|  |  |
| --- | --- |
| Application for a Private Hire Vehicle Licence |  |

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**Application Procedure**

* Complete the application electronically, as a word document and save it to your computer / phone.
* Please ensure that you complete the form in full.
* [Pay the relevant fee](https://www.wigan.gov.uk/Business/Licensing-Permits-Registrations/Taxi-and-Private-Hire/Coronavirus-Arrangements-for-Licensing-Service.aspx)
* Email your completed application, as a word document, and the following additional documents to [licensing@wigan.gov.uk](mailto:licensing@wigan.gov.uk)

**Additional Documents Checklist**

The following documents **must be** provided when submitting your application. Failure to provide these documents within 5 days of submitting the application will result in it being returned and any fees paid will be refunded.

* Log Book (V5 Document)
* A Bill of Sale (Not Required for Renewal Applications)
* Evidence of Insurance (This must be provided along with the application form for all renewals. For vehicle change / new vehicle applications this can be provided once the vehicle has passed its inspection)
* Transfer Consent Form (if applicable)
* A Basic Disclosure for any proprietor that is not currently a licensed private hire or hackney carriage driver

**Application Timescales**

We aim to acknowledge receipt of your application within 5-7 working days (subject to receipt of a complete application). The timescales **only**begin on receipt of a completed application, all the required documents and the relevant payment.

Failure to submit a completed application, including supporting documents and the appropriate fee will delay the processing times.

You will be emailed a time and date for your vehicle to be inspected.

We then aim to determine your application within 2 workings days of a satisfactory vehicle inspection result.

**Front & Rear Licence Plates**

As of 30 January 2023 all vehicles must display both front and rear licence plates, and they must be displayed in the authorised plate holders, obtained from the Licensing Department.

To purchase a plate holder a fee of £15.00 is payable, per holder and these can be paid for at [Pay for Plate Holder](https://ip.e-paycapita.com/AIP/itemSelectionPage.do?link=showItemSelectionPage&siteId=277&languageCode=EN&source=AIP&fc=02&sc=SRV0033&ic=ITM0096)

Prior to submitting this application you should ensure that you have read and familiarised yourself with any guidance notes and the conditions relating to private hire vehicles.

In particular please ensure you are aware of how the new **Greater Manchester Minimum Licensing Standards** may affect you before submitting your application. Failure to do so could result in your application being delayed or rejected. [www.wigan.gov.uk/taxilicensing](http://www.wigan.gov.uk/taxilicensing)

If you have any questions about this application, please email [licensing@wigan.gov.uk](mailto:licensing@wigan.gov.uk)

**Eligibility:**

* All vehicles must be right hand drive and conform to the M1 standard (any modified vehicle at M2 standard must have an appropriate test certificate to ensure conformity with single vehicle type approval.
* Vehicles must have engines capable of producing 90 bhp but where that cannot be proven or there is any doubt, then the engine capacity must be at least 1600cc.
* We do not permit retrofitting of engines into older vehicles. LPG conversions will be accepted
* Where retrofit emissions technology is installed, it shall be approved as part of the Clean Vehicle Retrofit Accreditation Scheme (CVRAS)
* Specification for window tints will be:
  1. a) Front windscreen – min. 75% light transmission
  2. b) Front side door glass – min. 70% light transmission
  3. c) Remaining glass or rear side windows (exc. Rear window) - allow manufacturer’s tint to a minimum 20% light transmission
* There is no advertising other than Council approvedsignage permitted
* For the purposes of calculating the passenger capacity of a vehicle each single seat shall be counted as one passenger and for bench seats, a distance of 40 cm measured across the front of the seat and a distance of 35.5 cm deep shall be the minimum requirement for each passenger.
* There shall be available a space consisting of a flat area of floor 30cm square measured at right angles to a line from the vertical plane of the front of any passenger seat and that area shall not include any bulkhead or any other intrusion.
* It is strongly recommended that the design of the vehicle shall be such that there is path available to all passengers seated adjacent to the driver's seat from their seat to not less than two doors.
* The design of the vehicle shall be such that there shall be no side facing seats in the vehicle.

* Any proprietor that is not currently a licensed private hire or hackney carriage driver will be required to provide evidence of a [Basic Disclosure](https://www.gov.uk/request-copy-criminal-record).

**New Applications**

Any new vehicle being licensed must also comply with the following requirements:

* Under 5 years of age at the time of application;
* Under 7 years of age of the time of application (wheelchair adapted vehicles only);
* Emission compliant

No vehicles that have been written off in **any** category will be permitted. An HPi check may be carried out to verify this information.

**Vehicle Change Applications**

If a proprietor needs to replace an **existing** licensed vehicle before a further decision in relation to the Clean Air Zone funding has been made, then we will permit an application **outside** of the current minimum licensing standards in relation to age and emissions.

This replacement vehicle would only be permitted on fleet until the agreed transitional period, or until the vehicle reaches the maximum age permitted, as per the policy (whichever is applicable).

