

## APPLICATION FOR A GRANT OF A PRIVATE HIRE VEHICLE LICENCE

If you wish to apply for the Grant of a Private Hire Vehicle Licence, the vehicle must comply with the Council's conditions of licence for Private Hire Vehicles. Vehicles powered by electric will also be considered.

**Please Note:** - The vehicle must be under 5 years of age from the date of first registration. If the vehicle is wheelchair accessible, then the vehicles must not be more than 8 years of age from the date of first registration.

The application must be accompanied by:

(a) Option A :Vehicle licence fee of £148.00 (non refundable)  
This includes the provision of:

- The first mechanical test and the cost of one subsequent retest.
- The vehicle licence plate
- Door Stickers

OR

Option B: Vehicle licence fee of £160.00 (non refundable)  
This includes the provision of:

- MOT
- The first mechanical test and the cost of one subsequent retest
- The vehicle licence plate
- Door Stickers

**NOTE:** A charge will be made for replacement identification stickers and vehicle licence plate.

(b) Current certificate of vehicle insurance

(c) Valid MOT certificate

(d) Vehicle Registration Document

- Cheques should be crossed and made payable to 'Carmarthenshire County Council'
- Application forms must be returned to: Carmarthenshire County Council, Head of Homes & Safer Communities, Department for Communities, 3 Spilman Street, Carmarthen, Carmarthenshire, SA31 1LE

As an applicant for a Private Hire Vehicle Licence your attention to the following:  
When a vehicle licensed by the Carmarthenshire County Council as a Private Hire Vehicle is being used, the person driving must themselves hold a current dual drivers licence also issued by the Carmarthenshire County Council.

Planning permission may be required where vehicles (whether Hackney Carriages, Private Hire Vehicles or a combination of the two) are operated from domestic properties, or where a waiting room is in operation, or where a premises acts as a collection/pick-up point for drivers and/or passengers.

## **Privacy Notice**

The proper handling of personal information by Carmarthenshire County Council is very important to the delivery of our services and maintaining public confidence.

Personal data is any information that relates to a person who can be directly or indirectly identified from the information. The terms 'information' and 'personal data' are used throughout the privacy notice and have the same meaning.

To ensure that the Council treats personal information correctly, we seek to adhere in full to the requirements of Data Protection legislation. To view the Licensing Privacy Notice please visit: [www.carmarthenshire.gov.wales/home/council-democracy/data-protection/privacy-notices/licensing/](http://www.carmarthenshire.gov.wales/home/council-democracy/data-protection/privacy-notices/licensing/)

For further information see the Council's website or contact this department

Carmarthenshire County Council is required by law to share data with The Department for Environment, Food and Rural Affairs to create a database of licensed vehicles to support the operation of charging clean air zones by local authorities or other air quality plans. Please see <https://www.gov.uk/government/publications/air-quality-taxis-and-private-hire-vehicles-phvs-database-guidance> for further information.

## HACKNEY CARRIAGE / PRIVATE HIRE VEHICLE INFORMATION

### PLEASE READ THE FOLLOWING BEFORE TAKING YOUR VEHICLE TO BE TESTED:-

- 1) The vehicle must be of a suitable type and in good condition, which should meet with the approval of the Authorised Officer, Police Constable and Vehicle Examiner.
- 2) All appointments are to be made through the Licensing Officer.
- 3) No vehicle licence will be issued until the appropriate fee is paid. Where payment is made by cheque, which is subsequently dishonoured, any licence will be null and void.
- 4) Applicants are advised that Carmarthenshire County Council will endeavour to test the vehicles at the time requested. However, it must be noted that there is no guarantee of test being available at short notice.
- 5) You are requested to be prompt for your appointment. If you are unable to attend you **MUST** contact the Licensing Office giving as much notice as possible. If you fail to attend at the allocated time without prior notification, the vehicle test will be failed.
- 6) The vehicle will only be tested if you are able to produce a valid receipt and M.O.T.
- 7) On first application, Vehicle's that are unable to satisfy all of the parameters of the Council's test it will **FAIL** the test and **CANNOT** be used as a Hackney Carriage/Private Hire Vehicle.
- 8) A licensed vehicle, which **FAILS** the test, may be issued with a Notice **SUSPENDING** the licence.
- 9) Arrangements for the vehicle to be retested **MUST** be made through the Licensing Section.
- 10) Vehicle licences will remain in force for a maximum period of one year. The Licence expiry date will be the last day of the month preceding the month of issue.
- 11) All identification stickers and vehicle plates must be returned to the Council upon the expiry, suspension or revocation of the vehicle licence.
- 12) The application fee includes the cost of one initial vehicle inspection only and the cost of one retest if required. If the vehicle fails re-inspection, an additional re-test fee of £26.00 must be submitted to the Council.
- 13) If you feel that you have cause for complaint about the vehicle test or application process/criteria then please submit the details in writing to:

