

## **HACKNEY CARRIAGE LICENCE ALLOCATION POLICY**

### **1. GENERAL**

- 1.1 This policy will be adopted in the case where a hackney carriage licence becomes available.
- 1.2 It should be noted any new hackney carriage will need to be wheel chair accessible for the entire duration of the licence and comply with all policies and conditions set by Southampton City Council.

### **2. PROCESS**

- 2.1 The licensing office will invite applications for a hackney carriage licence by completing the approved application form. A shut off date for applications to be received in the office will be given at the same time.
- 2.2 Applicants will complete the application form and submit it to the Licensing Office before the shut off date.
- 2.3 The applications forms will be assessed by licensing staff to ensure all meet the necessary criteria. Applicants will be notified of any applications rejected after the closing date but before the draw takes place.
- 2.4 As soon as is practicable after the shut off date all eligible applications will be allocated a unique number and these will be entered into a draw that will be held publicly or by live stream.
- 2.5 One application per available licence will be drawn at random. These applications will be accepted. Up to 10 of any remaining applications will be drawn to create a reserve list in case one of the successful applications fails to complete the process. Successful applicants will have 28 days from the date of the ward to complete the licensing process otherwise the next applicant will be given the award. The reserve list will only be used for the selection of the available licences at the beginning of the application phase and will not form the basis of any future new application process.

### **3. CRITERIA**

- 3.1 The following criteria will need to be met by any applicant.
- 3.2 Applications will only be accepted from one application per person/limited company and only one application per household/business address
- 3.3 The applicant must have a basic disclosure and barring certificate that is less than 28 days old from the date of application or be a current hackney carriage private hire driver licence holder
- 3.4 If the applicant is a limited company, the basic disclosure and barring certificates of all directors and officers must be provided and be less than 28 days old from the date of application, except those that hold a current hackney carriage or private hire driver's licence.
- 3.5 The vehicle will have to be a wheelchair accessible vehicle as detailed in Southampton City Council's policy and adhere to all other vehicle conditions contained within that policy.
- 3.6 The applicant must demonstrate they will be able to have a suitable vehicle ready to be licensed within 28 days of the draw.