you may appeal to DVSA. Please refer to the information on the back of the VT30 document issue at the end of the MOT test.



If the vehicle has failed one or more MOT item(s) IN the list below and/or one or more Licensing item(s) - follow chart A.

If the vehicle has failed one or more MOT item(s) NOT in the list below - follow chart B.

(The vehicle may also have failed on MOT items in the list below and Licensing items)

Bonnet, Boot lid, Brake pedal anti-slip, Direction indicators, Doors, Dropsides, Fuel filler cap, Hazard warning, Horn, Lamps, Loading door, Mirrors, Rear reflectors, Registration plates, Seatbelts (but not anchorages), Seats, Sharp edges or projections, Steering wheel, Tailboard, Tailgate, Vehicle identification number (VIN), Windscreen and glass, Windscreen wipers/washers, Wheels and Tyres.

CHART
A

Follow this chart only if the vehicle has failed on one or more MOT item(s) IN the list below and/or one or more Licensing item(s)

If the vehicle failed on one or more MOT item(s) NOT in the list below - follow chart B.

Bonnet, Boot lid, Brake pedal anti-slip, Direction indicators, Doors, Dropsides, Fuel filler cap, Hazard warning, Horn, Lamps, Loading door, Mirrors, Rear reflectors, Registration plates, Seatbelts (but not anchorages), Seats, Sharp edges or projections, Steering wheel, Tailboard, Tailgate, Vehicle identification number (VIN), Windscreen and glass, Windscreen wipers/washers, Wheels and Tyres.

If the vehicle has failed on one or more MOT item(s) it will have been suspended.

If the vehicle has failed on one or more MOT item(s) (in the list above) OR one or more Licensing item(s) and the item(s) can be repaired quickly you may present the vehicle for a free "Next Day Re-Examination"*.

If the vehicle has failed on one or more MOT item(s) (in the list above) AND also failed on one or more Licensing item(s) and the item(s) can be repaired quickly you may present the vehicle for a free "Next Day Re-Examination"* or you can choose to present the vehicle for a free "Next Day Re-Examination"* with just the MOT items repaired in order to get the suspension lifted and then get the Licensing items repaired and re-examined later (i.e. within 10 days working days of the Full Inspection. However, a charge will apply).

*The free "Next Day Re-Examination" is only available at 3.15pm the same or the following working day after the Full Inspection.

What did your vehicle fail on?

MOT item(s) only

Can you present the vehicle for a free "Next Day Re-Examination" with the MOT items repaired?
Only available at 3.15pm the same or the following working day after the full inspection.
If the vehicle passes the suspension will be lifted.

NO / YES

BOOK "NEXT DAY RE-EXAMINATION"
Did you attend this appointment and on time at 3.15pm?

NO / YES

Has the vehicle passed the MOT items?

NO / YES

Vehicle suspension may be lifted.

Has the vehicle passed the Licensing items?
If it did not fail on a Licensing item choose "YES"

NO / YES

MOT & Licensing items

Can you present the vehicle for a free "Next Day Re-Examination" with both the MOT and Licensing items repaired?
Only available at 3.15pm the same or the following working day after the full inspection.
If the vehicle passes the suspension will be lifted.

NO / YES

BOOK "NEXT DAY RE-EXAMINATION"
Did you attend this appointment and on time at 3.15pm?

NO / YES

Has the vehicle passed the MOT items?

NO / YES

Vehicle suspension may be lifted.

Has the vehicle passed the Licensing items?
If it did not fail on a Licensing item choose "YES"

NO / YES

Licensing item(s) only

Can you present the vehicle for a free "Next Day Re-Examination" with the Licensing items repaired?
Only available at 3.15pm the same or the following working day after the full inspection.

YES / NO

BOOK "NEXT DAY RE-EXAMINATION"
Did you attend this appointment and on time at 3.15pm?

YES / NO

Has the vehicle passed the Licensing items?

YES / NO

PASSED INSPECTION
Visit the Taxi Licensing Office

Can you re-present the vehicle for a "Re-Examination" within 10 working days of the full Inspection?

YES / NO

Start again at FULL INSPECTION

BOOK "10 DAY RE-EXAMINATION"
Fee payable to the Taxi Licensing Office. Appointment required. Appointment must be within 10 working days of the Full Inspection.
Did you attend this appointment and on time?

YES / NO

Has the vehicle passed all MOT items?

NO / YES

Vehicle suspension may be lifted.

Has the vehicle passed all Licensing items?

YES / NO

Start again at FULL INSPECTION
Fee payable to the Taxi Licensing Office.

PASSED INSPECTION
Visit the Taxi Licensing Office

CHART
B

Follow this chart only if the vehicle has failed on one or more MOT item(s) NOT in the list below
(The vehicle may also have failed on MOT items in the list below and Licensing items)

If the vehicle has failed on one or more MOT item(s) IN the list below and/or one or more Licensing item(s) - follow chart A.

Bonnet, Boot lid, Brake pedal anti-slip, Direction indicators, Doors, Dropsides, Fuel filler cap, Hazard warning, Horn, Lamps, Loading door, Mirrors, Rear reflectors, Registration plates, Seatbelts (but not anchorages), Seats, Sharp edges or projections, Steering wheel, Tailboard, Tailgate, Vehicle identification number (VIN), Windscreen and glass, Windscreen wipers/washers, Wheels and Tyres.

If the vehicle has failed on one or more MOT item(s) it will have been suspended.

What did your vehicle fail on?

MOT item(s) only

BOOK "10 DAY RE-EXAMINATION"
Fee payable to the Taxi Licensing Office. Appointment required.
Appointment must be within 10 working days of the Full Inspection.
Did you attend this appointment and on time?

YES / NO

Can you re-present the vehicle for a "Re-Examination" within 10 working days of the full Inspection?

NO / YES

Has the vehicle passed all MOT items?

YES / NO

Vehicle suspension may be lifted.

MOT & Licensing items

BOOK "10 DAY RE-EXAMINATION"
Fee payable to the Taxi Licensing Office. Appointment required.
Appointment must be within 10 working days of the Full Inspection.
Did you attend this appointment and on time?

NO / YES

Can you re-present the vehicle for a "Re-Examination" within 10 working days of the full Inspection?

YES / NO

Has the vehicle passed all MOT items?

NO / YES

Vehicle suspension may be lifted.

Start again at FULL INSPECTION
Fee payable to the Taxi Licensing Office.

Has the vehicle passed all Licensing items?

YES / NO

Can you re-present the vehicle for a "Re-Examination" within 10 working days of the full Inspection with the Licensing items repaired?

NO / YES

Start again at FULL INSPECTION
Fee payable to the Taxi Licensing Office.

PASSED INSPECTION
Visit the Taxi Licensing Office

Other types of vehicle Inspection

NOTE

The driver of vehicle(s) should undertake a walkaround check (quite often on a daily basis) before a vehicle is used and a vehicle checklist should be maintained, which if not kept can result in enforcement action. HC & PHV proprietors failing to maintain their vehicles in a safe and roadworthy condition may have their HC or PHV licence suspended or revoked. It is an offence under the road traffic regulations to use an unroadworthy vehicle on the public highway.

A vehicle, which, in the opinion of the inspection officer, is considered dangerous, or a hazard to others will be suspended until the vehicle is presented with the fault(s) corrected. A vehicle which, in the opinion of the inspection officer, fails to conform to the council's standards will be issued a rectification notice giving the proprietor a period of time to correct the matter. If the vehicle has not been presented within the period specified with the matter corrected the vehicle licence may be suspended.

Spot Inspection

A 'Spot' inspection can be given to any vehicle that is currently licensed. The inspection is the same as the normal inspection. Any Licensing and Enforcement Officer can request your vehicle to be made available for a 'Spot' inspection. You will be sent or given an appointment form asking you to attend at a set time and on a set day. If this is not convenient it can normally be changed. You will not be charged for a spot inspection however, if your vehicle fails, you will be required to pay for any clearance or further inspections.

Under the vehicle age policy & emissions, if your vehicle is over a certain age, and fails a spot inspection the licence could be revoked and the vehicle refused any future licence.

Joint/Multi Agency Spot Inspection

Several agencies may be present at a “Joint Agency” inspection, e.g. Coventry Taxi Licensing Office, Police, Vehicle Inspectorate (Department for Transport), Inland Revenue, Customs and Excise, the Benefits Agency and other council departments such as Council Tax and Housing Benefits.

A Licensing and Enforcement Officer or Police Officer can require your vehicle to be made available for a Joint/Multi Agency spot inspection. A Licensing and Enforcement Officer may send you a letter of appointment asking you to present your vehicle for inspection. A Police Officer may stop your vehicle and require you to present your vehicle for inspection.

Licensing and Enforcement Officer Spot Inspections

These can take place on the roadside or at the Taxi Licensing Office. They are not normally as detailed as the other types of inspection and can range from a check of the general condition to a full inspection.

