



CHEL TENHAM
BOROUGH COUNCIL

TRADE TIMES

For hackney carriage and private hire drivers.

Policy update

Our proposed taxi and private hire policy will be reviewed at Cabinet on Tuesday 15th July at 18:00pm. If the policy is adopted it will come into effect on 24th July 2025.

Drivers who wish to familiarise themselves with the policy recommendations, or watch the Cabinet meeting, can [access this service online](#).

Following the meeting, we will be contact all drivers with details of the outcome and to highlight any changes to be aware of.

Licensed vehicle information

Vehicle transfers

We are aware of an increasing number of drivers attempting to sell their vehicle licence plate to other proprietors without including the vehicle in the sale.

The licence plate and vehicle are inseparable and cannot be sold independently of one another.

Transfer applications of this sort will not be accepted by Licensing.

Vehicles licensed as both a HCV / PHV

A vehicle can be licensed as only a hackney carriage vehicle or a private hire vehicle. It cannot be licensed as both.

This is consistent across all licensing authorities and means that you cannot licence the same vehicle as a hackney carriage vehicle with one licensing authority and a private hire vehicle with another.

If you own a vehicle which is licensed as a hackney carriage with one authority and a private hire with another we recommend you contact both authorities who can advise you on a solution.

Licensed driver information

Safeguarding certificate requirements

All new and renewal driver applications require a safeguarding certificate to be submitted with the application for it to be valid.

Safeguarding certificates will only be accepted where they are less than 3 years old.

If the safeguarding certificate submitted in support of your licence application becomes outdated over the course of your licence you will need to attend a new safeguarding course immediately.

Report It

The Licensing Team welcomes reports from drivers regarding individuals whose actions are illegal or seriously damage the reputation of the 'Trade'. If you are reporting on behalf of another driver, please make this clear so that we can deal with the issue appropriately. Evidence directly from the person who witnessed an incident is always the best evidence.

You can make a report to:

- licensing@cheltenham.gov.uk
- 01242 264135

DBS Update Service

All drivers must be subscribed to the [DBS Update Service](#). The service allows:

- Drivers to keep their 'Other Workforce' Enhanced DBS certificate up to date.
- Cheltenham Borough Council to check the status of your DBS certificate since issue.

A DBS Update Service subscription lasts for one year. You can renew your subscription automatically or within 30 days of your subscription ending.

If you renew automatically and the credit / debit card expires before the renewal date please ensure you update your card details or your subscription will end. The subscription fee is **not** taken by direct debit, and is tied to your bank card.

If we cannot carry out the relevant checks for the correct certificate type, your driver licence may be suspended.

Swanbrook MOT availability

Swanbrook continue to experience high demand for their MOT tests dates. They are not able to offer any MOT or 6-monthly fitness for use test dates until early September.

If you are a vehicle proprietor and have an upcoming renewal, or require a 6-monthly fitness for use test, we recommend that you enquire with our approved garages as early as possible.

Swanbrook can be contacted on 01452 712386 , and Ubico on 01242 387780.

Hackney drivers and operators

You should all be aware that, regardless of whether a journey is pre-booked or not, where a journey is completed by a hackney carriage vehicle and the start and end point is within the borough, the cost of the journey is that of the meter. You cannot charge any additional fare.

The Council have been made aware of exceedingly over inflated quotes for pre-booked journeys that start and end in the borough which are to be completed in a hackney carriage vehicle.

Officers of the Council plan to monitor this closely.

Pittville Street rank

To the rear of the rank on Pittville Street there is a designated area for disabled parking between the hours of 8am and 6pm.

After 6pm this designation changes to ‘No stopping except taxis; 6pm - midnight and midnight - 8am’.

Between the hours of 8am and 6pm this area is not to be used as an overflow taxi rank by drivers. You should not block disabled road users from using this parking.

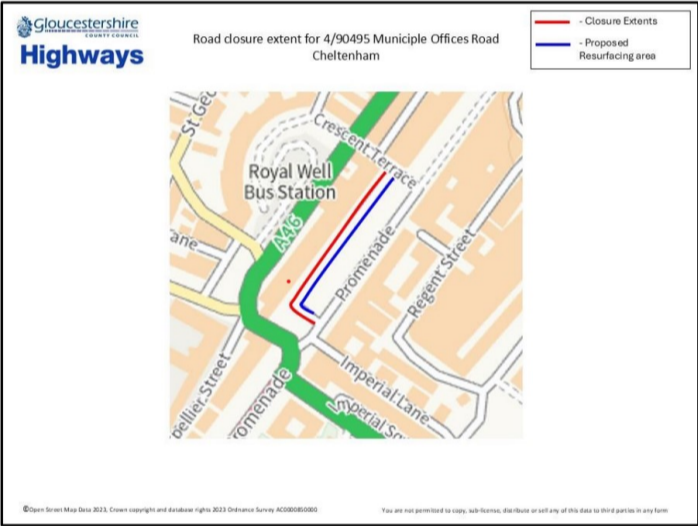
For further information you can view [Gloucestershire County Council’s traffic regulation orders webpage](#).

Resurfacing works - Promenade

Between Wednesday 3rd - Friday 5th September Gloucestershire County Council will be carrying out resurfacing works on the road and parking area directly outside the front of the Municipal Offices. The road, and parking, will be closed between 7pm - 7am.

If you use this area to park, or as an area to pick-up or drop-off customers, we recommend that you find an alternative location during these dates.

Further details about the [resurfacing scheme is available online](#).



Upcoming safeguarding and Local Knowledge Test dates

We continue to add dates to both our safeguarding sessions and Local Knowledge Tests (LKTs). The following are available to book via [our online form](#):

Safeguarding Dates	Local Knowledge Test Dates
6 August 2025 (10:15am start)	29 July 2025
17 September 2025	20 August 2025
30 October 2025	9 September 2025
19 November 2025	
11 December 2025	

All sessions are held at the Municipal Offices. Safeguarding sessions are scheduled to begin at 10:30am with a duration of two and half hours. LKTs begin at 11:00am, and last for approximately one and a half hours.

Licensing Contact Details

Licensing Department
Municipal Offices
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licensing@cheltenham.gov.uk
01242 264135
<https://www.cheltenham.gov.uk/>