

Licensing a Private Hire Vehicle in Manchester

Who can drive a private hire vehicle?

Only drivers with a valid Private Hire Driver's Licence issued by Manchester City Council can drive a Manchester private hire vehicle at any time.

You are reminded that you must not operate a private hire vehicle until you have been issued with a current Private Hire Proprietor's (Vehicle) Licence and plates issued by Manchester City Council. Operating an unlicensed vehicle for private hire purposes is an offence which can attract a fine and other serious consequences.

How long does it take to licence a private hire vehicle?

Taxi Licensing estimate the application process should be completed, once all documentation has been provided, within 5 working days.

What documents do I need to submit my application?

The items you require are on landing page for the application

[Apply for a new private hire vehicle licence | Instructions \(manchester.gov.uk\)](#)

What happens after I submit my application?

Once all documents have been accepted by Taxi Licensing and payment has been received a letter will be emailed to you with your test appointment and instructions you will need to follow.

Do I need to take anything with me to the Test Centre?

You should email your insurance to taxi.licensing@manchester.gov.uk before attending for your test.

You must arrive on time (15 minutes prior to your appointment) and report to Vehicle Reception.

Once the vehicle has passed its test, you will be given a Vehicle Inspection Sheet – hand this, with the following items, to the Vehicle Reception to collect your licence and plates:

1. Original valid certificate of insurance (see below for full insurance requirements) if you have not already emailed it to us.
2. Bring a means of payment with you to pay for any items you require from the garage; we do not accept cash.

What type of insurance do I need?

Your insurance policy must cover the use of the vehicle for carrying fare paying passengers. It should also give the following details:

1. You (the applicant) as the policyholder.

2. If you do not hold a current Private Hire Driver's Licence, the policy must exclude you from driving the vehicle and have at least one named licensed driver listed, or the wording "any driver with appropriate licence".
3. All vehicles covered by the policy including details of make, model and registration.
4. The terms of the cover taken out should also include:
 - a. unlimited indemnity for injury and death to passengers and other third parties;
 - b. indemnity of at least £5,000,000 for damage to third party property - other than that being carried in or on the insured vehicle;
 - c. cover of up to at least £150 for damage to property belonging to persons being carried in the insured vehicle.
5. Proprietors with a policy covering multiple vehicles must also provide a schedule of all licensed vehicles in their possession, with a list of named drivers per vehicle.

What type of vehicle can I licence?

Vehicles intended to be used for private hire purposes must:

1. Vehicles must come off at 10 years old and 15 years old if it is a wheelchair accessible vehicle (see log book for date of registration).
2. Be a four-door saloon, hatchback or estate with right-hand drive and have no more than 8 passenger seats.
3. A PHV can be any colour (one colour), display front and rear ID plates and carry approved MCC stickers and is subject to inspection at our Gorton test centre before a licence is issued.

If a vehicle is presented to the Council for licensing as a private hire vehicle and is black in colour the application may be refused if the vehicle has an appearance similar to vehicles already licensed as Hackney Carriages by the Council eg Mercedes Vito and Ford Procab.

If you have any enquiries relating to vehicle specification, colour, age or seating arrangements, please email taxi licensing at www.manchester.gov.uk/contacttaxilicensing before purchasing and submitting an application.

Can I licence a vehicle that uses LPG fuel?

If the vehicle has a factory-fitted LPG fuel system, you must provide evidence that this is factory-fitted at the time of application.

If the vehicle has undergone an LPG conversion, you will need to provide the following, as well as that requested on the application form:

1. Provide the original LPG Conversion Certificate.
2. Provide valid insurance, acknowledging the LPG conversion.
3. Satisfy the Council's storage space requirements (as part of vehicle inspection).

The City Council reserve the right to weigh the vehicle in order to determine the number of passengers it can safely be licensed for.

The LPG Conversion Certificate must be provided with each renewal application and at every vehicle inspection.

My vehicle is already licensed – can I convert it to LPG fuel?

If you have your licensed vehicle converted to LPG fuel, you must notify DVLA and also notify Taxi Licensing in writing and provide a copy of the amended logbook (V5C) – you must also register it as being converted to LPG with the UKLPG Autogas Administration.

The City Council reserve the right to weigh the vehicle in order to determine the number of passengers it can safely be licensed for.

The LPG Conversion Certificate must be provided with each renewal application and at every vehicle inspection.

Can I sell or transfer my licensed vehicle to another driver?

It is an offence to sell or transfer a licensed private hire vehicle to another person without informing Taxi Licensing within 14 days of the sale or transfer. Legal proceedings will be instituted against any person who contravenes the Act.

Transfer forms are available on www.manchester.gov.uk/taxi, which must be fully completed and sent to Taxi Licensing, together with any requested documents and appropriate fee.

If you are changing your vehicle you need to make a replacement vehicle application; this is not a transfer.

Can I licence a vehicle with tinted windows?

Vehicles will only be licensed where the following is applicable:

- There is a clear view of the passengers **AND** the light transmission meets the following criteria:

Front windscreen transmission minimum 75% light

Front side door glass transmission minimum 70% light

Remaining glass (exc. rear window) transmission minimum 70% light

These transmissions can be measured using Taxi Licensing's 'tint meter' when presented for testing for their initial vehicle application.

Vehicles can be presented for an informal test on the tint meter at no cost. Contact the Compliance Team via our email address to arrange a convenient test time.

Any private hire vehicle having tinted windows fitted mid-licence would be required to meet the current policy. Any vehicle not meeting these requirements will have their Private Hire Vehicle Licence suspended.

What items do I need to keep in my private hire vehicle?

First Aid Kits

The proprietor of a private hire vehicle must provide and maintain, in such a position as to be readily available for use in an emergency, a Travelling First Aid Kit (available from Halfords or other recognised car accessories store).

Fire Extinguishers

The proprietor of a private hire vehicle must provide an efficient portable multipurpose powder type fire extinguisher. This must bear a Kite Mark and “date of last service” sticker. The extinguisher must be securely mounted and be accessible and available for use (available from Halfords or other recognised car accessories store).

How can I contact Taxi Licensing?

Email: taxi.licensing@manchester.gov.uk

Website: www.manchester.gov.uk/taxi

Flow Chart - Application Process for Private Hire

