

HACKNEY CARRIAGE/PRIVATE HIRE VEHICLE LICENSING AND INSPECTION PROCESS - 2016

This authority does not allow dual plating of vehicles due to the difficulty in enforcing such practice and the confusion it can cause customers.

NEW / RENEWAL VEHICLE LICENCE

A Hackney Carriage/Private Hire vehicle licence application will not be processed until it has passed its licensing Inspection and Test. All inspection and testing will be done at one of our approved garages. Licensing Officers will no longer be involved in the inspection process, but will conduct spot-checks across the licensed fleet.

You will receive a reminder from us at least 6 weeks prior to the expiry of your licence. We must receive the completed renewal application form and all documentation at least 1 week before your current licence expires.

If you fail to meet the renewal deadline you will be required to make a new application for a vehicle licence.

You will need to make your own arrangements with one of the appointed garages and pay the testing fee direct to the garage. Vehicles will be tested every 6 months.

Once the vehicle has passed its test the garage will issue you with both the white and yellow copies of the NKDC Licensing Inspection Report. Please retain the yellow copy and forward:

1. The white (top) copy,
2. The completed application form,
3. V5 Registration document/evidence of ownership/bill of sale,
4. Current Certificate of Insurance – must specify Hire and Reward,
5. MOT certificate and
6. Licence fee.

to the Licensing Team. This can be done either in person at any of the council's offices or by post (cheques made payable to NKDC please).

Please note that we will only accept original documentation and incomplete or incorrect applications will be rejected and returned to the applicant.

See over page for 6 month examinations.

6 MONTH EXAMINATION

We will remind you 6 weeks ahead of time of the month in which the half year examination is due. You will need to make your own arrangements with one of the appointed garages and pay the testing fee direct to the garage.

Once the vehicle has passed its test the garage will issue you with both the white and yellow copies of the NKDC Licensing Inspection Report. Please retain the yellow copy for your records and forward:

1. The white (top) copy,
2. Current Certificate of Insurance – must specify Hire and Reward, and
3. MOT certificate.

to the Licensing Team. This can be done either in person at any of the council's offices or by post.

A failure to submit a vehicle for test at the required interval will constitute a failure to comply with a licence condition and may result in the vehicle licence being suspended or revoked.

IT IS AN OFFENCE TO OPERATE AN UNLICENSED VEHICLE