

«Title» «First_Names» «Surname»
«Address_1»
«Address_2»
«Address_3»
«Address_4»

6 September 2010

Dear «Salutation»

We want to let you know that we will be reallocating xx hackney carriage proprietor licences (plates) using a new Random Selection Process 2019 (RSP19).

It was agreed some time ago that any new 'plates' would be allocated in this way.

To make this a fair process we will be using the independent team (the Electoral Reform Services (ERS)) to process applications and to carry out the random selection.

This means that:

1. you must first meet the criteria, **then**
2. you must express your interest in being included in the random selection pool.
3. if you are chosen in the process, you will be asked to provide the documents that prove you meet the criteria.
4. a decision will be made on whether you can apply (we will provide the 'hackney carriage vehicle application form').

If you are successful in joining the pool, we will keep your details until we have assessed whether there are enough hackney carriages for Manchester. This information will be provided by the 2019/20 'Licensing Survey, which includes an 'unmet demand survey'. This survey is done every three years.

If more licences are needed, we will randomly choose from the pool again. After this, your details will be permanently deleted.

Who can express an interest?

You must meet our criteria to apply. A copy has been included with this letter.

There is also a 'special consideration policy' for people who do not meet the criteria but may have special circumstances. You can make a request for special consideration if this describes you. If accepted, you will be entered into the random selection process.

How to join the pool

Express your interest to be entered into the random selection.

1. go to ([link to form to be added](#)) and complete the form. You will get a receipt and be added to the random selection pool

OR

2. fill in the 'request for special consideration' form at ([link to form to be added](#)). We will invite you to a meeting with a panel who will make a decision on whether you can be included in the random selection pool.

Only applications submitted in these ways will be considered. Do not send us your application in any other way.

Timescales

I've used the previous timescales to add dates - please confirm that these are realistic.

Start Date	Process	Closing Date
1 July 2019	Requests for random selection and special consideration requests to be received (6 wk period)	4pm - Monday 12 August 2019.
26 August 2019	City Council Officers have maximum 4 wk period for finalisation of special consideration requests	Officers will forward any granted request to ERS to be entered into the random selection pool.
29 November 2019	Random selection takes place	
30 November 2019	Commence validation process	
December 2019	Issue application forms for Hackney Carriage Proprietor Licences	
Early 2020	Report to Licensing and Appeals Committee confirming details of persons allocated Hackney Carriage Proprietor Licences	

Selection Process

Once the selection process has been made, we will check the information you provided. If the checks are passed, we will send you a hackney carriage vehicle application form.

Yours sincerely

Danielle Doyle
Licensing Unit Manager