

# Hackney Carriage Vehicle Licence New Application Procedure/Guidance Notes

All hackney carriage vehicles are required to be wheelchair accessible and capable of transporting the user of a “reference wheelchair”. Specifications for a “reference wheelchair” can be found at Appendix J of the full Hackney Carriage and Private Hire Licensing Policy 2023-2027.

It is your responsibility to read the relevant parts of the full Hackney Carriage and Private Hire Licensing Policy 2023-2027 before applying for a vehicle licence to ensure that your vehicle meets the criteria which came into effect on the 1<sup>st</sup> April 2023. This document is available to view at [www.shropshire.gov.uk/licensing](http://www.shropshire.gov.uk/licensing).

- In order for your application to be accepted you **must** ensure you send in the following information:
  - Completed application form (the application must be made by the person who is the legal owner of the vehicle)
  - Completed Convictions Form, **unless** you are the holder of a hackney carriage and private hire drivers licence or a private hire operators licence issued by Shropshire Council
  - Completed Reference Form, **unless** you are the holder of a hackney carriage and private hire drivers licence or a private hire operators licence issued by Shropshire Council
  - A copy of the receipt for payment of the application fee. A full list of the fees is included within this application pack and is also available at [www.shropshire.gov.uk](http://www.shropshire.gov.uk). Payments can be made online at <https://www.shropshire.gov.uk/pay/>
  - A basic criminal record disclosure from the Disclosure and Barring Service, **unless** you are the holder of a hackney carriage and private hire drivers licence or private hire operator licence issued by Shropshire Council. Please note a basic criminal record disclosure will only be accepted by the Council within 12 months of the date of issue from the Disclosure and Barring Service
  - A copy of new MOT which has been issued within the previous 10 working days
  - A copy of a valid certificate of insurance for public hire (when providing fleet insurance please enclose a copy of the schedule/register of vehicles covered by the fleet insurance)
  - Proof of public liability insurance for a minimum of £5,000,000
  - A copy of the full V5 registration certificate for the vehicle
  - A Shropshire Council Meter Calibration Certificate (issued with the previous 10 working days) to confirm that the taximeter has been calibrated and meets the requirements set out in the Hackney Carriage and Private Hire Licensing Policy 2023-2027
  - Proof of compliance with required European Emissions/Age Standards
  - Evidence that the vehicle complies with the required safety standards and has been specifically constructed or adapted for disability access to an acceptable standard by

providing either a Vehicle Certification Agency (VCA) certificate or an Individual Approval Certificate (IAC) or a Certificate of Compliance (IVA6)

- Proof of vehicle tax
- Where the vehicle is fitted with a mechanically operated ramp, a valid certificate/report confirming the ramp complies with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998
- Where the vehicle is fitted with a non-mechanical ramp, confirmation that the ramp complies with the relevant provisions of the Provision and Use of Work Equipment Regulations 1998
- A certificate/report confirming that all the fittings used to secure wheelchairs to the floor of a vehicle are intact and are free from damage and wear

**Please note:** Where the application relates to a partnership or a company, the name, address, date of birth and other information of all partners or directors must be included in the application form. In addition, all applicants, including partners and directors, will need to provide:

- A completed Convictions Form, **unless** they are the holder of a hackney carriage and private hire drivers licence or a private hire operators licence issued by Shropshire Council
- A completed Reference Form, **unless** they are the holder of a hackney carriage and private hire drivers licence issued by Shropshire Council
- A basic criminal record disclosure from the Disclosure and Barring Service, **unless** they are the holder of a hackney carriage and private hire drivers licence issued by Shropshire Council. Please note a basic criminal record disclosure will only be accepted by the Council within 12 months of the date of issue from the Disclosure and Barring Service
- Where an applicant has not been resident in the UK for five years, a certificate of good conduct issued by the relevant embassy or High Commission, unless they are the holder of a hackney carriage and private hire drivers licence issued by Shropshire Council

**If any part of the application form is incomplete, or if the fee or other relevant information/supporting documentation is not provided, the applicant will be requested to provide the missing information/documentation and informed that the application will not be processed until such time as all the information/documentation is provided. If the applicant fails to provide all the information to complete the application, the application will be rejected.**

- Once your application has been validated and accepted the Licensing Team will:
  - Make enquiries through the Councils adults and children's social care teams, West Mercia Police (or other relevant force), other local authorities and any other organisation, agency or person that the Council has deemed appropriate to seek information from
  - Where applicable, write to the referees provided
- Providing the above are satisfied and there are no concerns about the application, Officers will grant the licence. Once your application has been granted a member of the Licensing Team will contact you to arrange a vehicle compliance appointment prior to the licence plates being issued. In all other cases, the application will be referred to the Licensing Panel for determination. The applicant will be notified in writing if their application is to be determined by the Licensing Panel.

