

Please be aware that the process for renewing your Vehicle Licence requires that your application is submitted **no less than 14 days** before the licence is due to expire.

Application Process for a Private Hire Vehicle Licence

All applicants must provide the following information with their application:

Fees	INFORMATION REQUIRED;	Tick
	You must provide a current Vehicle Registration Document on first application.	
	You must provide a satisfactory MOT Certificate which is no more than 1 month old at the time of your Vehicle Licence Application. <i>You must provide evidence that all 'advisorys' on the MOT have been attended to.</i>	
	You must provide a valid Insurance Certificate or Cover Note	
£180	Provide a Completed Vehicle Licence Application Form and Fee <ul style="list-style-type: none"> - 1 Year Vehicle Licence (inc. brackets, plates / decals) - 1 <i>Executive Hire Dispensation Card and rear window sticker*</i> <i>*A dispensation letter is required to be eligible for this</i>	
	For a New Vehicle Application , the vehicle must have no damage affecting the structural safety of the vehicle and must have no more than 75,000 miles on the odometer; For a Renewal Application , when the vehicle reaches a recorded mileage of 300,000 (as evidenced via the odometer/service records/maintenance history or other documentation) they will be deemed inappropriate to be licensed by the Authority as a Private Hire vehicle.	
	If you are applying for a dispensation from displaying plates you must provide a written statement of the reasons why the Council should consider a dispensation for this vehicle with your application.	
	From 1 st November 2017 any NEW or replacement vehicle must be a single overall colour that is NOT Silver or Grey (unless you have a written dispensation from the Licensing Authority). If you wish to apply for this dispensation you must provide a statement of the reasons why the Council should consider a dispensation for this vehicle with your application.	
	If you are not a licensed driver or operator with High Peak Borough Council. You will need to make an application for a Basic Disclosure on-line at https://www.disclosurescotland.co.uk/ The Disclosure must be no more than one month old at the time of your Vehicle Licence application.	

FOR FURTHER DETAILS ON APPLICATIONS WE DRAW YOUR ATTENTION TO THE COUNCIL'S TAXI POLICY WHICH CAN BE ACCESSED AT: <http://www.highpeak.gov.uk/hp/council-services/licensing/taxi-licensing>