Guidance Notes for New Private Hire Vehicles

Step 1 – General Details

- Please read the key information before applying.
- Please select the door signs you wish to have, or if you are exempt then please select this option and complete the exemption request form which can be found on our website
- Please fill in your contact information and select limited company or individual. Please ensure you have selected the correct licence holder type as per your current licence.
- Please fill in details for the proposed licence holder.

Step 2 – Vehicle Details

- Please fill in your vehicle details along with the vehicle insurance information – please ensure to include the vehicle schedule as well as the insurance policy.

Step 3 – Vehicle Emission Details

- Please include all of the vehicle emissions details that will be found on your logbook.

Step 4 – Private Hire Operator Details

- Please fill in your private hire operator details along with the contact information and trading address.

File Uploads

- Please ensure that you have uploaded the following: V5 Logbook or New Keeper Slip, Certificate of Compliance, and the Plate Exemption Request Form (if applicable).
- Please note that the maximum file size is 8MB and the uploaded documents must be clear to read.

Confirmation

- Please review your answers on the application before submitting it.