METERS

Hackney carriage vehicles must have a calendar controlled meter, approved by the Taxi Licensing Office, fitted by law and cannot be used without one. A licence will not be issued to a hackney carriage unless an approved meter is fitted, programmed, calibrated, tested and found to be accurate and issued with a meter test certificate. If you own a hackney carriage and the meter is not working correctly, you should inform the Taxi Licensing Office, who will

arrange a meter test appointment for you.

Private hire vehicles do not have to have meters fitted and can be used without a meter, but if your vehicle is fitted with a meter, arrangements must be made for the meter to be tested. You cannot use the meter if it has not been programmed, calibrated, tested and found to be accurate and issued with a meter test certificate.

Any vehicle with a meter that is inaccurate or not working correctly can be suspended from use until tested, found to be accurate and issued a new certificate of accuracy.

It is up to the proprietor of the vehicle to find the agent for the make and model of meter in their vehicle and arrange for it to be programmed with the correct rate for Coventry and calibrated. The Taxi Office staff can only test a meter after it has been correctly programmed and calibrated.

All meters must be programmed, calibrated and issued with a 'Meter Programming Certificate' or Meter Test Certificate', dated on or after the introduction of the current fare structure. The certificate must be displayed in the vehicle. The Taxi Licensing Office informs proprietors in advance of a change in fares and the location and date & times for the programming and testing of meters.

ACCIDENT DATA RECORDING DEVICES (ADRD), DASHCAMS

Proprietors of licensed hackney carriage and private hire vehicles in Coventry are permitted to install an Accident Data Recording Device (ADRD) into their vehicles. An ADRD is a journey recorder which is concealed discretely in the front or rear of a vehicle. It records digitally onto a media card. The card will hold data which consists of speed, braking and collision G-force.

Personal Data

No personal data i.e., words or images are permitted to be recorded either inside or outside the vehicle.

Fitting an ADRD

Such devices should be fitted and maintained in accordance with the guidelines provided by the ADRD supplier and those in this document. It should take account of,

1. Any requirements in respect of the Motor Vehicle Construction and Use Regulation;
2. Safety requirements, including the manufacturer’s installation instructions;
3. Passenger and driver safety. The equipment must be designed and installed in such a way as to present no danger to passengers or the driver;
4. The risk of interference to any existing safety, electrical, computers, navigation, satellite or radio system in the vehicle.
5. The data controller must be registered with the Information Commissioners Office (ICO).

In case of Collision

Immediately or as soon as is practicable, after a road traffic collision has occurred, the driver or proprietor should report the accident to the insurance company or appropriate person(s).

Your responsibility to the Taxi Licensing Office

Please note, that as part of your licensing requirement, you have a legal obligation to inform the Taxi Licensing Office, in writing, if the accident damage is of the type defined in the box below.

Sections 50(3) Local Government (Miscellaneous Provisions) Act 1976 states,

If a licensed vehicle is damaged, and that damage affects the safety, performance and appearance of the licensed vehicle or the comfort or convenience of persons carried then the accident MUST be reported in writing within 72 hours of the accident.

If you are unsure of the meaning in the above box, please contact the Taxi Licensing Office for advice.

Information Commissioners Officer (ICO)

The ICO is the office responsible for regulating matters relating to Dashcams in licensed vehicles. Responsibility for informing the ICO applies to a specified company, organisation or individual vehicle owner (data controller). The reason for this is that information captured on dashcams is regarded as personal data.

The data controller is required to register and renew yearly with the ICO if they have a dashcam system installed into a licensed vehicle. Documentary proof is required showing that this has occurred and must be produced to the Taxi Licensing Office within 30 days of the initial installation and on annual renewal. Regardless of who processes the dashcam footage the data controller remains legally responsible. Drivers need to register and pay a fee with the ICO if any dashcam device is fitted, as the driver will be the controller of the personal data collected.

N.B. See CCTV cameras for full details regarding registering and use with the ICO.

Requests may be made by the Police or other enforcement agencies entitled to access dashcam footage. The request should be made in writing stating the legislation that permits access and the reason why the disclosure is required.

Requests may be made by members of the public to access dashcam footage if they have been the subject of a recording. A charge of £10 can be made and the request must be in writing. A photograph of the person making the request must be provided as evidence that they are the person shown on the image

A GUIDE FOR THE USE OF CLOSE CIRCUIT TELEVISION) IN HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES

The Information Commissioner's Office (ICO) and Surveillance Commissioner have given the strongest possible advice that mandatory CCTV is very difficult for licensing authorities to justify. As such, CCTV is not required by the Taxi Licensing Office, however this policy outlines the requirements for those wishing to voluntarily install CCTV.

These guidelines set out to ensure that CCTV systems installed in Hackney Carriage

and Private Hire Vehicles licensed by Coventry City Council are properly managed whilst being used to prevent and detect crime; and enhance the health, safety and security of both Hackney Carriage and Private Hire Vehicles, drivers and passengers. Vehicle owners, who may also be the driver and/or operator, installing CCTV systems must fully comply with the requirements set out in these guidelines.

For the purposes of these guidelines the term "CCTV system" will include any electronic recording device attached to the inside of vehicle having the technical capability of capturing and retaining visual images and audio recording from inside or external to the vehicle. In addition to the standard CCTV camera system these may include for example, such devices as Video Point of Impact System (VPIS), also known as dash cams, events/incident/accident data recording devices.

CCTV prevents and detects crime, reduces the fear of crime, enhances the health and safety of drivers & passengers and assists enforcement agencies to investigate incidents of alleged crime and civil offences. Any images and audio recording should be used for the above purposes only.

Safety Requirements and Installation

The equipment fitted must comply with legislation including the Road Vehicles (Construction and Use) Regulations 1986. The equipment must be constructed and installed in such a way as to present no danger to passengers or the driver at any time. The CCTV equipment must not interfere with any other system within the vehicle e.g. radio, safety controls, navigation, satellite etc.

All equipment must meet all requirements as regards safety, technical acceptability and operational/data integrity.

All equipment must be designed, constructed and installed in such a way and in such materials as to present no danger to passengers or driver, including impact with the equipment in the event of a collision or danger from the electrical integrity being breached through vandalism, misuse, or wear and tear.

The installed CCTV system must not weaken the structure or any component part of the vehicle or interfere with the integrity of the manufacturer's original equipment.

All equipment must be installed in such a manner so as not to increase the risk of injury and/or discomfort to the driver and/or passengers. For example, temporary fixing methods such as suction cups will not be permitted, or lighting, such as infra-red, which emits at such a level that may cause distraction or nuisance to the driver and/or passengers. All equipment must be protected from the elements, secure from tampering and located such as to have the minimum intrusion into any passenger or driver area or impact on the luggage carrying capacity of the vehicle.

It is contrary to the Motor Vehicle (Construction and Use) Regulations, 1986, for equipment to obscure the view of the road through the windscreen. Equipment must not obscure or interfere with the operation of any of the vehicle’s standard and/or mandatory equipment, i.e. not mounted on or adjacent to air bags/air curtains or within proximity of other supplementary safety systems, such as autonomous braking systems, which may cause

degradation in performance or functionality of such safety systems.

All wiring must be fused as set out in the manufacture's technical specification and be appropriately routed.

If more than one camera is being installed their location within the vehicle must be specific for purpose i.e. to provide a safer environment for the benefit of the Hackney Carriage/Private Hire Vehicle driver and passengers.

All equipment must be checked regularly and maintained to operational standards, including any repairs after damage.

All system components requiring calibration in situ should be easily accessible. The CCTV equipment should be e-marked or CE marked and be confirmed by the equipment manufacturer as being suitable for use in motor vehicles. The equipment shall be checked for compliance on a regular basis and maintained. These checks should include the quality of image and sound, time and date etc. Any CCTV device installed within the vehicle must be specific for purpose i.e. to provide a safer environment for the benefit of the hackney carriage vehicle/private hire vehicle driver and passengers. Viewing screens to see captured images are not permitted within the vehicle and all wiring must be fitted in accordance with the manufacturer's specifications.

Activation, Recording & Accessibility

Activation of the CCTV equipment can be made in a number of ways e.g. panic buttons, door switches time delay or, in the case of an incident/event recorder, predetermined G-Force parameters set on one or more axis (i.e. braking, acceleration, lateral forces) etc. At no time should the information captured on CCTV be accessible other than by approved encryption software which meets or is higher than the current Federal Information Processing Standard (FIPS) 140-2 standard or equivalent. In addition, the system should have access codes to enhance security.

N.B. Audio recording of conversations is not permitted and any facility to use audio must be disabled.