- At the vehicle compliance appointment checks will be made to ensure:
  - That the driver presenting the vehicle is capable of safely loading and securing the wheelchair into the vehicle (The vehicle, including seating, wheelchair restraint and ramp, will be photographed and the images held on the vehicle record file for future reference)
  - That the taximeter seal is intact and the serial number matches the number provided in the meter calibration certificate. Where a meter seal has been tampered with and/or the serial number no longer matches, a new certificate/report to confirm compliance will be required
  - The vehicle has a full-size spare wheel or space saver design wheel and tools to change the wheel OR a contract with a mobile tyre replacement specialist. Please note the Council no longer accepts puncture repair kits
  - The vehicle has No Smoking Signs on display
  - That a sign confirming the vehicle is wheelchair accessible is clearly displayed
  - The driver is wearing the Council issued drivers badge ensuring that the licence details and photo are visible
  - The internal 'Vehicle Copy' of the drivers badge is displayed ensuring that the licence details and photo are visible
  - Where CCTV is fitted, a CCTV operating in this vehicle sign is on display
  
- Provided officers are satisfied that the vehicle meets the requirements of the compliance check, the new licence plates will be issued. If, however, the vehicle does not meet the compliance check, advice will be provided and a further appointment arranged.

**Please note:** Email correspondence from the Licensing Team will be sent from [taxis@shropshire.gov.uk](mailto:taxis@shropshire.gov.uk). Therefore, you are advised to add this email address to your contacts.

## Hackney Carriage and Private Hire Vehicle, Driver and Operator Fees 2024/25

<b>Licence Type</b>	<b>Current Fee (£)</b>
<b>Drivers</b>	
Driver's Joint Badge – New Application (includes DBS, DVLA, first knowledge test, first driver assessment and safeguarding awareness course)	317.00
Driver's Joint Badge – New Application (includes DVLA, first knowledge test, first driver assessment and safeguarding awareness course, excludes DBS)	260.00
Driver's Joint Badge – Renewal Application (includes DVLA and safeguarding awareness course, excludes DBS)	219.00
Driver's Joint Badge – Renewal Application (includes DBS, DVLA and safeguarding awareness course)	273.00
Driver's Knowledge Test - Resit	52.00
Driver's Knowledge Test	59.00
Driver Assessment	70.00
Safeguarding Awareness Course	48.00
Additional DBS	59.00
Driver Badge Replacement following damage or loss	45.00
<b>Vehicles</b>	
Standard Private Hire Vehicle - New	203.00
Standard Private Hire Vehicle - Renewal	209.00
Standard Private Hire Vehicle - Licence Transfer	203.00
Standard Private Hire Vehicle - Licensee Transfer	98.00
Executive Private Hire Vehicle - New	195.00
Executive Private Hire Vehicle - Renewal	213.00
Executive Private Hire Vehicle – Licence Transfer	195.00
Executive Private Hire Vehicle – Licensee Transfer	98.00
Novelty Private Hire Vehicle - New	190.00
Novelty Private Hire Vehicle - Renewal	201.00
Novelty Private Hire Vehicle – Licence Transfer	186.00
Novelty Private Hire Vehicle – Licensee Transfer	98.00
Hackney Carriage Vehicle - New	193.00
Hackney Carriage Vehicle - Renewal	194.00
Hackney Carriage Vehicle - Licence Transfer	194.00
Hackney Carriage Vehicle - Licensee Transfer	98.00
Exterior plate replacement following damage or loss	45.00
Internal plate replacement following damage or loss	45.00
Fare Card replacement following damage or loss	3.00
Private Hire Door Signs (pair)	45.00
Additional plate for a trailer	45.00
<b>Private Hire Operators – New Application</b>	
Private Hire Operator – up to and including 30 vehicles and one base	328.00
Private Hire Operator – 31 vehicles and more and/or more than one base	874.00
<b>Private Hire Operators – Renewal Application</b>	
Private Hire Operator – up to and including 30 vehicles and one base	371.00
Private Hire Operator – 31 vehicles and more and/or more than one base	851.00
<b>Additional Administrative Charges</b>	
Licence holder change of details (e.g. change of residential address/other minor changes)	26.00





