

# TAXI LICENSING

## CONTINUITY PLANNING for the Coronavirus (COVID-19) outbreak

The Municipal Building will be closed to the public from 4PM on Friday 27 March 2020. Lower House Lane Depot will also close for compliance certificate tests and six monthly tests on Friday afternoon. Both buildings will be closed until further notice.

The Licensing Section will be working from home but will be contactable using the contact details below.

The following document provides guidance on how Halton Borough Council may continue to provide a service to the licensed hackney and private hire trade during the Coronavirus outbreak. It is important to note that under current circumstances, the Government has the right to introduce emergency legislation that would make parts (if not all) of the taxi licensing function inoperable.

**Renewal applications and six monthly testing for hackney carriage and private hire vehicle licenses to be dealt with as follows:**

- The Department of Transport has announced that all existing MoTs that will have effect up to midnight on 29 March will continue in force for six months from 30 March. Consequently, all existing Compliance Certificates will continue in effect on the same basis as MoTs.
- Vehicles will be the subject to a full compliance test at the earliest possible opportunity when the Lower House Lane Depot re-opens.
- Expired internal identity plates must still be displayed.
- No new vehicles to be licensed: e.g. short term insurance cover vehicles.
- Six monthly testing of vehicles will be suspended.

IT MUST BE EMPHASISED THAT VEHICLES MUST ALWAYS BE MAINTAINED IN A ROADWORTHY CONDITION AND MUST ALWAYS COMPLY WITH THE COUNCIL'S STANDARDS.

**NOTE New applications for vehicle licences will not be accepted.**

**Renewal applications for single status driver's licences will be dealt with as follows:-**

Where possible renewal applications will be processed using current procedures except as set out below.

- We understand that obtaining a DVLA Group 2 medical certificate where these are due may become very difficult or impossible. Applicants will be required to certify (via a form provided by the Council) that no changes have occurred since their last Group 2 certificate and will be allowed to renew their licences on a temporary basis subject to obtaining a Group 2 certificate at the earliest opportunity.
- DBS applications will not be possible and temporary licences will be granted subject to written statements (via a form provided by the Council) that no changes have been made or are pending since the previous DBS check.
- Expired badges and ID must continue to be displayed/worn..

**NOTE New applications for SSD licences** will not be accepted and applications received but not completed will be frozen.

**Renewal applications for private hire operators' licences** will be dealt with as follows:-

Please contact the Licensing Section for advice on this.

**NOTE New applications for private hire operators' licences** will not be accepted.

**Contact details for the Licensing Section are as follows:**

Kay Cleary	0151 511 7879
Sue Thornett	0151 511 8771
Kim Fisher	0151 511 8066
Nick Wheeler	0151 511 6475

**Email address:** [Legalservices@halton.gov.uk](mailto:Legalservices@halton.gov.uk)