Image Security

Images captured must remain secure at all times. The captured images must be protected using approved encryption software which is designed to guard against the compromise of the stored data, for example, in the event of the vehicle or equipment being stolen. All SD cards must be encrypted to the camera device. All images may only be reviewed via a secure network, i.e. images should not
be available to view via an MP3/MP4 player or equivalent.

The Information Commissioner's Office has published guidance on how to keep personal data secure (including personal data contained in CCTV images), on their website.

Storage of Images

CCTV images must be stored either within its own hard drive or where a service provider is proving facilities, transferred in real time using fully secured and appropriately encrypted GPRS (GSM telephone) signaling to a secure server within the service provider's monitoring centre.

Storing images and sound outside the vehicle is not allowed via any type of portable media device (e.g. CD's or memory sticks etc).

Regardless of which system is used to store CCTV data and sound, it should be stored for a maximum time of 31 days only. All systems should have an automatic overwriting function with a turnaround time of 31 days.

If the data being removed from the CCTV system is undertaken by a service provider, a contract must be in place and cover matters such as security arrangements, keeping/deleting data, access request and arrangements to end the contract. A copy of the contract may be requested by the Taxi Licensing Office at any time.

Data may be retained for longer periods in exceptional circumstances, e.g. insurance claims, criminal
investigations etc. However, once a relevant case is concluded all data must be deleted.

Where applicable, these provisions shall also apply to audio recordings.

Information Commissioners Officer (ICO)

The ICO is the office responsible for regulating matters relating to CCTV. Responsibility for informing the ICO applies to a specified company, organisation or individual vehicle owner (data controller). The reason for this is that information captured on CCTV is regarded as personal data.

The ICO defines a 'data controller' as the individual or organisation which has ultimate responsibility for how personal data is collected and processed. The law defines a "data controller" as the individual or organisation which has ultimate responsibility for how personal data is collected and processed. For the purpose of the installation and operation of in-vehicle CCTV, the "data controller" is the company, organisation or individual which has decided to have a CCTV system installed and operating within the vehicle. The data controller is ultimately responsible for how the images are stored and used and determines in what circumstances the images should be disclosed.

The data controller is required to register and renew yearly with the ICO if they have a CCTV system installed into a vehicle and also where a CCTV system is installed in order to record incidents *outside* the vehicle (e.g. a Video Point of Impact System (VPIS), known as a dashcam or similar).

It is a legal requirement for organisations and businesses that process personal information to pay a data protection fee to the ICO every year and it is a criminal offence if you don't. The ICO publishes an online register of the organisations and businesses that have paid the fee.

You can find out more about the process by reading the ICO guide to the data

protection fee. The level of fee you have to pay varies according to the turnover of your business and the number of employees you have.

Documentary proof is required showing that this has occurred and must be produced to the Taxi Licensing Office within 30 days of the initial installation and on annual renewal. Drivers need to register and pay a fee with the ICO if any CCTV device is fitted, as the driver will be the controller of the personal data collected.

Using recorded CCTV images

The data controller is responsible for complying with all relevant data protection legislation, as well as being legally responsible for the use of all images including any breaches of privacy and data protection legislation.

Any images and/or audio recordings should only be used for the purposes described earlier in these guidelines. Requests to view captured images may be submitted to the data controller by the Police or other statutory law enforcement agencies; the Taxi Licensing Office; insurance companies/brokers/loss adjusters; or exceptionally other appropriate bodies. The data controller is responsible for responding to these requests in accordance with the law. Police or other law enforcement agencies should produce a standard template request form, setting out the reasons why the disclosure is required. Alternatively, a signed statement may be accepted.

All requests should only be accepted where they are in writing specifying the reasons why disclosure is required.

Under the data protection legislation, members of the public may also make a request for the disclosure of images, but only where they have been the subject of a recording. This is known as a 'Subject Access request'. Such requests must only be accepted where they are in writing and include sufficient proof of identity (which may include a photograph to confirm they are in fact the person in the recording). Data Controllers are no longer entitled to charge a fee for a subject access request and must process the request for free. More guidance on handling Subject Access requests can be found in the ICO's https://ico.org.uk/media/2259722/subject-access-code-of-practice.pdf , which is available on their website.

Where a service provider is used for the remote storage and/or management of CCTV data they will act as a 'data processor'. A data processor, in relation to personal data, means any person (other than an employee of the data controller) who processes data on behalf of the data controller, in response to specific instructions. The data controller retains full responsibility for the actions of the data processor.

There must be a formal written contract between the data controller and data processor

(service provider). The contract must contain provisions covering security arrangements, retention/deletion instructions, access requests and termination arrangements.

Documentary evidence of the contractual arrangements may be required to be presented to a Taxi Licensing Office official at any time during the term of the Hackney Carriage/Private Hire Vehicle licence.

INSURANCE

You will be required to supply either the full policy or covernote when you first license, renew, change, transfer a vehicle or have a 'held plate' returned to you. However, at the discretion of the Taxi Licensing Office (TLO), where the insurance is unavailable the plate can be held and licence suspended by the TLO until proof of insurance is provided. The insurance document must specify the registration number of the vehicle and who is insured to drive it. If the insurance is a fleet policy, the insurance schedule document listing the vehicle's registration number must also be supplied and supplied at application/licensing for each vehicle covered by the policy. The TLO can require proof of insurance at any time during the term of the licence. See further information below. If your drivers are named on your application form then the certificate of insurance (or cover note) must specify these named drivers or “any driver”. If there are named drivers on your application form and the certificate of insurance specifies a different named driver then either that driver must be taken off the certificate or added to the application form.

Hackney Carriage Vehicle Insurance

Hackney carriage proprietors are required to supply proof of insurance to the TLO of continuous insurance cover by bringing in either a further cover note or full policy. We will accept a cover note or policy emailed directly from the insurance company/broker to the TLO. It should be noted that only a person currently holding a hackney carriage driver’s licence can be insured to drive a hackney carriage. The only exception to this is where cover is obtained for a person to take their hackney carriage driving test. Only Coventry licensed hackney carriage drivers names can be shown on the Certificate of Insurance or Cover Note as named drivers. Hackney carriages need to be insured for “public hire and reward” and “for use for the carriage of passengers for hire and reward” or “Private & Public Hire Purposes”. (This insurance may also mention “Private Hire” or “pre-bookings” or “prior appointment” as hackney carriage vehicles can undertake these journeys, however it must not say “private hire licence”). It is up to you, the proprietor, to decide if you wish to have this cover as either fully comprehensive or any of the third party options.

Private Hire Vehicle Insurance

Private hire proprietors are in addition to supplying initial proof of insurance to the TLO are required to supply proof of insurance to the operator, who provides bookings to the vehicle, of continuous insurance cover by showing the operator either a further cover note or full policy.

It should be noted that only a person holding a current private hire driver's licence can be insured to drive a private hire vehicle. Only Coventry licensed private hire drivers names can be shown on the Certificate of Insurance or Cover Note as named drivers. Private hire vehicles need to be covered for use for “private hire by prior appointment from the policyholder's place of business” or “pre booked journeys including the carriage of passengers and goods for hire or reward” or “for hire or reward by prior arrangement to the commencement of the period of hire” or for use as “private hire”. Unless the insurance cover is under a fleet policy where both private hire and hackney carriage vehicles are

licensed the insurance cover for a private hire vehicle must not mention “public hire and reward” (unless it is specific only to pre booking/arrangement as per the above) and or “for the use for the carriage of passengers for hire and reward”. It is up to you the proprietor to decide if you wish to have this cover as either fully comprehensive or any of the third party options.

CONDITIONS OF LICENCE

Private Hire Vehicle Proprietors Conditions of Licence

1. Maintenance of Vehicle
   The vehicle and all its fittings and equipment shall at all times when the vehicle is in use or available for hire be kept in an efficient, safe, tidy and clean condition and all relevant statutory requirements including in particular those contained in the Motor Vehicles (Construction and Use) Regulations shall be fully complied with.

2. Details of Vehicle
   All vehicles shall be painted in a single colour save that two colours may be permitted provided only one appears above or below the contour line of the vehicle.

   No material alterations or change in the specification, design, condition or appearance of the vehicle shall be made without the approval of the council at any time while the licence is in force.

3. Identification Plate (+ Disk)
   The plate identifying the vehicle as a private hire vehicle and required to be exhibited on the vehicle, pursuant to Section 48(6) of the Local Government (Miscellaneous Provisions) Act 1976 shall be securely fixed to the rear of the vehicle in a conspicuous position and in such a manner as to be removable by an authorised officer of the council or a police officer.

4. Interior Markings
   The proprietor shall cause to be clearly marked and maintained inside the vehicle in such a position as to be visible at all times to persons conveyed therein the number of this licence and the number of passengers prescribed in this licence.

5. Safety Equipment
   There shall be provided and maintained in the vehicle at all times when it is in use or available for hire a suitable and efficient fire extinguisher and a suitable first aid kit containing appropriate first aid dressings and appliances, such equipment to be carried in such a position in the vehicle as to be readily visible and available for immediate use in an emergency.

