



**Licence Application  
Private Hire Vehicle**

For office use only	
	Checked
Veh. Reg. Doc	
M.O.T. Cert.	
Insurance	
Test Date:	PASS/FAIL

RENEWAL

NEW APPLICATION

TRANSFER

*Please tick*

**VEHICLE PROPRIETOR(S)**

**If the vehicle is an insurer's hire car etc details of the licensed driver must be provided in section 2**

Name(s)	1. Proprietor	2. Proprietor / Licensed Driver
Addresses:		
Tel: No(s):		

**LICENCE DETAILS**

Licence Plate Number	
Date Licence Expires	

**VEHICLE SPECIFICATION**

Registration Number:	
Make and type of Vehicle	
Cubic Capacity of Engine and Fuel Type (Diesel, Petrol, LPG)	
Engine Number	
Chassis Number	
Number of fixed passenger seats	

**VEHICLE DOCUMENTS**

Nature of Insurance and Date of Renewal	
M.O.T. Certificate Number	
Date and place of M.O.T. Test	

**PROPOSED OPERATOR**

Name and Address of the firm under which you will operate	
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**SCHOOL CONTRACT**

Do you currently hold a School Contract?	YES	NO
Are you considering applying for a School Contract?	YES	NO

<p>I/WE DECLARE that the above particulars are correct in every respect, I AM/WE are the sole proprietor(s) of the said vehicle and I AM/WE are the sole person(s) concerned in keeping, employing or letting for hire of the said vehicle.</p> <p>1. Signature ..... 2. Signature: .....</p> <p>Date: ..... Date: .....</p> <p>If you knowingly or recklessly make a false statement or omit any material information from this application you may be committing a criminal offence punishable on conviction by a fine of up to £400.</p>	
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All cheques should be made payable to Wrexham County Borough Council.

This form should be completed and returned, in person, to the Licensing Section, Environment Department Transport Depot, Abbey Road, Wrexham Industrial Estate.

**WREXHAM COUNTY BOROUGH COUNCIL**  
**PRIVATE HIRE VEHICLE REQUIREMENTS**

- 1 a The vehicle must have four wheels and a minimum of four doors. The doors must consist of two doors on both near and off side of the vehicle and does not include hatchback / boot doors. The requirement for a minimum of four doors does not apply to a purpose built minibus with gangway.
- b The vehicle must be equipped with a spare wheel and sufficient tools and equipment to enable the spare wheel to be fitted in the event of damage or puncture. Where the manufacturer does not supply a spare wheel the vehicle must be supplied with Run Flat Tyre / Foam Aerosol..
- 2 The Vehicle must have at least 1400cc engine capacity.
- 3 Vehicles must be presented for inspection in a clean and roadworthy condition and must be free from any rust on bodywork.
- 4 Vehicles shall not be submitted for inspection with any accident damage and the Chief Housing and Public Protection Officer must be informed of accident damage within 72 hours of the damage occurring.
- 5 The Vehicle must be right hand drive, **with the exception of stretch limousines.**
- 6 The Vehicle must not be of such type, design or appearance as to lead any person to believe that the vehicle is a hackney carriage. **Austin FX4 (London Cab), Peugeot Expert / Tepee / Euro Taxi, Fiat Scudo, Citroen Dispatch etc type vehicles will not be acceptable.**
- 7 The vehicle must be capable of carrying at least four passengers in addition to the driver and not more than eight passengers. The rear seating must be as manufactured and have appropriate seat belts per person. The minimum acceptable width of seat section per person is 410 millimeters at the widest point of the seat which can include unequal seated sections. Limousines to have a minimum seating capacity of six and a maximum of eight.
- 8 The Vehicle and all its fittings and equipment must be in an efficient, safe and clean condition and must comply with all relevant statutory requirements, including in particular those contained in Motor Vehicles (Construction and Use) Regulations.
- 9 The seats in the Vehicle must be properly cushioned and free from damage.
- 10 The floor of the Vehicle must be provided with a proper carpet or other suitable covering.
- 11 a) There must be adequate space within the vehicle for the carrying of passengers' luggage and this space must be clean and water tight. **A roof rack may not be fitted.**
  - b) A roof box may be fitted, providing :
    - i) It must comply with Road Traffic (construction and use) Regulations, and be appropriate for the type of vehicle used.
    - ii) The roof box must be of enclosed container construction (not an open roof rack with loose cover).
    - iii) The roof box must only be used for the purpose of extra luggage, such as golf clubs, large suitcases etc., and not for the carriage of goods or livestock.
    - iv) The hirer must be with the vehicle at the time the roof box is in use.
    - v) No part of the roof box or fitments to remain on vehicle when not being used for carrying extra luggage.
    - vi) No advertising, wording or numbers to be allowed on the roof box.

