

**RUNNYMEDE BOROUGH COUNCIL**

**LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976**

**NOTIFICATION OF CHANGE OF VEHICLE**

HACKNEY CARRIAGE/PRIVATE HIRE VEHICLE LICENCE

PLATE NO.:.....

I/We .....  
 trading as .....  
 of.....  
 Telephone Number: ..... Mobile No: .....

hereby notify RUNNYMEDE BOROUGH COUNCIL of a change of vehicle in respect of the above licence.

**Details of the New Vehicle**

The vehicle make ..... Model ..... Meter - Yes / No  
 Reg. No. .... Date first registered .....  
 Engine capacity ..... Seating capacity excluding driver .....

This is subject to the said vehicle complying with the provisions of the above Act and satisfying the Council's requirements and conditions of licence. **Note: Your licensed operator will be provided with expiry details of your vehicle licence documents:**

**Details of the Old Vehicle**

Make of Old Vehicle: ..... Model: .....  
 Reg. No.: ..... Date to be replaced: .....

**Checklist for applicant:**

- |   |                          |
|---|--------------------------|
| 1. I have fully completed application form.   | <input type="checkbox"/> |
| 2. I have provided a vehicle registration document for this vehicle. <b>(not required on renewals)</b>  | <input type="checkbox"/> |
| 3. I have provided a MOT certificate for this vehicle <b>(no more than five working days old)</b> .   | <input type="checkbox"/> |
| 4. I have provided a current insurance certificate for myself as driver of this vehicle. We will accept an email of your certificate from your insurance company as proof of insurance.     | <input type="checkbox"/> |
| 5. I have paid the licensing Fee.   | <input type="checkbox"/> |
| 6. I have read and understand the vehicle licensing requirements on this form and the relevant bylaws and conditions contained within Runnymede's Hackney Carriage and Private Hire Policy. | <input type="checkbox"/> |

Signed :..... Dated .....

The Council may be statutorily required to supply any information you provide, to other bodies exercising functions of a public nature, for the prevention and detection of fraud.

For further information, please see <http://www.runnymede.gov.uk/datamatching>

### **Data Protection and Privacy**

Any data supplied by you on this form will be processed in accordance with the General Data Protection Regulations, in supplying it you consent to the Council processing the data for the purpose it is supplied. All personal information provided will be treated in the strictest confidence and will only be used by the Council or disclosed to others for a purpose permitted by law.

Data is deleted in accordance with our data retention policy. Our privacy policy is published on our web site [www.runnymede.gov.uk](http://www.runnymede.gov.uk)

### **LICENSING REQUIREMENTS**

**Requirements in respect of Hackney Carriage and Private Hire vehicles ( These must be read in conjunction with either Hackney Carriage Bylaws & Licensing Conditions Or Private Hire Licensing Condition's which are available in our policy, <https://www.runnymede.gov.uk/article/5838/Bylaws-conditions-and-requirements-for-Hackney-Carriages-and-Private-Hire>**

An application for a vehicle licence will not be considered if the vehicle concerned does not satisfy the definition of a private hire vehicle, as set out in Section 80 of the LGMPA 1976 part II, (i.e. a car constructed or adapted to seat fewer than nine passengers), or fails to meet the following requirements:-

- (a) The vehicle must be of a four door saloon or estate car type but does not include a convertible or soft top vehicle.
- (b) Must have an engine capacity of a minimum of 1300 cc, although smaller efficient modern engines may be acceptable
- (c) Must have a minimum seat width of 41 cm per passenger.
- (d) Passengers must have clear access and egress from every seat for which the vehicle is licensed.
- (e) Each seat to have a 3 point lap and diagonal seat belt
- (f) It is a requirement that MOT tests are undertaken at 6 monthly intervals once a vehicle is over 4 years old. You will be expected to produce a certificate at the time of vehicle licensing/re-licensing and at an interval of 6 months thereafter.
- (g) A vehicle under 4 years old is required to have an MOT test annually at licensing/re-licensing.
- (h) Vehicles will be refused a licence for any advisory on a Mot which advises on the following areas unless evidence is produced to show that the advisory point has been repaired or replaced:
  - Any part of the steering mechanism
  - Any part of the braking system
  - Tyres
  - Any part of the suspension system

Those vehicles which have advisories following a 6 monthly Mot (i.e. between licensing) will be expected to have the advisories remedied normally no longer than 15 working days from the date of the Mot and produce evidence of repair to the licensing authority. Failure to have the repairs carried out and / or produce evidence of such would lead to consideration of suspension of the vehicle licence.

- (i) When licensing/re-licensing a vehicle the MOT test certificate should be obtained **no more than 5 working days prior to licensing application date.**
- (j) Vehicles must meet or must have met European and UK vehicle safety standards at the time of manufacture.

