

Standard Private Hire Vehicle Licence New Application Procedure/Guidance Notes

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 1st April 2023. This document is available to view at www.shropshire.gov.uk/licensing.

In order for your application to be accepted you **must** ensure you send in the following information:

1. Completed application form (the application must be made by the person who is the legal owner of the vehicle) (Please note **all** fields must be completed, including an email address as the Licensing Team will forward correspondence via email. Email correspondence from the Licensing Team will be sent from taxis@shropshire.gov.uk, therefore, you are advised to add this email address to your contacts.)
2. Completed Convictions Form, **unless** you are the holder of a hackney carriage/private hire driver licence or a private hire operator licence issued by Shropshire Council
3. Completed Reference Form, **unless** you are the holder of a hackney carriage/private hire driver licence or a private hire operator licence issued by Shropshire Council
4. 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/licensing/licensing-types/taxis-hackney-carriages-and-private-hire/fees/. Payments can be made online at <https://www.shropshire.gov.uk/pay/>
5. A basic criminal record disclosure from the Disclosure and Barring Service, **unless** you are the holder of a hackney carriage/private hire driver 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
6. A copy of new MOT which has been issued within the previous 10 working days
7. A copy of a valid certificate of insurance for private hire (when providing fleet insurance please enclose a copy of the schedule/register of vehicles covered by the fleet insurance)
8. Proof of public liability insurance for a minimum of £5,000,000
9. A copy of the full V5 registration certificate for the vehicle
10. If a meter is fitted in the vehicle, a Shropshire Council certificate/report of compliance issued with the previous 10 working days
11. Proof of compliance with required European Emissions/Age Standards
12. Proof of compliance with relevant European New Car Assessment Programme (NCAP) standard **OR** where the vehicle is purpose built or converted for wheelchair access please provide either a Vehicle Certification Agency (VCA) certificate or an Individual Approval Certificate (IAC) or a Certificate of Compliance (IVA6)
13. Proof of vehicle tax
14. 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

15. 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
16. Where fittings are used to secure wheelchairs to the floor of a vehicle, a certificate/report confirming that all the fittings 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) A completed Convictions Form, **unless** they are the holder of a hackney carriage/private hire driver licence or a private hire operator licence issued by Shropshire Council
- b) A completed Reference Form, **unless** they are the holder of a hackney carriage/private hire driver licence issued by Shropshire Council
- c) A basic criminal record disclosure from the Disclosure and Barring Service, **unless** they are the holder of a hackney carriage/private hire driver 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
- d) 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/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:

- Where the vehicle is sufficiently equipped for the provision of one reference wheelchair, 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)

- Where the vehicle is fitted with a taximeter that the meter 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
- Where the vehicle is wheelchair accessible, 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. Therefore, you are advised to add this email address to your contacts.

