

Application Process for a Vehicle Licence (including licence renewals)

Applications for vehicle licences will only be accepted in relation to vehicles that comply with Ipswich Borough Council's specification for private hire vehicles, or hackney carriages (as appropriate). Applicants are encouraged to check with the Licensing Team by emailing licensing@ipswich.gov.uk that the vehicle intended to be purchased is suitable for licensing before the purchase is completed.

In making an application for a vehicle licence, applicants must submit the following:

- The vehicle application online at [Ipswich Borough Council - Licensing](#) ;
- The appropriate fee;

The following documents should be emailed to licensing@ipswich.gov.uk:

- The Vehicle Registration Document (Log Book/V5) certificate of registration for the vehicle (the new keeper's supplement section of the V5 document will be accepted in the case of vehicles that are not licensed at the time that the application is made, and the vehicle has recently been purchased by the applicant (documentary evidence will be required). Licences will not be renewed unless the full V5 document is made available to the council at the time of application);
- The insurance certificate or insurance cover note for the vehicle (this document must be provided before the plate is issued to the applicant);
- Any vehicle not manufactured with European Whole Vehicle Type Approval will be required to undergo Single Vehicle Approval (SVA) testing and evidence of that testing and the vehicle having obtained SVA produced to the licensing office.
- The vehicle must be submitted for examination at one of the Council's nominated inspection garages. This inspection will include an assessment of the vehicle's mechanical and aesthetic condition, and will exceed the MOT standards set by the Driver and Vehicle Standards Agency. The inspection is intended to assess the vehicle for licensing suitability.

All vehicles will be issued with a 12 month licence, and will be issued with a licence plate showing the date of expiry. Vehicle licences will be issued for a one year period, commencing on the date that the licence is issued. If a vehicle is over 4 years old at the time the licence is granted, it will need to have a further test half-way through the licence. The licence will have a watermark showing the date by which this half year test certificate should be submitted to the Council.

A licensed vehicle cannot be subjected to an intermediate test more than 8 weeks before the date shown on the licence. Once the vehicle has been inspected, the inspection facility will supply the vehicle proprietor with a test certificate, which must be submitted to the Council within 3 working days of the test date.

If a vehicle fails the test and the inspection facility deems the vehicle to be unroadworthy, the inspection facility will inform the Council and a vehicle 'STOP' order will be issued. The vehicle will be unable to continue working in trade until such time as it passes the test and the STOP order is lifted. There is a fee for the lifting of the STOP order.

If a licence is not renewed prior to its expiry (or if a renewal application is received, but the application is not determined prior to the expiry of the licence) then that vehicle will no longer be able to lawfully operate as a licensed vehicle.