



## Taxi Insurance Advice (2023)

It is the responsibility of the person applying for a Hackney or Private Hire vehicle licence to produce the original insurance certificate for the vehicle they wish to licence. We do not accept photocopies or emailed copies of motor insurance. The document produced must be either a certificate of insurance or a cover note. We do not accept an insurance policy document. It is not proof of insurance.

The holder of the Insurance certificate **MUST** be the same person who is named as the registered keeper of the vehicle and the same person who is applying for the vehicle licence. The only exception to this is where the insurance certificate has been issued to a Burnley licensed private hire operator and the application and registration document are in the name of the holder of that operators licence.

We do not accept Insurance certificates issued to 'third parties'.

If you are producing a fleet policy or a policy that is for 'any vehicle' you must produce a separate vehicle schedule which lists all the vehicles that are covered. The schedule should be linked to the certificate of insurance you are producing i.e. the serial number on the certificate of insurance should be the same as that on the schedule. The schedule should also be dated.

### **Important Note**

It is not the responsibility of Council staff to ring your insurance company in order to verify your insurance details.

Your co-operation in complying with the above procedure will ensure that your application is dealt with in an efficient and timely manner.