Hackney Carriage and Private Hire Vehicle, Driver and Operator Fees 2026/27

Licence Type	Current Fee (£)
Drivers	
Driver's Licence – New Application (includes DBS, DVLA, first knowledge test, first driver assessment and safeguarding awareness course)	341.00
Driver's Licence – New Application (includes DVLA, first knowledge test, first driver assessment and safeguarding awareness course, excludes DBS)	304.00
Driver's Licence – Renewal Application (includes DVLA and safeguarding awareness course, excludes DBS)	274.00
Driver's Knowledge Test – Resit only	57.00
Driver's Knowledge Test	86.00
Driver Assessment	89.00
Safeguarding Awareness Course	51.00
Additional DBS Application	99.00
Driver Badge Replacement following damage or loss	50.00
Vehicles	
Standard Private Hire Vehicle – New	224.00
Standard Private Hire Vehicle – Renewal	230.00
Standard Private Hire Vehicle – Licence Transfer	224.00
Standard Private Hire Vehicle – Licensee Transfer	108.00
Executive Private Hire Vehicle – New	230.00
Executive Private Hire Vehicle – Renewal	266.00
Executive Private Hire Vehicle – Licence Transfer	230.00
Executive Private Hire Vehicle – Licensee Transfer	108.00
Novelty Private Hire Vehicle – New	210.00
Novelty Private Hire Vehicle – Renewal	245.00
Novelty Private Hire Vehicle – Licence Transfer	217.00
Novelty Private Hire Vehicle – Licensee Transfer	108.00
Hackney Carriage Vehicle – New	213.00
Hackney Carriage Vehicle – Renewal	231.00
Hackney Carriage Vehicle – Licence Transfer	228.00
Hackney Carriage Vehicle – Licensee Transfer	108.00
Exterior plate replacement following damage or loss	50.00
Internal plate replacement following damage or loss	50.00
Fare Card replacement following damage or loss	3.00
Private Hire Door Signs (pair)	50.00
Private Hire Operators – New Application	
Private Hire Operator – up to and including 30 vehicles and one base	479.00
Private Hire Operator – 31 vehicles and more and/or more than one base	1034.00
Private Hire Operators – Renewal Application	
Private Hire Operator – up to and including 30 vehicles and one base	522.00
Private Hire Operator – 31 vehicles and more and/or more than one base	1186.00
Additional Administrative Charges	
Licence holder change of details (e.g. change of residential address/other minor changes)	54.00

Vehicle Details continued ...	Wheelchair access: Yes <input type="checkbox"/> No <input type="checkbox"/> Is the vehicle fitted with a taximeter? Yes <input type="checkbox"/> No <input type="checkbox"/> 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: _____
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5. 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 do not require Employers Liability Indemnity <input type="checkbox"/> OR I have checked with my insurance provider and I confirm that I do require Employers Liability Indemnity <input type="checkbox"/> If required, please provide a copy of the Employers Liability Indemnity with your application
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6. By which Private Hire Operator will the vehicle be operated?	Name: Address: Postcode:
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7. To be completed by the Private Hire Operator	I confirm that the vehicle listed in this application is working through this operator. Signature of Operator: <input style="width: 300px; height: 30px;" type="text"/> Printed Name: <input style="width: 300px; height: 30px;" type="text"/> Name of Company: <input style="width: 300px; height: 30px;" type="text"/> Address including postcode: <input style="width: 300px; height: 30px;" type="text"/> Date: <input style="width: 100px; height: 30px;" type="text"/>
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8. 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 Operator or Agent 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"/>
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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):



Vehicle Proprietors Convictions Form

Each person listed in the application 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/private hire driver licence or a private hire operator 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):



Licensing Team
 Business & Consumer Protection
 Email: taxis@shropshire.gov.uk
 Tel: 0345 678 9046
 Web: www.shropshire.gov.uk

Vehicle Proprietors Reference Form

Each person listed in the application form will be required to complete a Reference Form, **unless** they are the holder of a hackney carriage/private hire driver licence or a private hire operator licence issued by Shropshire Council

In the interests of the travelling public, it is essential that vehicle proprietors are completely trustworthy and responsible people. In order for Shropshire Council to determine whether you are a fit and proper person, the Council requires that two satisfactory references are provided.

References can only be provided from either professional or business sources who have known you for at least two years. The Council will not accept references from family members, drivers, operators, vehicle proprietors licensed with any local authority or, where relevant, the applicant's future employer unless there is satisfactory evidence of exceptional circumstances that are accepted by the Council. The Council reserves the right to refuse a reference where the Council deems the referee is not acceptable.

Please provide the details of two persons who can be contacted regarding your suitability. Shropshire Council will write to these persons for a reference.

Name of the person listed in the application that this Reference Form is for:

Referee 1.	<p>Title:</p> <p>First name and surname:</p> <p>Address:</p> <p>Postcode:</p> <p>Email address: (the licensing team will forward correspondence via email as the preferred method of contact)</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>In what capacity do you know this person:</p>
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Referee 2.	<p>Title:</p> <p>First name and surname:</p> <p>Address:</p> <p>Postcode:</p> <p>Email address: (the licensing team will forward correspondence via email as the preferred method of contact)</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>In what capacity do you know this person:</p>
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