



## Agenda

**Meeting**      **General Licensing and Registration Sub-Committee**

**To:**            **Councillors Tim Grogan, Subash Sharma and Roberta Swiers.**

**Date:**        **Wednesday, 8 April 2026**

**Time:**        **10.30 am**

**Venue:**       **Committee Room, Town Hall, St Nicholas Street, Scarborough YO11 2HG**

### Business

1.      **Election of Chair**  
To elect a Member to act as Chair of the meeting.
2.      **Apologies for absence**
3.      **Disclosures of interest**  
All Members are invited to declare at this point any interests they have in items appearing on this agenda, including the nature of those interests.
4.      **Procedure for meeting** **(Pages 3 - 4)**  
To confirm the procedure to be followed at the meeting.
5.      **Exclusion of the press and public**  
To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 excluding the press and public from the meeting during consideration of item 6 on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A to the Act.
6.      **Application for the grant of a Hackney Carriage and Private Hire Driver Licence** **(Pages 5 - 16)**
7.      **Application for a Private Hire Vehicle Licence** **(Pages 17 - 40)**

Members of the public are entitled to attend this meeting as observers for all those items taken in open session. You may be interested in [subscribing to updates](#) about this or any other North Yorkshire Council committee.

Recording is allowed at Council, committee and sub-committee meetings which are open to the public. Please give due regard to the Council's protocol on audio/visual recording and photography at public meetings. We ask that any recording is clearly visible to anyone at the meeting and that it is non-disruptive.

Anyone wishing to record is asked to contact the Democratic Services Officer (details below) prior to the start of the meeting.

#### **Contact Details**

For enquiries relating to this agenda and meeting please contact:

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Barry Khan  
Assistant Chief Executive  
Legal and Democratic Services  
County Hall  
Northallerton

Friday, 27 March 2026



## General Licensing and Registration Sub-Committee

### Procedure

#### Introduction

1. The Sub-Committee will conduct its hearings fairly, observing the basic rules of natural justice.
2. Each hearing will take the form of a discussion led by the Chair and cross examination will not be permitted unless the Sub-Committee considers that cross examination is necessary.
3. Hearings will be held in public but the Sub-Committee may decide to exclude the public from all or part of a hearing where it considers the public interest in doing so outweighs the public interest in the hearing taking place in public. In this context "public" includes any party to the hearing or any representative of a party.

#### Procedure

4. At the beginning of the meeting the Chair shall:-
  - a) ask those present to introduce themselves;
  - b) explain the procedure;
  - c) ask the parties whether they wish permission for another person to appear at the hearing.
5. The Sub-Committee will consider requests from the parties for permission for other persons to appear at the meeting. Such permission will not be unreasonably withheld.
6. The Chair will conduct the hearing taking representations from the parties in the following order:
  - a) the Licensing Officer who will outline the background to the case. The Licensing Officer's role is to provide factual information to the Sub-Committee.
  - b) the applicant/licence holder (including any person appointed to represent the party or any other persons who have been given permission to assist the party).
  - c) any party making representations (including any person appointed to represent the party or any persons who have been given permission to assist the party).

7. Before determination, the applicant/licence holder will be given the final opportunity to address the Sub-Committee.
8. Each party will be given an equal maximum period of time in which to put forward any additional information requested by the Council, to question other persons (if given permission by the Sub-Committee) and address the Sub-Committee.
9. The Sub-Committee may exclude disruptive persons in certain circumstances.
10. The Sub-Committee may adjourn the hearing in certain circumstances.
11. The Sub-Committee will ask the parties to withdraw so that it can consider its determination. In considering its determination, the Sub-Committee may ask its Legal Advisor to provide it with legal and procedural advice. The nature of this advice will be notified to the parties.
12. The Sub-Committee will make its determination at the end of the meeting and this will be confirmed in writing.

#### **Failure of Parties to Attend a Hearing**

13. If a party has informed the Council that they do not intend to attend or be represented at a hearing, the hearing may proceed in their absence.
14. Where a party has not so indicated fails to attend or be represented at a hearing the Sub-Committee may:
  - a) where it considers it to be necessary in the public interest, adjourn the hearing to a specified date; or
  - b) hold the hearing in the party's absence.
15. Where the hearing is held in the absence of a party, the authority shall consider at the hearing of the application, representation or notice made by that party.
16. Where a hearing is adjourned to a specified date the Council will notify the parties of the date, time and place to which the hearing has been adjourned.

April 2023

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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## North Yorkshire Council

### General Licensing and Registration Sub-Committee

08 April 2026

#### Application for a Private Hire Vehicle Licence

#### Report of the Corporate Director – Environment

##### 1.0 PURPOSE OF REPORT

- 1.1 To seek the determination by the Licensing Sub Committee of an application for a private hire vehicle that does not comply with the standard criteria as stated in the Council's Hackney Carriage and Private Hire Policy ("the Policy"). Such vehicles may be licensed at the discretion of the General Licensing and Registration Sub Committee.

##### 2.0 PRELIMINARY MATTER

- 2.1 This report relates to a further application for the same vehicle previously considered on 20 January 2026. At that meeting, the Sub-Committee refused the application following concerns about the size, comfort and accessibility of the rear seats, the lack of sufficient luggage space when these seats were in use, and the overall suitability of the vehicle to carry six passengers safely and comfortably.
- 2.2 At the earlier hearing, the Sub-Committee also noted that no information had been provided by the Council's Integrated Passenger Transport (IPT) team regarding the suitability of such vehicles for home to school transport. IPT have since provided detailed evidence, which is now included at **Appendix E**.

