

Apply for a vehicle licence

Accompanying guidance notes

Before making your application

Hackney Carriages

The following requirements are applicable to all applications for new Hackney Carriage Vehicle licences. The vehicle must:

- a) Be disabled accessible as per London Public Carriage Office Specification, Eurocab M1 Specification or such other nationally accepted specification as is agreed by the Council;
- b) Be silver in colour (as identified on the vehicle's registration document);
- c) Be less than 5 years from date of manufacture;
- d) Comply with vehicle specifications (see Appendix B of our policy);
- e) Be fitted with an approved roof sign bearing the word "TAXI";
- f) Be fitted with a meter of an approved type with the fares charged as determined by the Council.

Private Hire Vehicles

The following requirements are applicable to all applications for new and replacement Private Hire Vehicle licences. The vehicle must:

- a) Be any colour other than silver (as identified on the vehicle's registration document);
- b) Be less than 5 years from date of manufacture;
- c) Comply with vehicle specifications (see Appendix B of our policy).

Size limits

- All vehicles must meet certain size limits. Please refer to [the guidance notes](#)
- You [can check if your vehicle is suitable](#) for licensing

If you are unsure whether a vehicle you want to licence is suitable, please contact the licensing section in the first instance on licensing@cheltenham.gov.uk.

Completing the application form

Apply online

- Make an application for a hackney carriage vehicle licence
- Make an application for a private hire vehicle licence

General notes

1. All the fields marked with an asterisk (*) are mandatory.

What we will need from you

In order to license a new hackney carriage or private hire vehicle, you will need to supply the council with the following documents:

1. A vehicle fitness compliance pass sheet. You can arrange to have your vehicle tested by calling one of the council's approved testing stations:
 - a. Ubico Ltd. - 0300 300 9000
 - b. Swanbrook - 01452 712386 (option 3)
2. Valid insurance for the duration of the licence issue date (up to 12 months)
3. Copy of the V5 log book (all pages)
4. Meter calibration certificate (hackney carriage only)

You can submit these documents electronically when submitting your application online or on any of these days quoting your online application number:

- Monday: 10:00 – 13:00
- Wednesday: 13:00 – 16:00
- Friday: 10:00 – 13:00

What happens after your application is submitted?

Once you submit your application, you will be issued with an application reference number. Please use this number in all your correspondence.

You will receive an acknowledgement from the council to confirm that your application has been received.

If you submitted all the required documents online, an officer will inspect these and, subject to these being in order, we will issue your vehicle licence. You will receive an electronic copy of the licence to your registered email address.

If you have any questions about your application, please contact us by email in the first instance at licensing@cheltenham.gov.uk.