

# Hackney Carriage and Private Hire Vehicle Licensing Policy

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## 1. Feedback on licensees

There are millions of journeys undertaken in licensed vehicles every year and almost all of these take place without issue.

If you are unhappy with your journey, you can make a complaint at <https://www.wolverhampton.gov.uk/taxi-complaints> or by calling 01902 55 TAXI.

### **Notice for Hackney Carriage Passengers**

What you can expect from the taxi trade and what the taxi trade can expect from you  
The driver will:

- Drive with due care and courtesy towards the passenger and other road users.
- Use the meter within the licensed area, unless the passenger has agreed to hire by time, and as long as this is less than the metered fare.
- If using the meter, not start the meter until the passenger is seated in the vehicle.
- If travelling outside the licensed area, agree the fare in advance. If no fare has been negotiated in advance for a journey going beyond the licensing area, then the driver must adhere to the meter.
- Take the most time-efficient route, bearing in mind likely traffic problems and known diversions, and explain any diversion from the most direct route.

The passenger will:

- Treat the vehicle and driver with respect and obey any official notices (for example, in relation to eating or drinking in the vehicle).
- Ensure they have the means to pay the fare before travelling. If wishing to pay by credit or debit card or to stop en route to use a cash machine, check with the driver before setting off.
- Be aware of the fare on the meter and make the driver aware if it is approaching the limit of their financial resources.
- Be aware that the driver is likely to be restricted by traffic regulations in relation to where they can stop the vehicle.

### **Notice for Private Hire Vehicle passengers**

What you can expect from the private hire vehicle driver and what the private hire vehicle driver can expect from you

The driver will:

- Ensure that the passenger has pre-booked and is aware of the estimated fare before setting off.
- Drive with due care and courtesy towards the passenger and other road users.

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- Take the most time-efficient route, bearing in mind likely traffic problems and known diversions, and explain if requested any diversion from the most direct route.

The passenger will:

- Treat the vehicle and driver with respect and obey any notices (for example, in relation to eating or drinking in the vehicle).
- Ensure they have the means to pay the fare before travelling. If wishing to pay by credit card or debit card or to stop en route to use a cash machine, check with the driver before setting off.
- Be aware that the driver is likely to be restricted by traffic regulations in relation to where they can stop the vehicle.

## 2. Driving Licence Requirements

All driver licence applicants must have a DVLA driving licence evidencing their entitlement to drive category B1 vehicles for at least 12 months.

## 3. Medical Certification

All applicants for a driver licence must provide a completed medical certificate, including the DVLA D4 form, certifying them to Group 2 standards.

## 4. DBS Certification

- All driver licence applicants must provide a full, enhanced DBS certificate (with barred list checks) that is subscribed to the Update Service. DBS certificates not subscribed to the Update Service will result in licences being issued for six months only.
- All vehicle and operator licence applicants must provide a basic DBS certificate dated within the last year. A new certificate is required to be provided on the licence anniversary.

The Council requires the original certificate to be presented.

## 5. Certificates of Good Character/Conduct

Where a licence applicant has been outside of the UK for three or more months continuously since the age of 18, a 'Certificate of Good Character' or 'Certificate of Good Conduct' or equivalent is required.

Where documents are not in English, a notarised translation would need to be provided by the applicant, at their own expense. Applicants who are unable to obtain a Certificate must explain why and provide references from individuals/bodies who can confirm their conduct for their time in the country. It is recognised that this will not always be practicable, such as in cases where:

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- countries will not issue a certificate unless the individual has been resident for six months or more.
- countries will not issue a certificate for the purpose of taxi licensing, others not at all.
- individuals were out of the country for three months, but not in one single country for three months.
- individuals provide evidence that they have been granted status relating to asylum/refugee in relation to the specific country against which they are claiming.

## 6. Assistance Dogs

An assistance dog is not a pet, but a working service dog that has been certified by an organisation, that is a full member of Assistance Dogs International (ADI) or International Guide Dog Federation (IGDF), as trained or undergoing training to help a disabled person.

To evidence this, either the dog must be wearing an identifying harness/jacket or its owner must be carrying certifying documents.

Emotional support dogs do not meet the legal definition of assistance dogs.