Vehicle Details continued ...	Will this vehicle be used with a trailer? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Is this vehicle covered by CCTV? Yes <input type="checkbox"/> No <input type="checkbox"/>
	If Yes, please provide the ICO registration number: _____
	Is this vehicle licensed by another Local Authority? Yes <input type="checkbox"/> No <input type="checkbox"/>
	If Yes, please state which authority: _____

5. Wheelchair accessibility: (Please complete all fields)	Does the vehicle have mechanically operated ramps? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Does the vehicle have non-mechanical ramps? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Do any of the seats have to be removed in order for a wheelchair to be fitted? Yes <input type="checkbox"/> No <input type="checkbox"/>
	If Yes, how many seats have to be removed? _____
	Wheelchair accessible vehicles will be displayed on the Councils List of Designated Wheelchair Accessible Vehicles which is available to view by members of the public on the Councils website. Would you like your phone number to be included on this list? Yes <input type="checkbox"/> No <input type="checkbox"/>
	If Yes, please provide the phone number: _____

6. You may be required to have Employer Liability Indemnity. Have you checked with your insurance provider whether you require Employer Liability Indemnity?	Please tick ✓ as appropriate: I have checked with my insurance provider and I confirm that I <b>do not</b> require Employers Liability Indemnity <input type="checkbox"/>
	<b>OR</b> I have checked with my insurance provider and I confirm that I <b>do</b> require Employers Liability Indemnity <input type="checkbox"/>
	If required, please provide a copy of the Employers Liability Indemnity with your application

7. By which Hackney Carriage Driver or Private Hire Operator or will the vehicle be operated?	Name:
	Address:
	Postcode:

8. Detail where you intend to work.	Please indicate the geographical area you will primarily work from and the amount of time spent working there:
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9. Correspondence Details: (eg agent or if you prefer Shropshire Council to contact you via your proposed operator/employer)	Would you prefer Shropshire Council to contact you through your Agent or proposed operator/employer regarding this application: (eg to arrange appointments or general queries) Yes <input type="checkbox"/> No <input type="checkbox"/>
	Do you give consent for Shropshire Council to discuss the details of your application with your Operator or Agent? (eg to provide an update on what is required to complete the application process) Yes <input type="checkbox"/> No <input type="checkbox"/>





I/we declare that the information I/we have supplied in this application is true, complete and accurate to the best of my/our knowledge.

I/we have read and understood the conditions of licence and will abide by them.

**If any person knowingly or recklessly makes a false statement or omits any material particulars in giving information he/she shall be guilty of an offence.**

Applicant Signature:

Date:

Full name  
(in CAPITALS):



Licensing Team  
 Business & Consumer Protection  
 Place Directorate: Homes & Communities  
 Email: [taxis@shropshire.gov.uk](mailto:taxis@shropshire.gov.uk)  
 Tel: 0345 678 9046  
 Web: [www.shropshire.gov.uk](http://www.shropshire.gov.uk)

## Vehicle Proprietors Convictions Form

Each person listed in the application will form will be required to complete and sign a convictions form stating details of previous convictions, **unless** they are the holder of a hackney carriage and private hire drivers licence or a private hire operators licence issued by Shropshire Council.

Applicants must have regards to Appendix I (Guidance to determining the suitability of applicants including the relevance of criminal convictions and cautions) of the Hackney Carriage and Private Hire Licensing Policy 2023-2027 before answering the following questions. All unspent convictions and cautions, including driving endorsements and community resolutions, must be disclosed to the Council. Please ensure that you answer the following questions accurately.

Have you **ever**:

- a) Been convicted of any offences (including driving / motoring offences)      Yes       No
- b) Been cautioned for any offences (including driving / motoring offences)      Yes       No
- c) Received warnings for any offences (including driving / motoring offences)      Yes       No
- d) Received any driving endorsements, including period of disqualification, for any offences      Yes       No
- e) Received fixed penalty notices or community resolutions for any offences (including driving / motoring offences)      Yes       No

If you have answered “Yes” to any of these questions please give further details below:

Date of Conviction / Caution / Warning / Driving Endorsement / Fixed Penalty etc	Date Of Offence	Offence	Sentence

Please use continuation sheets if required

### Declaration of Applicant (Conviction Form)

I declare that the information I have supplied in this convictions form is true, complete and accurate to the best of my knowledge.