When the funding is made available, we will revert back to the original policy and all replacement vehicles will need to comply with the Greater Manchester Minimum Licensing Standards.

No vehicles that have been written off in **any** category will be permitted. An HPi check may be carried out to verify this information.

**Renewal Applications**

Licence holders can continue to renew their existing vehicle licence in accordance with the agreed Minimum Licensing Standards transitional arrangements.

N.B. In line with the new Direction issued by Government in respect of the Greater Manchester Clean Air Zone the transitional period has been extended from 1 April 2024 to **1 April 2026**.

In relation to written off vehicles (category N and S), we will now permit **one** further renewal of existing licensed vehicles (the previous cut-off date was 1 April 2022).

**Wheelchair Accessible Vehicles**

On 28 June, the Taxis and Private Hire Vehicles (Disabled Persons) Act 2022 (“The 2022 Act”) took effect.  It amends the Equality Act 2010 to introduce new, and amends existing, duties for hackney carriage / private hire vehicle (PHV) drivers and operators alike.

From this date all licensing authorities must maintain and publish a list of licenced taxis and PHVs they designate as being wheelchair accessible.  Our register will contain the following information:

* Licence number
* Licence expiry date
* Registration number
* Make and model
* Licence holder name
* Operator details including telephone number / email (if applicable)
* Contact telephone number / email (hackney carriage vehicle proprietors, if available).

**A. Type of Application** ✓

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| New |  | Renewal |  | Vehicle Change |  | Transfer |  |

**B. Licence Period** ✓

|  |  |  |  |
| --- | --- | --- | --- |
| 6 Months |  | 12 Months |  |

**C. Licence Details** *(To be completed for all applications, except New)*

|  |  |  |  |
| --- | --- | --- | --- |
| Licence No. | **PV** | Expiry Date |  |

**If this application is for a Vehicle Change, please also confirm the following:**

|  |  |  |
| --- | --- | --- |
| Existing Registration No. |  |  |

N.B. The identification plate for the above will need to be surrendered upon determination of this application.

**D. Details of Payment**

|  |  |  |  |
| --- | --- | --- | --- |
| Reference No. |  | Date of Payment |  |

**E. Vehicle Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Registration No. |  | Colour |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Make |  | Model |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date of 1st Registration |  | Age of Vehicle |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Engine Capacity (cc) |  | Brake Horse Power (bhp) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| CO² Emissions (g/km) |  | Euro Standard |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Vehicle Category / Type Approval: ✓ | M1 |  | M2 |  |

Type of Vehicle: ✓ *(please tick only one)*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Manual |  | Automatic |  | Full Hybrid |  | Plug In Hybrid |  | All Electric |  |

Type of Fuel: ✓ *(please tick only one)*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Petrol |  | Diesel |  | LPG |  | Not Applicable |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Number of Passengers (excluding driver) |  | Number of Doors |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is the vehicle right hand drive? | Yes |  | No |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is the vehicle adapted to carry wheelchairs? | Yes |  | No |  |

|  |  |  |
| --- | --- | --- |
| Number of wheelchairs the vehicle is able to carry? |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is the vehicle fitted with a mechanical tail lift? | Yes |  | No |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is the vehicle fitted with a passenger lift? | Yes |  | No |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Has the vehicle been modified from the manufacturer’s original specification? | Yes |  | No |  |

If yes, give full details

|  |
| --- |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Has the vehicle been written off in any category? | Yes |  | No |  |

If yes, give full details

|  |
| --- |
|  |

|  |
| --- |
| Specify the place (full address) where the vehicle will be kept when it is not in use |
|  |
| Give full details of the fare meter, including make, model and serial number (if any) |
|  |

**F. Operator Details** *(who is to supply your bookings – this must be a Wigan based operator. Failure to provide the correct Wigan Borough Operator address will result in your application being returned)*

|  |  |
| --- | --- |
| Name of Operator |  |

|  |  |
| --- | --- |
| Current Address (including postcode) |  |

**G. Insurance Details**

|  |  |
| --- | --- |
| Name of Insurance Company |  |

|  |  |
| --- | --- |
| Expiry Date |  |

*If this is a new application the insurance details can follow after the vehicle inspection.*

**H. Vehicle Inspection**

We aim to provide you with a vehicle inspection within 5 working days from your application being processed. You will be sent the **next available** date and time; therefore please advise below any dates or times you will not be available. Tests appointments range from 7am until 5pm.

|  |
| --- |
|  |

**I. Applicant(s) Details**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Type of Applicant(s):** | Individual(s) |  | Limited Company  *(complete part b)* |  | Partnership |  |