## 7. Data Protection

Under the Data Protection (Charges and Information) Regulations 2018, individuals and organisations that process personal data need to pay a data protection fee to the Information Commissioner's Office (ICO), unless they are exempt.

Private Hire Vehicle Operators and companies with licensed private hire vehicles are required to register with the ICO.

If other licensees, including drivers, are concerned that they need to be registered with the ICO, they should contact the Information Commissioner's Office on 0303 123 1113.

Any licensed vehicle with a CCTV camera or dashcam will be required to be registered with the ICO.

## 8. Ultra-Low Emission Vehicles

An ultra-low emission vehicle emits <75g CO<sub>2</sub>/km.

There are no age limits on ultra-low emission vehicles.

If a vehicle's V5 certificate shows the fuel type as 'Electricity' or 'Fuel cell electric' and the CO2 emissions as 0 or blank, the vehicle is a zero-emission vehicle. Vehicles using other fuel types with a blank or 0 listing for CO2 emissions will require additional documentation from the proprietor on the vehicle's CO2 emissions. This affects most imported vehicles.

## 9. Hackney Carriage Vehicle Licence Requirements

A Hackney Carriage Vehicle Licence will only be granted providing the vehicle meets the following requirements and standards upon inspection.

New applications can only be made for new vehicles, with no more than 500 delivery miles.

The vehicle may not be licensed as a Hackney Carriage or Private Hire Vehicle by any other licensing authority.

The vehicle must be brand new at point of first application and no older than 15 years and 6 months on renewal, unless it is an ultra-low emission vehicle. Vehicles aged 10 years and over will require a second MOT certificate after 6 months and another compliance check. Vehicles aged 16 years and over will require an exceptional condition assessment (see website for current cost).

The vehicle must be wheelchair accessible. Wheelchair accessible vehicles (WAVs) allow a passenger to enter, travel in and exit a vehicle whilst remaining seated in a reference standard wheelchair (700mm x 1,200mm).

The vehicle must have been built to have no more than 9 seats, including the driver's seat. The vehicle may be insurance category S (formerly Cat C) or category N (formerly Cat D), provided the vehicle has been repaired and an MOT test passed. Licences will not be granted for applications where the vehicle is insurance category A or B.

Left-hand drive vehicles registered in the UK are permitted, but a 'European Certificate of Conformity' or an 'Individual Vehicle Approval' will need to be provided. You'll also need to prove that the insurer has been informed that the vehicle is a left-hand drive. Prior to your inspection, you will need to have headlamp adapters installed, so that the lights do not distract oncoming drivers.

Applications will only be accepted from proprietors of vehicles. Proprietor includes a part-proprietor and, in relation to a vehicle which is the subject of a hiring agreement or hire-purchase agreement, means the person in possession of the vehicle under that agreement. Permission letters are not accepted, as permission is not proprietorship.

Where an internal screen is fitted, hearing loops must be installed to support passengers who are deaf or hard of hearing to communicate with drivers.

## 9.1 Currently Approved Hackney Carriage Vehicle Models

<b>Citroen</b>	<b>Ford</b>	<ul style="list-style-type: none"><li>• Vito</li></ul>
<ul style="list-style-type: none"><li>• Dispatch HDI 120 9-S</li><li>• Dispatch L2 H1 Level 2</li><li>• Euro</li><li>• L7</li><li>• Relay L3 H2</li><li>• SVA Taxi</li></ul>	<ul style="list-style-type: none"><li>• Procab</li><li>• Tourneo Custom</li><li>• Voyager VTC8</li></ul>	<b>Nissan</b>
	<b>LEVC</b>	<ul style="list-style-type: none"><li>• Dynamos</li><li>• Primastar</li><li>• Voyager</li></ul>
	<ul style="list-style-type: none"><li>• LEVC TX</li></ul>	<b>Peugeot</b>
<b>Clipper Automotive</b>	<b>LTI</b>	<ul style="list-style-type: none"><li>• Boxer 290</li><li>• E7</li><li>• E7 SE</li><li>• LC7</li></ul>
<ul style="list-style-type: none"><li>• Clipper Cab</li></ul>	<ul style="list-style-type: none"><li>• TX1</li><li>• TX2</li><li>• TX4</li></ul>	
<b>Fiat</b>	<b>Mercedes</b>	<b>Volkswagen</b>
<ul style="list-style-type: none"><li>• Eurocab</li><li>• Scudo</li><li>• TW200</li></ul>	<ul style="list-style-type: none"><li>• MX7</li></ul>	<ul style="list-style-type: none"><li>• T5 Shuttle SE SWB 10</li></ul>

Requests will also be considered from any other vehicle if the vehicle has an illuminated taxi sign, a taxi meter and conference seating.