##### 3.0 BACKGROUND

- 3.1 An application for a private hire vehicle licence has been received and is included at **Appendix A**. The applicant seeks a licence permitting the carriage of six passengers.
- 3.2 Although the vehicle has seven passenger seats, the rearmost seats are considerably smaller than standard seats and offer reduced headroom, legroom and width. There is also insufficient luggage space when these seats are in use. This means the vehicle does not meet the specification required by paragraph 172 of the Policy.
- 3.3 The applicant has provided a supporting statement at **Appendix B**, explaining that the vehicle is required to deliver home to school transport contracts in rural areas. The applicant notes that sourcing a replacement vehicle that is under ten years old, has seven seats and is four-wheel drive represents a significant financial investment for a small operator.
- 3.4 The applicant emphasises that the vehicle is insured solely for the carriage of school children on journeys relating to school attendance. If used for any other purpose, it would not be insured. This insurance limitation does not remove the Licensing Authority's responsibility to consider public safety, comfort and compliance with the Policy.

3.5 Details of the vehicle are as follows:

Make:	Volkswagen
Model:	Tiguan Aspace R-Line TDI 4M SA
Colour:	Blue
First Registration:	15/12/2023
Mileage:	10529 (at time of MOT test)
Fuel Type:	DIESEL
Engine Size:	1968 cc
Co2 Emission	170 g/km

3.6 The vehicle passed an MOT test on 27 November 2025 with no defects recorded. The vehicle also passed the Council's vehicle inspection on 05 November 2025 with no defects recorded. These documents are attached at **Appendix C**.

3.7 IPT advise that many modern MPVs used for home to school transport, including in rural areas, are manufactured with flexible or smaller rear seats. IPT state these seats are routinely used for younger pupils on short journeys without issue. They raise concerns that if these seats cannot be licensed, vehicle capacity on multiple routes will reduce and additional vehicles will be required. IPT highlight that rural areas already face limited vehicle availability, and sourcing extra vehicles, particularly four-wheel drive vehicles for remote roads, may increase costs for the Council's transport budget.

3.8 Members are encouraged to view the vehicle before making their decision. It will be available for inspection at the hearing.

#### **4.0 ALTERNATIVE OPTIONS CONSIDERED**

4.1 All of the Sub-Committee's options are outlined in paragraph 10.0. No alternative options are available.

#### **5.0 FINANCIAL IMPLICATIONS**

5.1 No financial implications have been identified.

#### **6.0 LEGAL IMPLICATIONS**

6.1 The Licensing Authority must determine an application for the grant of a private hire vehicle licence in accordance with relevant legislation and the Council's Policy. The Licensing Authority would leave itself open to appeal at the Magistrate's Court or Judicial Review should it not comply with all legal requirements.

6.2 The Applicant may appeal against the decision of the Sub-Committee if it decides not to grant the application. An appeal must be made to the Magistrates' Court within 21 days of receiving notification of the decision.<sup>1</sup>

6.3 The Local Government (Miscellaneous Provisions) Act 1976 requires Private Hire Vehicles to be licensed.

6.4 Section 48 of the Local Government (Miscellaneous Provisions) Act 1976 allows the local authority to attach any conditions that the district council may consider reasonably necessary to license a vehicle for private hire work. An appeal in relation to any attached conditions to the grant of a private hire licence must be made to the Magistrates' Court within 21 days of receiving notification of the decision.

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<sup>1</sup> By virtue of Section 48(8) of the Local Government (Miscellaneous Provisions) Act 1976

## **7.0 EQUALITIES IMPLICATIONS**

7.1 No equalities implications have been identified.

## **8.0 CLIMATE CHANGE IMPLICATIONS**

8.1 No climate change implications have been identified.

## **9.0 POLICY IMPLICATIONS**

9.1 In carrying out its licensing functions, the General Licensing and Registration Sub-Committee should have regard to the Council's Hackney Carriage and Private Hire Licensing Policy.

9.2 According to paragraph 8 of the Council's policy, the licensing regime should ensure that licensed hackney carriage and private hire vehicles are of high quality, offer safety and comfort to the users and operate in such a way as to protect the public's safety and well-being. Whilst facilitating access to an efficient and effective public transport service.

9.3 According to paragraph 15 of the Council's policy, in most cases, when considering licence applications, the licensing authority will consider each application on its individual merits. It may, at times, allow exceptions to the general policy.

9.4 According to paragraph 16 of the Council's policy, it will be necessary to consider, in relation to any particular application, whether the specific circumstances justify allowing an exception.

9.5 According to paragraph 17 of the Council's policy, it will be up to the applicant to show that an exception should be made to the policy, and if the objectives can still be met, the licensing authority may exercise its discretion to depart from the general policy. Where exceptions are made, reasons will be given.

9.6 According to Paragraph 172 of the Council's Policy, the licensing authority will only generally issue a licence in respect of a private hire vehicle if it meets the private hire vehicle specification which is attached at **Appendix D**.

## **10.0 REASONS FOR RECOMMENDATIONS**

10.1 The vehicle does not comply with the standard criteria as stated in the Policy; therefore, the determination of the application rests with the Sub-Committee.

### **11.0 RECOMMENDATION(S)**

11.1 To grant the application

11.2 To grant the application including additional conditions; or

11.3 To reject the application

**APPENDICES:**

Appendix A – Application form

Appendix B - Applicant's supporting statement

Appendix C – Vehicle Inspection Report & Mot History

Appendix D – Private Hire Vehicle specification

Appendix E – IPT Statement on rural transport challenges

**BACKGROUND DOCUMENTS:**

North Yorkshire Council's Hackney Carriage & Private Hire Licensing Policy.  
Department for Transport's Taxi and private hire vehicle licensing best practice guidance for licensing authorities in England (Updated 17 November 2023).

Karl Battersby  
Corporate Director – Environment  
County Hall  
Northallerton

12 March 2026

Report Author – Lisa Templeton – Licensing Enforcement Officer  
Presenter of Report – Lisa Templeton – Licensing Enforcement Officer

Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.