1. **Individual(s)**

**Main (or only) Proprietor**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Mr |  | Mrs |  | Miss |  | Ms |  | Other |  |

|  |  |
| --- | --- |
| Surname |  |

|  |  |
| --- | --- |
| Forename(s) |  |

|  |  |  |
| --- | --- | --- |
| Current Address (including postcode) | |  |
|  |  |

|  |  |
| --- | --- |
| Date of Birth |  |

|  |  |
| --- | --- |
| Contact Telephone Number (s) |  |

|  |  |
| --- | --- |
| Email Address **(mandatory)** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is the above individual a licensed private hire or hackney carriage driver with Wigan Council? | Yes |  | No |  |

|  |  |
| --- | --- |
| If yes, specify licence number(s) |  |

**If no, a Basic DBS check may be required if a check has not been done in the last 12 months and submitted to Wigan Council. If in doubt, please check with the Licensing Team before submitting your application. Failure to do so will delay your application and a vehicle inspection being provided.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Has the above individual ever had a licence refused or revoked in relation to hackney carriage or private hire licensing? | Yes |  | No |  |

|  |  |
| --- | --- |
| If yes, please provide details |  |

**Additional Proprietor (if any)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Mr |  | Mrs |  | Miss |  | Ms |  | Other |  |

|  |  |
| --- | --- |
| Surname |  |

|  |  |
| --- | --- |
| Forename(s) |  |

|  |  |  |
| --- | --- | --- |
| Current Address (including postcode) | |  |
|  |  |

|  |  |
| --- | --- |
| Date of Birth |  |

|  |  |
| --- | --- |
| Contact Telephone Number (s) |  |

|  |  |
| --- | --- |
| Email Address **(mandatory)** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is the above individual a licensed private hire or hackney carriage driver with Wigan Council? | Yes |  | No |  |

|  |  |
| --- | --- |
| If yes, specify licence number(s) |  |

**If no, a Basic DBS check may be required if a check has not been done in the last 12 months and submitted to Wigan Council. If in doubt, please check with the Licensing Team before submitting your application. Failure to do so will delay your application and a vehicle inspection being provided.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Has the above individual ever had a licence refused or revoked in relation to hackney carriage or private hire licensing? | Yes |  | No |  |

|  |  |
| --- | --- |
| If yes, please provide details |  |

**Driver of the Vehicle**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Will the proprietor named above be the main driver of the vehicle? | | Yes |  | No |  |
| If no, please provide details of who will be the main driver (if known) |  | | | | |

1. **Company Details**

|  |  |
| --- | --- |
| Company Name |  |

|  |  |  |
| --- | --- | --- |
| Registered Address (including postcode) | |  |
|  |  |

|  |  |
| --- | --- |
| Company Registration Number |  |

|  |  |
| --- | --- |
| Contact Telephone Numbers |  |

|  |  |
| --- | --- |
| Email Address |  |

|  |  |
| --- | --- |
| Name of Director(s) |  |

|  |  |
| --- | --- |
| Email Addresses for the above Director(s) |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are all the above individuals a licensed private hire or hackney carriage driver with Wigan Council? | Yes |  | No |  |

|  |  |
| --- | --- |
| If yes, specify licence number(s) |  |

**If no, a Basic DBS check may be required if a check has not been done in the last 12 months and submitted to Wigan Council. If in doubt, please check with the Licensing Team before submitting your application. Failure to do so will delay your application and a vehicle inspection being provided.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have any of the above individuals ever had a licence refused or revoked in relation to hackney carriage or private hire licensing? | Yes |  | No |  |

|  |  |
| --- | --- |
| If yes, please provide details |  |

**J. Application Checklist – Please complete ALL ✓**

**Failure to pay the relevant fee or submit the relevant supporting documentation could result in your application being delayed or rejected.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I have paid the relevant fee | Yes |  | N/A |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I have attached a relevant V5c document (mandatory) | Yes |  | No |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I have attached a bill of sale (new or vehicle change applications only) | Yes |  | N/A |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I have attached evidence of vehicle insurance | Yes |  | To Follow |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I have attached a transfer consent form | Yes |  | N/A |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| I have attached a Basic DBS Check for all applicable individuals | Yes |  | N/A |  | To Follow |  |

**K. Declaration**

You are advised that to knowingly or recklessly make a false statement or omit any material particular from this application or any document submitted with it is an offence punishable on conviction by a fine or imprisonment.

I / We declare that:

* The answers given in this application are true to the best of my / our knowledge and belief.
* I / we am / are the proprietor(s) of the above-mentioned vehicle as defined in Section 80 of the Local Government (Miscellaneous Provisions) Act 1976 and Section 40 of the Town Police clauses Act 1847.
* The following details can be included on the online list of wheelchair accessible vehicles. (Preferred contact details to be displayed)

|  |  |  |  |
| --- | --- | --- | --- |
| Email |  | Telephone Number |  |

|  |  |
| --- | --- |
| Print Name |  |

|  |  |
| --- | --- |
| Capacity |  |

|  |  |
| --- | --- |
| Date |  |

N.B. This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information see the authority’s website <http://www.wigan.gov.uk/Council/DataProtection-FOI-Stats/National-Fraud-Initiative.aspx>