Every application must be made using the Hackney Carriage Vehicle licence application form and must be supplied with the following documents:

(a) One of the following:

- Vehicle registration document (all pages of the V5C)
- new keeper's supplement with a bill of sale
- vehicle lease agreement permitting public hire

(b) Valid certificate of insurance or cover note showing cover for public hire purposes

(c) Current MOT test certificate issued no earlier than 10 days before the date of application

(d) Calibration certificate for new or replacement vehicles by the meter supplier

(e) Current [licence fee](#) – dependant on the age of the vehicle.

Once satisfied the vehicle application is complete and the appropriate requirements are met, the licence will be granted upon successful completion of a vehicle

compliance inspection to ensure the vehicle complies with the conditions of licence and standards below.

Applications for a Wolverhampton Hackney Carriage Licence:  
<https://iapply.co.uk/taxilicensing/welcomehackney>

Applications for a South Staffordshire Hackney Carriage Licence:  
<https://iapply.co.uk/taxilicensingsstaffs/welcomehackney>

## 9.2 Hackney Carriage Vehicle Standards

1. All internal fittings and fixtures i.e. carpets, seats, trims and seat cover should be clean and in good condition. Rips/tears in seat and broken trims should be replaced or repaired to a high standard before submitting the vehicle for inspection.

3. All external fitting i.e. wheel caps/discs, bumpers and trims should be fitted, clean and in good condition. Rusty/damaged metal bumpers or damaged plastic bumpers are not acceptable. An illuminated 'taxi' roof sign indicating when the taxi is for hire must be installed and kept in working condition.

4. The paintwork should be maintained to a high gloss finish and of a uniform colour free from scratches which expose the under primer or metal. It is advisable that if any paintwork is undertaken on the vehicle that it is done by a reputable garage to a high standard.

5. The body panels should be free of dents and all body panels should fit correctly. The excessive use of body filler and repairs that are of a poor standard are not acceptable.

6. No signs, notices, advertisements, plates, marks, numbers, letters, figures, symbols, emblems or devices whatsoever shall be displayed on, in, or from the vehicle except as may be required by any statutory provision (including byelaws). This includes the display of unauthorised transfers/stickers to the body or windows of the vehicle.

A Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) certificate must be provided if the vehicle has a relevant tail-lift e.g. for wheelchair accessibility.

A Hackney Carriage Vehicle must also meet all the conditions of licence. You are advised to contact Licensing Services prior to making a new application to ensure all of those requirements are met.

## 9.3 Hackney Carriage Licence Replacements

If you have a Hackney Carriage Vehicle Licence and you want to replace the vehicle on the licence, the replacement vehicle must be newer. You cannot replace the vehicle with an older one.

## 10. Private Hire Vehicle Licence Requirements

The vehicle may not be licensed as a Hackney Carriage or Private Hire Vehicle by any other licensing authority.

Private hire vehicles include executive cars, chauffeur services, limousines and some school and day centre transport services. A Private Hire Vehicle Licence will only be granted providing the vehicle meets the following requirements and standards upon inspection.

Applications will only be accepted from proprietors of vehicles. Proprietor includes a part-proprietor and, in relation to a vehicle which is the subject of a hiring agreement or hire-purchase agreement, means the person in possession of the vehicle under that agreement. Permission letters are not accepted, as permission is not proprietorship. Each Private Hire Vehicle [application must be made online](#) and supplied with the following documents:

(a) One of the following:

- Vehicle registration document (all pages of the V5C)
- new keeper's supplement with a bill of sale
- vehicle lease agreement permitting private hire work

(b) Valid certificate of insurance or cover note showing cover for private hire and reward purposes.

(c) Current MOT test certificate issued no earlier than 10 days before the date of application.

(e) Current licence fee – dependant on age of the vehicle.