## Application for initial grant or renewal of a Hackney Carriage or Private Hire Vehicle licence

### Warning

It is an offence for the applicant to knowingly or recklessly make a false statement or to omit any material to obtain a licence. Such action will reflect on the suitability of the applicant to hold such a licence. Please read the questions carefully before completing the form.

### Section 1 – Vehicle details

Licence type	<input type="checkbox"/> Hackney Carriage Vehicle <input checked="" type="checkbox"/> Private Hire Vehicle
Type of application	<input checked="" type="checkbox"/> New application <input type="checkbox"/> Renewal application
If renewal, what is the licence plate number	PHV <span style="margin-left: 150px;">HCV</span>
Do you intend to use the vehicle entirely or predominantly in North Yorkshire?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Registration number	██████████
Make and model	Volkswagen Tiguan
Colour	Blue
Date of first registration	15/12/2023
Are you currently licensed in any other locality in North Yorkshire?	<input type="checkbox"/> Yes – Please provide licence no <input checked="" type="checkbox"/> No

Please note that vehicles over the age of 10 years will not generally be licensed (unless they are wheelchair accessible). Any applications in respect of vehicles over 10 years should be accompanied by some supporting documentation to demonstrate that the specific circumstances of the case would warrant a departure from the council's policy.

Fuel type	Diesel
Number of passengers	6
Meter make and model (if applicable)	
Name of private hire operator (private hire only)	██████████
Are the seating arrangements kept in accordance with the manufacturer's original specification?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, it may be subject to testing under the Individual Vehicle Approval (IVA) scheme. <a href="https://www.gov.uk/vehicle-approval/individual-vehicle-approval">https://www.gov.uk/vehicle-approval/individual-vehicle-approval</a>
Has this vehicle ever been involved in an accident or recorded as an insurance write off?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please provide full details (including the insurance write-off category where applicable):

Is this vehicle wheelchair accessible (for instance, adapted or designed to carry at least one wheelchair user whilst in their wheelchair)?

Yes  No  
 If yes, it must have European Community Whole Vehicle Type Approval (ECWVTA). This will be shown on either the vehicle's V5 registration document, additional chassis number on the vehicle or by a 'Certificate of Conformity'.

If wheelchair accessible, does the vehicle have a ramp or lift? Please also confirm the maximum size and weight of wheelchair which can be accommodated.

Ramp  Lift  
 Maximum size of wheelchair:  
 Maximum weight of wheelchair:

**Section 2 – Applicant detail**

Name

[Redacted]

Address (including post code)

[Redacted]

Email address

[Redacted]

Telephone number

[Redacted]

Date of birth

[Redacted]

Place of birth

[Redacted]

Nationality

[Redacted]

National insurance number

[Redacted]

**New applications only \*\***  
 Have you lived overseas in the last 10 years?

Yes (provide details below)  No

Country	Date from	Date to

Are you a licensed driver of North Yorkshire Council?

Yes / No Badge No: DD178

Have you ever held a private hire or hackney carriage driver and/or vehicle or private hire operator licence, with any other council?

Yes (provide details below)  No

**Details (including issuing authority, licence number, start date and expiry date)**

Have you ever had a Private Hire or Hackney Carriage driver and/or vehicle licence suspended or revoked by another authority?

Yes (provide details below)  No

**Details (including issuing authority, licence type, dates of suspension/revocation)**

If the applicant is a company or partnership, please provide the company number:

and details of all directors or partners below

Director/Partner	Date of birth	Address and telephone number
██████████	██████	████████████████████

### Section 3 – Additional proprietors

State the name and address of every person (including any limited company) who is a proprietor or part proprietor of the above vehicle or is concerned in the keeping, employing or letting on hire of the vehicle.

Proprietor name	Date of birth	Address and telephone number

### Section 4 – Renewals only – Vehicle plate requirements (please tick as required)

Door stickers	<input type="checkbox"/>	How many?	<input type="text"/>
Wheelchair access sign	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Windscreen pouch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Section 5 – Declaration

- I have read and understood the implications of the warning regarding the making of false declarations in relation to this application and confirm that to the best of my knowledge the particulars I have provided with this application are correct.
- If a licence is granted, I undertake to comply with all relevant licence conditions, policy requirements and byelaws where applicable.
- I will notify the council if any information in this application changes, as outlined in the council's Hackney Carriage and Private Hire Licensing Policy.

Signature: 

Date: 24/02/2026

## Section 6 - Checklist

An application will not be determined unless the licensing authority is in receipt of:

- a fully completed application form
- the appropriate fee
- the vehicle registration document (V5C) in the name of the applicant or formal confirmation from the DVLA that the vehicle has been registered in the applicant's name. If neither is available, verifiable proof of ownership may be accepted (i.e. a bill of sale from a reputable firm)\*\***New applications only**
- a current vehicle insurance certificate or cover note which includes the carriage of passengers for public hire (in the case of hackney carriage vehicles) or private hire (in the case of private hire vehicles)
- confirmation that the vehicle has an MOT test Certificate (required for all vehicles aged over one year as from the date of first registration as shown on the vehicle registration document)
- proof that the licensing authority's testing arrangements have been satisfied
- a certificate confirming that the meter has been calibrated by an authorised agent to the table of fares (hackney carriage only)\*\***New applications only**
- a satisfactory basic criminal record check from [www.gov.uk/request-copy-criminal-record](http://www.gov.uk/request-copy-criminal-record) in respect of all proprietors (or in the case of a company or partnership, in respect of all directors or partners). Not applicable to drivers, proprietors and operators already licensed by North Yorkshire Council.
- a certificate of good conduct (only if an applicant/proprietor has lived overseas for a period of six months or more in the 10-year period leading up to the date of application).

