

Renew a Hackney Carriage or Private Hire Vehicle Licence

This checklist will guide you through the application process for renewing a Hackney Carriage or Private Hire Vehicle Licence. If you have any questions, please do not hesitate to contact the Licensing Team on 02392 446660 or licensing@havant.gov.uk

Step 1 Renewal reminder

You will receive a renewal reminder letter and application form in advance of your licence expiry date. If you have any questions about the renewal process, contact the Licensing Team by telephone 02392 446660 or via email licensing@havant.gov.uk.

Please note that from 21 September 2023, the Council will no longer offer a 3-month grace period on the renewal of vehicle licences. It is recommended that you submit your application as soon as possible to avoid your licence expiring.

If your licence expires, you will be required to submit a new application and comply with the policy requirements for a new vehicle.

Step 2 Submit your application

Complete your application form and submit to licensing@havant.gov.uk. The application must be accompanied by:

- V5C registration document
- Valid MOT certificate (if applicable, please refer to policy)
- Mechanical test pass slip from the Council's approved test centre, Norse South East
- Valid certificate of motor insurance

Your vehicle must also be taxed.

Where the V5C registration document is unavailable (for example if it has been sent off for a change of details), you must supply this to the Licensing Team once received.

You can book your mechanical test at the Norse South East Depot by calling 02392 488000.

Step 3 Basic DBS Check

If you do not already hold a Combined Hackney Carriage and Private Hire Drivers Licence issued by Havant Borough Council, you must apply for a basic DBS certificate. Once issued, the certificate must be provided to the Licensing Team.

You can apply for a basic DBS certificate online here: <https://www.gov.uk/request-copy-criminal-record>

If your application is being submitted by a registered company or partnership, a basic DBS certificate will be required for each company director or partner (unless they already hold a Combined Hackney Carriage and Private Hire Drivers Licence issued by Havant Borough Council).

Step 4 Licence issue

Once you have completed the above steps and provided satisfactory paperwork to the Licensing Team, you will be contacted with the outcome of your application. We aim to make a decision within 10 working days.

Where your application has been granted, you will be contacted for payment and we will arrange for your licence and plate to be posted to you.