



# Hackney Carriage and Private Hire Vehicle Licensing Policy

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# 1. Feedback on licensees

There are millions of journeys undertaken in licensed vehicles every year and almost all of these take place without issue.

Click here to see what you can expect from your journey in a hackney carriage.

Click here to see what you can expect from your journey in a private hire vehicle.

If your experience has fallen short of this, you can make a complaint at www.wolverhampton.gov.uk/taxi-complaints or by calling 01902 55 TAXI.

# 4.2. Hackney Carriage Vehicle Licence Requirements

A Hackney Carriage Vehicle Licence will only be granted providing the vehicle meets the following requirements and standards upon inspection.

New applications can only be made for new vehicles, with no more than 500 delivery miles.

The vehicle must be no older than 15 years and 6 months (vehicles are not plated past 16 years) unless it is a zero-tailpipe emission vehicle. Vehicles aged 10 years and over will require a second MOT certificate after 6 months and another compliance check. Vehicles aged 16 years and over will require an exceptional condition assessment (see website for current cost).

The vehicle must have been built to have no more than 9 seats, including the driver's seat.

The vehicle may be insurance category S (formerly Cat C) or category N (formerly Cat D), provided the vehicle has been repaired and an MOT test passed. Licences will not be granted for applications where the vehicle is insurance category A or B.

Left-hand drive vehicles registered in the UK are permitted, but a 'European Certificate of Conformity' or an 'Individual Vehicle Approval' will need to be provided. You'll also need to prove that the insurer has been informed that the vehicle is a left-hand drive. Prior to your inspection, you will need to have headlamp adapters installed, so that the lights do not distract oncoming drivers.

Applications will only be accepted from proprietors of vehicles. Proprietor includes a part-proprietor and, in relation to a vehicle which is the subject of a hiring agreement or hire-purchase agreement, means the person in possession of the vehicle under that agreement. Permission letters are not accepted, as permission is not proprietorship.

Where an internal screen is fitted, hearing loops must be installed to support passengers who are deaf or hard of hearing to communicate with drivers.

# 4.12.1 Currently Approved Hackney Carriage Vehicle Models

Citroen	Ford	
Dispatch Combi	<ul><li>Procab</li></ul>	Nissan
<ul> <li>Dispatch Combine</li> <li>Dispatch HDI</li> <li>120 9-S</li> <li>Dispatch L2 H1</li> </ul>	<ul><li>Tourneo Custom</li><li>Voyager VTC8</li></ul>	<ul><li>Dynamos</li><li>Primastar</li><li>Voyager</li></ul>
Level 2 • Euro	<u>LEVC</u>	Peugeot
<ul><li>L7</li><li>Relay L3 H2</li><li>SVA Taxi</li></ul>	• LEVC TX	<ul><li>Boxer 290</li><li>E7</li></ul>
SVA Taxi  Clipper Automotive	• TX1	<ul><li>E7 SE</li><li>LC7</li></ul>
• Clipper Cab	• TX2 • TX4	Volkswagen
Fiat	Mercedes	<ul> <li>T5 Shuttle SE SWB 10</li> </ul>
<ul><li>Eurocab</li><li>Scudo</li><li>TW200</li></ul>	<ul><li>MX7</li><li>Vito</li></ul>	

Every application must be made using the Hackney Carriage Vehicle licence application form and must be supplied with the following documents:

#### (a) One of the following(a):

- Vehicle registration document (all pages of the V5C) or
- new keeper's supplement with a bill of sale
- vehicle lease agreement permitting public hire
- (b) Valid certificate of insurance or cover note showing cover for public or private hire purposes (as appropriate)
- (c) Current MOT test certificate issued no earlier than 10 days before the date of application by a City of Wolverhampton approved MOT station
- (d) Calibration certificate for new or replacement vehicles by the meter supplier
- (e) Current <u>licence fee</u> dependant on the age of the vehicle.

Once satisfied the vehicle application is complete and the appropriate requirements are met, the licence will be granted upon successful completion of a vehicle compliance inspection to ensure the vehicle complies with the conditions of licence and standards below.