Runnymede Borough Council, Civic Centre, Station Road, Addlestone, Surrey, KT15 2AH

Tel: 01932 425711 Fax: 01932 838384 [www.runnymede.gov.uk](http://www.runnymede.gov.uk)

Updated 03OCT 2018 H:\MasterDocuments\Licensing\Taxis

- (k) A fire extinguisher of dry powder, foam or CO2 of not less than 2 lb/0.9 kg capacity which is approved to BS EN3 standards is to be provided in the vehicle cab or boot. This fire extinguisher is to be accessible and maintained in serviceable condition.
- (l) A medium size first aid box which caters for 1 – 8 passengers and complies with BS8599-2 which is approved to BS EN3 standards is to be provided in the vehicle cab or boot. This first aid box is to be accessible and kept fully stocked
- (m) Exterior of the vehicle
- The vehicle must be submitted for inspection in a clean state such that an effective inspection is possible. Should the vehicle be submitted in an unclean state then the application shall be refused
  - The exterior of the vehicle should not show signs of rusting
  - The paintwork should not be faded or show signs of mis-matched repairs or have any scratches, scuffs, cracks or abrasions where the top layer of paint has been removed
  - The bodywork should be maintained so as to be in excellent condition and be free of large dents. (a large dent is not defined, this will be determined by the licensing officer)
  - Have wheels and wheel trims that have significant damage which detracts from the overall excellent condition of the vehicle.
- (n) Interior of vehicle
- The seating and carpet areas of the vehicle shall not show signs of: a) staining b) damp c) fraying or ripping of the material d) seat covers that are loose or badly fitted.
  - The seats should provide sufficient support for comfortable travel and should not demonstrate excessive compression of the seating area or wear within the support mechanism. Any mechanism for adjusting the height or angle of the seat must be in working order
  - Interior panels and fittings within the vehicle should not be damaged nor show excessive wear, or staining.
  - The interior of the vehicle should not have damp or noxious smells
- (o) left hand drive vehicles will not be licensed except for limousines, providing they have been inspected by the Driver and Vehicle Standards Agency and have an approval certificate issued for Single Vehicle approval. Or, from October 2014, a certificate for Individual Vehicle Approval carried out to the normal inspection standard.
- (p) the vehicle must not be fitted with or carry signs or advertisements illuminated or otherwise save for the name and telephone number of the firm, which may be displayed on the side of the vehicle in lettering of not more than 3 inches in height, and such lettering shall not be illuminated or include the words "cab", "taxi-cab" or "taxi".
- (q) the vehicle must not be an Austin FX4 or be of similar appearance.
- (r) Vehicle's must not be fitted with second-hand 'part worn' tyres. All tyres must have been purchased as 'new tyres'.
- (s) Vehicle windows
- all rear windows must allow at least 70% of light to be transmitted through them.
  - An **exception** will be made for 8 seater MPV vehicles, tinted windows will be permitted on this type of vehicle.
  - No vehicle shall be fitted with any form of additional film to darken or tint the windows on any part of the vehicle.
  - Front side windows and the front windscreen must meet the requirements of the Road Vehicles (Construction and Use) Regulations 1986 as amended. This states at least 75% through the windscreen and 70% through the front side windows.
  - Privacy glass shall only be accepted where it is fitted to a plate exempt vehicle

Note - existing licensed vehicles which currently have factory fitted privacy glass can continue to be licensed on a yearly basis until the vehicle is replaced or changes ownership.

- (t) Identification of Private Hire vehicles

An adhesive sign (the size of the lettering which shall be as specified by the Council ) containing the wording "Private hire vehicle Pre-Booked Only" printed in black against a white background with a black boundary is displayed on both front doors of private hire vehicles apart from those which are plate exempt.

The operators name phone number and internet address can be displayed below this sign providing such lettering is no larger than the lettering on the adhesive sign.

### **Advertising on licensed vehicles**

**Hackney Carriages** – the licensing authority will not permit any advertising material, corporate branding or any other medium that –

- (a) does not conform with the rules of the British Code of Advertising Practice.
- (b) relates to the promotion of alcoholic drinks.
- (c) interferes with any equipment normally fitted to the vehicle (including the vehicle electrics and wiring etc.).
- (d) interfere with any vehicle design features such as methods of fixing, brake cooling vents, tyre inflation valve or with any wheel balancing dynamics or steering operation.
- (e) obscures any vehicle lights, 'For Hire' sign or indicator lamps (e.g. indicators, brake lights etc.).
- (f) creates any safety hazard (e.g. non protected screens, headroom hazards etc.).
- (g) uses or emits audio.
- (h) is displayed on wheels or bumpers of the hackney carriage
- (i) is displayed on, or otherwise obscures any windscreen, window, mirror or bulkhead.
- (j) obscures or confuses the visibility, legibility, clarity or distinction of – the vehicle licence plate;  
(No advertising is to be within 30cm of the plate).

### **Private Hire Vehicles**

With the exception of the requirement for 'pre booked' only signage, no signs, marks, notices or advertisements whatsoever shall be displayed on or from a private hire vehicle whether in connection with its use for private hire or otherwise, except for the name address, web contact and telephone number of the proprietor or the name under which they carry on their business. These may not be displayed on the front elevation (radiator grill and area either side of it), the windows and any other glass area, bumpers or wheels. Such lettering shall not be illuminated or include the words "cab", "taxi-cab" or "taxi". No advertising is to be within 30cm of the Private Hire licence plate.