**Please return the completed form and documents to your local North Yorkshire office:**

[licensing.cra@northyorks.gov.uk](mailto:licensing.cra@northyorks.gov.uk)  
[licensing.har@northyorks.gov.uk](mailto:licensing.har@northyorks.gov.uk)  
[licensing.ric@northyorks.gov.uk](mailto:licensing.ric@northyorks.gov.uk)  
[licensing.rye@northyorks.gov.uk](mailto:licensing.rye@northyorks.gov.uk)  
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[licensing.ham@northyorks.gov.uk](mailto:licensing.ham@northyorks.gov.uk)  
[licensing.sca@northyorks.gov.uk](mailto:licensing.sca@northyorks.gov.uk)

**Personal data and information sharing**

This authority requires the requested information to process your application for a licence. It has a duty to protect and safeguard the public and therefore may share the information you have provided on this form with other service areas within the Council, Government Departments, law enforcement agencies and partners for these purposes.

This authority is under a duty to protect the public funds it administers. We may share information internally and externally with other organisations responsible for auditing or administering public funds, or where undertaking a public function, to prevent and detect fraud, including data to be used as part of the National Fraud Initiative. For further information, please see <https://www.gov.uk/government/collections/national-fraud-initiative>. We may also disclose information to a Specified Anti-Fraud Organisation for the purpose of preventing fraud under Section 68 of the Serious Crime Act 2007. Please also see our licensing privacy notice for further information.

Schedule 23 to the Finance Act 2011 (Data Gathering Powers) and Schedule 36 to the Finance Act 2008 (Information and Inspection Powers) grant HMRC powers to obtain relevant information from third parties. This includes licensing bodies being required to provide information about licence applicants. Your personal data will not be used for any other purpose without your prior consent, except as permitted by statute.

Under the Air Quality (Taxi and Private Hire Vehicles Database) (England and Wales) Regulations 2019, the Council is required to provide information to the Department for Environment, Food and Rural Affairs (DEFRA) about all hackney carriages and private hire vehicles licensed by North Yorkshire Council. The information given will include registration numbers, start and expiry dates and such other information we hold for the purposes of ensuring the accurate identification of vehicles. The guidance for authorities contains further details about the database: <https://www.gov.uk/government/publications/air-quality-taxis-and-private-hire-vehicles-phvs-database-guidance>

For further information on who and how the council may share your information with, please refer to the following privacy notice: [Licensing privacy notice | North Yorkshire Council](#)



## Certificate of Motor Insurance

Certificate Number [REDACTED]  
 Registration mark of vehicle [REDACTED]  
 or any motor car loaned to the policyholder under NFU Mutual's Approved Repairer scheme

Name of policyholder [REDACTED]  
 Effective date of the commencement of insurance for the purposes of the relevant law 12:00 noon 13 August 2025

Date of expiry of insurance 12:00 noon 13 August 2026

Persons or classes of persons entitled to drive provided that they hold a licence to drive the vehicle or have held and are not disqualified for holding or obtaining such a licence [REDACTED]  
 Limitations as to use [REDACTED] may also drive a motor car or motorcycle registered in the UK, Channel Islands or Isle of Man, which does not belong to them and is not hired to them under a hire purchase scheme.

You are covered for social, domestic and pleasure use, commuting, voluntary use, business use by the policyholder and spouse if entitled to drive under the policy and business use by any entitled driver for the policyholder's business. Use for the carriage of schoolchildren for hire or reward in connection with their attendance at school.  
 The vehicle may also be used for towing without reward a trailer or any one disabled mechanically-propelled vehicle.  
 You are not covered for commercial travelling, racing, speed testing, competitions, rallies (other than road safety rallies and treasure hunts), trials or track days, Nürburgring Nordschleife driving, carriage of passengers for hire or reward other than the carriage of schoolchildren in connection with their attendance at school, or for any purpose in connection with the motor trade or professional driving instruction.  
 You are not covered for use to secure the release of a motor vehicle, other than the vehicle identified above by its registration mark, which has been seized by, or on behalf of, any government or public authority.

I hereby certify that the policy to which this certificate relates satisfies the relevant laws applicable in Great Britain Northern Ireland the Isle of Man the Island of Guernsey the Island of Jersey or the Island of Alderney.

The National Farmers Union Mutual Insurance Society Limited  
 (Authorised Insurer)  
 Head Office: Stratford upon Avon

[REDACTED]

Rachel Kelsall  
 Customer Services Director

**A mislaid certificate causes problems, so please keep it safe. Seven days are allowed for production if stopped by the police.**

### Advice to Third Parties

Nothing contained in this certificate affects your right as a Third Party to make a claim.

### Notes

#### Driving other Cars

Please remember that cover for driving another car or motorcycle is limited to Third Party Only which means there is no cover for any loss or damage to the vehicle being driven.

#### Assistance while driving in the UK

If you require assistance following a breakdown, accident or windscreen breakage please ring the 24 hour emergency freephone number 0800 282652

For full details of the insurance cover reference should be made to the policy.

000014 000118 ATBL059M CERTS 7002705

V5C  
8/23

Driver & Vehicle  
Licensing  
Agency

Registration number  
[Redacted]

UNITED KINGDOM  
UK  
REGISTRATION  
CERTIFICATE

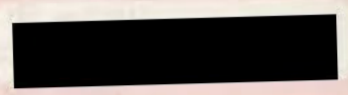
1843 1085930019 02336 1050\_33300



### Registered keeper

You **must** make sure that the name and address printed here is correct. If it is not, see section 3.