6. Signs, Notices, Etc.
   a No signs, notices, advertisements, plates, marks, numbers, letters, figures, symbols, emblems or devices whatsoever shall be displayed on, in or from the vehicle except as may be required by any statutory provision or required or permitted by these conditions; provided however that this condition shall not apply to any indication on a taxi meter fitted to the vehicle.

   b The proprietor shall cause to be affixed and maintained in the vehicle in a conspicuous position in accordance with the directions of the council any sign or notice relating to private hire vehicles which the council may from time to time require.

   c There may be displayed within the vehicle for the information of passengers a table of fares in a form and printing previously submitted to and approved by the council.

7. Change of Address
   The proprietor shall notify the council in writing of any change of his/her address during the period of the licence within seven days of such change taking place.

8. Convictions
   The proprietor shall within seven days disclose to the council, in writing, details of any convictions imposed on him (or, if the proprietor is a company or partnership, on any of the directors or partners) during the period of the licence.

9. Deposit of Driver's Licences
   If the proprietor permits or employs any other person to drive the vehicle as a private hire vehicle, he shall before that person commences driving the vehicle cause the driver to deliver to him his private hire driver's licence for retention until such time as the driver ceases to be permitted or employed to drive the vehicle or any other vehicle of his/hers.

10. Notification of Drivers
    A proprietor shall inform the Taxi Licensing Office of Coventry City Council of the names and addresses of all licensed drivers permitted or employed to drive licensed vehicles within seven days of the date of appointment or termination as the case may be.

11. Functioning Cashless Payment Facility in Vehicles
    Proprietor(s) must ensure their vehicles are equipped with a functioning cashless payment facility. These cashless facilities must be registered as a “transport” provider or similar with the payment card reader provider.

12. Vaping
    Drivers are prohibited from vaping in Private Hire Vehicles.

Private Hire Stretched Limousine Vehicle Proprietors Conditions of Licence

1. All bookings for a licensed limousine must be on an ‘exclusive hire’ basis and be taken by a licensed Private Hire Operator.

2. Each vehicle will only be licensed by the Council if it is:
   - Suitable in type, size and design;
   - Not of a design and appearance whereby it could be confused with a hackney carriage;
   - In a suitable mechanical condition;
   - Safe and comfortable;
   - Insured for private hire use not just for weddings and funerals.

3. A stretched limousine for the purpose of licensing in Coventry shall be a vehicle modified as a stretched vehicle, such as a Ford Lincoln, Ford Excursion, Cadillac, Volvo or Mercedes, by a converter approved by the manufacturer.

4. The criteria for licensing these vehicles by Coventry City Council will be the same as for private hire vehicles subject to the following amended conditions
   • The vehicle will be licensed for a maximum of eight passengers;
   • Tinted windows must comply with the Road Vehicles (Construction & Use) Regulations 1986 in so far as the windscreen and front side windows are concerned;
   • The vehicle may be left hand drive provided it is fitted with a forward-facing camera on the offside of the vehicle (such as in the wing mirror) and a monitor displaying video from the camera and visible to the driver;
   • A seat belt must be fitted for each seat in accordance with the Construction and Use Regulations and must be used by passengers;
   • Each passenger must be able to exit the vehicle on both sides of the vehicle by either a door or an emergency window exit. Childproof locks which prevent egress from the rear of the vehicle shall not be fitted or if fitted, shall be permanently disabled;
   • The vehicle will be required to pass a vehicle inspection, before licensing and at four monthly intervals, to a standard set by the City Council at a City Council nominated garage/MOT testing station;
   • Where alcohol is supplied it must be authorised under the Licensing Act 2003 and no alcohol shall be supplied to any person below the age of 18.
   • A notice, authorized by the Taxi Licensing Office, must be displayed so that it is visible to all the passengers denoting that the vehicle is licensed as a private hire vehicle and that any complaints should be addressed to the Taxi Licensing Office. An additional notice, authorized by the Taxi Licensing Office, must be displayed on the front windscreen (but not in the swept area) advising pedestrians that the vehicle is licensed by Coventry City Council.

5. As with Executive Hire Private Hire Vehicles, the plate identifying the vehicle as a Private Hire Vehicle, in accordance with section 48 of the Local Government (Miscellaneous Provisions) Act 1976, will not have to be displayed on the rear but may alternatively be fitted in a conspicuous position on the inside of the vehicle. The vehicle will also not be required to display yellow/black window stickers apart from the notice on the windscreen.

6. The correct type of tyres of both the appropriate size and the correct weight loading must be fitted.

Private Hire Novelty Vehicles (including fire engines) Proprietors Conditions of Licence

1. That whenever passengers are entering or leaving the vehicle, physical assistance is provided to ensure their safety

2. Suitable signage is to be clearly displayed within the passenger cab advising passengers not to embark or disembark the vehicle without assistance from the operators/crew.

3. That the restrictions on access to disabled persons be advised to passengers at the time of booking and in any promotional literature.

4. That seatbelts be provided for all passengers.

5. That if there is a blue light and siren on the vehicle it is permanently disabled. (must comply with regulation 16 of the Road Vehicles Lighting Regulations. 1989)

6. That all external lockers on the vehicle be secured to prevent access by passengers or the public.

7. That the floor area in the passenger compartment of the vehicle be kept clear and unobstructed at all time.

8. That additional steps be carried and used on the vehicle to facilitate access to and aggress from the vehicle.

9. That no person involved in operating the vehicle shall wear any clothing that might lead a member of the public to believe that the person is an officer of the fire service.

10. A full risk assessment relating to the operation of the vehicle for private hire purposes shall be forwarded to the Council prior to the issue of the licence.

Private Hire Pedicabs and Tuk Tuks Vehicle Proprietors Conditions of Licence

1. Introduction

Pedicabs and Tuk Tuks permitted to be licensed in Coventry are motor assisted vehicles with three wheels, used for the purpose of carrying fare paying passengers.

As with all licensed taxis these vehicles have to comply with Conditions of Fitness and are required to meet a minimum standard that must be maintained throughout the licensing period.

2. General Requirements

a. Licensed vehicles must be of a design which has the driver/rider to the front and the passengers seated to the rear.

b. Vehicles will have a minimum of three wheels and must be fitted with an electric (maximum 250 watts) or zero emission capability engine / motor (maximum 50 cc).

c. If pedalled the vehicle must be fitted with an electric motor to either power the vehicle unassisted or to assist with pedalling (maximum 250 watts).

d. Vehicles licensed by this authority will operate within the inner ring road and the Railway Station only.

e. Pedicabs and Tuk Tuks are only permitted to accept pre booked fares received through a Coventry licensed Private Hire Operator and are not permitted to utilise hackney carriage ranks.

f. The maximum number of passengers that can be carried in each vehicle will be assessed and determined by the Taxi Licensing Office and this number must be displayed on the licence plate issued by the Council to be fixed securely to the rear of the vehicle. This plate must also display the expiry date of the licence.

g. Vehicles must be maintained in a sound, mechanical and structural condition and comply with all relevant legislation that affects the construction and use of such vehicles to include but not restricted to:-

a. Motor Vehicles (Construction and Use) Regulations

b. Road Vehicle Lighting Regulations

c. The Pedal Cycle (Construction and Use) Regulations 1983 and the Pedal Cycle (Construction and Use) (Amendment) Regulations 2015.

d. The Pedal Cycle (Safety) Regulations 2003.

e. The Pedal Bicycle (Safety) Regulations 2010.

f. The Electrically Assisted Pedal Cycle Regulation 19863 and the Electrically Assisted Pedal Cycle (Amendment) Regulations 2015.

3. Vehicle Testing

a. All vehicles are subject to a mechanical examination prior to licensing and every 12 months thereafter. Any vehicle over 3 years old is required to undertake 6 monthly inspections.

b. All inspections must be undertaken at Whitley depot or an alternative facility as appointed and authorised by the Council. Failure to secure a pass certificate will prevent a licence being issued or result in suspension of a licence (if at 6 monthly inspection).

c. Where applicable a current MOT certificate will be required to be submitted with an application for a licence and annually thereafter on renewal of a licence.