<u>Applications for a Wolverhampton Hackney Carriage Licence:</u> https://iapply.co.uk/taxilicensing/welcomehackney

Applications for a South Staffordshire Hackney Carriage Licence: https://iapply.co.uk/taxilicensingsstaffs/welcomehackney

## 4.22.2 Hackney Carriage Vehicle Standards

- 1. All internal fittings and fixtures i.e. carpets, seats, trims and seat cover should be clean and in good condition. Rips/tears in seat and broken trims should be replaced or repaired to a high standard before submitting the vehicle for inspection.
- 2. Seating within the vehicle must be conference type seating and not all forward facing. The access for wheelchair users must be from the left hand side of the vehicle.
- 3. All external fitting i.e. wheel caps/discs, bumpers and trims should be fitted, clean and in good condition. Rusty/damaged metal bumpers or damaged plastic bumpers are not acceptable. An illuminated 'taxi' roof sign indicating when the taxi is for hire must be installed and kept in working condition.
- 4. The paintwork should be maintained to a high gloss finish and of a uniform colour free from scratches which expose the under primer or metal. It is advisable that if any paintwork is undertaken on the vehicle that it is done by a reputable garage to a high standard.
- 5. The body panels should be free of dents and all body panels should fit correctly. The excessive use of body filler and repairs that are of a poor standard are not acceptable.
- 6. 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 (including byelaws). This includes the display of unauthorised transfers/stickers to the body or windows of the vehicle.

A Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) certificate must be provided if the vehicle has a relevant tail-lift e.g. for wheelchair accessibility.

A Hackney Carriage Vehicle must also meet all the conditions of licence. You are advised to contact Licensing Services prior to making a new application to ensure all of those requirements are met.

# 4.32.3 Hackney Carriage Licence Replacements

If you have a Hackney Carriage Vehicle Licence and you want to replace the vehicle on the licence, the replacement vehicle must be newer. You cannot replace the vehicle with an older one.

# 2.3. Private Hire Vehicle Licence Requirements

Private hire vehicles include executive cars, chauffeur services, limousines and some school and day centre transport services. A Private Hire Vehicle Licence will only be granted providing the vehicle meets the following requirements and standards upon inspection.

Applications will only be accepted from proprietors of vehicles. Proprietor includes a part-proprietor and, in relation to a vehicle which is the subject of a hiring agreement or hire-purchase agreement, means the person in possession of the vehicle under that agreement. Permission letters are not accepted, as permission is not proprietorship.

Each Private Hire Vehicle <u>application must be made online</u> and supplied with the following documents:

#### (a) One of the following:

- Vehicle registration document (all pages of the V5C)
- new keeper's supplement with a bill of sale
- vehicle lease agreement permitting private hire work
- (a) Vehicle registration document (all pages of the V5C) or bill of sale.
- (b) Valid certificate of insurance or cover note showing cover for private hire <u>and</u> <u>reward</u> purposes.
- (c) Current MOT test certificate issued no earlier than 10 days before the date of application. by a City of Wolverhampton approved MOT station.
- (e) Current licence fee dependant on age of the vehicle.
- (f) From 1 April 2021, iIf the applicant is not a driver or operator licensed by City of Wolverhampton the Council, you must also provide a Basic DBS certificate through the UK Government website. If the applicant is a company or partnership, each director and partner must provide a basic DBS certificate. The certificate must be dated within the 12 months prior to application. These can be completed before you apply and the certificate uploaded as part of this application or you can apply after submitting the application. If the DBS certificate contains information, a hearing may

be required to be held to determine whether the individual is fit and proper to hold a licence, in consideration of the Council's 'Guidelines Relating to Relevance of Convictions and Breaches of Licence Conditions Guidelines on Fitness and Propriety', prior to the licence being granted.

Once satisfied the vehicle application is complete and the appropriate requirements are met, the licence will be granted upon successful completion of a vehicle compliance inspection to ensure the vehicle complies with the conditions of licence and standards below.

#### 2.13.1 Private Hire Vehicle Requirements

- No older than 11 years and 6 months (vehicles are not plated past 12 years)
   unless it is a zero-tailpipe emission vehicle.
- No more than 9 seats, including the driver's seat.
- Passenger opening doors on both sides.
- Forward facing.
- No partition between the driver and passengers, unless it is a driver safety enclosure authorised by Licensing Services.
- Only manufacturers' factory fitted privacy glass will be permitted.
- The vehicle must display a legal registration number as shown of the logbook, which adheres to the official DVLA format of 11mm between each of the character and 33mm between the age identifier.