- 12 a) The Vehicle must be fitted with an efficient dry powder variety fire extinguisher of a minimum weight of 1 kg. The extinguisher shall be securely fixed in a position so as not to interfere with the control of the vehicle and so as not to be tampered with by a member of the public.
- b) The fire extinguisher must be regularly serviced by a competent person to ensure the gauge reads serviceable at all times.
- 13 The Vehicle must be equipped with a first-aid box as follows:-
- A first-aid kit containing:-
- i) six individually wrapped sterile adhesive dressings (plasters)
  - ii) one large sterile unmedicated dressing
  - iii) two triangular bandages
  - iv) two safety pins
  - v) individually wrapped moist cleaning wipes
- shall be carried in the vehicle at all times securely fixed in the boot of the vehicle for use in case of emergency. There shall be no obligation on Private Hire Drivers to administer first aid treatment.
- 14 Any meter for recording fares fitted in the Vehicle must be in such a position as not to be visible from the outside of the Vehicle but clearly visible to the passengers.
- 15 If the Vehicle is currently licensed by the Chief Housing and Public Protection Officer for private hire the licence plate issued by the Council must be securely fixed externally to the front and rear of the Vehicle in a conspicuous position and secured in such a manner so as to be easily removed by any Authorised Officer or Constable.
- 16 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, or byelaws, or permitted or required by any condition of a Private Hire Licence issued by the Council in respect of the Vehicle.
- 17 There may be displayed on the side of the vehicle where the vehicle is a **Minibus designed to carry more than four passengers but no more than eight passengers only**, the name and telephone number of the operator with whom the vehicle proprietor carries on business in letters or numbers no larger than 6" (150mm) in height and shall not contain the word "cab" or "taxi". Any display on the window must not interfere with visibility nor compromise safety.
- 18 If the Vehicle is currently licensed by the Council for private hire the number of the licence and the number of passengers permitted by the licence to be carried in the Vehicle must be clearly marked inside the Vehicle as to be visible at all times to passengers carried in the Vehicle.
- 19 There must be in force, in relation to the Vehicle, a policy of insurance or such security as complies with the requirements of Part VI of the Road Traffic Act 1972.
- 20 There must be in force, in relation to the Vehicle, a valid MOT test certificate (if appropriate) and a current road fund licence.
- 21 Every seat in the Vehicle shall be fitted with a safety belt.
- 22 LPG (Liquid Petroleum Gas) Conversions must be accompanied by LPG Conversion Certificates provided by a suitably qualified engineer.

## **23 Additional conditions for stretch limousines :-**

- a) The vehicle must pass a Single Vehicle Approval inspection of its design and construction at a Vehicle Inspectorate testing station. The Approval Certificate or Certificate of Compliance must be presented to this Authority, together with its DVLA Registration Document (V5) and evidence of the date of manufacture of the vehicle.
- b) The maximum length of the “stretch” shall not exceed 120”/3048mm.
- c) No passengers are to be in the front of the vehicle.
- d) The vehicle must be fitted with tyres of a rating specified by Ford USA i.e. vehicles registered before 1998 – 235/75R 15 108S (BF Goodrich Extra Load or Equivalent). Versions from 1998 onwards must be fitted with 225/70R 16 107T (Reinforced).
- e) Any tinted glass shall conform to the legal requirements as laid down by the Vehicle Operator Services Agency (VOSA). The passenger compartment may be fitted with blackened glass. All blackened and tinted glass must be fitted as standard at point of manufacture, but any modifications from standard will not be acceptable.
- f) No form of entertainment or activity of a like kind shall be permitted without written consent from this Authority.
- g) Bookings for vehicle(s) which are solely for use of children under the age of 16 years must be accompanied by either a parent/guardian or a Criminal Records Bureau (CRB) checked escort. A declaration, to be completed by the parent/guardian responsible for the journey, prior to the commencement of the journey providing details of the persons travelling and the name and contact details of the person responsible for the booking. A copy of the form must be carried by the driver.
- h) Vehicles may be required to undergo a metal fatigue test at the discretion of this Authority. The cost of this test to be borne by the Operator.
- i) Alcoholic drinks provided in the vehicle shall be under the terms of an appropriate licence relating to the sale or supply of alcohol. For bookings for groups of passengers under 18 years, plastic glasses and bottles must be used and alcoholic drinks must be locked away or removed from the vehicle prior to the commencement of the journey.
- j) The normal conditions applying to the licensing of Operators and Drivers to apply.

Please note that Wrexham Council does not have the facilities to issue MOT Certificates for Limousines.