4. Maintenance of Vehicle

The proprietor shall ensure that;

a. The bodywork of the vehicle is in good condition and the paint work is clean and well maintained.

b. Any roof covering is watertight.

c. The condition, fixing and routing or positioning of electric cables and fitting, if any, are such that there is no risk of electrical fire or other incident.

d. The vehicle is provided with an audible warning device such as a bell or a horn.

e. Any door hinges, locks and handrails and any grab handles fitted to the vehicle are secure and sound, and not liable to injure any passengers, damage or soil their clothing or luggage.

f. A suitable spare wheel and tyre is provided and readily available for use or an alternative temporary repair system is provided, together with the tools and equipment required to carry out any emergency replacement or repairs required to the vehicle.

g. The vehicle is fitted with seatbelts to each seat. The seat belts shall be readily accessible for use by all passengers and must be maintained in a safe condition at all times.

h. The fittings and furniture of the vehicle are clean and well maintained and in every way

fit and safe for public use.

i. Any internal linings of the vehicle are sound, clean and not liable to damage or soil passengers' clothing or luggage, and the floor is provided with a carpet, mat or other suitable, non-slip floor covering which is sound and clean.

j. The seats are properly cushioned and covered by a water resistant material and that seat covers are in a sound and clean condition, which may be easily cleaned and dried.

k. There shall be provided and maintained in the vehicle at all times a dry powder fire extinguisher of at least 1kg in weight and stamped EN3 or BSEN3 (which should be red in colour). The fire extinguisher must have a dial reader and be serviceable. A basic first aid kit must be carried which is CE, HSE, BSI, BS or DIN compliant.

5. Insurance

The proprietor or owner of the vehicle shall present, on application for a licence a valid vehicle insurance policy covering private hire for private hire use. This policy shall include details of;

a. The proprietor or owner as the policy holder.

b. Cover for any other persons who drive the vehicle who shall be named on the policy and be licensed Coventry private hire drivers.

6. Drivers

An applicant for a driver's licence for a Pedicab or Tuk Tuk shall;

a. Undertake all the (relevant) requirements for a Coventry licensed private hire driver as stipulated in the Driver Information Document 044 plus any additional / amended requirements specific to the licensing of Pedicabs and Tuk Tuks.

b. Meet the DVLA Group 2 medical standards (a medical examination form from the Council must be completed by the applicants own GP).

c. Notify the Council of any medical condition which arises after the issue of the licence which may affect their ability to perform their duties.

d. Not be permitted to drive any other type of private hire vehicle unless the relevant application, tests and assessments are undertaken and passed and the correct licence held.

7. Licence Requirements

Drivers of Pedicabs and Tuk Tuks must;

a. hold a full DVLA driving licence

8. Functioning Cashless Payment Facility in Vehicles

Proprietors must ensure their vehicles are equipped with a functioning cashless payment facility. These cashless facilities must be registered as a “transport” provider or similar with the payment card reader provider.

9. Vaping

Drivers are prohibited from vaping in Private Hire Vehicles.

Hackney Carriage Vehicle Proprietors Conditions of Licence

1. A proprietor shall be engaged in a full time capacity in the business of letting for hire one or more hackney carriages.

2. A proprietor shall keep proper records in the form approved by the city council of all journeys undertaken by drivers engaged by him/her and of the hours worked by such drivers.

3. A proprietor shall provide and thereafter maintain in respect of the licence granted a hackney carriage of the metropolitan type which shall be of one colour approved by the city council.

4. A proprietor shall cause to be delivered to him and shall retain in his possession the licence of any driver engaged by him and shall ensure that such driver is in possession of the appropriate driver's badge issued by the city council.

5. A proprietor shall keep the licensed hackney carriage in a fit and road-worthy condition at all times and shall clean the same inside and outside daily.

6. A proprietor shall inform the Taxi Licensing Office of Coventry City Council of the name and address of all licensed drivers engaged by him/her and of any such driver ceasing to be so engaged within seven days of the date of appointment or termination as the case may be.

7. The licence granted shall remain in force for one year.

8. Advertisements shall not be displayed on any hackney carriage, either internally or externally, (including upon any window), without the written approval of the city council.

9. Where approval for the display of advertisements has been granted, the proprietor shall ensure the advertisement(s) are displayed in the prescribed manner and maintained in a clean and tidy condition.

10. Stickers identifying the vehicle as a licensed hackney carriage (including current plate number) and issued by the City Council shall be adhered directly to the vehicle to which they relate as follows:

    a. One to the nearside quarterlight and one to the offside quarterlight, located towards the bottom when viewed from outside and readable from outside the vehicle.

    b. One located at the top of the windscreen and readable from outside the vehicle.

    c. If the information on any of the stickers is inaccurate or not clearly readable the vehicle must not be used for hire until replacement stickers have been issued by the City Council and adhered to the vehicle. The information on the stickers must not be

altered or obliterated other than by the City Council. Stickers must not be located elsewhere on the vehicle without prior written approval from the City Council.

11. Proprietors must ensure their vehicles are equipped with a functioning cashless payment facility. These cashless facilities must be registered as a “transport” provider or similar with the payment card reader provider.

12. Drivers are prohibited from vaping in Hackney Carriage Vehicles.

SIGNAGE ON LICENSED VEHICLES (Council issued signage, stickers, labels, etc)

Private Hire Vehicles

Signage identifying the vehicle as a licensed private hire vehicle (including current plate number) and issued by the City Council shall be adhered/attached directly to the vehicle to which they relate as follows:

a. One plate secured to the outside and rear of the vehicle using mechanical fixings (e.g. screws) and easily readable from behind the vehicle. Plate size approx 12.5cmx24cm.

b. One large sticker to the nearside front door and one large sticker to the offside front door, located approximately in the centre of the door panel when viewed from outside and readable from outside the vehicle. Large sticker size approx 20cmx34cm. If a Private Hire Operator has their own sticker this can be displayed as well on the offside and nearside rear doors in addition. If 2 Operators have their own sticker the traditional Coventry sticker will be replaced by one of the Operators. See page 18 for full details entitled “Criteria for Private Hire Operators own stickers on doors”.

c. One small sticker to the nearside rear door window, located in the top left corner when viewed from outside and readable from outside the vehicle. One small sticker to the offside rear door window, located in the top right corner when viewed from outside and readable from outside the vehicle. Small sticker size approx 7cmx8.5cm.

d. One small sticker to the nearside rear door window, located in the top right corner when viewed from inside and readable from inside the vehicle. One small sticker to the offside rear door window, located in the top left corner when viewed from inside and readable from inside the vehicle. Small sticker size approx 7cmx8.5cm.

e. If the information on any of the signage is inaccurate or not clearly readable the vehicle must not be used for hire until replacements have been issued by the City Council and attached to the vehicle. The information on the signage must not be altered or obliterated other than by the City Council. They must not be located elsewhere on the vehicle without prior written approval from the City Council. Replacement signage may be charged for.

Note: In order to meet legislation banning smoking in private hire vehicles a no smoking sign must be displayed in the vehicle and in a position easily seen by all passengers and the driver. The sign is normally available from the Taxi Licensing Office.

Hackney Carriage Vehicles

Signage identifying the vehicle as a licensed hackney carriage and issued by the City Council shall be adhered directly to the vehicle to which they relate as follows:

a. One plate secured to the outside and rear of the vehicle using mechanical fixings (e.g. screws) and at the location approved by the vehicle manufacturers and easily readable from behind the vehicle. Plate size approx 18cmx24cm.

b. One located at the top of the windscreen and readable from outside the vehicle.

c. One to the nearside quarterlight and one to the offside quarterlight, located towards the bottom when viewed from outside and readable from outside the vehicle.

d. If the information on any of the signage is inaccurate or not clearly readable the vehicle must not be used for hire until replacements have been issued by the City Council and adhered to the vehicle. The information on the signage must not be altered or obliterated other than by the City Council. They must not be located elsewhere on the vehicle without prior written approval from the City Council. Replacement signage may be charged for.

Note: In order to meet legislation banning smoking in hackney carriage vehicles two no smoking sign must be displayed, one in the passenger compartment in a position easily seen by all passengers, and one in the driver compartment easily seen by the driver. These are normally available from the Taxi Licensing Office.

Advertising of Hackney Fare Discounts.
The DfT recommend that taxi operators/proprietors who wish to charge less than the specified maximum fare should be allowed to display a sign stating this on their hackney carriages. Proprietors who wish to do this will need to submit a proposed sign to the Senior Licensing & Enforcement Officer for written approval before displaying on the vehicle.

ADVERTISING ON/IN VEHICLES

Private Hire Vehicles

No advertising is allowed outside or inside private hire vehicles licensed in Coventry other than stickers/notices approved/required by the Taxi Licensing Office.

Hackney Carriage Vehicles

The following are the conditions for advertising on the outside or inside of hackney carriage vehicles licensed in Coventry.

1. GENERAL

   a) Suitable advertisements may be displayed on or in hackney carriages, subject to written approval from the Taxi Licensing Office being obtained **before** advertisements are applied to vehicles.

   b) Advertisements must be of a form and quality that cannot become easily soiled, defaced or detached.

   c) Advertisements must be affixed directly onto the body of the hackney carriage or initially attached to an approved magnetic panel, which is then attached to the vehicle.