Head of Homes & Safer Communities,  
Department for Communities  
Carmarthenshire County Council,  
3 Spilman Street,  
Carmarthen, SA31 1LE

**CARMARTHENSHIRE COUNTY COUNCIL**

Local Government (Miscellaneous Provisions) Act 1976 Part II

**APPLICATION FOR A GRANT OF A PRIVATE HIRE VEHICLE LICENCE**

FOR OFFICE USE ONLY

Date Application Received			
Registration Document Received	Age of Vehicle	Yrs	months
Insurance Document Received	Wheelchair Accessible	Yes/No	
MOT Certificate Received			
Fee Received	Amount £ Receipt No.	Cash/Cheque (please delete) Other: (please specify)	

**N.B. If any persons knowingly or recklessly makes a false statement or omits any material particular in giving the following information they shall, under Section 57 of the Local Government (Miscellaneous Provisions) Act 1976 Part II be guilty of an offence.**

**PLEASE USE BLOCK CAPITALS**

1. Applicant

- a) Full Name .....
- b) Permanent Address .....
- c) Date of Birth .....
- d) Telephone Number ..... Email .....
- e) Company Name .....
- f) Operators Licence Number .....

2. Vehicle

- a) Make and Model of Vehicle .....
- b) Registration No ..... c) Engine Capacity .....
- d) Number of Doors ..... e) Colour .....
- f) Date of first registration .....
- g) Is the vehicle Wheelchair Accessible **Yes/No** : Does it have lifting equipment **Yes/No**

If vehicle is wheelchair accessible, please provide the contact telephone number to book this vehicle, this contact number will be displayed on the Council's Website:

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- h) Constructed to carry ..... persons (excluding driver )
- i) Is the vehicle fitted with a two way radio, car phone, pager or similar (please specify)

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j) Are you the sole owner and proprietor of the vehicle **YES/NO** (Please delete)

If **NO**, state name (9s) and address/es of every proprietor, or part proprietor concerned in the keeping, employing or letting for hire, of your vehicle.

Name (s) .....

Address (es) .....

Date of Birth ..... Tel .....

k) Have you or any part proprietor or any partnership of which you are, or were, a member, or company of which you are, or were a Director or Secretary ever been convicted of any criminal offence or any offence involving the Road Traffic Acts and Regulations.

**YES/NO** (please delete)

If **YES** please give details below.

Date	Offence	Type of Court and Location	Sentence or Order of the Court

**In answering this question your attention is drawn to the Rehabilitation of Offences Act 1974**

l) Name and Address of Insurance Company with whom you hold a full Insurance Policy for Private Hire.

Name .....

Address .....

Telephone No ..... Date of Expiry .....

Insurance Policy No .....

Special Policy Conditions .....

Insurance Broker ..... Tel No .....

3. **I declare that the information given by me in this application is correct in every respect. If granted a licence, I further declare that I will comply with the Conditions and Guidance Notes listing statutory provisions.**

Signed ..... Date .....

**As a public body, we are under a duty to protect the public funds that we administer, and to this end may use the information you have provided on this form for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes.**

**For further information see the Council's website or contact this department.**

Dear Sir/Madam,

As you intend having a Taxi/Private Hire Vehicle test booked for your Vehicle at the Council Depot, I am writing to inform you that the Testing Station remains open for both Taxi and Taxi/MOT Tests. However please be advised of what you should do in the following circumstances: -

### **If you or someone you live with has symptoms of coronavirus**

If your Taxi Test is due while you're staying at home because you or someone you live with has symptoms of coronavirus (self-isolation), you should contact the Licensing Section immediately on the numbers below to re-book a date for your taxi test after your period of self-isolation is over.

### **If you are extremely vulnerable from coronavirus**

You must not take your vehicle for its Test if you're [extremely vulnerable from coronavirus](#). You should contact the Licensing Section immediately on the numbers below to re-book you test.

### **If you're not self-isolating**

Continue to go for your Taxi Test at the Council Depot.

**If you require any further information or guidance, then please contact the Licensing Team on the numbers listed below.**

### **Licensing Office Contact Numbers:-**

**Justin Power 01267 228932**  
**Rhian Griffiths 01267 228720**  
**Susannah Routledge 01267 228723**