Privacy Notice (how we use your information):

Rochdale Borough Council, as the Licensing Authority, collects and records the personal data that you provide in this form, along with any supporting documentation, in order to process your licence application to regulate private hire and hackney carriage licensing activities within the Borough. Appropriate measures are in place to protect your personal data. We may share your information with other Council Services and organisations that can support our work. The Licensing Authority is also required by law to share the data with Defra so that Defra can create a database to support the operation of charging clean air zones by local authorities or other air quality plans. The full Privacy Notice provides information about your rights under current data protection legislation and details what will happen to your personal data, can be found on the Council’s website at www.rochdale.gov.uk/privacy.

In order to apply for a Change of Vehicle on a Private Hire Licence, the following procedure must be followed.

There are three stages to this application:

STAGE 1
You will need to
1. Complete the application form
2. Produce a log book (or new keeper slip alongside a bill of sale)
3. If your vehicle is SILVER you must produce the log book or MOT at the time of application.
4. If the seating capacity is over 4 passengers, an assessment will be carried out, and you will be advised of the number of passengers that you are permitted to carry.
5. Produce proof of road tax
6. Pay the fee of £122
7. Produce valid insurance for the vehicle
   NOTE the insurance must be in the name of the proprietor(s)
   
   If your vehicle has tinted windows you must notify the admin staff prior to booking in your vehicle for test

Please note: Original documents MUST be produced at every application submitted.
STAGE 2

NOTE: If you fail to keep this appointment without giving 48 working hours’ notice an additional fee of £62.00 will be charged. A receipt will be issued and a vehicle test appointment will be made. This appointment is unique to the vehicle that has been booked in.

Appointment cannot be transferred onto another vehicle without giving 5 working days’ notice to the Licensing Service. Consideration will only be given to Transfer applications in your name.

STAGE 3

When you have returned your pass sheet and previous plate to this office the new plate is then issued along with a licence and the window stickers with details of the licence and the Licensing Authority.

If your vehicle fails the test, you will be issued with the relevant documentation at the Test Station which will outline the reasons why. If the failure is due to MOT standards, you will be issued with a ‘Refusal MOT test Certificate’ which again outlines the reason for the refusal (there is important information on the reverse side of this document which should be read).

**If your vehicle is over 5 years old and fails its test you must return the failure sheet to this office where a refusal letter will be issued. Please read on for further information on appeals.

If your vehicle failed its test you may make an appeal at the Magistrates Court against the decision or;

1. Request for a refund (you should receive your refund within 6 weeks)
2. Transfer your application fee to another vehicle (by doing so this will not waive your right of appeal to the magistrates court)

You must inform the Licensing Service and complete a Change of Ownership application if you sell your vehicle
APPLICATION FOR A CHANGE OF VEHICLE – PRIVATE HIRE

NAME(s) ____________________________________________

ADDRESS(s) ____________________________________________

TELEPHONE ___________________________ EMAIL ___________________________

<table>
<thead>
<tr>
<th>DETAILS OF CURRENT VEHICLE</th>
<th>DETAILS OF PROPOSED VEHICLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>Registration</td>
</tr>
<tr>
<td>Make</td>
<td>Make</td>
</tr>
<tr>
<td>Model</td>
<td>Model</td>
</tr>
<tr>
<td>Seating</td>
<td>Seating</td>
</tr>
<tr>
<td>As insured (exc.driver)</td>
<td>As insured (exc.driver)</td>
</tr>
<tr>
<td>Year of manufacture</td>
<td>Year of manufacture</td>
</tr>
<tr>
<td>Current Plate No.</td>
<td>Number of Doors</td>
</tr>
<tr>
<td>Meter Make</td>
<td>Engine Capacity</td>
</tr>
<tr>
<td>Meter Model</td>
<td>Colour *</td>
</tr>
<tr>
<td>Meter Serial Number</td>
<td>Operator Base</td>
</tr>
<tr>
<td>Operator Base</td>
<td></td>
</tr>
</tbody>
</table>

Does your vehicle have tinted windows? Yes/No

Advertisements:

Does your vehicle display any advertisements? YES/NO

If yes, have they been approved by the Licensing Operational Manager? YES/NO

If yes, what are the design and measurements:
INSURANCE DETAILS
Name of Insurance Broker __________________________________________

Contact Number for Broker _________________________________________

DECLARATION

✓ I/We declare that information I have given on this form is true, and to the best of my knowledge is correct.

