

Meeting of:	LICENSING SUB-COMMITTEE (A)
Date of Meeting:	14 NOVEMBER 2025
Report Title:	GRANT OF A PRIVATE HIRE VEHICLE LICENCE
Report Owner: Responsible Chief Officer/Cabinet Member	CHIEF OFFICER – LEGAL AND REGULATORY SERVICES, HR AND CORPORATE POLICY
Responsible Officer:	KIRSTY EVANS LICENSING TEAM MANAGER
Policy Framework and Procedure Rules:	The report content has no direct effect upon the policy framework and procedure rules.
Executive Summary:	For the Licensing Sub-Committee to consider an application for the grant of a private hire vehicle licence which falls outside of the Licensing Committee’s age policy guidelines

1. Purpose of Report

- 1.1 The purpose of this report is to ask Members to determine an application for the grant of a private hire vehicle licence which falls outside of the Licensing Committee’s age policy guidelines.

2. Background

- 2.1 It is the duty of the Local Authority to determine applications made under the Local Government (Miscellaneous Provisions) Act 1976 and Town Police Clauses Act 1847. These applications are referred to the Licensing Sub-Committee for determination where the application falls outside policy guidelines.
- 2.2. This vehicle was previously licensed as a private hire vehicle. The licence expired on 15 March 2025, and the proprietor failed to renew the licence.
- 2.3 On 22 October 2025 a request to return vehicle plate was sent to the proprietor as it had not yet been received. A copy of the letter sent is detailed in **Appendix A**.
- 2.4 On 23 October 2025, after receiving the request to return the vehicle plate the proprietor submitted a renewal application in respect of this vehicle. As the application

was submitted after the expiry of a licence, the application is to be treated as a grant application.

- 2.5 There is an ongoing investigation into whether the vehicle was being used as a private hire vehicle without a licence between 16 March 2025 and 23 October 2025.

3. Current situation / proposal

- 3.1 The Council has received an application from Forge Travel Ltd to licence the following vehicle as a private hire:

Make	Mercedes-Benz
Model	Vito
Fuel Type	Diesel
Date of First registration	March 2018
Colour	Grey
Mileage recorded at last MOT inspection	132,536 miles
Registration No	BU18 WDE
Passengers	8
Type approval category	M1
Accessible Vehicle	No

A copy of the application is detailed in **Appendix B**.

- 3.2 The age policy guidelines adopted by the Licensing Committee on 17 November 2020 to take effect from February 2021 are as follows and are published on the Council's website:

"AGE POLICY GUIDELINES"

Vehicles submitted for licensing for the first time must be less than 5 years old from the date of first registration;

The only exception to the above is that Minibus type vehicles fitted with permanent automated tail lifts submitted for licensing for the first time must be less than 10 years old from the date of first registration;

Vehicles aged up to 10 years old at the time of application will be tested twice a year;

Vehicles aged over 10 years old at the time of application will be tested three times per year;

Fleet Services will issue an MOT Certificate and Declaration of Fitness Form covering the taxi and private hire vehicle elements which fall outside the MOT process;

Vehicles will be tested in accordance with the Freight Transport Association – National Inspection Standards for Hackney Carriage and Private Hire Vehicles.

If you fail to submit an application to renew a vehicle licence in time, provided a completed application is received within five days of the expiry date the requirement for a vehicle to be presented to Committee is waived.

Applications for converted or modified vehicles outside the M1 Vehicle Type approval category must be accompanied by a full-service history and appropriate safety certification including a Voluntary Individual Vehicle Approval (IVA) Certificate issued by the Driving and Vehicle Standards Agency (DVSA).

If you are in any doubt about whether a vehicle falls within policy guidelines please email us for advice before you make a financial commitment.”

- 3.3 At the time of writing the report the requested vehicle is 7 years and 8 months old.
- 3.4 As the vehicle falls outside the age policy guidelines by being over 5 years old the Sub-Committee is requested to determine the application.
- 3.5 The vehicle will be presented to the Sub-Committee for inspection on the day of the hearing.

4. Equality implications (including Socio-economic Duty and Welsh Language)

- 4.1 An initial Equality Impact Assessment (EIA) screening has identified that there would be no negative impact on those with one or more of the protected characteristics, on socio-economic disadvantage or the use of the Welsh Language. It is therefore not necessary to carry out a full EIA on this policy or proposal.

5. Well-being of Future Generations implications and connection to Corporate Well-being Objectives

- 5.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there will be no significant or unacceptable impacts upon the achievement of well-being goals/objectives as a result of this report.

6. Climate Change and Nature Implications

- 6.1 There are no climate change implications arising from this report.

7. Safeguarding and Corporate Parent Implications

- 7.1 There are no safeguarding and corporate parent implications arising from this report.

8. Financial Implications

- 8.1 There are no financial implications arising from the report.

9. Recommendations

- 9.1 Having regard to the report, the Guidelines adopted by the Licensing Committee and any representations made by Forge Travel Ltd the Sub-Committee is requested to determine this application.

Background documents

None.