

# **A GUIDE TO OBTAINING A PRIVATE HIRE VEHICLE LICENCE**

## ITEM 1- GENERAL INFORMATION

This booklet offers guidance on how to apply for a Private Hire Vehicle Licence. Separate guidance booklets are available on how to apply for a Private Hire Driver or Private Hire Operator's Licences. For inquiries about how to obtain a licence or a general question on licensing matters:

**Licensing, and Vehicle Testing  
Environment and Technical Department Transport Depot,  
Abbey Road, Wrexham Ind. Estate LL13 9PW**

**Telephone 01978 729600  
Customer Service Desk Hours  
Mon – Thur 08.30am – 4.30pm**

**Enforcement enquiries, general advice and complaints –  
Public Protection Department, Lord Street, Wrexham**

**Telephone 01978 298990**

## ITEM 2 – INTRODUCTION

In England (outside London) and Wales, private hire and hackney carriage licences are issued by the local Council to control the safe operation of private hire and hackney carriage vehicles being used for hire or reward.

In Wrexham, licensing and enforcement matters are dealt with by the Health and Safety and Licensing Section based at the Public Protection Department , Lord Street, Wrexham.

Each licence has a set of conditions which the licence holder must comply with. Copies of these conditions are attached to every licence issued, and are readily available from the above address. Licences issued by the Council are issued for 1 year.

## ITEM 3 – PRIVATE HIRE FEES

To view Current Private Hire Fees please see “Licensing Fees” Web Page [www.wrexham.gov.uk](http://www.wrexham.gov.uk) or telephone (01978) 729600.

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| <p style="text-align: center;"><b>IMPORTANT NOTICE</b><br/><b>FEES CANNOT BE ACCEPTED WITHOUT ALL RELEVANT DOCUMENTATION</b></p> |
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## ITEM 4 – APPLICATION FORMS

All application forms are available from the Environment and Technical Department Transport Depot or the Public Protection Department at the above address.

## ITEM – 5 HOW TO APPLY FOR A LICENCE

The Environment and Technical Department Transport Depot is situated on Abbey Road South on Wrexham Industrial Estate.

Call in at our Customer Service Desk and ask for the necessary forms to apply for the particular private hire licences you wish to obtain. You can telephone (01978 729600) and ask for application forms to be sent to your home address.

You should bring the completed application forms into the depot with the appropriate documentation and fee. You will then be allocated an application number which is the unique reference number, which will be clearly stated on your receipt regarding your application will require you to quote this application number.

## ITEM 6 - APPLICATION PROCEDURE FOR A PRIVATE HIRE VEHICLE LICENCE

To apply for a private hire vehicle licence you must:

- A. Remember that once the vehicle is plated as a Private Hire Vehicle it can only be driven by a licensed Private Hire Driver.
- B. Submit completed application form together with an MOT Certificate, Vehicle Registration Document or Bill of Sale and Insurance Certificate (**ensure vehicle has insurance cover for private hire in Proprietors Name**).
- C. The criteria for vehicles are at Appendix 1. A compliance check with current vehicle conditions and standards will be required to be undertaken after 6 months. It should be noted that if the vehicle fails the test there will be a retest fee.
- D. Each year a vehicle licence renewal form will be sent to your home address (please note that it is your responsibility to ensure your licence is renewed before it has expired). You should attend at Abbey Road Depot with completed Renewal Form, A **Current Original Insurance Certificate**, A Current Certificate Of Compliance and the Appropriate Fee. This procedure completes the renewal of a licence.

Any application made after a licence has expired will be treated as a “new” application and will need to go through the same procedure as that specified for the grant of a licence.

## ITEM 7 – THE LAW AND LOCAL CONDITIONS RELATING TO PRIVATE HIRE LICENSING

The current legislation under which private hire are controlled is:

**Local Government (Miscellaneous Provisions) Act 1976.** A copy can be obtained from any HMSO bookshop. A copy of the licence conditions for Private Hire Vehicles is at Appendix 2.