- Both internal and external facing cameras are permitted, however you must comply with the Taxi CCTV Policy available in the <u>'Downloads' section here</u>.
- M1 Individual Vehicle Approval (IVA).

- The vehicle may be insurance category S (formerly Cat C) or category N (formerly Cat D), provided the vehicle has been repaired and an MOT test passed. Applications from insurance category A or B are prohibited.
- Left-hand drive vehicles registered in the UK are permitted, but a 'European Certificate of Conformity' or an 'Individual Vehicle Approval' will need to be provided. You'll also need to prove that the insurer has been informed that the vehicle is a left-hand drive. Prior to your inspection, you will need to have headlamp adapters installed, so that the lights do not distract oncoming drivers. Please note, vehicles that have a single side-loading access for wheelchairs would normally be refused, as it would require wheelchair users to use the carriageway to enter the vehicle, rather than getting in from the pavement. This would put them at much greater risk of a road traffic accident.
- A Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) certificate must be provided if the vehicle has a relevant tail-lift.
- Where an internal screen is fitted, hearing loops must be installed to support passengers who are deaf or hard of hearing to communicate with drivers.

2.2

## 2.33.2 Private Hire Vehicle Signage Requirements

The following signage, provided to applicants by Licensing Services, is required at all times:

- 1. The external licence plate, permanently and securely fastened to the rear of the vehicle.
- 2. Approved passenger information stickers provided by the council, at the bottom of each rear passenger window.

Where an exclusive relationship exists between the vehicle proprietor, driver and operator, discreet (A5) branding may be displayed on the rear of the vehicle.

Signage must be approved by Licensing Services before it is displayed. The display of the following words, whether singular or plural, or any word of similar meaning (including translations), sound or appearance to any of those words, whether alone or as part of another word, is prohibited on this signage:

Taxi

Kab

Tagsaidh

Cab

Tacsi

Minicab

Tacsaí

This prohibition remains even where it is the business name of the private hire vehicle operator licence holder.

#### All approved signage must:

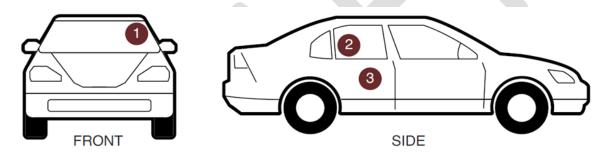
• Be clearly visible and on display at all times.

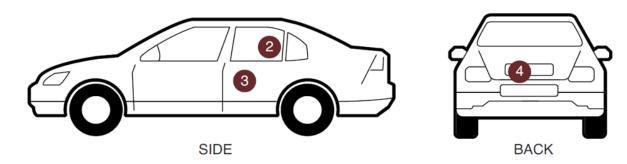
#### Operator Signage requirements:

- Must be the design approved by City of Wolverhampton Council, which contains the name of the operator along with a form of contact (phone number and/or app details).
- Be a sticker (magnetic signage is **not** allowed).
- Must be the operator that the driver is partnered with.
- Roof signage is prohibited.

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#### **Diagram of Private Hire Vehicle Signage**





- 1. Badge and internal plate
- 2. Approved passenger information stickers
- 3. Approved operator door sticker on each side of the vehicle, fitted towards the top of the door panel.
- 4. Licence plate

#### 2.3 Private Hire Vehicle Licence Replacements

If you have purchased a new vehicle and wish to keep the Private Hire Vehicle Licence number that you currently have, you can submit a renewal application for that licence number, with the details of the new vehicle that you wish to licence.

There will be no reduction in the cost and you cannot transfer any of the life of the previous licence to the new vehicle. However, if you have six months or more remaining on the current Private Hire Vehicle Licence, you will qualify for a free fast-track of your application and it will be processed within two working days.

Upon application, the existing Private Hire Vehicle Licence number must be submitted, so we can identify it is a replacement application. The applicant must be the same as the existing proprietor of the current vehicle licence. If you wish to transfer the vehicle to a new proprietor, see Section 40 below.

The application will be subject to the normal requirements details in Section 3.1 and the old Private Hire Vehicle Licence plate will need to be returned, before the new licence plate is issued.

