



INFORMATION FOR SETTING UP A PRIVATE HIRE BUSINESS

The premises must be based within the boundaries of Stoke-on-Trent

Three main requirements (if intending to drive own vehicle) are:

- 1. Hackney Carriage and Private Hire Drivers Licence (1 Year Licence)**
 - Apply for and Pass a Knowledge Test
 - Application Form – Fee of £170.00 for a drivers badge (note you will have to pass the knowledge test and disability discrimination awareness course first)
 - Criminal Records Disclosure – Fee £44.00
 - Medical from own G.P. – Fee as per practice fees (Required every 6 years provided there is no gap in renewing licences)
 - DVLA Drivers Licence (must have held Full UK Licence for 12 months)

- 2. Private Hire Vehicle Licence (valid from date of test for 12 months)**
 - Application Form – Fee of £242.00 - (12 month Licence)
 - Insurance to cover Private Hire use
 - Certificate of Suitability (M.O.T) – Fee of £60.00 (from Cromer Road Note 1)
 - Vehicle Log Book
 - Brackets to support plates £26.00

- 3. Private Hire Operators Licence (3 Year Licence)**
 - Application Form – fees for 1 to 3 vehicles
 - £330.00 for 1 year, £422.00 for 2 years, £470.00 for 3 years
 - If you require further vehicles please contact Licensing for the fee.**
 - Criminal Records Disclosure – Fee £36.00. **See Note 5 below**
 - Proposed Business Plan
 - Certificate of Public Liability if you have a waiting room for the public
 - Template of Door Signs to be used.
 - **Note:** Door signs must be permanently affixed and shown on a distinctly contrasting background colour, be positioned on the upper half of the two front doors and must contain the following information as a minimum:-
 - Name of Company (must not include the word “TAXI”) with a minimum font size of 4 cm
 - Company Telephone Number with a minimum font size of 4 cm
 - The words “Private Hire” with a minimum font size of 3.5 cm

NOTES

1. Vehicle licences/plates cannot be issued until the driver is licensed to drive
2. Vehicle application forms must be counter-signed by an Operator, therefore an Operators Licence must be granted before a vehicle can be licensed.
3. Cromer Road can be contacted on Tel: 01782 232297
4. An Enhanced Level Criminal Record Disclosure is required for driver applications.
5. A Standard Criminal Record Disclosure is required for operator’s licence application. (unless the person is already licensed or has an Enhanced Level Criminal Record Disclosure under 3 months old.
6. A criminal record will not necessarily bar you from holding a licence.
7. The application procedures, fees and conditions are subject to change without prior notice.