

Burnley Borough Council Licensing Guidance

For Private Hire Vehicles

This is the current guidance for individuals who are considering applying to licence a Private Hire Vehicle with Burnley Borough Council.

Private Hire Vehicle Age Limits from 1st December 2011

Car type	Age limit
Saloons, Estate Cars and small M.P.V's.	No lower age limit. Upper age limit of 8 years.
Large M.P.V's and Minibuses that are <u>NOT</u> wheelchair accessible.	Lower age limit of 6 years. Upper age limit of 12 years.
Large M.P.V's and Minibuses that <u>ARE</u> wheelchair accessible	Lower age limit of 8 years. Upper age limit of 15 years.

To be classed as a large MPV, the overall length of the vehicle has to be 4.8 metres or more.

If you are considering applying to licence such a vehicle the following information should be submitted at the time of applying:

- 1. Fully Completed Application Form**
- 2. Motor Insurance Policy** (A Schedule of Insurance is unacceptable)
- 3. Compliance Test Certificate**
- 4. V5 Registration Document**
- 5. Current DBS Certificate (if applicable)** Most existing operators and drivers will already have presented an enhanced DBS certificate for licensing purposes. For vehicle proprietors who are not licenced as an operator or driver, a basic DBS certificate is required.

For existing licence holders, you are advised that an application **should** be submitted prior to the expiry date of the current licence of the vehicle concerned.

Please note:

Only original documents will be accepted.

A licence/plate can only be issued to a named individual. Therefore, applications on behalf of a company or business must also include the name and date of birth of the person applying.

Appointments for licence/plate applications are not available at the moment.

Until further notice, licence/plate applications should be submitted using the drop/post box situated at the Contact Centre on Parker Lane, Burnley to the left of the main entrance doors at the junction of Grimshaw Street.

PLEASE NOTE: A full list of guidance and relevant information about Hackney Carriage & Private Hire licensing can be found using the following link:

www.burnley.gov.uk/business/licensing/taxi-and-private-hire