# 3.4. Vehicle Licence Proprietor Transfers

A Wolverhampton licensed Hackney Carriage Vehicle or Private Hire Vehicle can be sold and transferred, providing the vehicle complies with the conditions of licence. Licences which are suspended or revoked, including under appeal, may not be transferred.

The vehicle proprietor must request to transfer within fourteen days of the sale, specifying the name and address of the person to whom the hackney carriage or private hire vehicle has been transferred.

The transfer form can be downloaded from our website <a href="https://www.wolverhampton.gov.uk/licences/taxi-licences/taxi-licences/taxi-licence-faqs">https://www.wolverhampton.gov.uk/licences/taxi-licences/taxi-licence-faqs</a>

The completed form will need to be returned to us via email to <u>Vehicle.lic@wolverhampton.gov.uk</u> along with

#### (a) One of the following:

- a. Vehicle registration document (all pages of the V5C)
- b. new keeper's supplement with a bill of sale
- c. vehicle lease agreement permitting hire and reward

(a) Vehicle registration document (V5C) in the new proprietor's name, or the bill of sale to the new proprietor.

- (b) Valid certificate of insurance or cover note showing cover for public or private hire purposes (as appropriate to the vehicle licence) in the new proprietor's name.
- (c) From 1 April 2021, I if the new proprietor is not a driver or operator licensed by City of Wolverhamptonthe Council, you must also provide a Basic DBS certificate through the UK Government website. If the new proprietor is a company or partnership, each director and partner must provide a basic DBS certificate. The certificate must be dated within the 12 months prior to transfer. The licence will not be transferred without a valid certificate being provided. If the DBS certificate contains information, a hearing may be required to be held to determine whether the individual is fit and proper to hold a licence, in consideration of the Council's 'Guidelines Relating to Relevance of Convictions and Breaches of Licence ConditionsGuidelines on Fitness and Propriety', prior to the transfer of licence.

We will then contact the new keeper to make payment (currently £25) and receive their licence.

# 4.5. Wheelchair Accessible Vehicles

On 6 April 2017, section 165 and section 167 of the Equality Act 2010 came into effect.

Section 165 of the Equality Act 2010 imposes legal duties on the driver of a designated Hackney Carriage and Private Hire Vehicle which has been hired by or for a disabled person in a wheelchair, or by another person who wishes to be accompanied by a disabled person who is in a wheelchair.

The key components of Section 165 are summarized below:

- Hackney carriage/private hire drivers will baree required to carry the passenger while in the wheelchair
- Hackney carriage/private hire drivers are prohibited from charging wheelchair-users an additional fare for a journey
- Hackney carriage/private hire drivers will bare required to carry the
  passenger's wheelchair if the wheelchair-user chooses to sit in a
  passenger seat during the journey
- Hackney carriage/private hire drivers will beare obliged to take such steps as are necessary to ensure that the wheelchair-user is carried in safe and reasonable comfort
- Hackney carriage/private hire drivers must provide reasonable levels of mobility-assistance to the disabled passenger
- Hackney carriage/private hire drivers cannot refuse hires from wheelchair users

Mobility assistance is defined as assistance:

To enable the passenger to get into or out of the vehicle

- Where if the passenger wishes to remain in the wheelchair, to enable the passenger to get into and out of the vehicle while in the wheelchair
- To load the passenger's luggage into or out of the vehicle
- If the passenger doesn't wish to remain in the wheelchair, to load the wheelchair into or out of the vehicle

Failure to comply with the duties listed under section 165 of the Act is a criminal offence.

Section 167 of the act permits local authorities to maintain a list of designated wheelchair-accessible hackney carriage and private hire vehicles.

WAVs large enough to accommodate a passenger seated in a "reference wheelchair" are designated formally as being "wheelchair accessible" for the purposes of section 167 of the Equality Act 2010.

# 5.6. Driver Safety Enclosures (DSE

No material alteration or change in the specification, design, condition or appearance of vehicles shall be made without the prior approval of Licensing Services.

Aftermarket driver safety enclosures may reduce the risk of attack from passengers. However, there are risks which arise from these products, particularly those which are not approved or correctly installed. Changing or adding to the interior of the vehicle can alter the 'type approval' of the vehicle and have consequences as to what might happen inside the vehicle in the event of a collision.

