

## **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

Intended Use Policy for the Licensing of Hackney Carriages – Adopted by Cabinet Committee on the 05.10.15

Reasons for Policy

The Council wishes to ensure that applications for the granting of hackney carriage licences are determined in accordance with the aim of maintaining the safety of the public through having safe vehicles, fit and proper drivers and appropriate conditions of hire. This is best achieved through a licensing regime that can be applied and enforced by the local Licensing Authority as described by the High Court in its judgement and the declaration made in the case of Newcastle City Council v Berwick upon Tweed Council [2008].

**Applications for the New Grant and Renewal of a Hackney Carriage Licence**

Applicants for new hackney carriage vehicle proprietor licences and renewals of licences shall be expected to demonstrate a bona fide intention to ply for hire within the local authority area of the Borough of Rochdale under the terms of the licence for which application is being made.

Each application will be decided on its merits. However, there will be a presumption that applicants who do not intend to entirely or predominantly ply for hire within the local authority area of the Borough of Rochdale, will not be granted a hackney carriage vehicle licence authorising them to do so.

Even where the applicant intends to ply for hire, to a material extent, in the Borough of Rochdale local authority area, if the intention is also to trade in another authority's area for a substantial amount of time (and it appears that the purpose of the legislation and public safety will be frustrated) then, subject to the merits of the particular application, there will be a presumption that the application will be refused.

All applicants will be expected to complete an intended use declaration as part of the application process. The declaration will be as follows (or will be drafted in such a way to have a similar effect and meaning):

**Transfer of Ownership of Hackney Carriage**

The transferee of a licensed hackney carriage shall be asked to inform the Authority whether they have a bona fide intention to ply for hire within the Borough of Rochdale local authority area. Transferees should note the obligation under Section 73 of the Local Government (Miscellaneous Provisions) Act 1976 to give to an Authorised Officer, information which may reasonably be required by him/her for the purpose of carrying out his/her functions under the legislation.

Transferees of existing licences shall be expected to have a bona fide intention to ply for hire with the Borough of Rochdale local authority area under the terms of the licence in respect of the vehicle being transferred.

Where the transferee of a licensed hackney carriage is found to have no intention to ply for hire, to a material extent, within the Borough of Rochdale local authority area and/or intends to trade in another local authority area also for a substantial amount of time (and it appears that the purpose of the legislation and public safety will be frustrated) then, subject to the merits of the particular case, consideration will be given (either at renewal

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or earlier) to the suspension or revocation of the licence. Where the transferee proposes to operate remotely from the Borough of Rochdale, there will be a presumption that his licence will be revoked. Each case will be decided on its merits.

All applicants will be expected to complete an intended use declaration as part of the application process, as above.

### **Change of Vehicle – When a Proprietor replaces a Licensed Vehicle**

Applicants seeking the granting of a hackney carriage vehicle proprietor's licence for a vehicle intended to replace another licensed vehicle shall be asked to inform the authority of their intended use of the vehicle. There will be a presumption that applicants who no longer intend to ply for hire, to a material extent, within the Borough of Rochdale will not have the new licence granted. Even where the applicant intends to ply for hire to a material extent in the Borough of Rochdale, but the intention is also to trade in another local authority area for a substantial amount of time (and it appears that the purpose of the legislation and public safety will be frustrated) then, subject to the merits of the particular case, there will be a presumption that the application will be refused.

All applicants will be expected to complete an intended use declaration as part of the application process, as above.

### **Revocation or Suspension of Licence**

Where a licence has been granted under the terms that the applicant intends to ply for hire, to a material extent, within the Borough of Rochdale but is subsequently found not to be plying for hire, to a material extent, in the Borough of Rochdale and/or to be trading in another local authority area for a substantial amount of time (and it appears that the purpose of the legislation and public safety will be frustrated) then, there will be a presumption that the licence will be reviewed by the Authority which could lead to the suspension or revocation of that licence. Each case will be decided on its own merits.

