

VEHICLES

The Hackney Carriage and Private Hire Vehicle application process

If you wish to make an application to licence a vehicle, firstly, you will need to register for a resident or business MyAccount. From your account you can then apply for the vehicle licence. You will need to decide if you want to licence a Hackney Carriage or Private Hire vehicle (see [Private Hire or Hackney Carriage – know the difference](#))

The applicant will need to apply for the vehicle licence online via MyAccount. This can be completed through either a resident or a business MyAccount. The applicant must complete the application and make the payment online. The application will then be sent to the Taxi Licensing team for processing.

If help is required to setup a MyAccount through the website, please **call 01296 585000** for the Customer Fulfilment team. Do not call taxi licensing

Once the application with payment has been successfully made, we will contact the applicant by email to arrange for the vehicle to undertake an MOT and Taxi inspection. We will endeavour to arrange this inspection within 10 working days of the application. The test will be at our garage in Pembroke Road and the vehicle will be subject to mechanical and cosmetic inspection to ensure there are no dents, rust spots or internal damage.

The taxi policy vehicle standards can be found on our website or by downloading the document [Taxi policy vehicle standards](#)

We will require you to forward us a copy of the Log Book and Insurance certificate. This can be attached to an email and sent to taxilicensing@aylesburyvaledc.gov.uk or you can reply to the confirmation of application email and attach these documents.

The insurance must cover the vehicle for either private hire or public hire work. A V5C (new keeper supplement) is sufficient for a new vehicle being licensed but is not acceptable on renewal applications.

Once the vehicle successfully passes its MOT the licence and vehicle plate will be printed within 2 working days of receiving the last required piece of documentation.

The applicant will be called to inform them when the licence is available to collect. Please do not call the taxi licensing team as this could delay the process.

When the licence is collected, you will see that future test dates are printed on the reverse of the licence. If these are **missing or are not correct please inform us immediately** so that we may check the system and inform you of the dates.

A vehicle licence is valid for a maximum of one year.

For queries regarding vehicle licences please see the FAQ page on our [website](#)