## Surrender / Transfer of a Private Hire Vehicle Licence - Guide

### Surrender

- Should you wish to surrender your Private Hire Vehicle Licence then you should take the Private Hire Licence plates to the Wrexham County Borough Council Environment Service Depot, Abbey Road South, Wrexham Industrial Estate, Wrexham, LL13 9PE.
- The staff will take the plates , ask you to complete the Vehicle Licence Plate Transfer / Surrender form and stamp the licence as “cancelled”. The licence will be returned to you for your records.
- The surrender of Vehicle Licence Plates is free of charge.
- Please note Licensing Fees are Non Refundable

### Transfer of Vehicle to Another Person

- Should you wish to transfer / sell a Private Hire Vehicle to another person (licenced driver), you must complete the Vehicle Transfer/Surrender form. The completed form should be given to the person you wish to transfer the vehicle to, with a copy to Wrexham County Borough Council Environment Service for information.
- It is an offence to sell or transfer a licensed vehicle to another person without informing the Licensing Service within 14 days of the sale or transfer. Legal proceedings will be instituted against any person who contravenes the Act.
- The person who the vehicle is being **transferred to** must complete a Private Hire Vehicle application form (tick the Transfer Of Ownership box) and include with it the Vehicle Licence Plate Transfer / Cancellation form, completed by the person who transferred the vehicle. This must be accompanied by a valid certificate of insurance and the V5 document or a document as proof of sale of the vehicle.
- New owners are advised to read the Council’s Private Hire Vehicle guidance note and conditions before any sale is agreed. We cannot be held responsible for any deception or fraudulent activity between the parties involved.
- The Current Fee for Transfer Of Ownership of a Private Hire Vehicle Licence from **1 July 2016 is £36**

(17/06/2016)

**WREXHAM COUNTY BOROUGH COUNCIL**  
**PRIVATE HIRE VEHICLE REQUIREMENTS**

- 1 a) The vehicle must have four wheels and a minimum of four doors. The doors must consist of two doors on both near and off side of the vehicle and does not include hatchback / boot doors. The requirement for a minimum of four doors does not apply to a purpose built minibus with gangway.
- b) The vehicle must be equipped with a spare wheel and sufficient tools and equipment to enable the spare wheel to be fitted in the event of damage or puncture. Where the manufacturer does not supply a spare wheel the vehicle must be supplied with Run Flat Tyre / Foam Aerosol.
- 2) The Vehicle must have at least 1400cc engine capacity.
- 3) Vehicles must be presented for inspection in a clean and roadworthy condition and must be free from any rust on bodywork.
- 4) Vehicles shall not be submitted for inspection with any accident damage and the Chief Officer Planning and Regulatory must be informed of accident damage within 72 hours of the damage occurring.
- 5) The Vehicle must be right hand drive, with the exception of stretch limousines.
- 6) The Vehicle must not be of such type, design or appearance as to lead any person to believe that the vehicle is a hackney carriage. **Hackney Carriage Specification Vehicles will not be acceptable.**
- 7) The vehicle must be capable of carrying at least four passengers in addition to the driver and not more than eight passengers. The rear seating must be as manufactured and have appropriate seat belts per person. The minimum acceptable width of seat section per person is 410 millimeters at the widest point of the seat which can include unequal seated sections. Limousines to have a minimum seating capacity of six and a maximum of eight.
- 8) The Vehicle and all its fittings and equipment must be in an efficient, safe and clean condition and must comply with all relevant statutory requirements, including in particular those contained in Motor Vehicles (Construction and Use) Regulations.
- 9) The seats in the Vehicle must be properly cushioned and free from damage.
- 10) The floor of the Vehicle must be provided with a proper carpet or other suitable covering.
- 11 a) There must be adequate space within the vehicle for the carrying of passengers' luggage and this space must be clean and water tight. A roof rack may not be fitted.
- b) A roof box may be fitted, providing :
  - i) It must comply with Road Traffic (construction and use) Regulations, and be appropriate for the type of vehicle used.
  - ii) The roof box must be of enclosed container construction (not an open roof rack with loose cover).
  - iii) The roof box must only be used for the purpose of extra luggage, such as golf clubs, large suitcases etc., and not for the carriage of goods or livestock.
  - iv) The hirer must be with the vehicle at the time the roof box is in use.
  - v) No part of the roof box or fitments to remain on vehicle when not being used for carrying extra luggage.
  - vi) No advertising, wording or numbers to be allowed on the roof box.
- c) No Trailers to be used by any Private Hire Vehicle.