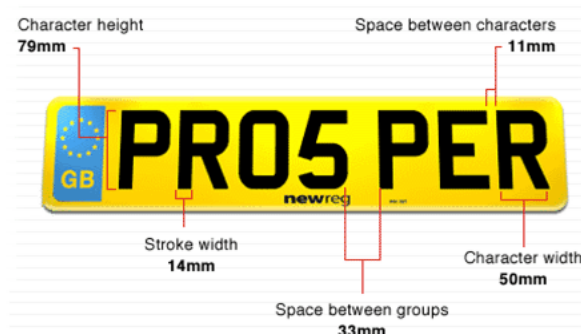
(f) If the applicant is not a driver or operator licensed by the Council, you must also provide a Basic DBS certificate through the [UK Government website](#). If the applicant is a company or partnership, each director and partner must provide a basic DBS certificate. The certificate must be dated within the 12 months prior to application. These can be completed before you apply and the certificate uploaded as part of this application or you can apply after submitting the application. If the DBS certificate contains information, a hearing may be required to be held to determine whether the individual is fit and proper to hold a licence, in consideration of the Council's ['Guidelines on Fitness and Propriety'](#), prior to the licence being granted.

Once satisfied the vehicle application is complete and the appropriate requirements are met, the licence will be granted upon successful completion of a vehicle compliance inspection to ensure the vehicle complies with the conditions of licence and standards below.



## 10.1 Private Hire Vehicle Requirements

- No older than 11 years and 6 months (vehicles are not plated past 12 years) unless it is an ultra-low emission vehicle.
- No more than 9 seats, including the driver's seat, unless the vehicle is a stretched limousine.
- Passenger opening doors on both sides.
- No partition between the driver and passengers, unless it is a driver safety enclosure authorised by Licensing Services.
- Only manufacturers' factory fitted privacy glass will be permitted.
- The vehicle must display a legal registration number as shown of the logbook, which adheres to the official DVLA format of 11mm between each of the character and 33mm between the age identifier.



- Both internal and external facing cameras are permitted, however you must comply with the Taxi CCTV Policy available in the ['Downloads' section here](#).
- M1 Individual Vehicle Approval (IVA).
- The vehicle may be insurance category S (formerly Cat C) or category N (formerly Cat D), provided the vehicle has been repaired and an MOT test passed. Applications from insurance category A or B are prohibited.
- Left-hand drive vehicles registered in the UK are permitted, but a 'European Certificate of Conformity' or an 'Individual Vehicle Approval' will need to be provided. You'll also need to prove that the insurer has been informed that the vehicle is a left-hand drive. Prior to your inspection, you will need to have headlamp adapters installed, so that the lights do not distract oncoming drivers. Please note, vehicles that have a single side-loading access for wheelchairs would normally be refused, as it would require wheelchair users

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to use the carriageway to enter the vehicle, rather than getting in from the pavement. This would put them at much greater risk of a road traffic accident.

- A Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) certificate must be provided if the vehicle has a relevant tail-lift.
- Where an internal screen is fitted, hearing loops must be installed to support passengers who are deaf or hard of hearing to communicate with drivers.

## 10.2 Private Hire Vehicle Signage Requirements

The following signage, provided to applicants by Licensing Services, is required at all times:

1. The external licence plate, permanently and securely fastened to the rear of the vehicle.
2. Approved passenger information stickers, at the bottom of each rear passenger window, indicating that the vehicle must be pre-booked and smoking is not permitted inside.

Where an exclusive relationship exists between the vehicle proprietor, driver and operator, operator signage may be displayed on the vehicle. The expected format of this is sticker branding (no larger than A4 in size) on the rear of the vehicle. Magnetic signage will not be approved. Signage must be approved by Licensing Services before it is displayed.

The display of the words "taxi" or "cab" whether singular or plural or any word of similar meaning or appearance to any of those words, whether alone or as part of another word, is prohibited on this signage. 'Minicab', 'kab', 'taksi', 'tacsai', 'tagsaidh' and any other homophones (words spelt differently that sound the same) or translations are included in this prohibition. This prohibition remains even where it is the legal/business/trading name of the Private Hire Vehicle Operator.

- Roof signage is prohibited.

## 2.3 Private Hire Vehicle Licence Replacements

If you have purchased a new vehicle and wish to keep the Private Hire Vehicle Licence number that you currently have, you can submit a renewal application for that licence number, with the details of the new vehicle that you wish to licence.

