
Taxi and private hire licensing policy

Summary of changes (vehicles)

Introduction

On 22 July 2020, the Council approved a new taxi and private hire licensing policy which will take effect on 1 September 2020.

The policy sets out our approach to licensing taxi and private hire services and includes several changes for existing licence holders. We recommend that you carefully read our taxi and private hire licensing policy and guidance notes to fully understand the changes.

In this document, we have summarised the key changes for **existing** vehicle licence holders.

Applying for, or renewing your licence

From 1 September 2020, we are changing the way you must apply for a licence or renew your licence.

- We will not be holding face to face appointments at the Civic Centre for new applications or to renew existing taxi & private hire licences
- You must make your application online at elmsbridge.gov.uk/licensing
- We have produced separate guidance which includes information about applying for your licence, the documents you must supply, and how to send your application to us
- We have changed our application forms to include the new policy changes

Vehicle emissions

Diesel vehicles

From 1 September 2020, we will not issue any **new** taxi or private hire vehicle licences for diesel-fuelled vehicles.

Petrol vehicles

From 1 September 2020, we will only issue **new** taxi and private hire vehicle licences for petrol-fuelled vehicles that meet the latest Euro emissions standard.

All vehicles

- We will continue to issue licences for your **existing** petrol or diesel-fuelled taxi or private vehicle until 31 December 2025:
- If you want to change your **existing** vehicle between 1 September 2020 and 31 December 2021, your replacement vehicle must have a higher Euro emissions standard than your current vehicle.
- If you want to change your **existing** vehicle after 31 December 2021, your replacement vehicle must meet the latest Euro emissions standard.
- From 1 January 2026, we will only issue licences for petrol and diesel-fuelled vehicles that meet the latest Euro emissions standard.

Taxi and private hire vehicle standards

We recommend that you read Appendix 5 of our new taxi and private hire policy which sets out the vehicle standards that will apply from 1 September 2020.

A key change is that all vehicles must carry a fire extinguisher that is readily available for use.

Vehicles licensed by other authorities

From 1 September 2020, we will not allow you to license your vehicle with another Council or licensing authority whilst also licensed by us.

Licence applications

Private hire vehicle executive status

From 1 September 2020, the private hire vehicle licence holder must apply for executive vehicle status and **not** the private hire operator.

The private hire operator must complete a written statement in support of the application.

Replacing your vehicle

From 1 September 2020, a licence holder wishing to replace an existing licensed vehicle with another, must surrender the existing licence and apply for a new licence for the replacement vehicle.

We will apply the emissions policy set out above.

DBS Update service

From 1 September 2020, you must register for the DBS Update Service either:

- within 30 days of obtaining your next DBS certificate or
- by 31 August 2021 **whichever is sooner**.

You must keep your DBS Update Service registration up to date for the term of your licence.

Travelling abroad

You must inform us in writing by **1 October 2020**, if you have spent more than three continuous months outside the United Kingdom when over the age of 18.

If you have spent more than three continuous months outside the United Kingdom when over the age of 18, you must obtain an overseas criminal record check or 'Certificate of Good Character' by 1 December 2020.

Fees and charges

- We are currently reviewing our taxi and private hire application fees and other charges.
- We will continue to apply our existing fees and other charges until April 2021.

Contacting us

- Please do not visit the Civic Centre reception without an appointment.
- You should email us at licensing@elmbridge.gov.uk rather than calling us.
- We aim to respond to your email within three working days and will prioritise concerns or complaints that we consider to be urgent.
- If you do need to call, please note that you may need to leave a message on our answer phone and it may take us much longer than usual to respond.
- You may also contact us by using our online contact form