- 12 a) The Vehicle must be fitted with an efficient dry powder variety fire extinguisher of a minimum weight of 1 kg. The extinguisher shall be securely fixed in a position so as not to interfere with the control of the vehicle and so as not to be tampered with by a member of the public.
- b) Each extinguisher to be serviced annually by a competent inspector and an appropriate dated inspection record to be available.
- 13 The Vehicle must be equipped with a first-aid box as follows:-  
A first-aid kit containing:-
- i) six individually wrapped sterile adhesive dressings (plasters)
  - ii) one large sterile unmedicated dressing
  - iii) two triangular bandages
  - iv) two safety pins
  - v) individually wrapped moist cleaning wipes
- shall be carried in the vehicle at all times securely fixed in the boot of the vehicle for use in case of emergency. There shall be no obligation on Private Hire Drivers to administer first aid treatment.
- 14 Any meter for recording fares fitted in the Vehicle must be in such a position as not to be visible from the outside of the Vehicle but clearly visible to the passengers.
- 15 If the Vehicle is currently licensed by the Chief Officer Planning and Regulatory for private hire the licence plate issued by the Council must be securely fixed externally to the front and rear of the Vehicle in a conspicuous position and secured in such a manner so as to be easily removed by any Authorised Officer or Constable.
- 16 a) A complete adhesive sign provided by the Chief Officer Planning and Regulatory Service, shall be displayed at the top of both front and rear passenger door windows so as to be clearly visible to persons boarding the vehicle. The sign shall be a maximum size of 180mmx130mm containing the information as specified by the Head of the Housing and Public Protection Services.
- b) It is also permissible to display the vehicle Operator's Name, Telephone Number and / or Website Address on the front and rear screen of the vehicle. Any display must not interfere with visibility or compromise safety. There shall be no reference to the word "Cab" or "Taxi".
- c) There may be displayed on the side, bonnet and rear boot / door area of the vehicle the name, telephone number and / or website address of the Operator with whom the vehicle proprietor carries on business. There shall be no reference to the word "Cab" or "Taxi". The words "Tap the Ap", to be displayed bilingually, permitted.
- d) Operator company logos are permitted. With the aforementioned exceptions, no other signs, notices, advertisements, plates, marks, numbers or emblems or devices whatsoever shall be displayed on, in or from the vehicle, except as may be required by any statutory provision of these conditions, or with prior written authorisation of the Council.
- e) Display in the Private Hire Vehicle an Identification Card, provided by the Local Authority, inside the front Windscreen giving driver identification to the inside of the vehicle.
- 17 If the Vehicle is currently licensed by the Council for private hire the number of the licence and the number of passengers permitted by the licence to be carried in the Vehicle must be clearly marked inside the Vehicle as to be visible at all times to passengers carried in the Vehicle.
- 18 There must be in force, in relation to the Vehicle, a policy of insurance or such security as complies with the requirements of Part VI of the Road Traffic Act 1988.
- 19 There must be in force, in relation to the Vehicle, a valid MOT test certificate (if appropriate) and a current road fund licence.
- 20 Every seat in the Vehicle shall be fitted with a safety belt.

21 LPG (Liquid Petroleum Gas) Conversions must be accompanied by LPG Conversion Certificates provided by a suitably qualified engineer. (07/2013)

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22 The holder of the licence must notify the Licensing Authority in writing prior to installing a CCTV System in the vehicle. CCTV Systems in vehicles will not record audio and must comply with the terms of "Policy On The Installation and Operation of CCTV Systems in Private Hire and Hackney Carriage Vehicles". The proprietor of the vehicle will ensure that appropriate signage is displayed within the vehicle, so as to be visible inside and outside the vehicle in accordance with the policy. (05/02/2019)

**23 Additional conditions for stretch limousines :-**

- a) The vehicle must pass a Single Vehicle Approval inspection of its design and construction at a Vehicle Inspectorate testing station. The Approval Certificate or Certificate of Compliance must be presented to this Authority, together with its DVLA Registration Document (V5) and evidence of the date of manufacture of the vehicle.
- b) The maximum length of the "stretch" shall not exceed 120"/3048mm.
- c) No passengers are to be in the front of the vehicle.
- d) The vehicle must be fitted with tyres of a rating specified by Ford USA i.e. vehicles registered before 1998 – 235/75R 15 108S (BF Goodrich Extra Load or Equivalent). Versions from 1998 onwards must be fitted with 225/70R 16 107T (Reinforced).
- e) Any tinted glass shall conform to the legal requirements as laid down by the Vehicle Operator Services Agency (VOSA). The passenger compartment may be fitted with blackened glass. All blackened and tinted glass must be fitted as standard at point of manufacture, but any modifications from standard will not be acceptable.
- f) No form of entertainment or activity of a like kind shall be permitted without written consent from this Authority.
- g) Bookings for vehicle(s) which are solely for use of children under the age of 16 years must be accompanied by either a parent/guardian or a Criminal Records Bureau (CRB) checked escort. A declaration, to be completed by the parent/guardian responsible for the journey, prior to the commencement of the journey providing details of the persons travelling and the name and contact details of the person responsible for the booking. A copy of the form must be carried by the driver.
- h) Vehicles may be required to undergo a metal fatigue test at the discretion of this Authority. The cost of this test to be borne by the Operator.
- i) Alcoholic drinks provided in the vehicle shall be under the terms of an appropriate licence relating to the sale or supply of alcohol. For bookings for groups of passengers under 18 years, plastic glasses and bottles must be used and alcoholic drinks must be locked away or removed from the vehicle prior to the commencement of the journey.
- j) The normal conditions applying to the licensing of Operators and Drivers to apply.