There will be no reduction in the cost and you cannot transfer any of the life of the previous licence to the new vehicle. However, if you have six months or more remaining on the current Private Hire Vehicle Licence, you will qualify for a free fast-track of your application and it will be processed within two working days.

Upon application, the existing Private Hire Vehicle Licence number must be submitted, so we can identify it is a replacement application. The applicant must be the same as the existing proprietor of the current vehicle licence. If you wish to transfer the vehicle to a new proprietor, see Section 11 below.

The application will be subject to the normal requirements details in Section 10.1 and the old Private Hire Vehicle Licence plate will need to be returned, before the new licence plate is issued.

## 11. Vehicle Licence Proprietor Transfers

A licensed Hackney Carriage Vehicle or Private Hire Vehicle can be sold and transferred, providing the vehicle complies with the conditions of licence. Licences which are suspended or revoked, including under appeal, may not be transferred.

The vehicle proprietor must request to transfer within fourteen days of the sale, specifying the name and address of the person to whom the hackney carriage or private hire vehicle has been transferred.

The transfer form can be downloaded from our website

<https://www.wolverhampton.gov.uk/licences/taxi-licences/taxi-licence-faqs>

The completed form will need to be returned to us via email to

[Vehicle.lic@wolverhampton.gov.uk](mailto:Vehicle.lic@wolverhampton.gov.uk) along with

(a) One of the following:

- a. Vehicle registration document (all pages of the V5C)
- b. new keeper's supplement with a bill of sale
- c. vehicle lease agreement permitting hire and reward

(b) Valid certificate of insurance or cover note showing cover for public or private hire purposes (as appropriate to the vehicle licence) in the new proprietor's name.

(c) If the new proprietor is not a driver or operator licensed by the Council, you must also provide a Basic DBS certificate through the [UK Government website](#). If the new proprietor is a company or partnership, each director and partner must provide a basic DBS certificate. The certificate must be dated within the 12 months prior to transfer. The licence will not be transferred without a valid certificate being provided. If the DBS certificate contains information, a hearing may be required to be held to determine whether the individual is fit and proper to hold a licence, in consideration of the Council's '[Guidelines on Fitness and Propriety](#)', prior to the transfer of licence.

We will then contact the new keeper to make payment (currently £25) and receive their licence.

## 12. Wheelchair Accessible Vehicles

Wheelchair accessible vehicles (WAVs) allow a passenger to enter, travel in and exit a vehicle whilst remaining seated in a reference standard wheelchair (700mm x 1,200mm).

All Hackney Carriages are WAVs.

Section 165 of the Equality Act 2010 imposes legal duties on the driver of a designated Hackney Carriage and Private Hire Vehicle which has been hired by or for a disabled person in a wheelchair, or by another person who wishes to be accompanied by a disabled person who is in a wheelchair.

The key components of Section 165 are summarized below:

- Hackney carriage/private hire drivers are required to carry the passenger while in the wheelchair
- Hackney carriage/private hire drivers are prohibited from charging wheelchair-users an additional fare for a journey
- Hackney carriage/private hire drivers are required to carry the passenger's wheelchair if the wheelchair-user chooses to sit in a passenger seat during the journey
- Hackney carriage/private hire drivers are obliged to take such steps as are necessary to ensure that the wheelchair-user is carried in safe and reasonable comfort
- Hackney carriage/private hire drivers must provide reasonable levels of mobility-assistance to the disabled passenger
- Hackney carriage/private hire drivers cannot refuse hires from wheelchair users

Mobility assistance is defined as assistance:

- To enable the passenger to get into or out of the vehicle
- Where if the passenger wishes to remain in the wheelchair, to enable the passenger to get into and out of the vehicle while in the wheelchair
- To load the passenger's luggage into or out of the vehicle
- If the passenger doesn't wish to remain in the wheelchair, to load the wheelchair into or out of the vehicle

Failure to comply with the duties listed under section 165 of the Act is a criminal offence.

Section 167 of the act permits local authorities to maintain a list of designated wheelchair-accessible hackney carriage and private hire vehicles.

