



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 Hackney Carriage Vehicle Licence

All applicants must provide the following information with their application:

Fees	INFORMATION REQUIRED	Tick
	Provide a Completed Vehicle Licence Application Form and Fee - 1 Year Vehicle Licence	
	On first application for a Vehicle Licence and on each annual renewal , you must provide a satisfactory MOT Certificate which is no more than 1 month old at the time of Application; When submitting an MOT that shows 'advisories', you must provide evidence that <i>all 'advisories' have been attended to.</i>	
	You must provide a current Vehicle Registration Document	
	You must provide a valid Insurance Certificate or Cover Note	
	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 Hackney vehicle.	
	For New and Replacement Vehicle Applications; From 1 st November 2016 you must display the standard High Peak Decals as supplied From 1 st November 2017 you must confirm that for any new or replacement vehicle the vehicle colour is all over Silver with High Peak Decals.	
	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>