

VEHICLE TEST – IMPORTANT INFORMATION

Environmental Management has requested that you arrive at the vehicle test station 10 minutes prior to your appointment time; this will assist them to prove the relevant paperwork thus avoiding unnecessary delays.

It has been brought to our attention that the interior and exterior of vehicles are not being kept in a clean condition. Environmental Management have requested that the vehicles be washed before being presented for testing.

Environmental Management reserve the right to refuse to test the vehicle if presented in an unsatisfactory appearance. A fee would be payable to re-book for the re-test on this occasion.

Please take your registration document (log book) with you, and if you have a current MOT certificate you must present it at the test station prior to the commencement of the MOT test.

The location of the vehicle test station is;

Environmental Management

Green Lane, Heywood, OL10 2DY

NOTES FOR GUIDANCE FOR HACKNEY CARRIAGE VEHICLES

First Applications/Renewals

There are three stages to this application

STAGE 1

You will need to

1. Complete the application form
2. Produce a log book / bill of sale
3. Pay the fee
4. Produce valid insurance for the vehicle
NOTE the insurance must be in the name of the proprietor(s)
5. National Insurance Number

Please Note: Original documents MUST be produced at every application submitted.

STAGE 2

A receipt will be issued and a vehicle test appointment will be made
NOTE if you fail to keep this appointment without giving **48 hours** Notice an **additional fee** will be charged.

STAGE 3

When you have returned your pass sheet and previous plate (if applicable) to this office, a variable information plate will be issued to you (provided that you have supplied all the necessary paperwork) and a licence will be posted out to you.

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

Licensing Admin Telephone: 01706 924114 Fax: 01706 924242

PLANNING AND REGULATION SERVICES

Peter Rowlinson BA (Hons) MSC MRTPI
Head of Planning and Regulation Services

ENVIRONMENTAL HEALTH & LICENSING SERVICE

Andy Glover LLB, DTS, DMS. MTSI, MCIMP
Chief Environmental Health & Licensing Officer

PO Box 32, Telegraph House
Baillie Street, Rochdale, OL16 1JH

Telephone: (01706) 924114
Fax: (01706) 924242
Email: licensing.reg@rochdale.gov.uk
Web site: www.rochdale.gov.uk

APPLICATION TO LICENCE A HACKNEY CARRIAGE VEHICLE

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

DETAILS OF METER

- (k) Make _____
- (l) Model _____
- (m) Serial Number _____
- (n) Have you changed your meter within the last 12 months? Yes/No
- (o) If yes where was it calibrated _____

ADVERTISEMENTS

(p) Does the vehicle display any advertisements? Yes/No

(q) If yes, have they been approved by the Licensing Manager? Yes/No

(r) If yes, what is the design and the measurements _____

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 for use as a Hackney Carriage vehicle.

⌘ 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	Yes/No	Log Book <input type="checkbox"/> V62 <input type="checkbox"/> Receipt <input type="checkbox"/>

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.

Dave Flaherty
Transport and Fleet Services Manager
Environmental Management
Green Lane
Heywood