

Private Hire

Temporary Vehicle Policy

LICENSING TEAM Direct Dial 023 8254 5376

This authority will issue licences to proprietors for temporary vehicles on occasions when their vehicle is involved in an accident or is unusable for mechanical reasons. The following process should be followed by vehicle suppliers:

1. The vehicle supplied must be similar in type and class or better specified than the vehicle it is replacing. In the case of low emission vehicle/hybrid/electric vehicle, the replacement vehicle must also be low emission/hybrid/electric.
2. The vehicle cannot be licensed by another authority at the same time.
3. The replacement vehicle can be any colour.
4. The temporary vehicle will be licensed for a period that does not exceed two months.
5. A mechanical inspection shall be conducted by our compliance workshop, Hedge End Depot, Botley Road, Hedge End SO30 2RA. Tel. 023 8068 8389.
6. An application form with payment shall be completed and presented to the licensing department at least one working day prior to the day in which the vehicle is required by email (licensing@eastleigh.gov.uk) (payment can be made by card over the phone) with the following documents (or attachments):
 - Completed application form
 - V5 registration document
 - Appropriate certificate of insurance
 - Covering letter from the owner(s) of the vehicle authorising the driver(s) to use the vehicle as a private hire vehicle
 - A meter certificate programmed to the correct tariff (if fitted).
 - If the vehicle has been modified an IVA certificate must be supplied (not purpose built)
 - Completed mechanical inspection form (from Hedge End Depot)
7. The fee shall be £90 + £16.00 for Borough identity stickers. The fee is payable prior to the issue of a licence.
8. The vehicle shall be presented to us for plating in full compliance with our conditions. This includes appropriate private hire operator door signage as per conditions, no smoking stickers and a VIP system plate holder firmly attached to the rear of the vehicle. (A copy of our conditions can be found on our website).
9. Two Borough licence identification door stickers (self-adhesive) will be supplied when the vehicle is presented to the licensing team (A4 size). These will need to be stuck to the n/s & o/s rear doors of the vehicle before the vehicle is released.
10. The plate and windscreen plate from the vehicle being replaced must be returned to the licensing office prior to the plating of a temporary vehicle.
11. When licensing officers are satisfied that the temporary vehicle is compliant and fit for use, a licence and a certificate of compliance will be issued to the proprietor(s) and a temporary plate shall be fixed to the temporary vehicle.
12. At the end of the temporary vehicle hire period, the plate and front windscreen plate shall be returned to the licensing department prior to the original or new vehicle being plated.