If you are a manufacturer or supplier of a product and wish for it to be considered on this approved list, please visit

www.wolverhampton.gov.uk/licences/taxi/licences/DSE.

#### The enclosure:

- Must be professionally installed by a competent person in accordance with the
- manufacturer's instructions.
- Must be fitted within the vehicle accordance with regulations UN ECE R43.00
- and R21.01 and Section 12 of the M1 category DVSA IVA manual.
- Must not be modified from the original manufactured design, without the
- manufacturer's confirmation that this will not cause any safety issues or noncompliance with the relevant UK and/or EC safety legislation.
- Must not negatively affect any safety equipment, such as airbags, or escape
- from the vehicle.
- Must be maintained to a high standard of cleanliness, be 100% transparent
- and free of marks, graffiti or stickers.
- Must permit clear conversation between the driver and passengers, or hearing loops must be installed to support passengers who are deaf or hard of hearing to communicate with drivers..
- Must be notified to the vehicle insurer as a modification to the vehicle. Proof of
- insurance cover including the enclosure is required at all times.

If you wish to install a driver safety enclosure:

- 1. Notify your insurer of your intention to install a driver safety enclosure.
- Choose a product from the approved list available at https://www.wolverhampton.gov.uk/licences/taxi-licences/DSE.
- 3. Check that the product will meet the requirements in the section above, relevant to your vehicle.
- 4. Contact vehicle.lic@wolverhampton.gov.uk, advising which product you intend to purchase, your vehicle licence number and your availability for a vehicle inspection.
- 5. Once you have received confirmation from Vehicle Licensing, purchase the product and arrange for it to be professionally installed. Please note that you should arrange for installation shortly before your vehicle inspection as you are not permitted to conduct any paid-for journeys in-between installation and inspection.
- 6. Attend your inspection, bringing proof of updated insurance and professional installation.
- 7. The vehicle must contain the written authorisation from Licensing Services that the enclosure is permitted, as well as proof that the insurance policy covers this modification.

# 6.7. Private Hire Executive Vehicle Plate and Badge Exemption Policy

When a vehicle is <u>classed as F-segment of the European segments for passenger cars</u> deemed as an 'executive' type, the licence holder can apply for an exemption from displaying the main licence plate externally, internal windscreen licence plate nor Private Hire Vehicle Operator signage and drivers wearing their badge whilst working.

Applications for exemptions from may be considered where the following requirements are met:

Applications may only be made by a person holding a Private Hire Vehicle Operators licence issued by City of Wolverhamptonthe Council.

#### Vehicle must be a 4-door saloon.

Vehicles must be under 6 years old when first licensed and cannot be older than the current maximum age criteria for Private Hire Vehicles.

(There may be exceptions to age criteria due to the type of vehicle i.e. Vintage Rolls Royce, Bentley etc however a full service history would be required)

Vehicles may be any colour.

#### Deemed as luxury and the highest model specification.

The vehicle must be in pristine condition with no visible defects, dents or blemishes to the external body work internal trim and furnishings.

The type of work undertaken in this vehicle must be of an executive nature. This means that the vehicle is used specifically to provide transport under written contract to a company or person, or by the type of client who for security reasons would not want the vehicle identifiable.

Where an application for an exemption is granted, an exemption notice will be issued. The exemption notice must always be carried in the vehicle and the external licence plate affixed to the inside oif the boot lid.

Vehicles may be any colour.

Exemptions are to be renewed annually subject to the vehicle undergoing a reinspection.

The current fee for an exemption is £75.00.

# 6.17.1 Exemption Requirements

- (a) Any vehicle granted an exemption from displaying an external identification plate will be required to have the identification plate normally displayed on the rear of the vehicle affixed to the inside of the boot lid. The plate when so affixed **must** be readily visible when that boot lid is raised.
- (b) In the event of loss or damage rendering such plate or notice unserviceable the proprietor shall make immediate application for a replacement for which a fee is payable.
- (c) The exemption notice issued by the Council will be carried in the vehicle at all times and will be produced upon request to an authorised officer of the Council or any Police Officer.
- (d) When issued with an exemption notice, the vehicle will not <u>normally</u> be required to display any other signs (<u>including the internal licence plate</u>, door or roof signs) whichthat the Council may at any time require <u>other</u> private hire vehicles to display. However, this exemption is not applicable to other legally required signage (e.g. no <u>smoking signs and/or information on CCTV)</u>.

