

CHANGING YOUR HACKNEY CARRIAGE OR PRIVATE HIRE VEHICLE

1. The vehicle owner must complete a “**Change of vehicle registration form**” (**peach coloured**) available from the Hackney Carriage Office. Please DO NOT phone the office with the vehicle details.
2. If the vehicle is brand new with less than 500 miles on the clock then it will **not** require a Compliance Test. If it is not brand new then a Compliance Test will need to be arranged with 1 of our 3 garages. These are as follows :
 - 1) Carmaster, Starbeck
 - 2) Kwik-Fit, Ripon Branch
 - 3) Simon Graeme, Hampsthwaite.
3. Once the change of vehicle form is completed return it to the office (preferably in person), in order for the Compliance Test to be arranged.
4. A member of the Hackney Carriage team will arrange the test at the garage of your choice for the date and time your request (depending on availability). You will be given confirmation of the booking and possibly paperwork for the garage.
5. Please make sure you attend the garage at the time/date as specified otherwise there may be an additional fee payable of £42. If the vehicle fails the test and a retest fee is payable this must be paid direct to the garage.
6. Once the vehicle has passed the Compliance Test contact the Hackney Carriage Office to arrange an appointment for the vehicle to be licensed. Please DO NOT turn up without an appointment, as paperwork needs to be prepared beforehand.
7. You will need to bring the vehicle with you when attending the appointment as an officer will inspect the car prior to the issue of the licence. Please park as near to the office as you can, unfortunately no privileged parking space is available so park on a disc area i.e. Alexandra Road, Strawberry Dale. If your vehicle is a Hackney Carriage it will require a meter and roof sign (fitted and working). Also bring with you the following:
 - 1) **The old rear licence plate** (no new plate will be handed out until the old one is returned)
 - 2) **Proof of insurance** (can be emailed direct by your broker; but not by yourself: Taxi@harrogate.gov.uk)
 - 3) **Proof of vehicle registration** (i.e. V5 or sales document)
 - 4) **The completed Compliance Certificate** (as issued by the garage)
 - 5) **Confirmation of Meter test, if meter fitted.** (The meter fitter should give you a document)
 - 6) **Credit/ debit card or cheque for payment of the new licence.**
8. Once the vehicle is inspected and all fees paid the appropriate licenses will be handed to you along with the new rear plate. Note: When mounting the rear plate you must not drill through any part of the security square containing the plate number and vehicle details otherwise a replacement will be charged for. If your current door plates are worn or faded please replace them with new ones. Contact: Colton signs, Spa Mews, Starbeck HG2 7LF Tel 886461

PLEASE NOTE: By virtue of the vehicle being licensed as a Hackney Carriage or Private Hire vehicle, it will always be a Hackney Carriage or Private Hire vehicle and cannot be used for any other purpose, including social, domestic and pleasure, unless it is driven by a person who holds the appropriate Licence under the Provisions of the 1976 Act. It should always be plated.

PLEASE TURNOVER AND READ THE IMPORTANT NOTES

IMPORTANT POINTS TO NOTE

- The replacement vehicle should be under 5 years of age from first registration date to fit with licensing policy. This is the date as specified in the vehicle registration document.
- The vehicle should be of a sufficient size to comfortably accommodate the number of passengers it will be licensed to carry (**the minimum number being 4**).
- The rear seat width must be at least 48 inches being clear of any obstructions such as handles or arm rests. There should be a minimum of 16 inches seat width per person.
- Luggage space must be separated from the passengers.
- A Hackney Carriage vehicle must have a meter and roof sign fitted and working, before the issue of a Licence.
- No vehicle should have a ground to sill step height at any passenger door in excess of 16 inches. If sill height exceeds this then a step must be fitted to at least one passenger door.
- There should be no signs, notices, advertisements, plates, letters, figures, symbols, emblems, or devices whatsoever (collectively referred to as a “sign”), displayed on, in or from the vehicle, other than those permitted within the Rules and Regulations book. This includes items placed on the dashboard which might obscure vision.
- If the vehicle is not a standard saloon/hatchback seating 4 passengers, (ie Mondeo, Insignia, Avensis, Octavia etc), advice must be sought from the Hackney Carriage office prior to purchasing to ensure suitability for licensing. This is particularly important if it is a vehicle not licensed by this Authority before or if the vehicle is a conversion.
- The vehicle should not be left hand drive.
- The vehicle can have tinted glass behind the “B” pillar, providing it is a factory fitted tint and not a retro fit. You must not add tints to a vehicle once it is licensed.
- A Private Hire vehicle must not resemble a Hackney Carriage vehicle in any way, i.e. no roof sign, taxi pod, the words “Taxi” on the interior or exterior of the vehicle. Private Hire advertising should not contain the words ‘taxi’, ‘taxis’, ‘cab’ or ‘cabs’.

Full requirements are as specified in the [rules and regulations book](#) available online.

Copies of this can be obtained from the Hackney Carriage office at additional cost.

If you require any further information please contact the office as at the header of this letter.

How we use your information

Any information you give to us will be held securely and in accordance with the rules on data protection. We will treat personal details as private and confidential and safeguard them. We will not disclose them to anyone unconnected with the Council unless you have consented to their release or in certain circumstances where:

- we are legally obliged to do so;
- disclosure is necessary for the proper discharge of our statutory functions;
- disclosure is necessary to enable us to provide you with a requested service or deal with your enquiry;
- Where “*legitimate interests*” are relied on in relation to specific processing operations.
- We are under a duty to protect public funds. We may use the information you have provided for the prevention and detection of fraud. We may also share this information with other bodies responsible for public funds or for auditing them for these purposes.

For more information on privacy and how we use your data please take a look at our privacy notice at www.harrogate.gov.uk/privacynotice