### **Exceptional Circumstances**

Each application will be decided on its merits. However, the presumptions that intended use is to ply for hire, to a material extent, within Borough of Rochdale will be rebuttable in exceptional circumstances. Whilst it is neither possible nor prudent to draw up a list of what might amount to exceptional circumstances, an applicant who claims that exceptional circumstances exist, will be expected to be able to satisfy the Authority, at a Licensing Panel, that it would not frustrate the purposes of the legislation or compromise public safety if the licence were granted, renewed or if it were not suspended or revoked as the case may be.

## Standards for Hackney Carriage Vehicles

<b>Requirement</b>	<b>Detail</b>
<b>Vehicle Type</b>	<p>London type Cab ( for example FX4 Metro Scammell etc) <b>Any wheelchair accessible vehicles which fall within M1 categorisation.</b></p> <p><b>Four Door Saloon</b> – with suitable boot capacity minimum capacity of 18 cubic feet</p> <p><b>Five Door Hatchback</b> – Fitted with parcel shelf</p> <p><b>Estate</b> – Luggage guard / a security blind between rear seat and luggage area</p> <p><b>Minibus/MPV – must be wheelchair accessible.</b> Mercedes M8 Peugeot Premier Peugeot E7</p>
<b>Colour of Vehicle</b>	<p>London type Cabs and Minibus/MPV vehicles must be Black</p> <p>Saloon/Hatchback/Estate vehicles must be white.</p>
<b>Engine Capacity</b>	Minimum of 1600 c.c.
<b>Rear Seat Dimensions</b>	There must be a minimum of 48 inches 400mm (16 inches) of seat available per person as laid down by current legislation; rear seat belts to be provided for all passengers.
<b>Age of Vehicle</b>	No current age restriction
<b>Fare Meters</b>	Must be set in accordance with the regulated fare as set down by the council and complied with in accordance with the Hackney Carriage Byelaws.
<b>Roof Signs</b>	The sign must be an Illuminated sign With a minimum size of 36 inches long.

## **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 of **£339.00**
4. Produce valid insurance for the vehicle  
**NOTE** the insurance must be in the name of the proprietor(s)
5. Produce proof of road tax
6. **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**

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 of £61.20** 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.

**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).**

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

**Licensing Admin Telephone: 01706 924114 Fax: 0844 332 0324**

**PUBLIC HEALTH**  
Andrea Fallon  
Director of Public Health &  
Wellbeing  
**PUBLIC PROTECTION**  
**SERVICE**  
Rochdale Borough Council  
No. 1 Riverside, Floor 3  
Smith Street, Rochdale  
OL16 1JH

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

- (k) Does your vehicle have tinted windows? Yes/No

**DETAILS OF METER**

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

**ADVERTISEMENTS**

- (q) Does the vehicle display any advertisements? Yes/No
- (r) If yes, have they been approved by the Licensing Manager? Yes/No
- (s) If yes, what is the design and the measurements \_\_\_\_\_

NAME AND ADDRESS OF PROPRIETOR/PART PROPRIETOR (S)

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.
- ⌘ **DECLARATION FOR THE INTENDED USE OF HACKNEY CARRIAGES**  
I/we have been advised that, in carrying out its functions under section 37 of the Town Police Clauses Act 1847 and section 57(1) of the Local Government (Miscellaneous Provisions) Act 1976, the Council expects applicants for Hackney Carriage vehicle licences to demonstrate a bona fide intention to ply for hire within the administrative area of the Council.

I/we hereby declare that it is my intention that the vehicle licensed by me **will be used entirely and/or predominantly in the Borough of Rochdale** and I understand that should this not be the case either at the date hereof or at any time thereafter, **the Council may suspend, revoke or refuse to renew** the licence under Section 60(1)(c) Local Government (Miscellaneous Provisions) Act 1976.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY**

Ticket Number	Receipt No & date	Insurance	Documents
	<b>£339.00 fee</b> Debit/Credit	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.

**Transport and Fleet Services Manager**  
**Environmental Management**  
**Green Lane**  
Heywood

Find out how we use your personal information at [rochdale.gov.uk/privacy](https://www.rochdale.gov.uk/privacy).