

Guidance on bringing a new vehicle into the private hire or hackney carriage trade

The following is not an exhaustive list and provides guidance. It is not intended as a legal document. When considering whether to bring a new vehicle into the trade, key points to consider are:

Age

Vehicles must be no older than four years at the time of initial licensing. Vehicles older than four years, with an average annual mileage of less than 30,000, may be considered but any such application must be accompanied by an original MOT certificates or other suitable documents, such as a service history, to verify the vehicle mileage as genuine.

Age limits are set at 11 years from the date of first registration.

Colour

Hackney carriage

Completely white

Private hire

Any dark colour. Please avoid silver and lighter greys

Engine size

1.400 or defined as 1.4 by manufacturer or electric or hybrid equivalent.

Emissions

Individuals are advised to consider purchasing a vehicle of not less than Euro 6 emission standards to assist with longevity. The council is reviewing its emissions standards and applicants are advised to consider purchasing a vehicle that has the greatest longevity and which meets council requirements. At the moment, electric vehicle licences are significantly less than other vehicle types.

Recommended actions

- Check DVLA for mileage history (link below) and relevant MOT history to ensure the vehicle meets with the council's Hackney Carriage and Private Hire Policy. Vehicles which have had their mileage modified or have other modifications which have not been approved by the council will not normally be approved.
- Check DVLA for outstanding recalls on the vehicle as this may impact on whether it will be licensed.
- Check that the vehicle holds the correct category and has not been written off. More detail can be found in the council's Hackney Carriage and Private Hire Policy.

- Carry out a general car check to confirm Euro status, emissions and the date of first registration to make sure it meets with the council's Hackney Carriage and Private Hire Policy. You are recommended to carry out an HPI check and provide evidence of this to the council if you wish to progress with the vehicle.
- Confirm the vehicle is not licensed with any other local authority as the council will not issue a licence if it is licensed anywhere else.

Size and other considerations

The council will assess any vehicle that is presented for licensing. Please be aware that there can be some differences depending on the age of the car and model, so each is assessed on a case-by-case basis.

- It may be easier for you to look at what is currently licensed on the fleet. However, on occasion, vehicles will need to be inspected and the onus is on the applicant to present the vehicle for an assessment to take place. In exceptional cases, officers may choose to visit a garage in the Crawley Borough Council area to assess a vehicle if the vehicle in question is present, or an identical make and model if it is not.
- Officers may need to assess the vehicle to ensure that it accords with licence conditions and standards.
- The vehicle must have four doors as a minimum and be able to transport a minimum of four and no more than eight passengers.

Interior requirements

Hackney carriage and private hire

The vehicle seats must have these specifications:

- All seats must be fitted with fully operational seat belts
- The rear seat of the vehicle must be a minimum of 1.22 meters long (405 millimetres, 16 inches per person) measured across its narrowest part.
- The number of passenger seats must remain as stated on the vehicle licence
- There must be no alteration to the seating configuration without notifying the council
- All seats must be forward or rear facing
- All vehicles must be able to seat all passengers in comfort with sufficient legroom for all passengers
- The seat covering must be clean and in a good state of repair

- In some models there may be two very defined seats at the back with a small table like seat in the middle. Generally, these will only be licensed to carry two passengers.
- There should be adequate luggage space, especially in the case of hackney carriages

The vehicle and its fittings must, when being presented for inspection and at all times during when it is licensed and available for hire:

- be safe
- be tidy
- be clean
- comply with all relevant statutory requirements applicable to the class of vehicle to which it belongs including, but without prejudice to the Motor Vehicle (Construction and Use) Regulations which currently apply.

The vehicle must be maintained throughout the term of the vehicle licence to a high standard of appearance, as well as being mechanically fit and safe to the complete satisfaction of the council.

Useful links

[Visit car tax check for a free car tax check](#)

[Visit the DVLA website to get vehicle information](#)

[Visit GOV.UK to check the MOT history of a vehicle 696c992373d7](#)

[Visit the Crawley Borough Council website to read the Private Hire and Hackney Carriage Licensing Policy](#)