

Taunton Deane Borough Council

Licensing Committee – March 2012

Application procedure for licensing of brand new vehicles as Hackney Carriages or for Private Hire

Report of Licensing Officer

(This matter is the responsibility of Executive Councillor Ken Hayward)

1. Executive Summary

Members are recommended to adopt the application procedure for licensing brand new vehicles.
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2. Background

2.1 The Licensing Team introduced a service guarantee in April 2011, whereby all licences would be issued within a maximum of 14 days, upon receipt of a full application.

2.2 In practice licences are, on average, issued within 7 to 10 days but during busy periods, such as the run up to Christmas, can take the full 14 days.

2.3 Where licences for Hackney Carriage and Private Hire vehicles are concerned, a full application consists of:

- Completed application form;
- Valid insurance certificate or insurance cover note;
- V5 logbook or bill of sale (stating the vehicle registration number, make, model, colour, date of registration and name of person licensing the vehicle);
- Payment of full licence fee (and meter test fee where appropriate);
- Part i and part ii vehicle compliance test certificate or MOT and part ii compliance test certificate, carried out at the Service Centre, Taunton.

2.4 A brand new vehicle is defined as one that has delivery mileage only and where the applicant is the first registered keeper.

3. Report

- 3.1 The team received a request, from the trade, that a procedure be introduced to speed up the process for the licensing of brand new vehicles.
- 3.2 Working with the trade, a procedure has been created whereby an application is made 14 days before the vehicle undergoes the compliance tests, this allows the Licensing team to prepare the necessary licence, ready for issue upon receipt of proof of compliance with the vehicle tests and the vehicle having completed a satisfactory meter test (if appropriate.)
- 3.3 The system has been in place on a trial basis since December last year and has operated without incident.

4. Finance Comments

The adoption of the new procedure will have a cost benefit to operators, as new vehicles will be ready to use at a quicker rate.

5. Legal Comments

All legal matters are as set out in the report.

6. Links to Corporate Aims

Although there are no direct links to the corporate aims the provision of an effective licensing regime benefits local businesses and the public alike in full accordance with the Council's Corporate Strategy.

7. Environmental and Community Safety Implications

None identified.

8. Equalities Impact

No adverse equality impact identified.

9. Risk Management

None identified.

10. Partnership Implications (if any)

None identified.

11. Recommendations

That Members approve the inclusion within the Hackney Carriage and Private Hire Drivers, Vehicles & Operators Handbook the new vehicle procedure as set out in Appendix 1 of this report.

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Application procedure for licensing brand new vehicles

Where an operator wishes to license a brand new vehicle, the application will begin to be processed by Licensing on receipt of the following documents as a single application:

- Completed application form;
- Valid insurance certificate or insurance cover note;
- V5 Logbook or bill of sale (stating the vehicle registration number, make, model, colour, date of registration and name of person licensing the vehicle);
- Payment of full licence fee (plus meter test fee where appropriate);

The applicant will be issued the licence and plate within 14 days after the application is made, provided the Part One and Part Two compliance test certificates have been submitted and the vehicle has completed a satisfactory meter test.

Applicants should be aware that the licence and plate duration (1 year) will start once they are issued and will not be re-dated if the vehicle fails the Compliance Test.

A brand new vehicle is defined as one that has delivery mileage only. In addition, the applicant must be the first registered keeper.