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DRAFT: 13 December November (Version 4)

- (e) The proprietor will not display in, on or form the vehicle any advertisement, signage, logos or insignia advertising the operating company or the vehicle's status as a private hire vehicle.
- (f) During the period of the exemption notice, the driver shall not be required to wear the private hire driver's identification badge but will have it available for immediate inspection by an authorised officer of the Council or any Police Officer on request.
- (g) During the period of the exemption notice the driver of the vehicle, whilst engaged on private hire work, will be smartly dressed in either a formal chauffeur's uniform or a business suit with collar and tie.
- (h) The proprietor shall, within 2 days notify the Council of any change in the use of the vehicle.
- (i) The proprietor shall not use the vehicle for private hire purposes other than for executive the use described above (i.e. not for daily private hire use or regular pickups from pubs and clubs). Should the proprietor wish for the vehicle to undertake regular private hire work, the normal licence conditions shall apply and requisite signage be displayed.
- (j) The glass of the driver and passenger's front side window and the front windscreen must be clear or have factory fitted tints. However, tinted windows can be fitted to the side and rear window glass of the vehicle provided that they comply with current legislation.
- (k) The exemption will cease to have effect on selling or transferring the vehicle to another party. The person to whom the exemption is granted must inform the Council of the sale/transfer of ownership within 2 days and in writing, and provide details of the new owner. The exemption notice must be returned to the Council along with the private hire vehicle identification plate unless being sold to another private hire operator licensed by the Council; in which case, only the exemption notice has to be returned.

# 7.8. Stretched Limousine Licensing

Stretched limousines are considered for licensing on an individual basis and on their individual merit. You are advised to contact Licensing Service prior to making an application. The licensed seat capacity will be limited to eight people.

# 8.9. Advertising Policy

Advertisements in or outside the vehicle shall not be permitted without the written prior approval of Licensing Services.

Consideration of requests, including a draft of the artwork, will only be considered when the following requirements are is met.

- 1. Any advertisement must not obscure or detract from the Council's vehicle identification and public safety messages, required by the conditions of licence.
- 2. Artwork must be of a suitable standard to ensure its durability on the vehicle in constant use.
- 3. Any advertisement must not contain text or images depicting the following:
- Political, ethnic or religious messages or content which is contrary to the Council's Equal Opportunity Policy
- Sexual content
- Indecent material or content likely to offend public taste
- The promotion of the sale or consumption of tobacco products
- The promotion of the sale or consumption of alcohol
- Any words or images that may indicate the vehicle is a Hackney Carriage.
- · Encouragement of anti-social behaviour
- Advertising must in no way adversely affect the safety of the pubic
- 4. Advertisements on the exterior of the vehicle relate to a not-for-profit public interest campaign.
- 5. Advertising should not cover the vehicle's windows, to allow visibility into and out of the vehicle.

All advertising applications will be dealt with on a case by case basis in accordance with the scheme of delegation.

# 9.10. Private Registration Numbers

In order to change the registration number associated with the vehicle licensed by the Council, you must contact <a href="Vehicle.lic@wolverhampton.gov.uk">Vehicle.lic@wolverhampton.gov.uk</a>

You must supply:

- Vehicle Registration Document (V5C) showing your new registration number,
   DVLA Authorisation Certificate or DVLA Certificate of Entitlement (V750)
- Valid certificate of insurance or cover note showing cover for public or private hire purposes (as appropriate) for the new registration number.

You will be contacted to collect your new licence plate from our Hickman Avenue offices, which will be issued after the payment of £37.

# **Approved MOT Testing Stations**

All Hackney Carriage and Private Hire Vehicles licensed by City of Wolverhampton Council must undertake a MOT test by an approved testing station.

To become an approved station, your garage must meet the following criteria:

Registered by DVSA as an approved test centre for at least 3 years

Considered a 'green' rated garage by DVSA

No associated links to any City of Wolverhampton Council Hackney Carriage or Private Hire licence holder. No links to any Hackney Carriage or Private Hire proprietor or operator licensed by Council

To download an application to become an approved station:

