

Guide for licensing your vehicle in Milton Keynes

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www.milton-keynes.gov.uk/taxi

This guide should provide you with all the help and information you need to apply and licence your vehicle as a Private Hire Vehicle or Hackney Carriage in Milton Keynes.

If you still have any questions or queries email us at: taxi@milton-keynes.gov.uk

MK Council's Taxi Licensing Service (TLS) is the independent regulator and not the employer of licensed drivers. This booklet is designed to provide all the information you need to licence your vehicle as a Private Hire Vehicle or Hackney Carriage in Milton Keynes.

Licensing Your Vehicle

How to apply

You can submit your application by attending the Taxi Licensing Office in Milton Keynes in person. The Taxi Licensing Office is located at:

MK Council Synergy Park Depot
Chesney Wold
Bleak Hall
Milton Keynes
MK6 1LY

Vehicle applications and renewals can be submitted Monday to Friday between 09:30- 16:00pm.

We are not able to accept applications outside of these hours.

Alternatively you can email your fully completed application and supporting documents to:

Taxi@milton-keynes.gov.uk

If you are sending us attachments or photos, please ensure they are in focus and all the text is legible.

Incomplete applications will be rejected.

Fees are not refundable should you chose to withdraw your application at any stage in the process.

Licensing Your Vehicle

Application process

Step One

Book in a vehicle test date

You can call 01908 252860 or email Taxi@milton-keynes.gov.uk to request your appointment.

Step Two

Please send your completed application form and ALL your documents to Taxi@milton-keynes.gov.uk

For new applicants, this needs to be at least 3-5 working days before your appointment.

For renewal applicants, this needs to be 4 weeks before your licence expiry date as per policy requirement

Documents required for vehicle licence application:

- Completed Vehicle Application Form, which you can download from our website
- Valid Insurance Certificate
- V5 Log Book (or new keeper supplement together with your purchase receipt)
- MOT Certificate (private hire vehicle's over 3 years old or hackney carriage's over 1 year old)
- Calibration Certificate (only required for Hackney Carriages)
- WAV Training Certificate (only required for Wheelchair Accessible Vehicles)

Step Three

- Bring your vehicle in for the compliance test at your scheduled date . Please arrive 10-15 minutes before your appointment time.
- Pay by Credit or Debit Card.
- If you have submitted your completed application and all supporting documents within the recommended timescales prior to your vehicle test . We will endeavour to have your vehicle licence plate ready to give you once your vehicle has passed its compliance test.
- Book in your 6 Month Vehicle Compliance Test.

IMPORTANT: Please bring all original supporting documents with you at the time of your test

Licensing Your Vehicle

What is required

How to apply

You will need to submit the relevant application form, completed and signed by the owner of the vehicle and submit the following documents:

- Log book (V5) or (if new) proof of purchase/new keeper part of V5
- Certificate of Insurance
- MOT
- Calibration certificate (Hackney Carriage only)
- Wheel Chair Accessible (WAV) certificate if WAV vehicle

You will need to book a Council vehicle compliance test which will take place at the Council's Bleak Hall depot in Milton Keynes. Your vehicle will be tested twice a year by us.

Log book (V5)

This must show you as the registered keeper. If you have just purchased a vehicle, you must have the New Keeper Supplement and the bill of sale.

Certificate of Motor Insurance

For the purposes of working as a taxi driver there is specific wording that your insurance policy must state. Without these statements you will not be licenced.

Private Hire vehicles must be insured for private hire or hire and reward.

Hackney Carriages for public hire or under the terms of a hackney carriage licence.

Fleet Insurance

If you are providing fleet insurance you must provide the certificate of motor insurance and the policy schedule which should include the registration and the insurance use (private or public hire) of the vehicle you are wishing to licence.

MOT and Road Tax

Your vehicle needs to have a valid MOT if applicable. A private hire vehicle less than 3 years in age and a Hackney Carriage less than a year old do not need an MOT. Your vehicle must either be taxed or registered as exempt if applicable.

Vehicle test

The Council vehicle test includes elements of an MOT and enhanced checks for public safety and compliance with Council conditions. If your vehicle fails, it can be retested – however you must pay a vehicle retest fee. We therefore encourage you to ensure your vehicle is in condition to pass the test.

Licensing Your Vehicle

Vehicle specification

There are two types of licensed vehicle:

- Hackney Carriage (Public Hire)
- Private Hire

All licensed vehicles must meet our minimum standard.