Document reference number  
Don't share, keep it safe



Acquired vehicle on 03 02 2025

Thinking of buying this vehicle?  
**Buyer beware...**

Do you know how to avoid being tricked into buying a stolen vehicle?  
For tips and advice go to [gov.uk/checks-when-buying-a-used-car](http://gov.uk/checks-when-buying-a-used-car)

**THIS DOCUMENT IS NOT PROOF OF OWNERSHIP.**  
It shows who is responsible for registering and taxing the vehicle.

### Registration Certificate translations

свидетелство за регистрация	Zulassungsbescheinigung	Certificat d'immatriculation	Registrācijas iudījums	Dowód Rejestracyjny	Prometno dovoljenje
Permiso de circulación	Registreerimisjunnistus	Titre de circulation	Forgalmi engedély	Certificado de matriculación	Reksteroidoļots
Osvědčení o registraci	Άδεια κυκλοφορίας	Carta di circolazione	Certifikat ta' Registrazzjoni	Certificat de immatriculare	Registreringsbeviset
Registreringsattest	Πιστοποιητικό Εγγραφής	Registrācijas apliecība	Kontakbewijs	Osvědčení o evidenci	Prometna dozvola

### Data protection

DVLA handles your personal data in accordance with road vehicle law and data protection laws. The law allows us to release your data to the police and other enforcement bodies. We also provide data to other parties where the law allows it. For further information about how we process your data, your rights and who to contact, see our privacy notice at [gov.uk/dvla/privacy-policy](http://gov.uk/dvla/privacy-policy)

### Special notes (these notes cannot be removed)

- NO. OF FORMER KEEPERS 1
- THIS VEHICLE IS SUBJECT TO ADDITIONAL RATE OF VED UNTIL 31 08 2029 AS THE ORIGINAL LIST PRICE OF THE VEHICLE EXCEEDED £40,000. FOR MORE INFORMATION GO TO [www.gov.uk/browse/driving](http://www.gov.uk/browse/driving)
  - DECLARED NEW AT FIRST REGISTRATION.

### How to fill in your V5C Registration Certificate (log book)

Tax or SORN (Statutory Off Road Notification) using the document reference number above.

<p><b>1</b> Change my vehicle details</p> <p>You <b>must</b> fill in section 1 over the page and return the <b>whole V5C</b> to DVLA, Swansea, SA99 1BA. For more information go to: <a href="http://gov.uk/change-vehicle-details-registration-certificate">gov.uk/change-vehicle-details-registration-certificate</a></p>	<p><b>2</b> Selling or transferring my vehicle to a new keeper (not a trader)</p> <p>It's quick and simple to tell us online at: <a href="http://gov.uk/sold-bought-vehicle">gov.uk/sold-bought-vehicle</a> Or fill in section 2 over the page and send to DVLA, Swansea, SA99 1BA. You must give section 6 to the new keeper.</p>	<p><b>3</b> Change my name or address or both</p> <p>It's quick and simple to tell us your new address online at: <a href="http://gov.uk/change-address-v5c">gov.uk/change-address-v5c</a> Or if your name and address has changed you <b>must</b> fill in section 3 over the page and return the <b>whole V5C</b> to DVLA, Swansea, SA99 1BA.</p>	<p><b>4</b> Selling, transferring or part exchanging this vehicle to a motor trader</p> <p>It's quick and simple to tell us online at: <a href="http://gov.uk/sold-bought-vehicle">gov.uk/sold-bought-vehicle</a> Or fill in section 4 over the page and return just that page to DVLA, Swansea, SA99 1BA.</p>	<p><b>5</b> Permanently exporting this vehicle for more than 12 months</p> <p>If you or someone you're selling the vehicle to is taking it out of the country for 12 months or more, go to section 5 over the page. For more information go to: <a href="http://gov.uk/taking-vehicles-out-of-uk">gov.uk/taking-vehicles-out-of-uk</a></p>	<p><b>6</b> New keeper slip</p> <p>Selling your vehicle: you <b>must</b> fill in the date of sale on section 6 over the page and give it to the new keeper. <b>Vehicle tax or SORN isn't passed on to someone else.</b> For more information go to: <a href="http://gov.uk/vehicletaxrules">gov.uk/vehicletaxrules</a></p>
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Failure to tell DVLA of any changes may result in a penalty or prosecution, or both



### 3 Change my name or address, or both – Enter full details for all changes

By submitting this form you are declaring that the information provided is correct.

If your personal details are wrong or have changed, you **must** tell us by filling in the boxes below giving us your full name or address, or both. Use black ink and CAPITALS. Send the **whole V5C** to DVLA, Swansea, SA99 1BA. For more information go to: [gov.uk/change-address-v5c](http://gov.uk/change-address-v5c)

Registration number [redacted] 9 [redacted]

Document reference number [redacted]

Title: Mr:  Mrs:  Miss:

Or other title, or business or company name:

[Grid for title/business name]

First and middle names written in full:

[Grid for first and middle names]

Surname:

[Grid for surname]

New UK address (house number, street name, town or city):

[Grid for new UK address]

Postcode:

Contact number: (optional)

Email address: (optional)

### 4 Selling, transferring or part exchanging this vehicle to a motor trader

By submitting this form you are declaring that the information provided is correct.

A motor trader can be: motor dealer, motor auctioneer, vehicle dismantler, salvage dealer, finance and leasing company, insurance company, or car buying service.

If you want to keep the registration number you **must do this before** you sell or transfer it. To tell us go to: [gov.uk/keep-registration-number](http://gov.uk/keep-registration-number)

You **must** tell us **immediately** if you have sold or transferred your vehicle. It's quick and simple to tell us online. If you don't receive an acknowledgment or tax refund, if applicable, go to [gov.uk/contact-the-dvla](http://gov.uk/contact-the-dvla) as you may still be liable.

Or you can also use this form to tell us by filling in the boxes below. Use **black ink and CAPITALS**. Tear along the **red** perforated line and send the **whole section** to DVLA, Swansea, SA99 1BA.

Give the rest of the document to the motor trader.

