



**APPLICATION TO LICENCE A HACKNEY CARRIAGE VEHICLE IN THE BOROUGH OF TRAFFORD**

All applicants must own the vehicle and are required to produce with this form the following documents, information and payment :

**NEW APPLICATIONS**

- **PAYMENT OF £94.00** (Total licence fee for the first year being £249.00 made up of the £94.00, tint test £13 and two compliance test fees of £71.00 each)
- **A VALID CERTIFICATE OF INSURANCE** for Private Hire use must be produced at the time of the application or when you intend to collect the plate and licence
- **THE VEHICLE REGISTRATION DOCUMENT ie LOGBOOK**  
For New Applications you must either produce the full logbook or the New Keeper Supplement from page 3 Section 10 of the logbook
- **A BILL OF SALE MUST BE PRODUCED.** Either from the garage/dealer/auction OR for private sales a letter must be provided from the previous owner giving their name, address, all vehicle details, new owner details and address and signed and dated by both parties
- For vehicles over 10 years old you must have a valid **AGE TEST** certificate - refer to back 4 for criteria
- The applicant must ensure that the windows are **not heavily tinted** – refer to page 5 for criteria
- Vehicles **over 5 passengers** will also require a **Seating Configuration**, conducted by our Enforcement Officers, and you should make this requirement known to the Licensing Office when you book your appointment to submit the application

**RENEWALS**

- **PAYMENT OF £94.00** – and return the old plate
- **A VALID CERTIFICATE OF INSURANCE** for the vehicle for Hackney Carriage use
- **THE VEHICLE REGISTRATION DOCUMENT ie LOGBOOK**  
Please note - If the logbook is not in the name and address that appears on our records you will only be issued with a temporary plate
- The vehicle must have a valid Certificate of Compliance (and Age Test if appropriate)

**OWNER TRANSFER (on an existing licensed vehicle)**

- **PAYMENT OF £13.50**
- **A VALID CERTIFICATE OF INSURANCE** for the vehicle for Hackney Carriage use
- **THE VEHICLE REGISTRATION DOCUMENT ie LOGBOOK**  
For Owner Transfers you must either produce the full logbook or the New Keeper Supplement from page 3 Section 10 of the logbook
- **A BILL OF SALE MUST ALSO BE PRODUCED.** This should be a letter must be provided from the previous owner giving their name, address, all vehicle details, new owner details and address and signed and dated by both parties
- The vehicle must have a valid Certificate of Compliance (and Age Test if appropriate)

**VEHICLE TRANSFER (changing the vehicle on an existing licence)**

- **PAYMENT OF £37.50** – and return the old plate
- **A VALID CERTIFICATE OF INSURANCE** for Private Hire use must be produced at the time of the application or when you intend to collect the plate and licence
- **THE VEHICLE REGISTRATION DOCUMENT ie LOGBOOK**  
For New Vehicle Transfers you must either produce the full logbook or the New Keeper Supplement from page 3 Section 10 of the logbook
- **A BILL OF SALE MUST BE PRODUCED** Either from the garage/dealer/auction OR for private sales a letter must be provided from the previous owner giving their name, address, all vehicle details, new owner details and address and signed and dated by both parties
- For vehicles over 10 years old you must have a valid **AGE TEST** certificate - refer to page 4 for criteria
- The applicant must ensure that the windows are **not heavily tinted** – refer to page 5 for criteria
- Vehicles **over 5 passengers** will also require a **Seating Configuration**, conducted by our Enforcement Officers, and you should make this requirement known to the Licensing Office when you book your appointment to submit the application

**PAYMENT**

- Payment can be made by **CASH or CHEQUE**, payable to Trafford Council and accompanied by a **VALID BANKERS CARD or DEBIT CARD**

## AGES OF HACKNEY CARRIAGE/PRIVATE HIRE VEHICLES

Trafford Council has a policy as to maximum ages of Public/Private Hire vehicles when they are first licensed and when licenses are renewed. As of 27th June 1995 this policy has been reviewed and some changes to the original policy introduced.

### **POLICY IS AS FOLLOWS:-**

#### **ON FIRST APPLICATION FOR A LICENCE**

##### **TYPE OF VEHICLE**

Private Hire Vehicle  
Hackney Carriage Vehicle

##### **MAXIMUM AGE**

4 years  
10 years

#### **LICENCE RENEWALS (vehicles licensed on or prior to 27/6/95)**

##### **TYPE OF VEHICLE**

Private Hire Vehicle  
Hackney Carriage Vehicle

##### **MAXIMUM AGE**

8 years  
19 years

#### **LICENCE RENEWALS (vehicles first licensed after 27/6/95)**

##### **TYPE OF VEHICLE**

Private Hire Vehicle  
Hackney Carriage Vehicle

##### **MAXIMUM AGE**

6 years  
15 years

All maximum age limits are subject to the proviso that if an older vehicle is deemed by the Council's Transport Division to be in exceptional condition it can be eligible to be licensed.

Guidance notes on "Exceptional Condition" are available for vehicles being presented for First Application for a licence and will be made available for vehicles being presented for License Renewal.

The above policy will become effective as of 1st November 1995.

## REQUIREMENTS IN RESPECT OF VEHICLE GLASS for HACKNEY CARRIAGE/PRIVATE HIRE VEHICLES

The Council has amended the requirements in respect of vehicle glass, to permit the fitting of tinted glass to licensed vehicles.

The degree of tint permissible is as follows:-

- Front windscreen: minimum light transmittance 75%
- All remaining vehicle glass: minimum light transmittance 70%

Any vehicle that is fitted with the manufacturer's original glass should satisfy the above requirements in respect of the glass to the front windscreen and the front doors, provided that this glass has not had any laminating film or secondary treatment applied.

It may be the case that the vehicle glass fitted to the rear of the driver, that is to say the rear doors, quarter lights and rear windscreen, may fail to satisfy this requirement even if that glass is the manufacturer's original glass.

Should you intend to license any vehicle that has tinted windows and you are concerned that the vehicle may fail to satisfy the requirements, for instance if the glass to the rear passenger cell of the vehicle is noticeably darker than the glass to the front, you should present the vehicle for examination by the Licensing Officer **before** purchasing that vehicle.

In order to satisfy the Council's minimum light transmittance requirements the Licensing Department will test each and every window of the presented vehicle with a calibrated pocket detective tint window meter.

Please complete the following in **BLOCK CAPITALS** and using **BLACK INK**.

First Grant	Renewal
Vehicle Transfer	Owner Transfer

1. What type of application is this? *(delete as necessary)*
2. Name of applicant: .....
3. Address of applicant: .....  
.....
4. Telephone number: .....
5. Hackney Carriage plate number: .....
6. Registration number of vehicle: .....
7. Make, model and colour of vehicle: .....
8. Cubic capacity: .....
9. Year of manufacture: .....
10. Seating capacity including driver: .....
11. Chassis number: .....
12. Are you the registered keeper of the vehicle? **YES/NO**  
If not, please write in name and address of registered keeper .....  
.....
13. Is the vehicle fitted with a fare-meter? If **YES**, please indicate the make and number of meter and the rate per mile to which the meter is set. **YES/NO** .....
14. Is the vehicle fitted with a car phone? If **YES**, please state the name and address of the operator. **YES/NO** .....
15. Is the vehicle fitted with a two-way radio? If **YES**, please state the name and address of the radio operator: **YES/NO** .....
16. Is the vehicle wheelchair accessible? **YES/NO** .....
17. Address where the vehicle will normally be kept when not in use: .....



