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|  | If calling please ask for: | Customer ServicesTel: 01243 534601E-mail taxilicensing@chichester.gov.uk |
| Our ref: | TX14(v3) |
| Your ref: |  |
|  |  |

Dear Sir/ Madam

**Town Police Clauses Act 1847/ Local Government (Miscellaneous Provisions) Act 1976**

###### Enquiry – New Hackney Carriage/ Private Hire Vehicle Licence Application

Thank you for your enquiry regarding becoming a Private Hire/ Hackney Carriage Licensed Vehicle Proprietor with this Licensing Authority: All the information you need is on our website

[Hackney carriage vehicle licence - Chichester District Council](https://www.chichester.gov.uk/hackneycarriagevehiclelicence)/

[Private hire vehicle licence - Chichester District Council](https://www.chichester.gov.uk/privatehirevehiclelicence)

To ensure that any vehicle being considered for being Licensed complies with the requirements of this Licensing Authority, before purchasing it you are advised to refer to the Hackney Carriage and Private Hire Policy (Parts D and E for Hackney Carriage; Parts D and F for Private Hire - [Hackney carriage and private hire policy - Chichester District Council](https://www.chichester.gov.uk/hackneycarriageandprivatehirepolicy)).

For all new Applications, regardless of whether previously a vehicle has been Licensed by any Licensing Authority, all vehicles must comply with the Euro emissions standard (or any subsequent standard replacing that) current at that time, or the one immediately preceding. Further, unless fully electric (which are exempt from the age policy) it must be no more than ten (10) years old from Date of First Registration, regardless of whether or not previously it has been Licensed by any Licensing Authority. Also, no ‘Salvaged’, ‘Insurance write-off’ (regardless of category), nor illegally-altered vehicles will be Licensed.

All documents required for an Application must be submitted at the same time either by email, Post, or delivery to our offices at East Pallant House. Upon receipt, they will be checked for completeness and, should any issues be found, you will be contacted and instructed how they must be rectified.

**Required documents**:

1. Application Form: Form T10A (Private Hire); Form T10B (Hackney Carriage).

 Driver & Vehicle Licensing Agency (DVLA) V5 Registration Document: If this is not yet available due to the vehicle being recently purchased, you need to provide a copy of the V5C/2 slip confirming the details of the new registered keeper and date of first registration

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**2.** **Disclosure and Barring Service (DBS) Certificate**: As the result of the Department for Transport’s requirements, Applicants and existing Vehicle Proprietors not already providing the Enhanced DBS Criminal Record check Certificate in their separate standing as a Hackney Carriage/ Private Hire Vehicle Driver, must provide a Basic DBS Criminal Record check Certificate which is no more than 3 months old: Vehicle Proprietors which are Limited Companies or Partnerships must provide such Certification for every Director/ Partner of the Company/ Partnership. These are required upon initial Application and at subsequent Renewals.

**3. Certificate of Insurance -** This must show that the vehicle is currently insured for Private Hire or Reward.

**4. MOT Test Certificate** - The certificate must have been issued no more than 5 working days before the Fitness Test Report (see 5 below) and the vehicle must pass the test. The MOT Test may be undertaken at any DVSA approved testing station, however Chichester Contract Service (CCS) provides an independent service for the current fee of £54.85 (Class 4) and £58.60 (Class 7). **Combined MOT and Fitness Tests at CCS costs a reduced fee of £81.50.** Bookings must be made online <https://www.chichester.gov.uk/article/38871/Book-an-MOT-taxi-meter-or-fitness-test>. **Early booking is strongly recommended up to one calendar month before the due date.**

**5. Fitness** **Test Report** - The Fitness Test may only be undertaken by CCS: The current fee is £37.85. The report must be obtained within 5 working days of when the vehicle passed an MOT test and the vehicle must pass the test. **Early booking is strongly recommended up to one calendar month before the due date.** Bookings must be made online <https://www.chichester.gov.uk/article/38871/Book-an-MOT-taxi-meter-or-fitness-test>

**6. Meter Test** - Where a vehicle is fitted with a taximeter, the meter is to be tested and sealed and must pass the test: This must be undertaken by CCS where the current charge is £25.60. Bookings must be made online <https://www.chichester.gov.uk/article/38871/Book-an-MOT-taxi-meter-or-fitness-test>

**7. Application Fee** - The current Fee is £137.50: This is payable by debit card to Customer Services on 01243 534740. Note: Until the fee is received, the Application is incomplete.

Note that Hackney Carriage Vehicle Proprietors wishing to use the Taxi Rank at Chichester Railway Station need to obtain a Pass from GTR <https://gtrtaxi.apcoa.co.uk/>

All Applications are processed as quickly as possible, and you will be contacted should there be any issues or when a Licence has been determined and granted and ready for collection.

Yours faithfully

**Chichester District Council Licensing Team**