Registration number [redacted] 9 [redacted]

Document reference number [redacted]

01 Date of sale: (mandatory) [Grid]

Mileage: (optional) [Grid]

Name and address of motor trader:

[Grid for motor trader name and address]

VAT number:

Postcode:

### 5 Permanently exporting this vehicle for more than 12 months

By submitting this form you are declaring that the information provided is correct.

If you are taking the vehicle out of the country for 12 months or more (a permanent export) you **must** fill in the boxes below. Use **black ink and CAPITALS**. Tear along the **red** perforated line and send the **whole section** to DVLA, Swansea, SA99 1BA.

You must keep the rest of your V5C – you will need this to register your vehicle abroad.

If you're selling the vehicle to a new keeper with a foreign address go to: [gov.uk/taking-vehicles-out-of-uk](http://gov.uk/taking-vehicles-out-of-uk)

Registration number [redacted] 9 [redacted]

Document reference number [redacted]

Date of export: [Grid]

Which country are you exporting the vehicle to?

[Grid for country of export]

### 6 New keeper slip – must be given to the new keeper

Do not send this slip to DVLA on its own – you will not get a V5C.

**You, the new keeper, must ensure the vehicle is taxed before you drive it.**

You will be fined if our records show that the vehicle is not taxed, insured or no Statutory Off Road Notification (SORN) has been made.

It's quick and simple to tax online at: [gov.uk/vehicle-tax](http://gov.uk/vehicle-tax)

Declare the vehicle off road online at: [gov.uk/make-a-sorn](http://gov.uk/make-a-sorn)

You should receive your new V5C within 4 weeks of the registered keeper giving us your details.

If you do not receive your V5C, you'll need to fill in a V62 form to apply for a new one. Send it, with this slip, to DVLA, Swansea, SA99 1DD. Make sure the **date of sale or transfer box** is filled in.

For more details on this vehicle go to: [gov.uk/get-vehicle-information-from-dvla](http://gov.uk/get-vehicle-information-from-dvla)

For data protection information go to: [gov.uk/dvla/privacy-policy](http://gov.uk/dvla/privacy-policy)

Registration number [redacted] 9 [redacted]

Document reference number (use this to tax online) [redacted]

Date of sale or transfer: [Grid]

Make VOLKSWAGEN

Model TIGUAN ASPACE R-LINE TDI 4M SA

Colour BLUE

Engine size 1968 CC

Suspension type

Tax class DIESEL CAR

No. of seats 7

Official use only. Do not write in this space.



This vehicle is subject to Additional Rate of VED until 31/08/2029, as the original list price of the vehicle exceeded £40,000. For more information go to [www.gov.uk/browse/driving](http://www.gov.uk/browse/driving)

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**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** Hearing 20 January 2026  
**Date:** 02 March 2026 21:31:51

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## Hearing 20 January 2026

A conversation with [REDACTED] [REDACTED]@northyorks.gov.uk>, [REDACTED]@gmail.com \_\_\_\_\_

Message by [REDACTED]@gmail.com on 02/03/2026 21:31

Hi [REDACTED]

IPT tell me they will supply supporting evidence once I have submitted the application. Please use the following for my submission:

I present this vehicle to hearing in order to fulfil IPT contracts. The vehicle will be run under the licensed operator HM Sunley who solely operate school transport within the rural communities of Farndale & Bransdale (ref 275R, 279R). The contracts for these school runs stipulate a vehicle to carry 6 passengers and also the vehicle must be four wheel drive. Replacing a vehicle with the requisites of being under 10 year old, 7 seats and four wheel drive is a sizable investment for a small operator.

The change in the policy to not licence 6 seater vehicles will impact our ability to service school transport in the rural areas. Following the Covid pandemic we are seeing more families move into both dales and our current IPT contracts are near to full capacity. Under the new policy for our vehicles we would be required to buy another two vehicles and employ two more drivers to cover the additional IPT contracts which will be a significant cost to the local authority.

To keep costs down our insurance is instructed that we are licensed to carry school children only. This is noted in the licence documentation from Licencing. Our vehicles are licensed for school children only. We simply do not carry adults, and the rear seats are comfortable and adequate for school children on short journeys to school.

You may be aware the rural roads of Farndale and Bransdale can be narrow and this takes a toll on the wear and tear of our vehicles. We believe the best way forward is to keep our fleet fresh, and newer rather than seeking an extension to our current fleet to 11 or 12 years old vehicles. A 1 year old vehicle looks more professional than a 9 year old vehicle.

I do hope the above is enough to warrant an exception to section 172 of the Private Hire Vehicle Specification so we can move forward offering a service to our rural community.

We appreciate the extra seats are smaller and uncomfortable for the older, taller children however on these rural routes we always use caution to put the younger children in the back. The head rests on the rear seats lift up to allow extra support and keep any luggage stowed in the boot compartment. Integrated Passenger Transport (IPT) will follow up this application with supporting evidence.

Many thanks

[REDACTED]

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**Hackney Carriage and Private Hire Inspection**  
 Local Government (Miscellaneous Provisions) Act 1976  
**IMPORTANT: Read Standards of Inspection Overleaf**

**Chassis No:** [REDACTED]      **Inspection Form Reference:** [REDACTED]      **Vehicle type:**

**Veh** [REDACTED]      **Make and Model:** VW Tiguan      **Year of Manufacture:** 2023       Hackney carriage

**Plate number:** [REDACTED]      **Mileage:** 10344      **Colour:** BLUE       Private Hire

**Driver Name:** [REDACTED]      **Badge Number:** [REDACTED]

All hackney carriage and private hire vehicles must be maintained to no less than the standards set out in the VOSA publication 'MOT Inspection Manual – Private Passenger and Light Commercial Vehicle Testing', ISBN 978-0-9549352-5-2. Failure to meet such standards would result in the inspection being failed. In addition, the inspection should be failed if any of the reasons overleaf apply.

