

PRODUCTION OF INSURANCE

The Council license private hire vehicles and hackney carriages to the date of your next mechanical test or to the length of your insurance cover, whichever one is the shortest.

There are charges for the re-licensing of vehicles, which are as follows:-

- ❖ No charge is made when you submit a 3 month, 6 month or 12 month insurance policy or a 90 day cover note.
- ❖ No charge is made on your first 28/30 day cover note. No charge is made on your second 28/30 day cover note with a letter from your insurance broker confirming that you have paid in full for your policy and the certificate is to follow.
- ❖ If you bring a second 28/30 day cover note or a 60 day cover note, without a letter from your insurance broker you will have to pay a fee. This is to cover the cost of the paperwork involved in re-licensing your vehicle.
- ❖ A third 28/30 day or a 60 day cover note **with** or **without** a letter from the broker will incur a fee.
- ❖ If you have not made an appointment or produced your insurance before your vehicle licence runs out, you will have to pay a fee for re-licensing of your vehicle plus an extra charge for a Solicitor's letter, which will have been sent to you.
- ❖ If you cannot have an appointment or produce your insurance before the expiry of your insurance certificate or cover note, to avoid paying any fees you must hand your plate into the Licensing Office before your vehicle licence runs out.

PLEASE MARK THAT DATE ON YOUR CALENDAR SO THAT YOU DO NOT FORGET IT, TO AVOID PAYING A FEE

- ❖ If your cover note is for less than 28 days, you will have to pay a fee to cover the cost of re-licensing your vehicle.

When you receive your cover note or insurance certificate from your broker, please check the document carefully for the following points prior to attending the office, as only insurance certificates and cover notes can be accepted if they are correct:-

- ❖ Your full name is shown on the document and is spelt correctly:-
- ❖ The registration number of the insured vehicle is correct:-
- ❖ The correct definition regarding limitations as to use is included on the document:-

- ❖ This policy is to make sure that your licensed vehicle has proper insurance cover at all times. This is for your safety and for the safety of your passengers. The Licensing Section's duty is to make sure that the travelling public is safe.

If you are an Accident Management Company in addition to the above conditions you are required to produce the following documents:-

- ❖ A signed original letter on behalf of the company giving permission for the named client permission to drive.
- ❖ Produce cover notes, which clearly show the named driver who will be using the vehicle during the period of hire (please note if you choose this method of insurance production then you will be charged in accordance with Council Policy regarding cover note production).

OR

- ❖ You can produce a full insurance policy in advance stating 'Any Driver', however every time you wish to place a client into a vehicle for a hire period you must produce a cover note clearly showing the client as a named driver.

If you submit a fleet insurance policy, you must make sure that you bring the following documents to the Licensing Office:-

- ❖ A list of all the vehicles that are insured under your fleet policy from the insurance company.
- ❖ A list of all named drivers who can drive the vehicles under your fleet policy from the insurance company.
- ❖ The schedule must clearly define the use for which each vehicle is covered.

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When you bring in your insurance cover, the licensing staff will tell you when it expires. If you wish they would then make you another appointment on that date and give it to you in writing. **Please note the expiring date of your licence, whether it is insurance or vehicle test expiry is printed at the top of the licence, which you will receive through the post.**

A full list of fees can be obtained from the Licensing Office, Unit 1 Hurst Business Park, Narrow Boat Way, Brierley Hill, West Midlands, DY5 1UF

OR

By visiting our website at:-

<http://www.dudley.gov.uk/business/licences-and-street-trading/hackney-and-private-hire>

Please note that the Licensing Office will now accept certificates via email (licensing.LDS@dudley.gov.uk). However, they will only be accepted direct from **the Insurance Company** or **Broker**. You must also ring the Licensing Office to inform them that your insurance company will be forwarding the documentation and supply a contact telephone number so that the licensing team can contact you should there be a problem with the documentation supplied.