2. EXTERIOR ADVERTISING

   a) Exterior advertising may be displayed on the bodywork of the vehicle.

b) Where full livery advertising is proposed, or where an advertisement runs across more than one panel, provision must be made for the immediate replacement of any damaged panel(s). Hackney carriages will not be permitted to work with damaged or unmatched panels, nor will they be accepted for re-licensing in this condition.

c) Advertising involving the fixing of a structure, board, roof or other type of fixture, which significantly alters the original shape of the vehicle, shall not be allowed.

d) Advertising on the boot lid, which in any way obscures the hackney carriage licence plate shall not be allowed.

e) An external advertisement containing the name and telephone number of the company for which the vehicle is working may be displayed on either side of the vehicle on the area along the roof edges/along the top of the doors.

3. INTERIOR ADVERTISING

a) Advertisements may only be displayed within the passenger compartment on the base of the occasional (flip up) seats and along the bulkhead above the passenger/driver partition.

b) Occasional seat advertisements must be encapsulated in clear, non-flammable plastic.

c) No material may be placed on the driver/passenger partition other than notices approved by the Taxi Licensing Office or that set out in section d) below.

d) A flat multimedia screen (e.g. LCD TV) will be permitted, no larger than 11"/280mm across the diagonal, on the partition screen behind and above the driver's head, facing the passenger, displaying advertising and images from CCTV installed in the vehicle. The advertising content must conform to the requirements in section 5 below and no audio/sound will be allowed.
A technical assessment by a recognised organisation in vehicle safety, or certification by the equipment manufacturer/installer or the vehicle manufacturer must be supplied, covering the safety implications of the multimedia screen and accompanying equipment.

4. WINDOW ADVERTISING

a) One advertisement, no larger than 450mm wide and 80mm deep, may be displayed at the top of the rear window containing the company name and telephone number supplying journey bookings.

b) Additionally, an advertisement no larger than 1200mm wide and 200mm deep may be displayed in the rear window. The advertisement must be of an approved material (eg. dot matrix style), visible only from outside the vehicle and must not obstruct vision.

c) Advertising material must be maintained in a good condition at all times. Advertisements should be correctly fitted and sealed to prevent the egress of water on to the advertising materials. Any advertisement that retains water or

obscures rear vision should be removed from the vehicle.

5. ADVERTISEMENT CONTENT

a) All advertisements must comply with the UK's Advertising Standards Authority's Advertising Codes and it is the responsibility of the hackney carriage proprietor to make sure that they do so.

b) Each proposal shall be considered upon its own merits but the following advertisements WILL NOT BE APPROVED:

i) those of a political, racial, religious, sexist or controversial nature;

ii) those for escort agencies, gaming establishments (with the exception of bingo halls), sex shops or massage parlours;

iii) those displaying nude or semi-nude human figures;

iv) those promoting the use of drugs or consumption of alcoholic drinks;

v) those promoting the use of tobacco or other smoking related products;

vi) those likely to offend public taste;

vii) those depicting men, women or children as sex objects;

viii) those depicting direct and immediate violence;

ix) those which may be regarded as promoting any racist individual, group or organisation, or any racist message or activity.

ALTERNATIVE FUELLED VEHICLES

The Taxi Licensing Office normally licenses vehicles powered by Petrol or Diesel.

If you wish to license a vehicle powered by, or convert a currently licensed vehicle to by powered by, LPG (Liquid Petroleum Gas) or LPG and Petrol you must follow the procedures set out below.

If you wish to license a vehicle powered by, or convert a currently licensed vehicle to by powered by a fuel other than Petrol, Diesel or LPG (e.g. natural gas, electricity etc), then you must put your request in writing to the Taxi Licensing Office before you alter a licensed vehicle or purchase a vehicle. If you intend to use bio diesel with or instead of crude oil diesel you should get advice from the vehicle manufacturer.

LPG VEHICLES

- **If you wish to license a production vehicle** fuelled by LPG or LPG & Petrol (i.e. has come off the manufacturer's production line as a LPG or LPG & Petrol fuelled, standard production, vehicle) you should follow the normal licensing procedure, including a Coventry City Council vehicle inspection. No additional procedure or documentation is required.

- **If you wish to license a vehicle already converted** to LPG or LPG & Petrol, you must supply Documents 1 & 2 and Document 3 if required and follow the normal licensing

procedure, including a Coventry City Council vehicle inspection. *(Documents 1, 2 & 3 are explained later in this section)*

- **If you wish to convert a vehicle currently licensed by Coventry City Council** to LPG or LPG & Petrol, you must first apply in writing to the Taxi Licensing Office stating, the name of the company who will carry out the conversion and that that company can supply Documents 1 and 2. You must then obtain a letter from the Taxi Licensing Office giving you permission for conversion before the conversion takes place. After conversion the vehicle must be submitted for and pass the Coventry City Council Inspection
and you must supply Documents 1 & 2 and Document 3 if required, to the Licensing Office before the vehicle is used for HC or PH work. After conversion you must inform your insurance company and supply proof to the Taxi Licensing Office that you have the necessary insurance cover for the vehicle. *(Documents 1, 2 & 3 are explained later in this section*

PLEASE NOTE:
You must be certain that the conversion company can supply you with Documents 1 & 2 containing all the required information. <u>If, after conversion you cannot supply Documents 1 and 2 containing all the required information to the Taxi Licensing Office, the vehicle licence will be suspended</u>.

Also, LPG conversation vehicles can only be licensed as a Replacement Vehicle (i.e. replacing an already licensed vehicle) as they are not Zero Emission Capable. This will depend on their Euro Emissions rating.

Document 1
A letter or certificate from the individual or company who carried out the conversion stating:-

a) The name and address of the individual or company.
b) The name and position of the person who was responsible for the conversion.
c) The date of conversion.
d) The registration number, VIN number, make & model of the vehicle that was converted.
e) That the vehicle has been converted to the standards stipulated by the LP Gas Association in their “Code of Practice 11 Autogas Installations September 2020” or later document.
f) That the conversion meets all the relevant requirements of the Road Vehicles (Construction and Use) Regulations 1986.
g) That the conversion meets the following specific requirements of Coventry City Council i.e.:-

<u>Hackney Carriage Vehicles</u>

- The only exterior change allowed is the addition of one LPG filler point, one small emergency shut off switch and one petrol tank filler
- There should be no change to the size, contents or appearance of the passenger compartment
- There should be no change to the driver area except for a fuel changeover switch.
- There should be no change to the area, contents or appearance of the near side front stowage area to the left of the driver, except, if necessary to locate a spare wheel, which should be done is such a way as to minimise the effect on the stowage area available for passenger’s luggage/belongings.
- If the LPG tank is located in the boot, this must not affect the safe stowage of the disabled person access equipment (wheelchair ramps etc).
- If a petrol tank is located in the boot area this must not affect the safe stowage of the disabled person access equipment (wheelchair ramps etc), must have an external filler,

be made of a suitable material, located and protected to avoid fracture and avoid any leaking of fuel or fumes into the passenger area in the case of an accident.

- If the spare wheel area is affected by the conversion, any alternative location for the spare wheel must not unduly affect the appearance of the vehicle, contravene the vehicle conditions set by Coventry City Council (available on request) or any other legislation governing the use of the vehicle on the public highway.
  Note: An appropriate “Space Saver Wheel” would be acceptable as an alternative to a conventional spare wheel or evidence of an alternative arrangement as stated in Document 3 below.
- After conversion, there should remain adequate stowage area for passenger’s luggage/belongings.

Private Hire Vehicles

- The only exterior change allowed is the addition of one LPG filler point, one small emergency shut off switch and one petrol tank filler
- There should be no change to the size, contents or appearance of the passenger compartment
- There should be no change to the driver area except for a fuel changeover switch.
- If the LPG tank is located in the boot, or other luggage stowage area, this must leave adequate area for the stowage of passenger’s luggage/belongings.
- If a petrol tank is located in the boot, or other luggage stowage area this must leave adequate area for the stowage of passenger’s luggage/belongings, must have an external filler, be made of a suitable material, located and protected to avoid fracture and any leaking of fuel or fumes into the passenger area in the case of an accident.
- If the spare wheel area is used for the LPG tank, any alternative location for the spare wheel must not unduly affect the appearance of the vehicle, contravene the vehicle conditions set by Coventry City Council (available on request) or any other legislation governing the use of the vehicle on the public highway, or substantially affect the stowage area and must leave adequate area for the stowage of passenger luggage/belongings
  Note: An appropriate “Space Saver Wheel” would be acceptable as an alternative to a conventional spare wheel or evidence of an alternative arrangement as stated in Document 3 below.

Document 2
The original LP Gas Association Approved Installer Scheme 'LPG Conversion Certificate' stating the vehicle details and the conversion details. This certificate will be copied and the original returned. For vehicles after September 2010 the vehicle must have been registered on the UKLPG Register at https//www.drivelpg.co.uk

Document 3
If you choose not to carry a spare wheel in the vehicle, you must have a suitable contract or arrangement in place for the supply or replacement of wheels/tyres in case of failure, a copy of this contract or arrangement must be received by the Licensing Office before permission to convert can be given or a vehicle licence granted.