WAVs large enough for a passenger seated in a 'reference wheelchair' to enter, be securely transported and exit the vehicle without leaving their wheelchair are designated formally as being 'wheelchair accessible' for the purposes of section 167 of the Equality Act 2010. Driver Safety Enclosures

No material alteration or change in the specification, design, condition or appearance of vehicles shall be made without the prior approval of Licensing Services. A small (<A5) blue wheelchair symbol may be displayed on the rear of the vehicle.

Aftermarket driver safety enclosures may reduce the risk of attack from passengers. However, there are risks which arise from these products, particularly those which are not approved or correctly installed. Changing or adding to the interior of the vehicle can alter the 'type approval' of the vehicle and have consequences as to what might happen inside the vehicle in the event of a collision.

If you are a manufacturer or supplier of a product and wish for it to be considered on this approved list, please visit [www.wolverhampton.gov.uk/licences/taxi/licences/DSE](http://www.wolverhampton.gov.uk/licences/taxi/licences/DSE).

The enclosure:

- Must be professionally installed by a competent person in accordance with the manufacturer's instructions.
- Must be fitted within the vehicle accordance with regulations UN ECE R43.00 and R21.01 and Section 12 of the M1 category DVSA IVA manual.
- Must not be modified from the original manufactured design, without the manufacturer's confirmation that this will not cause any safety issues or non-compliance with the relevant UK and/or EC safety legislation.
- Must not negatively affect any safety equipment, such as airbags, or escape from the vehicle.
- Must be maintained to a high standard of cleanliness, be 100% transparent and free of marks, graffiti or stickers.
- Must permit clear conversation between the driver and passengers, or hearing loops must be installed to support passengers who are deaf or hard of hearing to communicate with drivers.
- Must be notified to the vehicle insurer as a modification to the vehicle. Proof of insurance cover including the enclosure is required at all times.

If you wish to install a driver safety enclosure:

1. Notify your insurer of your intention to install a driver safety enclosure.
2. Choose a product from the approved list available at <https://www.wolverhampton.gov.uk/licences/taxi-licences/DSE>.
3. Check that the product will meet the requirements in the section above, relevant to your vehicle.
4. Contact [vehicle.lic@wolverhampton.gov.uk](mailto:vehicle.lic@wolverhampton.gov.uk), advising which product you intend to purchase, your vehicle licence number and your availability for a vehicle inspection.
5. Once you have received confirmation from Vehicle Licensing, purchase the product and arrange for it to be professionally installed. Please note that you should arrange for installation shortly before your vehicle inspection as you are not permitted to conduct any paid-for journeys in-between installation and inspection.

6. Attend your inspection, bringing proof of updated insurance and professional installation.
7. The vehicle must contain the written authorisation from Licensing Services that the enclosure is permitted, as well as proof that the insurance policy covers this modification.

## 13. Private Hire Vehicle Plate and Badge Exemption Policy

When a vehicle is deemed as a luxury type, suitable for VIPs, the licence holder can apply for an exemption from displaying the main licence plate externally and drivers wearing their badge whilst working.

Applications for exemptions may be considered where the following requirements are met:

Applications may only be made by a person holding a Private Hire Vehicle Operators licence issued by the Council.

Classed as F-segment of the European segments for passenger cars.

The vehicle must be in pristine condition with no visible defects, dents or blemishes to the external body work internal trim and furnishings.

The type of work undertaken in this vehicle must be specifically to provide transport under written contract to a company or person, or by the type of client who for security reasons would not want the vehicle identifiable.

Where an application for an exemption is granted, an exemption notice will be issued. The exemption notice must always be carried in the vehicle and the external licence plate affixed to the inside of the boot lid.

Vehicles may be any colour.

Exemptions are to be renewed annually subject to the vehicle undergoing a re-inspection.

The current fee for an exemption is £75.00.

### 13.1 Exemption Requirements

(a) Any vehicle granted an exemption from displaying an external identification plate will be required to have the identification plate normally displayed on the rear of the vehicle affixed to the inside of the boot lid. The plate when so affixed **must** be readily visible when that boot lid is raised.

(b) In the event of loss or damage rendering such plate or notice unserviceable the proprietor shall make immediate application for a replacement for which a fee is payable.