Item Tested	Pass (✓)	Fail (x)	Reasons for Failure (see overleaf for guidance)	
MOT requirements	/			
Front and rear lamps	/			
Headlamps	/			
Stop lamps	/			
Rear reflectors	/			
Direction indicators	/			
Steering control	/			
Steering mechanism/system	/			
Power steering	/			
Transmission	/			
Wheel bearings	/			
Front suspension	/			
Rear suspension	/			
Shock absorbers	/			
Controls/ABS warning system	/			
Condition of service brake system	/			
Condition of parking brake system	/			
Service brake performance	/			
Parking brake performance	/			
Tyre type	/			
Tyre condition (including spare)	/		N/S/F 5	N/S/R 6 SPARE
Tread Depth	/		O/S/F 5	O/S/R 6
Road wheels	/			
How many seats does the vehicle have?	7			
Seat belt Mountings	/			
Seat belt Condition	/			
Driver's view of the road and mirrors	/			
Horn	/			
Exhaust system	/			
Fuel system	/			
Exhaust emissions	/			
Body interior	/			
Luggage space	/			
First aid kit	/			
Meter – test and seal	/			
Licence front and rear plates & doors	/			
Roof sign & For Hire sign (HC only)	/			
Body exterior	/			
Doors	/			
Seats	/			
Electrical wiring and equipment	/			
Seeds	/			
Oil and water leaks	/			
No Smoking signs on display?	/			
Advertising on or in vehicle?	Yes (No)			

Does the vehicle appear to be adapted to be wheelchair accessible?  
 Does the vehicle have a mechanical lift?

Yes	(No)
Yes	(No)

**Standards of Inspection - Possible reasons for failure**

Front and rear lamps Headlamps Stop lamps Rear reflectors Direction indicators	Lights inoperable or of insufficient intensity. Incorrect bulbs fitted. Lamps not properly aligned. Lamp flickers when tapped lightly by hand.
Steering control Steering mechanism/s stem Power steering Transmission Wheel bearings	Inoperable, worn or faulty steering or suspension. Jagged edges on steering wheel rim.
Front suspension Rear suspension Shock absorbers	
Controls/ABS warning system Condition of service brake system Condition of parking brake system Service brake performance Parking brake performance	Any of the systems do not operate effectively and/or safely.
Tyre type Tyre condition (including spare) Road wheels	Damaged, worn, substandard or otherwise illegal tyres. Spare wheel, jack and wheelbrace (or manufacturers' alternative) not provided and secured.
Mountings Condition	Damaged, worn or incorrectly operating seatbelts. Insufficient seatbelts.
Driver's view of the road and mirrors Horn Exhaust system Fuel system Exhaust emissions Body interior Luggage space First aid kit Meter - test and seal Licence plates/door stickers Roof sign and For Hire sign Body exterior Doors Seats Electrical wiring and equipment Speedo Oil and water leaks	Loose, damaged, missing or defective mirrors. Defective horn. Missing, insecure or inadequate heat shield. Leaks, excessive wear, damaged or insecure pipes, missing filler cap. Excessive smoke emission. Excessive corrosion/damage, staining, sharp edges. No separation from passenger seating area. First aid kit is missing or in a poor/contaminated condition. Meter not linked to roof sign. Meter not sealed. Damaged/illegible/insecure. Details do not match. Insecure, insufficient illumination, wiring defects. Excessive corrosion/damage, poor repair/paint match, sharp edges. Defective locks, windows, door lights, damaged/missing door seals. Insecure seats or excessive dirt, stains, holes or tears. Evidence of overheating. Heavily contaminated with oil. Speedometer inoperative or defective. Evidence of oil or water leaks including sun roof/windows.

**I hereby declare that the above vehicle:**

meets the above standards

does not meet the above standards

**Retest date (if applicable):**

**Examiner's name:** [Redacted]

**Signature:** [Redacted]

**Date of Test:** 5/11/25

\*If the test is failed, please notify the relevant licensing office within 24 hours (identified by letter at end of licence number i.e. 100E)

A [licensing\\_cra@northyorks.gov.uk](mailto:licensing_cra@northyorks.gov.uk)  
 B [licensingteam.ham@northyorks.gov.uk](mailto:licensingteam.ham@northyorks.gov.uk)  
 C [taxi.har@northyorks.gov.uk](mailto:taxi.har@northyorks.gov.uk)  
 D [licensing.ric@northyorks.gov.uk](mailto:licensing.ric@northyorks.gov.uk)  
 E [taxilicensing.rye@northyorks.gov.uk](mailto:taxilicensing.rye@northyorks.gov.uk)  
 F [licensing.services.sca@northyorks.gov.uk](mailto:licensing.services.sca@northyorks.gov.uk)  
 G [licensing.sel@northyorks.gov.uk](mailto:licensing.sel@northyorks.gov.uk)

Garage name and address:  
 LOWFIELD GARAGE  
 MALTON  
 YO17 6BT

Vehicle testing station number (VTS):  
 38016

Authorised examiner number:  
 [Redacted]

# MOT test certificate

① Vehicle identification number



②a Registration number

②b Country of registration  
**GB**

Make and model

**VOLKSWAGEN TIGUAN ASPACE R-LINE TDI 4M SA**

⑤ Vehicle category

**M1**

④ Mileage

**10,529 miles**

⑦ **Pass**

③a Date of the test

**27.11.2025**

③b Expiry date

**26.11.2026**

To preserve the anniversary of the expiry date, the earliest you can present your vehicle for test is 27.10.2026.

③c Location of the test

**STATION ROAD, HELMSLEY, YORK, YO62 5BZ**

③d Testing organisation and inspector name

**38003 RELIANCE GARAGE  
S. MACKLEY**

MOT test number

**5917 9303 0571**

Check that this document is genuine by visiting [www.gov.uk/check-mot-history](http://www.gov.uk/check-mot-history)

If any of the details are not correct, please contact DVSA by email at [enquiries@dvsa.gov.uk](mailto:enquiries@dvsa.gov.uk) or by telephone on 0300 1239000.