APPEALS (Right of appeal)

Hackney Carriage Vehicle

If you are aggrieved by a decision of the City Council to refuse a first grant of a hackney carriage vehicle licence you have the right to appeal, under S.7 Public Health Acts Amendment Act 1907, to Coventry Crown Court within 21 days.

If you are aggrieved by a decision of the City Council to suspend, revoke or refuse to renew

a hackney carriage vehicle licence, under S.60 Local Government (Miscellaneous Provisions) Act 1976, you have the right to appeal to Coventry Magistrates' Court within 21 days.

Note - there is no right of appeal against a decision of the City Council to suspend, under S.68 Local Government (Miscellaneous Provisions) Act 1976, a hackney carriage vehicle licence.

If you are aggrieved by a condition specified in a hackney carriage vehicle licence you have the right to appeal, under S.47 Local Government (Miscellaneous Provisions) Act 1976, to Coventry Magistrates' Court within 21 days.

You must pay the fee at the same time as lodging the appeal for it to be accepted as valid.

Right of appeal Private Hire Vehicle

If you are aggrieved by a decision of the City Council to refuse a first grant of a private hire vehicle licence you have the right to appeal, under S.48 Local Government (Miscellaneous Provisions) Act 1976, to Coventry Magistrates' Court within 21 days.

If you are aggrieved by a decision of the City Council to suspend, revoke or refuse to renew a private hire vehicle licence, under S.60 Local Government (Miscellaneous Provisions) Act 1976, you have the right to appeal to Coventry Magistrates' Court within 21 days.

Note - there is no right of appeal against a decision of the City Council to suspend, under S.68 Local Government (Miscellaneous Provisions) Act 1976, a private hire vehicle licence.

If you are aggrieved by a condition specified in a private hire vehicle licence you have the right to appeal, under S.48 Local Government (Miscellaneous Provisions) Act 1976, to Coventry Magistrates' Court within 21 days.

You must pay the fee at the same time as lodging the appeal for it to be accepted as a valid appeal.

Continuing to work a vehicle as a hackney carriage or private hire

Section 77 of the Local Government (Miscellaneous Provisions) Act 1976 provides that:

"If any requirement, refusal or other decision of a district council against which a right of appeal is conferred by this Act -

a) involves the execution of any work or the taking of any action; or

b) makes it unlawful for any person to carry on a business which he was lawfully carrying on up to the time of the requirement, refusal or decision;

then, until the time for appealing has expired (21 days), or, when an appeal is lodged, until the appeal is disposed of or withdrawn or fails for want of prosecution -

i) no proceedings shall be taken in respect of any failure to execute the work or take the action; and

ii) that person may carry on that business".

WARNING. If you work or allow the vehicle to work as a hackney carriage/private hire after the time for appealing has expired (21 days) and have not registered an appeal within that time, you will be committing an offence.

Right of appeal against a refusal of a MOT test certificate

If you do not agree with the items listed on a 'Refusal of an MOT Test Certificate' VT30, you may appeal to the Driver Vehicle Services Agency (DVSA), the agency that controls the

MOT test. Please refer to the information on the back of the VT30 document issue at the end of the MOT test.

TAXI LICENSING OFFICE (TLO) INFORMATION TLO/052

Coventry City Council	
Taxi Licensing Office	Telephone: 024 7697 5446
Whitley Depot	Email: taxi.licensing@coventry.gov.uk
259 London Road	Web: www.coventry.gov.uk/taxilicensing
Coventry. CV3 4AR	

The TLO counter is normally open Tuesdays and Thursdays by prior appointment. However, during the rest of the working week the TLO can be contacted by telephone/email.

The TLO will be closed on Bank Holidays

VISITING THE TAXI LICENSING OFFICE

Access to the Taxi Licensing Office is through the rear entrance to Whitley Depot on Humber Road. You will need to have made a prior appointment with Taxi Licensing otherwise the security will not let you in. There are visitors parking bays outside Whitley Depot main building.

VISITING THE FLEET MOT TESTING STATION FOR VEHICLE MOT'S

Access to the mot testing area is via the front entrance to Whitley Depot on London Road..

Drivers entering through the Humber Road or London Road entrance must observe the 5MPH speed limit, drive safely and follow the one-way system.

- **During an emergency (e.g. fire) evacuation you must follow the instructions from Council staff.**
- **Smoking is not allowed inside or outside of buildings in the Depot.**

	=	Coventry City Council Traffic Management (HCV Ranks) Telephone: 024 7683 4324 e-mail: TrafficManagement@coventry.gov.uk
Disclosure & Baring Service PO Box 110 Liverpool L3 6ZZ Disclosure Tel: 0870 90 90 844 Dispute Tel: 0870 90 90 778	Health & Safety Executive Regional Office, Birmingham Telephone: 0121 607 6200 or 0870 154 5500	Unite Union (Coventry Taxi Trade Representatives - Simon O'Keeffe) 02476 227361
Radio Communications Agency New King's Beam House 22 Upper Ground London SE1 9SA 24 hour enquiries: 0171 211 0211	Coventry City Council Planning Service. Place Directorate. Tower Block Earl Street Coventry CV1 4LF Telephone: 024 7683 1212	Coventry City Council Comments, Compliments & Complaints Coventry City Council, Council House, Earl Street, Coventry. CV1 5RR Telephone: 0800 269 851 e-mail: Coventrydirect@coventry.gov.uk

FEES, CHARGES and REFUNDS (These fees, charges & refunds may change. Contact the relevant organisation to check)

DRIVER LICENSING

Licensing Fees *These fees are paid to the Taxi Licensing Office (TLO) by card payment.*

First Grant licence application HC/PH (non-refundable) £100.00
First Grant licence issue HC/PH - 3 year…….....£265.00
Renewal HC/PH - 3 year (only where a licence is renewed on or before expiry date) £265.00
Re-Grant HC/PH - 3 year (only where an application is received within 6 months of expiry) £285.00
Additional licence HC/PH - 3 year (where a HC/PH licence is held) £265.00
Disclosure & Baring Service Enhanced Disclosure (DBS) – formerly the CRB £62.00
DVLA Driving entitlement enquiry £8.00
Driver Training Course and Test/Retest £115.00
Three-Yearly Driver Refresher Training Course £60.00
Hackney Carriage Road Knowledge Test/Retest £60.00
Replacement Identity Card (Badge) £10.00
Replacement Licence Certificate £5.00

Driving & Wheelchair Assessments

Driving Assessment..... £80.00
Driving Test & Wheelchair Assessment (taken at the same time) £105.00
Wheelchair Assessment.....£25.00

Medical *These charges are paid to the Medical Practitioner who undertakes the medical or the relevant organisation*

Medical (also see below) ..... Price according to the Medical Practitioner
Additional medical tests ..... Set & charged by the relevant organisation

Disclosure & Barring Service (DBS) *This charge is paid by card to the Taxi Licensing Office*

DBS Update Service (annual charge) .....£16.00 (paid by debit/credit card to the DBS)

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VEHICLE LICENSING

Licensing Fees *These fees are paid to the Taxi Licensing Office by card.*
First Grant HC/PH - 1 year £270.00
Renewal HC - 1 year (only where a licence is renewed on or before expiry date) £230.00
Renewal PH - 1 year (only where a licence is renewed on or before expiry date) £230.00
Re-Grant HC/PH - 1 year (only where an application is received within 90 days of expiry). £250.00
Registration Number Change £42.00
Vehicle/Licence Transfer ……..... £32.00
Replacement Plate £10.00

Replacement Licence Certificate £5.00
Replacement PH Door Sticker £10.00
Replacement PH/HC Window/Windscreen/Internal/No Smoking Sticker £1.00

Licensing Refunds *Paid to the licensee (card only)*
Vehicle Licence Surrender Refund (per complete month remaining on licence) £19.17

Inspection Charges *These fees are paid by online booking by card.*
(First, Renewal & 6 month)
Full Inspection & Full Inspection re-booking fee..... £65.00
Next Day Re-Examination/Re-Inspection/Re-Test ..... No charge
10 Day Re-Examination/Re-Inspection/Re-Test £32.50

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OPERATOR LICENSING (The approximate total cost to obtain a operator's licence is from £2200)

Licensing Fees *These fees payable by card are paid to the Taxi Licensing Office..*

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First Grant - 5 year £2300.00
Renewal - 5 year (only where a licence is renewed on or before expiry date) £2300.00
Re-Grant - 5 year (only where an application is received within 1 month of expiry) £2350.00
Replacement Licence Certificate £5.00

Licensing Refunds *Paid to the licensee (card only)*
Operator Licence Surrender Refund (per complete 6 months remaining on licence)….£230.00

PROTECTION OF INFORMATION
(Data Protection Act)

Introduction.
As part of the licensing process, all applicants will be required to provide personal information to the Taxi Licensing Office. Legislation governs the way this information is gathered and processed. The legislation, which applies in this area, is called the Data Protection Act.