APPLICANTS SHOULD NOTE THAT TO MAKE A FALSE DECLARATION IS A SERIOUS OFFENCE

✓ I, the undersigned, hereby apply for a private hire licence, on a change of vehicle, for the Rochdale Borough Council area.

✓ I/We understand that until approval is given, in writing, that I must retain possession and registered ownership of the vehicle and not substitute the replacement vehicle or the licensed vehicle

✓ I/We will comply with any conditions, which may be attached to this licence.

✓ I/We will equip the vehicle in accordance with any requirements of any licence conditions for the time being in force

✓ I/We declare that if this application is granted the council or its Authorised Officers may disclose to any person who claims to have been a party to an accident involving this vehicle details as to its proprietorship and insurance.

✓ I have read the Privacy Notice and accept its contents.

Signed ___________________________ Date __________________

Signed ___________________________ Date __________________

OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Ticket Number</th>
<th>Receipt No &amp; date</th>
<th>Insurance</th>
<th>Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rec No:</td>
<td>Yes/No</td>
<td>Log book</td>
</tr>
<tr>
<td></td>
<td>Debit/Credit</td>
<td></td>
<td>V62</td>
</tr>
<tr>
<td>£122.00 fee</td>
<td></td>
<td></td>
<td>Receipt</td>
</tr>
</tbody>
</table>

✓ In view of the vehicle being over the recommended age limit (5 years) I understand that the decision in respect of the fitness of the vehicle will be taken on first inspection only and I accept that no retest will be allowed. Should my vehicle be refused I understand I will lose an admin fee and test fee from my application.

Signed ___________________________ Date __________________
# Approved Standards for Private Hire Vehicles

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vehicle Type</strong></td>
<td><strong>Four Door Saloon</strong> – with suitable boot capacity&lt;br&gt;<strong>Five Door Hatchback</strong> – Fitted with parcel shelf&lt;br&gt;<strong>Estate</strong> – Luggage guard / a security blind between rear seat and luggage area&lt;br&gt;<strong>Minibuses/MPV</strong> - <strong>Passengers must have clear access to all seats without having to fold or move any other passenger seat. Seats will not be sideways facing to the direction of travel and will comply with seat belt regulations. The vehicle must have adequate luggage space</strong></td>
</tr>
<tr>
<td><strong>Colour of Vehicle</strong></td>
<td>Any colour except white or similar type of colour e.g. cream, beige or silver. If in Authorised Officers opinion, the colour would lead to a person confusing the vehicle with a hackney carriage, then the vehicle will be refused</td>
</tr>
<tr>
<td><strong>Engine Capacity</strong></td>
<td>Minimum of 1300 c.c. Nominal (1290 c.c. upward)</td>
</tr>
<tr>
<td><strong>Rear Seat Dimensions</strong></td>
<td>There must be a minimum of 400mm (16 inches) of seat available per person</td>
</tr>
<tr>
<td><strong>Age of Vehicle</strong></td>
<td>Normally, applications (both initial and renewal) will not be accepted where the vehicle is more than 5 years old, i.e. a maximum of 5 years from the date of the vehicles first registration to date of application. For vehicles over 5 years old, applicants will be refused unless the applicant can demonstrate that the vehicle is in extremely well maintained condition</td>
</tr>
<tr>
<td><strong>Fare Meters</strong></td>
<td>Approved and tested fare meters to be fitted, in a location, where the passengers may readily see the display. Negotiated price work is still possible</td>
</tr>
<tr>
<td><strong>Evidence of Insurance Cover</strong></td>
<td>Failure to provide evidence of suitable and continued insurance cover within the period requested, will lead to automatic suspension and possibly revocation of the Private Hire Vehicle Licence</td>
</tr>
<tr>
<td><strong>Front Door Signs</strong></td>
<td><strong>FRONT DOOR SIGNS</strong>&lt;br&gt;The vehicle must at all times have displayed on both front doors a permanently fixed vinyl door sign complying with the following;&lt;br&gt;The name and where appropriate, the company logo&lt;br&gt;The operator telephone number&lt;br&gt;The words “ADVANCED BOOKINGS ONLY” in clear visible letters at least 40mm high&lt;br&gt;The whole sign should be at least 600mm x 250mm&lt;br&gt;The minimum standard for the material of which the sign is made is <strong>STANDARD REMOVABLE VINYL</strong>&lt;br&gt;Any door sign <strong>MUST</strong> be approved by this Licensing Authority</td>
</tr>
<tr>
<td><strong>Front Screen Visor Sticker</strong></td>
<td><strong>FRONT SCREEN VISOR STICKER</strong>&lt;br&gt;The window screen visor sticker must comply with...</td>
</tr>
</tbody>
</table>
Road Traffic Legislation and does not affect the driver’s area of vision. The sticker must not encroach more than 10cm from the top of the screen, and must not be within the sweep of the window screen wipers.

