

Kirklees Licensing

Temporary Lease Information

Kirklees Licensing have made some changes to the temporary lease process to make it as efficient as possible. Due to the amount of changes that have been made this “help sheet” has been created so that you can understand the information we require in order to licence vehicles as quickly as possible.

The steps you need to take to licence a vehicle with Kirklees;

1. Send us an email to licensing@kirklees.gov.uk attaching the correct application form, V5 and insurance.
(Please note that if the vehicle is licenced as a private hire already and the vehicle is required as a hackney the vehicle will not require a compliance test, however a meter test must be provided at this stage).
2. You will receive an email reply from Kirklees Licensing acknowledging your request. Please answer all the questions on the email and reply back.
3. You will receive a phone call from one of the Licensing team to take a payment and to confirm the dates and times of your appointments.
4. You will then receive an email confirming the location, dates and times of your appointments.
5. You and/or your driver will then attend the confirmed appointment(s).
6. Kirklees Council only accept card payments.

Please note that drivers can attend appointments without a representative present, however the responsibility of the licence remains with you as the licence holder.

Private Hire Vehicles

- All new private hire vehicles will be issued a 12 month licence providing the vehicle is less than 6 years old.
- If the vehicle is no longer required the plate, disc and door signs must be handed in at the Customer Service Centre. This will require a 10 minute appointment. You can book this appointment by calling 01484 456868, press option 1 for Taxi Licensing.

Hackney Carriage Vehicles

- Kirklees Council have created 10 temporary hackney plates also known as THV (temporary hackney vehicles) these are orange in colour.
- All temporary hackney carriages will be issued with a 2 month licence.
- The benefit of the new THV plate is that you can now licence your vehicle as a temporary hackney, without having to licence the vehicle as private hire first.
- All hackney vehicles must be white.

Extending the licence

- If you know the damage will take longer to repair than the 2 months licence issued you will need to email licensing@kirklees.gov.uk .
- The email must explain the reasons why the extension is required – this must be in the form of an official letter headed document from you or your client's insurance company. We will not consider an extension until satisfactory evidence is provided.
- Once we have received the evidence, a member of the Licensing team will contact you for payment and confirm with you an appointment to collect the licence.

Once your client's vehicle is fixed

- When the driver's vehicle is fixed he/she will need to drop in to the Customer Service Centre to see a Licensing Officer. If the officer is satisfied with the repairs the THV licence will be cancelled and surrendered and the suspension to their vehicle lifted.
- Please be aware that Kirklees Licensing **MUST** be handed back the orange THV door signs, plate and disc. Failure to do so will result in future THV plates not being issued to your company – therefore you will need to inform the driver of this.

If you have a Kirklees private hire vehicle that you want to licence as a hackney

- In this situation you will be charged for a transfer, plate, disc, x4 door signs.
- At point of application you must provide a meter test.
- The vehicle will already have a valid compliance test so the vehicle will not need to go to the garage.
- At the start of the process you will have been charged for 2 sets of door signs. 1 set for THV and 1 set for when the vehicle goes back to private hire. Please be aware that re-using door signs is not acceptable.
- If you have a private hire vehicle that is going to be used as a hackney carriage it must have a minimum of 12 weeks left of its compliance test.

If you licence a new vehicle straight to a THV (temporary hackney vehicle)

- If you licence a new vehicle straight to a hackney carriage you must contact Kirklees Licensing before the hackney plate expires if you wish to use the vehicle again.
- This is due to the fact that the vehicle will have a valid compliance test.
- So long as there is no lapse in the licence the vehicle can go straight to a private hire (please note there is a fee to do this). This vehicle will be licenced until the compliance test expires.
- Any lapse in the licence will require a new application.

All lease companies who licence vehicles with Kirklees Council must sign a copy of the vehicle conditions. These signed conditions will apply to all vehicles that you licence with Kirklees. We must receive a signed copy of the conditions before we can licence any future vehicles.