All vehicles must meet these MK Council conditions:	
Have at least 4 doors	Seat at least 4 and no more than 8 passengers
Be free from damage /scratches/dents	Only have manufacturer tinted windows only.
Not be a convertible	Not have any advertising
Be right hand drive	Not be licensed by another Council
Have engine capacity of at least 1600 (1.6), its equivalent, or be an Electric or Hybrid vehicle	Not be fitted with a roof rack
Be no older than 6 years of age when first licensed	Not be fitted with a trailer or tow bar
Carry an appropriate first aid kit and a 0.75kg dry powder fire extinguisher	Tyres must have minimum 2mm tread depth
Have reasonable luggage space sufficient for the maximum number of passengers	The interior of the vehicle must always be kept clean and in a good state of repair.
Be tested twice a year	

**Before buying a vehicle, check that we will licence it.
Please see our approved vehicle list and our policy on our website**

Licensing Your Vehicle

Vehicle Compliance Test

To maximise the likelihood of your vehicle passing its compliance test first time please ensure your vehicle:

- Is clean and tidy
- Is free from damage (scratches, dents and scuffs)
- All tyres have a minimum 2mm tread
- There are no dashboard warning lights present
- Ensure all lights are working
- Ensure the first aid kit and fire extinguisher are on display in the boot.
- If private hire, please ensure you have your operator door signs fitted
- Ensure your spare tyre is fit for use. If you do not have a spare wheel you must have tyre sealant and compressor present in the vehicle.
- If you are currently licenced, please ensure your plate is securely fixed to your vehicle.
- Please arrive 10-15 minutes before your appointment time. If you are late to your appointment you will be requested to book and pay for another appointment. We do not have capacity to accommodate late comers.

Licensing Your Vehicle Hackney Carriage

Please note:

Currently there is a limit on the Hackney Carriage licences issued in MK. The unmet demand survey is carried out every 3 years.

Special requirements apply to Hackney Carriages. All Hackney Carriages must:

- Be manufactured for the purpose of being a hackney carriage
- Be painted Black.
- Be wheelchair accessible and load a wheelchair from the side or the rear. Unless they are a special saloon.
- Have an installed and sealed taxi meter calibrated to the MK Council tariff.
- Display only such signage as approved by council policy.
- Have a tariff card on display
- Fitted with an approved roof sign which
 - (i) Indicates the vehicle is a taxi
 - (ii) Is illuminated when the vehicle is plying for hire
 - (iii) Is not illuminated when the taxi meter is in operation
 - (iv) Is either integral to the bodywork of the vehicle or of such size that is clearly indicates to members of the public that the vehicle is a hackney carriage.

Licensing Your Vehicle

Private Hire

Please note:

Private Hire Vehicles will be required to display Private Hire Operator door signs for the compliance test. It is recommended that you organise which Private Hire Operator you will be working for and ensure you have the relevant door signs fitted for the compliance test.

All Private Hire Vehicles must:

- Not be of such design and appearance as to lead any person to believe that the vehicle is a hackney carriage.
- Not display any type of roof sign.
- Display signage on the exterior of the vehicle indicating that it is a private hire vehicle that must be pre-booked in advance through a licensed operator. The words “ADVANCE BOOKING ONLY” or a similar statement must be included as a minimum.
- Private hire signage advising a customer that a vehicle is not insured unless pre-booked, that a customer cannot book the vehicle with the driver and that a driver commits a criminal offence if they take a passenger without pre-booking is encouraged.

A door sign may include the name of a Milton Keynes licensed Operator responsible for despatching that vehicle and may include the logo, website, email address and the Milton Keynes telephone number of that Operator.

How to find out if the Council will licence your vehicle

The vehicle details listed within this guide are a basic summary.

Vehicle requirements can be complex and applicants are referred to our Hackney Carriage & Private Hire (taxi) licensing policy which can be found on our website.

To help you we have an approved vehicle list which identifies the vehicles that we know we will licence. If your vehicle is not on that list you will be required to present your vehicle for inspection to determine if it is suitable to be licensed.

The approved vehicle list and policy requirements are published in advance and we assume that you know them before you licence a vehicle.

MK Council is not responsible for any financial loss you might incur if you attempt to licence a vehicle without it being on our approved list.

To check the updated approved list visit: <https://www.milton-keynes.gov.uk/taxi>

Licensing a vehicle

Once a vehicle is licensed by MK Council it can only be driven by a driver who is also licensed by MK Council. We therefore recommend that you do not licence your vehicle until you have been granted your Milton Keynes Driver Licence “badge”.