

**GUIDANCE NOTES  
FOR HACKNEY CARRIAGE AND PRIVATE HIRE  
VEHICLE LICENCE RENEWALS**

**"My Plate needs renewing, what should I do?"**

**AT LEAST 7 WORKING DAYS BEFORE YOUR PLATE IS DUE FOR RENEWAL**, you should complete the renewal application form online – details can be found in your renewal letter.

The following documents can be uploaded with your application and will **NOT** need to be produced at the Civic Centre:

1. **The Vehicle Registration Document.**
2. **An MOT Certificate not more than 14 days old.**
3. **A valid Certificate of Insurance.**
4. **A completed Application Form.**
5. **The Application Fee payable card only.**

Once you have completed this process you should telephone the Licensing Officer (Vehicles) on 01322 343340 to make an appointment (during licensing hours) for your vehicle inspection. You should tell the Licensing Officer your name, your plate number, the expiry date of your licence and date you completed the online application form.

<b>LICENSING APPOINTMENT TIMES</b>	<b>09:00 to 11:30 Monday, Wednesday, Thursday, Friday</b>
	<b>13:00 to 15:30 Tuesday</b>

You should ensure your backing plate is affixed correctly to your vehicle before you attend your appointment.

When you come to the Civic Centre for your appointment, **YOU MUST BRING** any documents you did not attach with your application form.

The vehicle to be licensed must be clean and free from damage and deterioration both inside and out, and **must** be equipped with the following:

- (a) **Roadworthy Tyres** on all road wheels and the spare wheel or manufacturer's alternative.
- (b) **"No Smoking" signs.**
- (c) **Wheelchair ramps** and **Wheelchair Security Straps/clamps** (*Wheelchair Accessible Vehicles Only*).
- (d) **The current Fare Tariff** should be displayed where it can be clearly seen (*Hackney Carriages Only*).
- (e) **A First Aid Kit** (suitable for personal use).

The Licensing Officer (Vehicles) will remove the expired plate from your vehicle at your appointment – you should not remove it yourself.

**PLATES WILL NOT BE ISSUED WITHOUT PRODUCTION OF THE  
DOCUMENTATION / EQUIPMENT LISTED ABOVE.**