

## Private Hire Vehicle

### Application for a Private Hire Vehicle

Licensing Service  
Block C  
Staniforth Road Depot  
Staniforth Road  
Sheffield  
S9 3HD

Visit our web pages: [www.sheffield.gov.uk/licensing](http://www.sheffield.gov.uk/licensing)

Or telephone us on: 0114 2734264

Or email us at: [licensing@sheffield.gov.uk](mailto:licensing@sheffield.gov.uk)

Opening Times  
Monday to Friday  
10:00 to 16:00



## Guidance Notes

1. Sheffield City Council, (hereinafter called the 'Council') may, in the circumstances of any particular case, impose such additional conditions as it thinks fit.
2. Applicants, including all joint applicants but excluding Limited Companies, must be over 18 years of age.
3. Vehicles shall comply with the Sheffield Private Hire Vehicle Specification, as contained in the Private Hire Operator and Vehicle Policy. A copy of the document is available on the Licensing Webpage and copies can be made available for viewing upon request.
4. Vehicles shall not be more than five years old on the day of issue of the vehicle licence. The date of first registration (set out in the vehicle registration document) will be used for the determination of the vehicle age.
5. The applicant shall submit to the Council an application on the prescribed form together with:
  - The vehicle Registration Document (Log Book)
  - The prescribed fee
6. The applicant shall submit the vehicle for testing at such time and place as is determined by the Council and shall pay such test fee as is determined by the Council.
7. Before a licence is granted in respect of a Private Hire Vehicle, the applicant must:
  - Produce a certificate of insurance that covers the vehicle for private hire use and is valid for the commencement date of the licence
  - Produce the vehicle Compliance test certificate. The certificates must have been issued not more than 14 days before the licence is to be granted.

### Note

The Council age limits for private hire vehicles are as follows:

#### Non-Ultra Low Emission Vehicles

A non-ultra-low emission private hire vehicle shall not be more than five years old on the date of issue of the first private hire vehicle licence.

Licenses will not be renewed in respect of any vehicle that has been registered (or in the case of imported vehicles, manufactured) for more than nine years.

#### Ultra Low Emission Vehicles

An Ultra-Low Emission Vehicle shall not be more than five years old on the date of issue of the first private hire vehicle licence.

Licenses will not be renewed in respect of any ULEV that has been registered (or in the case of imported vehicles, manufactured) for more than 11 years.

An Ultra-Low-Emission Vehicle must have emissions of CO<sub>2</sub> below 75g/km, or be fully electrically powered.

## Applicant Details

Full Name:.....

Home Address:.....

.....

Date of Birth:.....

Telephone Number:.....

## Vehicle Details

Vehicle Registration Number.....

Vehicle Type (e.g. saloon, estate, minibus).....

Vehicle Make and Model.....

Colour.....

Number of Seats (excluding Driver).....

Engine Size.....

Date of First Registration as referenced on the V5C.....

## Emissions

Please indicate if the vehicle is Non-Ultra Low Emission or Ultra-Low Emission.

Please refer to the guidance notes for information.

Non-Ultra Low Emission Vehicle (Licensed up to 9 years)

Ultra-Low-Emission Vehicle (Licensed up to 11 years)

## Operator Information

Name of Private Hire Operator for which job bookings will be taken:

.....

## Signatures and Check List

I hereby make an application for a Private Hire Vehicle Licence. I have read the Private Hire Operator and Vehicle Policy. I undertake that if a licence is granted, to comply with the conditions attached to it. I confirm that I am (or will be if a licence is granted) the proprietor of the vehicle. I understand that it is illegal to make a false statement or omit any important fact in making this application and declare that all the information given is true and accurate. I authorise the Council to make such enquires as it sees fit in relation to this application.

I enclose the appropriate fee

I enclose the V5C Registration Certificate (Log Book)

Name.....

Signature.....

Date.....

## For Office Use Only

Date	
Time	
Officer	
Fee	
Receipt Number	

Vehicle Test Date and Time	
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Date of Issue	
Issuing Officer	
Licence Number	