

Proposed Web content

Expression of interest for a new hackney carriage licence

Summary

New hackney carriage licences or 'plates' are allocated using a random selection process. This means you need to express an interest if you want a new licence. If this is successful, you will be added to a pool of people and will be picked at random. This means that not everyone will be picked.

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.

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 'unmet demand survey' that 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.

Fees

NA

Application, guidance notes or terms and condition

You must meet the criteria to express an interest. Read the criteria

If you are chosen in the process, you will be asked to provide the documents that prove you meet the criteria.

[Express an interest](#) [link to form] in being included in the random selection pool.

If you do not meet the criteria, there is also a 'special consideration policy' for people who 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.

[Request special consideration](#) [link to form] for entry into the random selection process

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

[This should only be added to the directory for the time that it is live]

Processing and timescales

You will only be entered into the random selection pool if you submit the form and received an acknowledgement from the Electoral Reform Services.

We will let you know by XXX if you have been selected from the pool.

Criteria for the allocation of hackney carriage proprietor licences

1. New hackney carriage licences or 'plates' are allocated using a random selection process.
2. You must meet the criteria to be entered into the random selection pool.
3. Once all new licences have been allocated, your details will be deleted. We will start with a new pool of people each time we have new licences to allocate.
4. To enter the random selection draw, you must either be:
 - i. a current Manchester licensed hackney carriage driver with a minimum of 5 years experience gained in the 7 years before the closing date, or
 - ii. a current Manchester licensed private hire driver with a minimum of 5 years experience gained in the 7 years before the closing date, **and** have passed the hackney carriage driver knowledge test.
5. You must not:
 - i. currently hold a hackney carriage proprietor's licence (including licences via transfer)
 - ii. have had any proprietor's licence (both hackney carriage and private hire) revoked in the five years before the closing date
 - iii. be a person who we've issued a hackney carriage proprietor's licence to in the past
6. In addition to people who meet criteria 1 to 5, those who have been accepted under the Special Consideration Policy will be entered into the random selection draw.
7. Anyone being issued with a new hackney carriage proprietor's licence must have:
 - i. a vehicle that complies with the vehicle specification in our https://www.manchester.gov.uk/downloads/download/5432/hackney_carriage_vehicle_policy i.e. Manchester Conditions of Fitness
 - ii. a vehicle less than two years old from the date of first registration at the time the licence is issued (i.e. once the vehicle has passed our standard vehicle test).
8. You will be required to complete a statutory declaration confirming that you meet the requirements.

[Download a copy of the criteria \[link to criteria\]](#)

Form to be made into on-line form.

Expression of interest for a new hackney carriage licence.

All sections and questions must be completed. If any sections questions are not fully answered, your **Request to be entered into the Random Selection Process** may not be considered.

Before you apply

If you are selected you will need to provide evidence that shows that you have been a driver for 5 out of 7 years. Documents include:

- tax returns
- accounts (may require sample receipts)
- wage slips
- evidence of work from airport
- evidence of work from operator
- any other documentation you feel is appropriate

You'll also need evidence to show that you can finance a suitable hackney carriage vehicle, such as bank statements or an offer of a finance agreement.

First Name(s)	
Second name	
Date of Birth	
House or flat number, or building name*	
Street*	
Area	
Postcode *	
Daytime phone	
Email	

SECTION A - LICENCE NUMBERS

1.	<p>Do you hold a current Private Hire Driver's Licence issued by Manchester City Council?</p> <p>What is you Private Hire Driver Licence Number?</p> <p>What is the expiry date of your Private Hire Driver's Licence?</p>	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p> <p>PD</p> <p>DD / MM / YYYY</p>
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2.	<p>Do you hold a current Hackney Carriage Driver's Licence issued by Manchester City Council?</p> <p>What is you Hackney Carriage Driver Licence Number?</p> <p>What is the expiry date of your Hackney Carriage Driver Licence?</p>	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p> <p>PD</p> <p>DD / MM / YYYY</p>
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3.	<p>Do you hold one or more Private Hire Vehicle Proprietor Licences issued by Manchester City Council?</p> <p>If YES - Give details of one ONLY that you hold:</p> <p>What is the expiry date of the above Private Hire Vehicle Proprietor Licence?</p>	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p> <p>PV</p> <p>DD / MM / YYYY</p>
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4.	<p>Do you hold one or more Hackney Carriage Vehicle Proprietor Licences issued by Manchester City Council?</p> <p>If YES - Give details of one ONLY that you hold:</p> <p>What is the expiry date of the above Hackney Carriage Proprietor Licence?</p>	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p> <p>HV</p> <p>DD / MM / YYYY</p>
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NOW GO TO SECTION B

SECTION B – ADDITIONAL INFORMATION – PLEASE ANSWER ALL QUESTIONS

1.	Have you passed the Manchester City Council Hackney Carriage Knowledge Test?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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2.	Have you held a Manchester City Council-issued Private Hire Driver's Licence for 5 years out of the last 7 (prior to 25 October 2010)?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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3.	Have you held a Manchester City Council-issued Hackney Carriage Driver's Licence for 5 years out of the last 7 (prior to 25 October 2010)?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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4.	Tell us below all instances in the last five years where you have either been out of the country (for more than a two weeks) and / or periods where you have been unable to work ie ill health, family crisis			
	Reason	Date from	Date to	details
	e.g Holiday	01.12.2013	01.04.2013	Family holiday
	e.g Health	01.06.2013	01.11.2013	Heart attack

5.	Has Manchester City Council ever issued you with a Hackney Carriage Vehicle Proprietor Licence (commonly known as a free plate)? <i>Note – this question only applies to plates issued to you directly by the City Council, and not plates which may have been transferred to you by another person.</i>	YES <input type="checkbox"/> NO <input type="checkbox"/>
	If 'Yes' Please provide details of the plate number you were issued with and the year:	HV YYYY

Declaration

- 1. I believe that the facts stated in this request are true and acknowledge that, if any of the facts that I have stated are untrue, that Manchester City Council may request Greater Manchester Police to undertake an investigation.**
- 2. I confirm that I will meet all of the requirements of Manchester City Council's Policy Criteria for the allocation of a Hackney Carriage Proprietor Licence.**
- 3. I confirm that I can provide documentation that evidences the information contained in this form**

[tick box] I agree

Confirmation screen

We will let you know if you are successful in joining the selection pool in XX working days.

If you're picked at random, you will be asked to provide us with documents to prove that you meet the criteria. Once these have passed our checks, a decision will be made on whether you can apply for a new licence.