

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 within 5 working days.

What documents do I need to submit my application?

See the Application Form

What happens after I submit my application?

Once all documents have been accepted by Taxi Licensing, a receipt will be issued and an appointment made at Gorton Test Centre for a full vehicle inspection.

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

You must arrive on time 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).
2. A sticker request form signed and stamped by the Operator you will work for (this is part of the application form).
3. Logbook (in case it is required).

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. Be white or silver in colour (this must look like true silver and not be a metallic mix - if unsure, contact the Openshaw Test Centre **BEFORE** submitting an application).
2. Be less than 7 years old (see log book for date of registration).
3. Be a four door saloon or estate with right-hand drive and have no more than 8 passenger seats.

If you have any enquiries concerning vehicle specification or seating arrangements, contact Openshaw Test Centre directly on 0161 856 2045 before 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 provide 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.

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

Application Process for Private Hire Vehicles