- (c) The exemption notice issued by the Council will be carried in the vehicle at all times and will be produced upon request to an authorised officer of the Council or any Police Officer.
- (d) When issued with an exemption notice, the vehicle will not normally be required to display any other signs that the Council may at any time require other private hire vehicles to display. However, this exemption is not applicable to other legally required signage (e.g. no smoking signs and/or information on CCTV).
- (e) The proprietor will not display in, on or form the vehicle any advertisement, signage, logos or insignia advertising the operating company or the vehicle's status as a private hire vehicle.
- (f) During the period of the exemption notice, the driver shall not be required to wear the private hire driver's identification badge but will have it available for immediate inspection by an authorised officer of the Council or any Police Officer on request.
- (g) During the period of the exemption notice the driver of the vehicle, whilst engaged on private hire work, will be smartly dressed in either a formal chauffeur's uniform or a business suit with collar and tie.
- (h) The proprietor shall, within 2 days notify the Council of any change in the use of the vehicle.
- (i) The proprietor shall not use the vehicle for private hire purposes other than for the use described above (i.e. not for daily private hire use or regular pick-ups from pubs and clubs). Should the proprietor wish for the vehicle to undertake regular private hire work, the normal licence conditions shall apply and requisite signage be displayed.
- (j) The glass of the driver and passenger's front side window and the front windscreen must be clear. However, tinted windows can be fitted to the side and rear window glass of the vehicle provided that they comply with current legislation.
- (k) The exemption will cease to have effect on selling or transferring the vehicle to another party. The person to whom the exemption is granted must inform the Council of the sale/transfer of ownership within 2 days and in writing, and provide details of the new owner. The exemption notice must be returned to the Council along with the private hire vehicle identification plate unless being sold to another private hire operator licensed by the Council; in which case, only the exemption notice has to be returned.

## 14. Stretched Limousine Licensing

Stretched limousines are considered for licensing on an individual basis and on their individual merit. You are advised to contact Licensing Service prior to making an application. The licensed passenger seat capacity will be limited to eight people.

## 15. Advertising Policy

Advertisements shall not be permitted without the written prior approval of Licensing Services.

Consideration of requests, including a draft of the artwork, will only be considered when the following requirements are met.

1. Advertisements relate to a not-for-profit public interest campaign.
2. Any advertisement must not obscure or detract from the Council's vehicle identification and public safety messages, required by the conditions of licence.
3. Artwork must be of a suitable standard to ensure its durability on the vehicle in constant use.
4. Any advertisement must not contain text or images depicting the following:
  - Political, ethnic or religious messages or content which is contrary to the Council's Equal Opportunity Policy
  - Sexual content
  - Indecent material or content likely to offend public taste
  - The promotion of the sale or consumption of tobacco products
  - The promotion of the sale or consumption of alcohol
  - Any words or images that may indicate the vehicle is a Hackney Carriage.
  - Encouragement of anti-social behaviour
  - Advertising must in no way adversely affect the safety of the public

Full vehicle livery wraps will only normally be considered if it is advertising a good cause. The livery needs to be tasteful, not distracting for other motorists and must be maintained in pristine condition.

Advertising should not cover the vehicle's windows, to allow visibility into and out of the vehicle.

All advertising applications will be dealt with on a case by case basis in accordance with the scheme of delegation.

## 16. Private Registration Numbers

In order to change the registration number associated with the vehicle licensed by the Council, you must contact [Vehicle.lic@wolverhampton.gov.uk](mailto:Vehicle.lic@wolverhampton.gov.uk)

You must supply:

- Vehicle Registration Document (V5C) showing your new registration number, DVLA Authorisation Certificate or DVLA Certificate of Entitlement (V750)



Approved by CWC's Regulatory Committee on 15 January 2025  
Approved by SSC's Regulatory Committee on 16 January 2025

- Valid certificate of insurance or cover note showing cover for public or private hire purposes (as appropriate) for the new registration number.

You will be contacted to collect your new licence plate, which will be issued after the payment of £37.

## 17. Carriage of Under 3s

It is the Council's policy that under 3s count towards the licensed capacity of the vehicle, even if the child is not using a seat belt nor car seat. Drivers must refuse carriage if the number of passengers will exceed the limit on the vehicle licence. Operators must refuse a booking if they are aware that the number of passengers will exceed the licensed capacity and advise the hirer to book multiple vehicles.

For more guidance, please visit

<https://www.childcarseats.org.uk/media/1018/carrying-children-safely-in-taxis-coaches-buses-and-minibuses.pdf>