I have read and understood the conditions of licence and will abide by them.

**If any person knowingly or recklessly makes a false statement or omits any material particulars in giving information he/she shall be guilty of an offence.**

Signature:       Date:

Full name (in CAPITALS):





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## Meter Calibration Certificate

It is the vehicle proprietors responsibility to return the completed form to Shropshire Council within 10 working days of it being issued.

Customer Name	
Vehicle Registration Number	
Vehicle Make	
Vehicle Model	
Licence Plate Number	

Meter Make	
Meter Model	
Meter Serial Number	
Has the meter been calibrated to the fares overleaf? If not please provide reason and a copy of the fares that the meter has been calibrated to	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please tick to confirm ✓

- I confirm that I am authorised to calibrate the meter fitted in this vehicle in accordance with the Measuring Instruments Directive (MID) (2004/22/EC)
- I confirm that the taximeter has been sealed to prevent tampering of the taximeter
- I confirm that the taximeter is calendar controlled
- I confirm that the taximeter shows 'HIRED' on the face of the taxi meter when in use and the word 'FARE' on the face of the meter in plain letters
- I confirm that the roof sign is connected to the meter and lights up when the vehicle is available for hire and is switched off when not available for hire

Dealers Address/Stamp:

**Name of person carrying out calibration:**

**Signature of person carrying out calibration:**

**Date:**

Applicable to the whole administrative area of Shropshire Council

<b>Tariff 1</b>	
<b>(From 07.00 hrs to 23.00 hrs Mon - Sat)</b>	
Flag & First Mile (1,760 yards (1,609 metres))	£5.50
For each 176 yards or uncompleted part thereof (equivalent to £1.80 per mile)	£0.18
Waiting time (equivalent to £18 per hour)	£0.15 per 30 sec
<b>Tariff 2</b>	
<b>(23.00 to 07.00 hrs including all day Sunday and Bank Holidays, with the exception of those listed below)</b>	
Flag & First Mile (1,760 yards (1,609 metres))	£6.50
For each 176 yards or uncompleted part thereof (equivalent to £2.80 per mile)	£0.28
Waiting time (equivalent to £30 per hour)	£0.25 per 30 sec
<b>Tariff 3</b>	
<b>(From 00.01 hrs to 24.00 hrs on Easter Sunday, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day)</b>	
Flag & First Mile (1,760 yards (1,609 metres))	£7.00
For each 176 yards or uncompleted part thereof (equivalent to £3.30 per mile)	£0.33
Waiting time (equivalent to £36 per hour)	£0.30 per 30 sec
<b>Tariff 4</b>	
<b>Optional tariff for minibus or larger vehicles where 5 or more passengers are carried</b>	
<b>(From 07.00 hrs to 23.00 hrs Mon - Sat)</b>	
Flag & First Mile (1,760 yards (1,609 metres))	£7.50
For each 176 yards or uncompleted part thereof (equivalent to £3.30 per mile)	£0.33
Waiting time (equivalent to £36 per hour)	£0.30 per 30 sec
<b>Tariff 5</b>	
<b>Optional tariff for minibus or larger vehicles where 5 or more passengers are carried</b>	
<b>(23.00 to 07.00 hrs including all day Sunday and Bank Holidays, with the exception of those listed below)</b>	
Flag & First Mile (1,760 yards (1,609 metres))	£8.50
For each 176 yards or uncompleted part thereof (equivalent to £3.30 per mile)	£0.33
Waiting time (equivalent to £36 per hour)	£0.30 per 30 sec
<b>Tariff 6</b>	
<b>Optional tariff for minibus or larger vehicles where 5 or more passengers are carried</b>	
<b>(From 00.01 hrs to 24.00 hrs on Easter Sunday, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day)</b>	
Flag & First Mile (1,760 yards (1,609 metres))	£9.50
For each 176 yards or uncompleted part thereof (equivalent to £3.30 per mile)	£0.33
Waiting time (equivalent to £36 per hour)	£0.30 per 30 sec
<b>Extra Charges</b>	
Soiling charge	£100.00

All of the above fees are inclusive of VAT where applicable.

Shropshire Council

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