Data Protection (Fair Obtaining Clause).
The Taxi Licensing Office is required by law to comply with certain legal requirements when processing personal information. Before an applicant provides personal information they will be shown (seen on all forms requesting information), a 'fair obtaining clause'. This is a statement, which tells you why the information is requested and what is done with it.

Fair Obtaining Clause

Data Protection: We will use the information provided to process your request for a licence, for updating purposes or to take enforcement action. The information is used to ensure the safety of the public and to protect public funds. It may be shared with other local authorities, the Cabinet Office, Insurance Companies and Enforcement Agencies. Information is held as part of a statutory licensing function. The information will be kept for 6 years in line with our retention and disposal schedule. More information on how we handle personal information and your rights under the data protection legislation can be found on our Privacy Notice at;
http://www.coventry.gov.uk/info/25/hackney_carriage_ie_taxi_and_private_hire_licensing/3222/taxi_licensing_privacy_notice

The right to information.
The information held about you may not be confidential as certain people can have access to it (e. g. Police, Inland Revenue etc). Requests for information should be made in writing to the Taxi Licensing Office. There is a charge (see 'Fees, Charges and Refunds' in Contents) and the processing can take a maximum of 40 days. This means that a request for information may take 40 days to complete.

Should you wish to request access to information held about you, the charge and the 40-day rule will apply

Coventry City Council

DECLARATION OF VEHICLE OWNERSHIP

FORM 169

Data Protection: We will use the information provided to process your request for a licence, for updating purposes or to take enforcement action. The information is used to ensure the safety of the public and to protect public funds. It may be shared with other local authorities, the Cabinet Office, Insurance Companies and Enforcement Agencies. Information is held as part of a statutory licensing function. The information will be kept for 6 years in line with our retention and disposal schedule. More information on how we handle personal information and your rights under the data protection legislation can be found on our Privacy Notice at;
http://www.coventry.gov.uk/info/25/hackney_carriage_ie_taxi_and_private_hire_licensing/3222/taxi_licensing_privacy_notice

Vehicle Registration Number .....

I *(Please enter name)* .....

of *(Please enter address)* .....

..... Post Code .....

declare that I am the legal owner of the above vehicle and that this vehicle will be registered in my name and my current address.

I agree to produce the registration certificate (logbook) for this vehicle, registered in my name and address, to the Taxi Licensing Office within one month of the date below, and understand that if I fail to do this the hackney carriage/private hire vehicle licence will be suspended.

SIGNED ..... DATE ...../...../.....

Taxi Licensing Office, Whitley Depot, 259 London Road, Coventry, CV3 4AR
Phone: 024 7683 2183 or 024 7683 2184

Coventry City Council

TRANSFER OF LICENSED VEHICLE NOTIFICATION

FORM 170

Data Protection: We will use the information provided to process your request for a licence, for updating purposes or to take enforcement action. The information is used to ensure the safety of the public and to protect public funds. It may be shared with other local authorities, the Cabinet Office, Insurance Companies and Enforcement Agencies. Information is held as part of a statutory licensing function. The information will be kept for 6 years in line with our retention and disposal schedule. More information on how we handle personal information and your rights under the data protection legislation can be found on our Privacy Notice at;
http://www.coventry.gov.uk/info/25/hackney_carriage_ie_taxi_and_private_hire_licensing/3222/taxi_licensing_privacy_notice

PLEASE NOTE:
It is the responsibility of the registered licensee of a Hackney Carriage or Private Hire vehicle to notify the Taxi Licensing Office in writing of the transfer of their vehicle/licence to another person/company. If this is not done within 14 days of transfer the registered licensee could be guilty of an offence.

NEW PROPRIETOR'S DETAILS

Mr/Mrs/Miss/Ms/..... .....

Address .....

.....

..... **Post Code** .....

CURRENT REGISTERED LICENSEE or representative of the person/company who is transferring the vehicle/licence

VEHICLE DETAILS

Plate/Licence Number ..... and Registration Number .....

I will transfer/have transferred my interest in the above hackney carriage/private hire vehicle, to the person/company whose name and address I have supplied above, on ...../...../.....

Name of registered licensee .....

Your name (if different from the above) .....

Current registered licensee's address .....

.....

..... Post Code .....

You are advised to deliver/send this form directly to the Coventry Taxi Licensing Office, 259 London Road, Whitley, Coventry CV3 4AR. Once received at the Taxi Licensing Office, even if delivered/sent by someone other than you, the transfer will be completed.

Signed ..... (Current registered licensee) Date ...../...../.....

HOLD PLATE REQUEST

Form 175

TLO/175
Revised 05/12/11

Coventry City Council

Data Protection: We will use the information provided to process your request for a licence, for updating purposes or to take enforcement action. The information is used to ensure the safety of the public and to protect public funds. It may be shared with other local authorities, the Cabinet Office, Insurance Companies and Enforcement Agencies. Information is held as part of a statutory licensing function. The information will be kept for 6 years in line with our retention and disposal schedule. More information on how we handle personal information and your rights under the data protection legislation can be found on our Privacy Notice at;
http://www.coventry.gov.uk/info/25/hackney_carriage_ie_taxi_and_private_hire_licensing/3222/taxi_licensing_privacy_notice

VEHICLE DETAILS

Plate Number ..... Reg Number ..... Licence Expiry Date ...../...../.....

Operator (If applicable) ……..…… Call Sign (If applicable) ……..……

LICENCE HOLDER'S DETAILS (or their authorised person)

Mr/Mrs/Miss/Ms/ .....

Address .....

..... Post Code .....

I am the licence holder of the above hackney carriage/private hire vehicle (or authorised person). I request the Taxi Licensing Office to hold the plate for the above vehicle until further notice or until the licence expires for the following reason:

.....

Signed (licence holder or their authorised person) ..... Date ...../...../.....

For completion by the Taxi Licensing Office (In the following order)

1 Plate Held by TLO .....

2 Application Entered on LalPac Application Number

WIZARD/APPLICATION COMPLETED

3 Above Application Completed on LalPac .....

4 Plate filed ..... *Date* ...../...../.....

Authorisation/procedure for the return to the licensee of the above plate

1 Officer Authorisation .....

2 Application Entered on LalPac Application Number

WIZARD/APPLICATION COMPLETED

3 Above Application Completed on LalPac .....

4 Plate Returned to Licensee ..... *Date* ...../...../.....

Coventry City Council

VEHICLE LICENCE SURRENDER/REFUND

Data Protection: We will use the information provided to process your request for a licence, for updating purposes or to take enforcement action. The information is used to ensure the safety of the public and to protect public funds. It may be shared with other local authorities, the Cabinet Office, Insurance Companies and Enforcement Agencies. Information is held as part of a statutory licensing function. The information will be kept for 6 years in line with our retention and disposal schedule. More information on how we handle personal information and your rights under the data protection legislation can be found on our Privacy Notice at;
http://www.coventry.gov.uk/info/25/hackney_carriage_ie_taxi_and_private_hire_licensing/3222/taxi_licensing_privacy_notice

VEHICLE DETAILS

Plate Number ..... Reg Number ..... Licence Expiry Date ...../...../.....

Operator (If applicable) ..... Call Sign (If applicable) .....

LICENCE HOLDER'S DETAILS (or their authorised person)

Mr/Mrs/Miss/Ms/ .....

Address .....

..... Post Code .....

I am the licence holder of the above hackney carriage/private hire vehicle (or authorised person). I surrender and request the immediate cancellation of the above vehicle licence and apply for part refund of the licence fee.

Signed (licence holder or their authorised person) ..... Date ...../...../.....

Refund calculation

To be completed by the TLO and signed by licence holder or their authorised person even if no refund is due.

Number of complete months remaining on licence (A) ..... month(s)

Refund amount per month (B) £.....

I accept the sum of (AxB=) £..... as the total refund amount for the surrender/cancellation of the above vehicle licence.

Signed (Licence holder or their authorised person) ..... Date ...../...../.....

For completion by the Taxi Licensing Office (In the following order)

1 Plate retained by TLO (If not available refer to manager) ..... *Assistant/Officer*

2 Application entered on LalPac Application Number

3 Officer authorisation ..... *Officer*

4 Application/Wizard completed on LalPac (i.e. Licence cancelled/surrendered) ..... *Assistant/Officer*
Must be done before the refund in given

5 Hand over refund if applicable - Done ..... *Assistant/Officer*

6 Receipt number of refund. *Date* ...../...../.....

7 A copy of this form must be put in the Refunds folder for auditing purposes