Receive a free annual MOT reminder by subscribing at [www.gov.uk/mot-reminder](http://www.gov.uk/mot-reminder) or by telephone on 0300 1239000.

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**Private hire vehicle specification**

172. The licensing authority will only generally issue a licence in respect of a private hire vehicle if:

- It is fit for its purpose, safe and comfortable for its users and any members of the public;
- It has not been subject to a Category A, B or S insurance write-off;
- It is less than 10 years old (the age of the vehicle shall be taken from the date of first registration shown on the vehicle registration document, V5C). The policy with regards to vehicle specification shall be applied in the majority of cases when considering licensing applications, but the licensing authority will consider each application on its individual merits and may, at times, allow exceptions to this policy. Where exceptions are made in this regard, vehicles shall be subject to three mechanical inspections each year;
- It has - a front nearside door for the use of persons conveyed in the vehicle;
  - a rear nearside door for the use of persons conveyed in the vehicle;
  - a rear offside door for the use of persons conveyed in the vehicle; and
  - a separate means of ingress and egress for the driver.
- The front windscreen allows at least 75% of light through and the front side windows allow at least 70% of light through<sup>34</sup>;
- It has nearside and offside exterior rear-view mirrors;
- A spare wheel conforming to legal requirements has been provided and properly fitted in the vehicle along with a jack and wheelbrace, unless a manufacturer's alternative is provided;
- It is equipped with a minimum of four road wheels fitted with manufacturers' recommended size tyres;
- It has a clean and smart appearance, both externally and internally;
- It is right hand drive;

- It has a permanent roof which is watertight – standard sunroof allowed (i.e. sunroof fitted when new by manufacturer);
- It has seating arrangements in accordance with the current Construction and Use Regulations<sup>35</sup> and the manufacturer’s specification (unless the modification has been approved via the voluntary Individual Vehicle Approval (IVA) scheme);
- It has rear seat belts (irrespective of age);
- It has a separate locking luggage area or in the case of an estate vehicle, a permanent grille, luggage bar(s) or manufacturer’s recommended device fitted sufficiently to prevent luggage carried in the rear compartment from coming into contact with persons using the rear seat;
- It has means for carrying a reference wheelchair<sup>36</sup> and luggage sufficient for the number of passengers for which the vehicle is licensed to carry (if seats are located within the luggage space, the vehicle may be licensed to carry a lower number of passengers in order to comply with the luggage space requirement); and
- There are sufficient means by which a passenger can communicate with the driver.

**From:** IPT Compliance  
**To:** [REDACTED]  
**Subject:** Licencing Concerns  
**Date:** 03 March 2026 14:45:00

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Good afternoon [REDACTED]

I thought I should raise some concerns with you regarding some aspects of licencing which are impacting Integrated Passenger Transport contracts. These concerns are currently predominantly in the Ryedale area but are also likely to manifest themselves elsewhere in the County especially in the more rural areas.

The seats in the rear row of some of the vehicles either previously licenced with North Yorkshire or being newly presented for licensing. are not standard seats but are smaller and narrower, and some are not fixed but can be 'flipped up' when not in use. In some cases, there is also reduced leg and head room, and there is usually little or no luggage space if these seats are deployed. These vehicles are generally marketed and sold as 6 or 8 seat vehicles, predominantly as flexible family vehicles with those seats for use by children. We have a number of these vehicles currently utilised on contracted home to school transport services with the smaller seats used by the pupils generally without issue, particularly as the journeys are relatively short, the younger pupils usually use the smaller seats and they do not carry luggage, only school bags. These vehicles are licenced by a number of the surrounding authorities, as well as some through North Yorkshire. Wherever possible, we maximise vehicle usage and utilise every seat in the vehicle.

We understand that the Licencing Committee has determined that for a number of reasons these smaller and narrower seats are not suitable and that the any vehicle of this nature which is presented for licencing will only be licenced for the number of regular seats it has e.g. a 6 seat will only be licenced as a 4 seat and an 8 seat will only be licenced as a 6 seat. We also understand that this decision will also impact the licencing of some of the specialist 4x4 vehicles required on a number of extremely rural routes.

This decision by the Licensing Committee is likely to have an impact on North Yorkshire Council's Integrated Passenger Transport (IPT) contracts as there are an increasing number of vehicles which are manufactured with 'flexible seating' and are currently licenced as 6 and 8 seaters but may, upon re-licencing be reclassified as 4 and 6 seaters. Therefore, additional vehicles/contracts may be required. In addition, there is likely to be some disparity between North Yorkshire and the surrounding districts as a number of these types of vehicles are continuing to be licensed by other Licensing Authorities.

We have been notified that one of our contractors has encountered this decision recently and the resulting reduced capacity of their vehicle will mean that an additional vehicle will have to be contracted, at an additional cost to the Council, to transport the pupils who will no longer be able to use that vehicle to and from school. As the Committee's decision is likely to impact more than this one contract then it is probable that IPT will need to commission more vehicles and more cost to the Council and CYPS Home to School transport budget.

As the availability of taxis in some areas of North Yorkshire is limited, particularly the more rural areas, then it is likely that where we are required to commission additional transport the tenderers will be from a greater distance away or based outside of North Yorkshire. This is also likely to be the case where specialist vehicles, such as 4x4's are required. This is also likely to increase the expected cost of any additional contracts required as a result of this decision.

I am happy to discuss these concerns further, as required, and would appreciate you raising these within the wider Licencing Team, as appropriate.

Kind regards,

[REDACTED]

Contract Compliance Manager  
Integrated Passenger Transport

Ext: [REDACTED]