

Burnley Borough Council Licensing Guidance

For Private Hire Vehicles

This is the current guidance for individuals who are considering applying to licence a Private Hire Vehicle with Burnley Borough Council.

Private Hire Vehicle Age Limits from 1st December 2011

Saloons, Estate Cars and small M.P.V's.	No lower age limit. Upper age limit of 8 years.
Large M.P.V's and Minibuses that are <u>NOT</u> wheelchair accessible.	Lower age limit of 6 years. Upper age limit of 12 years.
Large M.P.V's and Minibuses that <u>ARE</u> wheelchair accessible	Lower age limit of 8 years. Upper age limit of 15 years.

To be classed as a large MPV, the overall length of the vehicle has to be 4.8 metres or more.

If you are considering applying to licence such a vehicle the following information should be submitted at the time of applying:

- 1. Fully Completed Application Form**
- 2. Motor Insurance Policy** (A Schedule of Insurance is unacceptable)
- 3. Compliance Test Certificate**
- 4. V5 Registration Document**
- 5. Current DBS Certificate (if applicable)** Most existing operators and drivers will already have presented an enhanced DBS certificate for licensing purposes. For vehicle proprietors who are not licenced as an operator or driver, a basic DBS certificate is required.

For existing licence holders, you are advised that an application **should** be submitted prior to the expiry date of the current licence of the vehicle concerned.

Please note:

Only original documents will be accepted.

A licence/plate can only be issued to a named individual. Therefore, applications on behalf of a company or business must also include the name and date of birth of the person applying.

Appointments for licence/plate applications are not available at the moment.

Until further notice, licence/plate applications should be submitted using the drop/post box situated at the Contact Centre on Parker Lane, Burnley to the left of the main entrance doors at the junction of Grimshaw Street.