

## Updated January 2012

LEGAL & DEMOCRATIC SERVICES

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Please address all correspondence to:  
**Licensing – Southampton City Council,  
PO Box 1344, Southampton SO15 1WQ**



Direct dial: 023 8083 3002  
Our ref: LL40

E-mail: [licensing@southampton.gov.uk](mailto:licensing@southampton.gov.uk)  
Please ask for: Licensing

## GUIDANCE

### APPLICATIONS FOR HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE LICENCES AND REPLACEMENT OF VEHICLES

Please see below the pre-requisites for the following:

- A new hackney carriage licence (if available)
- A new private hire vehicle licence
- The replacement of an existing licensed hackney carriage
- The replacement of an existing licensed private hire vehicle

You must:

1. Ensure that the vehicle that you intend to licence meets Southampton City Council's specifications;
2. Have the vehicle compliance tested at Adams Morey, Third Avenue, Millbrook, Southampton, SO15 0LD (off Millbrook Road West) – 'phone: 023 8079 9550;
3. Have the meter tested and obtain the relevant meter calibration certificate;
4. Contact the approved camera provider and purchase the taxi camera and arrange an appointment with the approved fitter to have the camera installed (details overleaf);
5. Fit the Council approved roof sign (hackney carriages) or door signs (private hire vehicles) to the vehicle;
6. Arrange for the private hire operator with which the vehicle will be operated to confirm this by email to [licensing@southampton.gov.uk](mailto:licensing@southampton.gov.uk) (private hire vehicles only);
7. Produce the following documents to the Licensing Team:
  - a. Fully completed application form
  - b. Certificate of insurance
  - c. Vehicle test report from Adams Morey
  - d. Meter calibration certificate
  - e. Camera fitting certificate, and
  - f. Confirmation from the operator (if not already sent) (private hire vehicles only).

The Licensing Team will then process the application and produce your licence. This will take a minimum of three working days from the date that all the documents mentioned above are received by the Licensing Team. You will be contacted to arrange an appointment to attend the office to have the vehicle inspected and the plate fitted.

When the vehicle has been licensed, the Council will reimburse the purchaser of the camera in line with the financial limits agreed by the Licensing Committee. This payment will not include any fitting costs. HM Revenue and Customs has confirmed that vehicle proprietors can claim the net cost of camera installations against tax over one year.

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### CAMERA SUPPLIERS AND FITTERS

Camera Suppliers (this may be amended from time to time at the Council's discretion)

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#### **Brigade Automotive Ltd.**

Brigade House, The Mills, Station Road  
South Darenth, Dartford, Kent DA4 9BD

[www.brigade-electronics.com](http://www.brigade-electronics.com)

'Phone: 01322 420 300 or 07969 721 440 Email: [tony.bowen@brigade-electronics.com](mailto:tony.bowen@brigade-electronics.com)

System: £562.50 + VAT @ 20% = **£675.00** total Fitting: £100.00 + VAT @ 20% = **£120.00** total

Payment to The supplier (Brigade Automotive Ltd.)

Brigade offer 3 years parts warranty as standard and an optional 3 years parts and labour warranty at £150 (inc. VAT) or 5 years parts and labour warranty at £405 (inc. VAT)

Brigade also offer lease rental options starting from £29.41 per month – please contact them direct for further information.

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#### **Pageantry Electronic Systems (Advanced Communications & Security Solutions Ltd.)**

Pageantry House, Argent Court, Hook Rise South  
Surrey KT6 7NL

<http://www.pageantry.co.uk> – <http://www.acss-uk.co.uk>

'Phone: 020 8391 8360

Email: [sales@pageantry.co.uk](mailto:sales@pageantry.co.uk)

Internet:

<http://www.pageantry.co.uk> – <http://www.acss-uk.co.uk>

System: £563.00 + VAT @ 20% = **£675.60** total Fitting: £75.00 + VAT @ 20% = **£90.00** total

Payment to: The fitter for the system and fitting

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#### **VerifEye Technologies Ltd.**

41 Moorlands, Wing, Leighton Buzzard  
Bedfordshire LU7 0TL

<http://www.verifeye.com>

'Phone 07810 541 207

System: £545.00 + VAT @ 20% = **£654.00** total Fitting £80.00 + VAT @ 20% = **£96.00** total

Payment to: The supplier – Verifeye for the system – the fitter for installation

VerifEye also offer an optional extended warranty (beyond the standard 12 month period), for a total of 5 years, as follows:

- if taken within 30 days of installation, £120.00 + VAT (£144.00)
- if taken after 30 days, but within the 12 month warranty period, £160.00 + VAT (£192.00)

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#### **Camera Fitters**

Brigade Automotive partners 01322 420 300 or 07969 721 440 (Brigade only)

LS Commercials (Les Slater) 023 8058 2111 – <http://www.ls-commercials.co.uk/> (VerifEye only)

Meter Masters (Ian Howie-Lee) 07889 895 638 – <http://metermasters.co.uk/> (Pageantry only)

Radio Taxis Ltd. (Ricky Talbot) 023 8071 9200 – <http://www.radtax.co.uk/> (Pageantry only)

Wessex Taximeter Services 01202 530 440 – <http://www.wessextaximeterservices.co.uk/>  
(Simon Langston) (both Pageantry and VerifEye)

#### **Please Note**

If your vehicle is required to have a camera fitted, you should contact the fitter (Pageantry) or the supplier (Brigade or Verifeye) direct, to pay the full price of the camera, as shown above.

You should then contact the camera fitter and make an appointment to have the camera fitted (allowing sufficient time for the funds to clear).

When you present your vehicle to be licensed, you will be asked to confirm whether or not you are VAT registered and the appropriate reimbursement for the system (not including fitting) will be arranged within the financial limits specified by the Licensing Committee.