

## Apply for a New Hackney Carriage or Private Hire Vehicle Licence

This checklist will guide you through the application process for renewing a Hackney Carriage or Private Hire Vehicle Licence. If you have any questions, please do not hesitate to contact the Licensing Team on 02392 446660 or [licensing@havant.gov.uk](mailto:licensing@havant.gov.uk)

### Step 1 Contact the Licensing Team

Request an application form from our Licensing Team by telephone 02392 446660 or via email [licensing@havant.gov.uk](mailto:licensing@havant.gov.uk). You may be asked to provide some details of the vehicle, and the team can answer any questions that you have about the application process.

### Step 2 Vehicle inspection

**All** new vehicles must be inspected by a Licensing Officer to ensure that they comply with the Council's policy and conditions. You will be offered an appointment when you contact the Licensing Team for an application form.

At the appointment, the Licensing Officer will check your vehicle against the vehicle specification. They will need to see inside the vehicle, including the rear boot space. The Officer will be able to advise at the appointment whether the vehicle is suitable for licensing and ask you to submit an application.

**As of 21 September 2023, the Council no longer publishes a list of pre-approved vehicles.**

### Step 3 Submit your application

Complete your application form and submit to [licensing@havant.gov.uk](mailto:licensing@havant.gov.uk). The application must be accompanied by:

- V5C registration document
- Valid MOT certificate (if applicable, please refer to policy)
- Mechanical test pass slip from the Council's approved test centre, Norse South East
- Valid certificate of motor insurance
- Taximeter calibration certificate (hackney carriages only)

Your vehicle must also be taxed.

Where the V5C registration document is unavailable (for example if the vehicle has been recently purchased), you must supply a full HPI check from a reputable provider, and provide a copy of the V5C when received.

If the vehicle is a Hackney Carriage, it must be installed with a taximeter and an illuminated roof sign. A certificate of taximeter calibration from a reputable provider must be supplied with your application.

You can book your mechanical test at the Norse South East Depot by calling 02392 488000.

#### **Step 4 Basic DBS Check**

If you do not already hold a Combined Hackney Carriage and Private Hire Drivers Licence issued by Havant Borough Council, you must apply for a basic DBS certificate. Once issued, the certificate must be provided to the Licensing Team.

You can apply for a basic DBS certificate online here: <https://www.gov.uk/request-copy-criminal-record>

If your application is being submitted by a registered company or partnership, a basic DBS certificate will be required for each company director or partner (unless they already hold a Combined Hackney Carriage and Private Hire Drivers Licence issued by Havant Borough Council).

#### **Step 5 Licence issue**

Once you have completed the above steps and provided satisfactory paperwork to the Licensing Team, you will be contacted with the outcome of your application. We aim to make a decision within 10 working days.

Where your application has been granted, you will be contacted for payment and we will arrange for your licence and plate to be posted to you.