

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
	<p>Provide a Completed Vehicle Licence Application Form and Fee which includes</p> <ul style="list-style-type: none"> <li>1 Year Vehicle Licence</li> <li>1 set of Plates</li> </ul>	
	<p>On first application for a new Vehicle Licence, and on renewal of a vehicle, you must provide an MOT Test Certificate from a Council Approved Test Centre which is no more than 1 month old at the time of application. A further MOT from a Council Approved Test Centre will be required six months later. Failure to provide this may result in penalty points being issued.</p> <p>When submitting an MOT, you must provide evidence that <b><i>all</i></b> 'advisories' and 'minor defects' on the MOT have been attended to.</p> <p><b>You will need to make your own arrangements to have your vehicle inspected at an Approved Centre.</b></p> <p>The current Approved Test Centres are;</p> <ul style="list-style-type: none"> <li>• Moorlands Garage Services, Burton Street, Leek, Staffordshire ST13 8BU. Service &amp; Repairs 01538 383783</li> <li>• SB Autos, Regent Street Leek ST13 6LP - 01538 528030</li> <li>• Cheadle Test Centre, Sarraine Ind. Park, Brookhouse Way, ST10 1SR - 01538 750737</li> <li>• Knypersley MOT Test Centre, Tunstall Road Ind. Estate, Knypersley ST8 7BD - 01782 522222</li> </ul> <p><b>You will need to obtain the Test Certificate direct from the Test Centre – <i>they will no longer be sent to the Council.</i></b></p> <p>You will be required to submit a copy of the regular MOT for</p>	

	You must provide a current Vehicle Registration Document Green New Keeper Slip	
	You must provide a valid Insurance Certificate or Cover Note	
	<p><b>For a New Vehicle Application</b>, at first application, vehicles must meet or exceed Euro 6 (Diesel) Euro 4 (Petrol) emissions standards.</p> <p><b>For a Renewal Application</b>, At renewal from 01 April 2025 vehicle licences WILL NOT be renewed in respect of any licensed vehicle that does not meet or exceed Euro 6 emissions standards (Diesel) Euro 4 (Petrol) emissions standards. 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 Hackney Carriage vehicle</p>	
	<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 APPLICATION WE DRAW YOUR ATTENTION TO THE COUNCIL'S TAXI POLICY WHICH CAN BE ACCESSED AT;

<https://www.staffsmoorlands.gov.uk/article/458/Taxi-licensing>