**REAR WINDOW SCREEN SIGN**
The sign must not encroach more than 5cm from the top of the screen. It must be a single line with either the company logo/name and telephone number.

**BOOT/TAILGATE SIGN**
The sign must not be more than 8cm in depth. It must be a single line with either the company logo/name and telephone number.

**Tinted Windows**
If your vehicle has tinted windows please see admin staff so an assessment of the vehicle can be arranged.

---

**FURTHER GUIDANCE NOTES:**

- **Vehicle Examination - RE TEST**
  A Private Hire vehicle is required to have a vehicle examination on application and renewal. If your vehicle fails the examination and it is less than 5 years old, you will be entitled to a re-test. The examiner will list the defects on the vehicle examination sheet; when the faults have been rectified you will need to contact the Licensing Office pay the re test fee of £62.00 and obtain a further vehicle test appointment.

- **Mechanical Examination - SAFETY CHECK**
  When the vehicle examiner has examined the Private Hire vehicle, you will be issued with an examination sheet. If the vehicle has passed then you will need to bring it to the Licensing Office. *This sheet must be presented to the Licensing Section within 7 days of issue.* Failure to do this will result in your vehicle requiring a safety check. A fee of £62.00 is payable to the Licensing Section for this safety check.

- **Vehicles over 5 years old - EXAMINATION FAILURE**
  If your vehicle fails the vehicle examination test then no re-test is permitted. You should present the vehicle examination sheet to the Licensing Section. You will be issued with a refusal letter stating the reasons for refusal. The right of appeal for refusal is to the Magistrates Court, full details of which will be in the refusal letter.

- **Fire Extinguisher**
  A fire extinguisher must be carried in the vehicle at all times. The fire extinguisher must be securely affixed and in such a position as to be easily available for use. The extinguisher must be suitable for dealing safely with flammable liquid fires and fires involving electrical equipment. The dry powder fire extinguisher must be a **minimum of 1kg** to a **maximum of 2 kg** and must be clearly marked with the appropriate British Standards Institution specification number and with the name and address of the manufacturer or vendor thereof. If the extinguisher is a "throw away" type then once it has been discharged then it should be replaced immediately. The fire extinguisher should be clearly visible to the vehicle examiner / authorised officer.

- **Dash Board Numbers**
  The plate number of the vehicle must be clearly displayed and maintained so that it can be clearly visible at all times to the persons being carried in the vehicle.

**Vehicle Test Station Address**
Green Lane (Approx. 200yrd from Gregg Street, over level crossing)  
Heywood
ENVIRONMENTAL MANAGEMENT

Customer Notice

In the interests of safety, and to ensure quality standards are maintained, vehicles presented for test at Green Lane test station will be randomly selected for quality control checks after the initial test has taken place. If your vehicle is selected, the checks to be conducted will take approximately 15 minutes.

Please accept our apologies for any inconvenience this may cause. Thank you in anticipation of your continuing support to ensure we are able to maintain the quality standards expected from the vehicle test facility at Green Lane, Heywood.

Transport and Fleet Services Manager
Environmental Management
Green Lane
Heywood
OL10 2DY