



## **IMPORTANT INFORMATION**

### **Private Hire Vehicle Licensing**

#### **HELP TO ENSURE YOUR VEHICLE PASSES FIRST TIME**

#### **1. Booking a licensing inspection**

Call **0845 378 2345** to contact the licensing call centre.

Use this number to either:

- make an appointment for a licensing inspection
- confirm or change a pre-arranged licensing appointment or location
- change a licensing appointment time or location
- cancel a licensing appointment

#### **2. Documentation**

You should bring with you:

- The existing PHV licence (if applicable)
- V5 DVLA Vehicle Registration Certificate or the new Vehicle Automotive First Registration & Licence (AFRL) scheme certificate issued by the selling dealership
- MoT certificate for vehicles over 12 months old at the date of inspection. The MoT **must** have been issued not more than 14 days from the date of the licensing inspection (ie we will count back 14 days from the date of the licensing inspection, where the date of the MoT inspection is day 1)
- **certificate** of insurance, insurance cover note for the vehicle or insurance bond for vehicles insured under a group cover
- current vehicle road fund licence (ie valid tax disc)
- confirmation of appointment/booking letter
- any other relevant documentation relating to the vehicle, where appropriate, such as Single Vehicle Approval (SVA), evidence of vehicle modification or adaptation etc

Our vehicle inspector will first want to confirm that the documents required above are accurate and relate to the vehicle presented for inspection.

#### **3. Two-way radios**

Ensure that:

- any two-way radio equipment does not encroach the front passenger area and that any wiring, fixtures or fittings do not present a hazard to the driver or any passengers (Equipment securely fitted under the passenger seat or in the glove-box will be permitted)
- wiring is correctly fused and has been installed in accordance with the industry guidelines (Usually direct to the battery or the auxiliary side of the fuse box)

#### **4. Tinted windows**

- For vehicles first used before 1<sup>st</sup> April 1985 the front windscreen and windows to either side of the driver must allow at least 70% of light to be transmitted through them
- For vehicles first used after the 1<sup>st</sup> April 1985 the windscreen must allow 75% of light to be transmitted whilst the windows on either side of the driver must allow a minimum of 70% of light to be transmitted through them

#### **5. Body damage**

Our inspector will assess vehicle damage at the inspection. A licence will be refused if there is evidence of significant body damage, which will include rusting, insecure or crudely repaired body panels/bumpers. In the event of refusal the inspector will fully explain their reasons why they consider the damage to warrant refusal.

#### **6. Additional fittings**

Any additional fixtures and fittings will be assessed to ensure compliance with road traffic legislation and guidelines. This assessment will also ensure that the fitting does not pose a hazard to the safety of the driver, passenger or other road users.

November 2007