Stafford
BOROUGH COUNCIL

New Vehicle Applications – Hackney Carriages

Print off the application form from SBC website

Go on **www.staffordbc.gov.uk**

- Click on '**Business**'
- Click on '**Licensing**'
- Click on '**Hackney Carriage Vehicle Licence'**

Ensure you have all necessary documents and paperwork

Please ensure you have:

- Completed application
- MOT certificate
- Insurance documents
- Certificate of compliance
- V5 (original)
- Ensure vehicle is less than 4 years old
- Meter calibration certificate

Bring completed application form and documents into reception and pay fee of £230

Reception will photocopy documents and take application

Licensing team will process application and call to book vehicle in for inspection

Bring vehicle in for inspection (Loading Bay area outside SBC Civic Offices)

Ensure vehicle is **white, wheelchair accessible** and has illuminated roof sign attached with 'TAXI' clearly displayed

If the vehicle passes the inspection, the licence and plates will be given to you at this appointment

Please ensure plates are *permanently* affixed to the vehicle