

Please be aware that the process for renewing your Vehicle Licence requires that your application is submitted **no less than 14 days** before the licence is due to expire.

### Application Process for a Private Hire Vehicle Licence

All applicants must provide the following information with their application:

Fees	INFORMATION REQUIRED;	Tick
£180	Provide a Completed Vehicle Licence Application Form and Fee, which includes <ul style="list-style-type: none"> <li>- 1 Year Vehicle Licence</li> <li>- 1 set of Plates</li> </ul>	
	You must provide a <b>current</b> Vehicle Registration Document on first application.	
	<p>On first application for a new Vehicle Licence, you must provide an Inspection and Test Certificate from a Council Approved Test Centre which is no more than 1 month old at the time of application.</p> <p>On Renewal Applications, You must provide an Inspection and Test Certificate from a Council Approved Test Centre that is no more than 1 month old at the time of application.</p> <p><b>You will need to make your own arrangements to have your vehicle inspected at an Approved Centre.</b> The current Approved Test Centres are;</p> <p>Bridge End Garage, Macclesfield Road, Leek ST13 8LD – 01538 384250            SB Autos, Regent Street Leek ST13 6LP - 01538 528030            Cheadle Test Centre, Sarraine Ind. Park, Brookhouse Way, ST10 1SR - 01538 750737            Knypersley MOT Test Centre, Tunstall Road Ind. Estate, Knypersley ST8 7BD - 01782 522222</p> <p><b>You will need to obtain the Test Certificate direct from the Test Centre</b> – they will no longer be sent to the Council.</p> <p>You will be required to submit a copy of the regular MOT for the vehicle at some point during the 12 month licenced period. This can be the regular due date of your MOT provided that it is at least 3 months after the new or renewal licence has been issued. If in doubt, contact the licensing service for further advice.</p> <p>When submitting an MOT, you must provide evidence that all</p>	

	'advisorys' on the MOT have been attended to.	
	You must provide a valid Insurance Certificate or Cover Note	
	<p><b>For a New Vehicle Application</b>, the vehicle must have no damage affecting the structural safety of the vehicle and must have no more than 75,000 miles on the odometer;</p> <p><b>For a Renewal Application</b>, when the vehicle reaches a recorded mileage of 300,000 (as evidenced via the odometer/service records/maintenance history or other documentation) they will be deemed inappropriate to be licensed by the Authority as a Private Hire vehicle.</p>	
	If you are applying for a dispensation from displaying plates you must provide a statement of the reasons why the Council should consider a dispensation for this vehicle with your application.	
	<p>If you are <b>not</b> a licensed driver or operator with Staffordshire Moorlands District Council. You will need to make an application for a Basic Disclosure on-line at <a href="https://www.disclosurescotland.co.uk/">https://www.disclosurescotland.co.uk/</a></p> <p>The Disclosure must be no more than one month old at the time of your Vehicle Licence application.</p>	

FOR FURTHER DETAILS ON APPLICATIONS WE DRAW YOUR ATTENTION TO THE COUNCIL'S TAXI POLICY WHICH CAN BE ACCESSED AT: <http://www.highpeak.gov.uk/hp/council-services/licensing/taxi-licensing>