

## **GUIDANCE NOTES-**

### **Applications for the Grant of a Private Hire Vehicle Licence**

- (i) All persons involved in the Hiring of the proposed vehicle must give their details in the relevant boxes and sign the application form. You may use a separate form if necessary. You must provide a useable telephone contact number where you and all named proprietors can in the course of normal business be contacted, failure to provide a contact number may lead to the delay in issuing or the refusal to grant the Vehicle Licence.
- (ii) Please provide the details of the Private Hire Operator (PHO Licence Number) who will control this vehicle, you are reminded that the PH vehicle Licence when issued must be held by the PH Operator, and only a Chorley Council Licensed PH Operator can operate your Vehicle.
- (iii) You must provide the Vehicle DVLA V5 document detailing the present keeper details which must correspond to the proprietor information stated on the application form. If the vehicle is new to you and the V5 has been sent to the DVLA and you do not have the V5 in your possession, you must provide the new keeper supplement (V5C2) and a copy of the original V5, the V5C2, should be in your possession following the purchase of the vehicle, together with the bill of sale / receipt detailing the Date of the purchase, vehicle details including the registration mark, name & Address of the vendor and purchaser who must correspond to the details of the proposed proprietor, When the updated V5 (log book ) is returned to you showing the new keeper details, the V5 shall be produced to the Council by the registered keeper , this must be no later than 6 weeks of the application date.
- (iv) The vehicle registration supporting documentation is as follows:
  - The DVLA V5C 'log book', OR
  - The V5C2 (New keeper supplement) along with a copy of the V5 in the previous keepers name and a bill of sale, showing the following details:
    - Make and model of the vehicle
    - Vehicle registration number
    - The name and address of the buyer and seller
    - The date of sale.

### **Wheelchair Accessible Vehicle (WAV)**

If you would like this vehicle to be regarded as a wheelchair accessible vehicle, the vehicle must comply with the Councils PH & HC Vehicle conditions of application, this document details the requirements that a vehicle must meet to be awarded wheelchair accessible status. The attention of the applicant(s) is drawn to the attached vehicle conditions.

### **Booking a Vehicle Taxi Test:**

The Vehicle Taxi Test comprises of the VOSA MOT and the Councils Vehicle Test, it is the property of Chorley Council, it is conducted on its behalf by its appointed agents. There is no provision to separate the tests or have any part of it conducted at separate garages. The vehicle will only be licensed when the vehicle has passed the Councils Vehicle Taxi Test not later than 14 days prior to

the date the licence can be issued. The vehicle test date will be aligned to the vehicle PH / HC vehicle Licence expiry Date. Upon the Vehicle renewal you are advised to arrange the renewal within 14 days of the expiry of the Vehicle Licence, where again the Vehicle Taxi Test date will be extended to the expiry date of any licence granted.

You are advised to contact your preferred choice of testing station from the list provided, and provisionally agree with that garage a convenient time and date for the testing of your vehicle, this will assist when making the application as the officer will call the garage to confirm the booking and issue the required authorisation to the Garage to test the vehicle, If no convenient time or date has been arranged, an Officer will arrange for the earliest possible test date available avoiding any dates you have indicated that you cannot attend. You must make arrangements for the vehicle to be presented at the given date and time. Should you fail to make the appointment you will be required to re-book the test appointment and pay the appropriate fee again, there is no provision to refund the testing fee or change appointments that have been made.

The following garages have all been appointed to undertake the testing of Hackney carriage and private hire vehicles on behalf of the Council:

1. Chorley Coachcraft, Houghton Street, Chorley, 01257 264517
2. Autocentre Ltd, Friday Street, Chorley, 01257 269298
3. Weldbank Garage, Saville Street, Chorley 01257 263993
4. Roy Christopher's & Sons, Lawrence Lane, Eccleston, 01257 451366
5. A & A Autocare Ltd, 78 Market Street, Adlington, 01257 480168
6. RC J Motors, Southport Rd Chorley PR7 6ES, 01257 451016

The Council will not ordinarily give a plate exemption to a vehicle, we will consider a request for a plate exemption, this must be made in writing and include a business proposal outlining your intentions, a cash flow projection, and provide a suitable vehicle, consideration of any application for a plate exemption will be at the discretion of the officer / Council.

If you intend to use a trailer in conjunction with the vehicle you must present the trailer along with the vehicle for testing, please advise the Councils Licensing Officer if you require a trailer to be tested. The Council will not authorise any licensed vehicle to tow a trailer unless it has inspected the trailer, any trailer presented shall conform to construction and use regulations, have a cover that allows the trailer storage area to be water tight have a lockable storage area and be readily identifiable by way of a permanently fixed serial number, any trailer will be approved at the discretion of the Council.

(vii) When completed this application form, together with the appropriate fee and required documents must be brought to the One Stop Shop, Chorley Council, Civic Offices, Union Street, Chorley, PR7 1AL between 8.45am and 5.00pm.

(ii) The penalty for knowingly giving false information in relation to this application is a fine on summary conviction not exceeding Level 1.