**Please note that Wrexham Council does not have the facilities to issue MOT Certificates for Limousines.** (11/2008)



### PRIVATE HIRE VEHICLE LICENCE

Wrexham Council under the provisions of the Local Government (Miscellaneous Provisions) Act, 1976, and every other power or authority them enabling

**DO HEREBY LICENCE** the vehicle bearing the Registration Number «RegNo»

of which «Name1»

of «Add11» «Add12» «Add13» «Add14»

(is) (are) the proprietor(s) to use the vehicle for private hire within the said County Borough from the date hereof and up to and including the «Expiry» unless previously suspended or revoked, and to carry not more than «Passengers» persons (excluding the driver), subject to the provisions of the said Act and such Statutes, Orders, Rules, Regulations and Bylaws as may from time to time be in force for the regulation of Private Hire Vehicles and the Proprietors, Drivers and Operators thereof within the said County Borough, and subject to the conditions specified hereto.

DATED this **8 January, 2020**

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### SCHEDULE

### CONDITIONS OF LICENCE

In these conditions, except where the context otherwise requires, the following words and expressions shall have the following meanings:

“Authorised officer” means a person authorised by the Chief Officer Planning and Regulatory to carry out duties connected with the issuing of private hire licences and enforcing legislation relating to private hire;



**“Chief Officer Planning and Regulatory” means the person for the time being appointed to that post in Wrexham Council;**

**“Proprietor” means the person to whom this Private Hire Vehicle Licence is issued by the Chief Officer Planning and Regulatory;**

**“Operator” means the person to whom a licence has been granted by the Chief Officer Planning and Regulatory, to operate Private Hire Vehicles;**

**“Vehicle” means the Vehicle in respect of which this Private Hire Vehicle Licence is issued;**

**“Licence plates” means the plates issued by the Chief Officer Planning and Regulatory to be affixed to the vehicle, containing details of the vehicle, the maximum number of passengers to be carried and the Vehicle licence number;**

**“Vehicle Licence Number” means the number attributed to this private hire vehicle licence.**

1.
  - i) The vehicle and all its fittings shall at all times during the period of the licence be maintained in an efficient, safe and clean condition.
  - ii) The vehicle shall meet all relevant statutory requirements and the Motor Vehicles (Construction & Use) Regulations and shall have in force a current Certificate of Compliance issued by the Chief Officer Planning and Regulatory.
  - iii) The Vehicle shall at all times display a current vehicle excise licence.
  - iv) There must be in force, in relation to the vehicle, a valid MOT test certificate (if appropriate).
2. No material alteration or change of any kind in specification, design, condition or appearance shall be made to the vehicle at any time during the period the licence is in force without the prior written approval of the Chief Officer Planning and Regulatory.
3.
  - i) The licence plates identifying the Vehicle as a Private Hire Vehicle shall all times during the period the licence is in force be securely fixed externally to the front and rear of the Vehicle in a conspicuous position not lower than the level of the front and rear bumpers, excepting under such circumstances as are prescribed in Section 75 of the Local Government (Miscellaneous Provisions) Act 1976.
  - ii) The licence plates shall be fixed by such means that they cannot be dislodged or their position in any way altered by the movement of the Vehicle and in particular shall be clearly visible to pedestrians and other motorists. They shall be fixed so as to be easily removed by an authorised officer or Constable.
  - iii) The vehicle licence plates shall be kept clean and the licence number displayed thereon shall not be concealed or obscured from view by any means, including any mud, grease, grime or any other discolouration.
4. The proprietor shall cause to be displayed at all times inside the Vehicle, in such a position so as to be visible to persons conveyed therein the notice issued by the Chief Officer Planning and Regulatory indicating the vehicle licence number of the Vehicle and the number of passengers permitted to be carried.
5. A first aid kit containing:-
  - i) six individually wrapped sterile adhesive dressings (plasters)
  - ii) one large sterile unmedicated dressing
  - iii) two triangular bandages

- iv) two safety pins
- v) individually wrapped moist cleaning wipes

shall be carried in the vehicle at all times securely fixed in the boot of the Vehicle and available for use in case of emergency. There shall be no obligation on Private Hire Drivers to administer first aid treatment.

- 6.
  - a) The vehicle shall carry a fire extinguisher of minimum weight of 1 kg containing dry powder. The fire extinguisher shall be securely fixed in a position so as not to interfere with the control of the vehicle and so as not to be tampered with by a member of the public.
  - b) Each extinguisher to be serviced annually by a competent inspector and an appropriate dated inspection record to be available.
- 7.
  - a) A complete adhesive sign, provided by the Chief Officer Planning and Regulatory shall be displayed at the top front of both rear passenger door windows so as to be clearly visible to persons boarding the vehicle. The sign shall be of a maximum size 180 mm X 130 mm containing the information as specified by the Chief Officer Planning and Regulatory.
  - b) It is also permissible to display the Vehicle Operator's Name, Telephone Number and / or Website Address on the front and rear screen of the vehicle. Any display must not interfere with visibility or compromise safety. There shall be no reference to the word "Cab" or "Taxi".
  - c) There may be displayed on the side, bonnet and rear boot / door area of the vehicle the name, telephone number and / or website address of the Operator with whom the vehicle proprietor carries on business. There shall be no reference to the word "Cab" or "Taxi. The words "Tap the Ap", to be displayed bilingually, are permitted.
  - d) Operator company logos are permitted. With the aforementioned exceptions, no other signs, notices, advertisements, plates, marks, numbers or emblems or devices whatsoever shall be displayed on, in or from the vehicle, except as may be required by any statutory provision of these conditions, or with prior written authorisation of the Council.
  - e) Display in the Private Hire Vehicle, an Identification Card, provided by the Local Authority, inside the front windscreen giving driver identification to the inside of the vehicle.
- 8. The Proprietor shall notify the Chief Officer Planning and Regulatory in writing of any change of address during the period of the licence within seven days of such change taking place.
- 9. The proprietor shall within seven days disclose to the Chief Officer Planning and Regulatory in writing details of any conviction imposed on him/her (or, if the Proprietor is a company or partnership imposed on any of the directors or partners) during the period of the licence.
- 10. If the proprietor permits or employs any other person to drive the Vehicle whilst it is licensed as a Private Hire Vehicle he/she shall before that person commences to drive the vehicle;
  - a) ascertain that the person holds a current Private Hire Driver's Licence issued by Wrexham Council in accordance with Section 51 of the Local Government (Miscellaneous Provisions) Act, 1976.
  - b) cause that person to lodge with the Proprietor his Private Hire Driver's Licence for retention until such time as the Driver ceases to be permitted or employed to drive the vehicle.

11. The proprietor shall notify the Chief Officer Planning and Regulatory in writing of any accident involving the Vehicle as soon as practicable and in any case within seventy two hours of the occurrence of the accident.
12. The Proprietor shall notify the Chief Officer Planning and Regulatory in writing within seven days of the sale, transfer or other disposal of the vehicle during the term of the licence.
13. The Proprietor shall within seven days notify the Chief Officer Planning and Regulatory in writing of any complaint made to him / her concerning:
  - a) the conduct of the Driver of the Vehicle
  - b) the condition of the Vehicle
14. No trailers to be used by any Private Hire Vehicle.
15. Roof boxes as specified by the Chief Officer Planning and Regulatory maybe fitted and used on Private Hire Vehicles as defined in the Vehicle Requirements Document.
16. The holder of the licence must notify the Licensing Authority in writing prior to installing a CCTV System in the vehicle. CCTV Systems in vehicles will not record audio and must comply with the terms of “Policy On The Installation and Operation of CCTV Systems in Private Hire and Hackney Carriage Vehicles”. The proprietor of the vehicle will ensure that appropriate signage is displayed within the vehicle, so as to be visible inside and outside the vehicle in accordance with the policy.

BREACHES OF THESE CONDITIONS MAY BE REGARDED AS GROUNDS FOR SUSPENSION, REVOCATION OR REFUSAL TO RENEW THE LICENCE.

### **Right of Appeal**

**If you are aggrieved by any of the conditions of this licence you have the right to appeal to a Magistrates Court within 21 days from the date on which the licence was issued.**

(30/06/2015)