

NOTES FOR GUIDANCE FOR PRIVATE HIRE VEHICLES
First Applications / Renewals

Stretch Limousines

There are four stages to this application

STAGE 1

You will need to

1. Complete the application form
2. Produce a log book / bill of sale
3. If there are sideways facing seats the Council will consider the suitability of the sideways facing seats in line with the department for Transport's Guidance.
4. Application fee.
5. Produce valid insurance for the vehicle
NOTE the insurance must be in the name of the proprietor(s)
6. National Insurance Number
7. **SVA** Certificate

Please note: Original documents MUST be produced with every application submitted.

STAGE 2

A receipt will be issued to you for your application fee.
Notify the Admin team of your vehicle test appointment with VOSA.

The applicant is responsible for paying the test fee(s) to VOSA. The vehicle must have two tests per year (6 month interval).

STAGE 3

When you have returned your pass sheet/certificate and previous identification disc (if applicable) to this office, an identification disc and licence will be issued to you (provided that you have supplied all the necessary paperwork)

STAGE 4

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.

-You may then -

- a) Make an appeal at the Magistrates Court against the decision
- b) Request for a refund (you should receive your refund within 6 weeks)

YOU MUST INFORM THIS OFFICE AND COMPLETE THE CHANGE OF OWNERSHIP FORM IF YOU SELL YOUR VEHICLE

Licensing Admin Telephone: 01706 864114 Fax: 01706 864242

PLANNING AND REGULATION SERVICES

Ken Smith, Dip.TP, MRTPI
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APPLICATION TO LICENCE A PRIVATE HIRE VEHICLE
Stretch Limousine

DETAILS OF VEHICLE

- (a) Plate Number _____
- (b) Registration Number _____
- (c) Make _____
- (d) Model _____
- (e) Colour _____
- (f) Year of Manufacture _____
- (g) Engine Size _____
- (h) Number of Doors _____
- (i) Seating Capacity as insured (excluding driver) _____
- (j) Which private hire firm do you operate from _____
Full / Part time
- (k) Is your vehicle over 4 seats? If yes how many seats is it? _____
Has it been imported? If yes give details _____

Has it been modified after manufacture? If yes you will need to obtain a voluntary SVA certificate from VOSA before the dates of your annual test.

See admin staff if any more information is required.

ADVERTISEMENTS

- (l) Does the vehicle display any advertisements? Yes/No
- (m) If Yes, have they been approved by the Licensing Manager? Yes/No
- (o) If Yes, what are the design and the measurements. _____

DETAILS OF METER (if fitted)

(p) Make _____

(q) Model _____

(r) Serial Number _____

(s) Have you changed your meter within the last 12 months? Yes/No

(t) If yes where was it calibrated _____

NAME AND ADDRESS OF PROPRIETOR/PART PROPRIETOR (S) PARTNERSHIP

NAME	HOME ADDRESS	TELEPHONE No	D.O.B

NATIONAL INSURANCE NUMBER _____

DECLARATION

⌘ I/We wish to apply for a licence to use the above vehicle for private hire use.

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

⌘ 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.

Signed _____ Date _____

Signed _____ Date _____

Signed _____ Date _____

OFFICE USE ONLY

Ticket Number	Receipt No & date	Insurance	Documents
	fee Cash/ Cheque SVA Certificate produced Yes/No If No then cannot proceed until they are able to produce it.	Yes/No	Log book <input type="checkbox"/> V62 <input type="checkbox"/> Receipt <input type="checkbox"/>