

Private Hire

Temporary Vehicle Policy

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. Any damage sustained must be reported to the Licensing Office within three days of being sustained by the completion of an accident report form. This form must be completed before the acceptance of any application for a Temporary Vehicle.
2. The vehicle supplied must be similar in type, age 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.
3. The vehicle cannot be licensed by another authority at the same time.
4. The replacement vehicle can be any colour with the exception of white which is exclusively reserved for hackney carriages.
5. The temporary vehicle will be licensed for a period that does not exceed two months.
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, in person or by email (licensing@southampton.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 legal owner(s) of the vehicle authorising the driver(s) to use the vehicle as a private hire vehicle. In the case of a limited company, the authorisation must come from a bona fide company as defined by the Companies Act 2006. This owner must also be the registered keeper.
 - A meter certificate programmed to the correct tariff (if fitted).
7. The fee shall be £90 for the licence and £15 for the plate, and £24 for door signage. **Total £129.** The fee is payable prior to the issue of a licence.
8. A mechanical inspection shall be conducted by our compliance centre, Adams Morey, Redbridge Causeway, Southampton. SO15 0DR (Bottom of of M271 roundabout) – within the preceding 28 days. Tel. 023 8079 9550. New vehicles are exempt from compliance testing. A new vehicle is one that is less than three months old since manufacture and has covered less than 500 miles.
9. The vehicle shall be presented to us for plating in full compliance with our conditions, with the exception of the installation of a CCTV camera system. This includes appropriate door stickers, 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).
10. The plate from the vehicle being replaced must be returned to the licensing office prior to the plating of a temporary vehicle.
11. The vehicle must be fitted with the appropriate door signs (if not exempted) that are available to purchase from our office. See (7).

12. 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.
13. At the end of the temporary vehicle hire period, the plate and front windscreen notice shall be returned to the licensing department prior to the original or new vehicle being plated.

1st August 2023