

If a replacement vehicle is required, the replacement company must book a Taxi MOT and a Licensing appointment. At the Licensing appointment, the driver and replacement company must both be in attendance. A replacement Hackney Carriage vehicle must have a working 'Taxi' roof sign, a calibrated fare meter installed and the front swivel seat installed prior to test.

Documentation required for replacement vehicle:

- Application form completed with the driver and company information
- CVMU Certificate of Compliance (MOT)
- Full log book in replacement companies name
- Insurance certificate in replacement companies name. Insurance must have Hackney Carriage/Private Hire use and Self Drive Hire.
- Hire agreement
- M1 Certification (if required)
- Licence fee (link to list of fees)

The licence issued for the replacement vehicle will be in both the replacement company and driver names. Once the rental of this vehicle has ended, the replacement vehicle licence plate must be returned to the Licensing Department, to enable us to remove the driver name from the licence.

Once the accident damaged vehicle has been repaired and is ready to undertake work again, the driver must inform the Council. Depending on what has been determined on the S68 Notice, the driver must either make an appointment for a Taxi MOT (at owners own cost) or with the Licensing Department for the vehicle to be inspected. This is so we can determine whether the repairs that have been made, are to a good standard and that the vehicle is fit for purpose. You may be able to claim the Taxi MOT fee back from your insurance company. Please enquire with your insurer or broker dealing with the claim.

Once the Licensing Department has checked the vehicle, and have deemed it fit for purpose, the S68 Notice will be signed off, the suspension of the plate will be lifted, and the plate will be returned to the driver.

If the vehicle requires a Taxi MOT, a further appointment with the Licensing Department is required to submit the MOT and insurance certificate. Once these have been produced, the S68 Notice will be signed off, the suspension of the plate will be lifted and the plate returned to the driver.

If after the MOT the driver wants to renew his licence, he must produce the following documents at the appointment with Licensing:

- Completed application form
- CVMU Certificate of compliance
- Insurance certificate in drivers name
- Full log book in drivers name
- Licence fee

The Licensing Department will then sign off the S68 Notice, lift the suspension and then renew the licence.

Please note, in all instances above, you must make an appointment with the Licensing Department to produce your vehicle to us.