



Conwy County Borough Council

**Application - Authorised Testing Station for
Hackney Carriages and Private Hire vehicles.**

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written or typed in black ink. Use additional sheets if necessary.

(Please attach a floor plan of your facility).

You may wish to keep a copy of the completed form for your records.

Return to: Licensing CCBC, PO Box 1, Conwy, LL30 9GN

1. YOUR PERSONAL DETAILS			
TITLE Please tick ✓			
Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/> Other (please state) _____
Surname			
Forenames			
PREVIOUS NAMES (if relevant) please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary.			
TITLE Please tick ✓			
Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/> Other (please state)
Surname			
Forenames			
I am 18 years old or over. Please tick ✓			Yes <input type="checkbox"/>
			No <input type="checkbox"/>
ADDRESS WHERE ORDINARILY RESIDENT (We will use this address to correspond with you unless you complete the separate correspondence box below).			
Post town		Post code	
TELEPHONE NUMBERS			
Daytime			
Evening			
Mobile			
FAX NUMBER			
E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)			

Address for correspondence associated with this application (if different to the address above)

Post town

Post code

TELEPHONE NUMBERS

Daytime

Evening

Mobile

E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)

1.1 COMPANY/ORGANISATION DETAILS

Company Name

Address

Tel No

Fax No

Email Address

Authorised Person

Designated MOT Testing Station number (VTS)

1.2 Nominated Testers

Please provide details all current testers and any proposed new testers:

TITLE		FIRST NAMES	
SURNAME		MOT TESTERS ID NO	

TITLE		FIRST NAMES	
SURNAME		MOT TESTERS ID NO	

TITLE		FIRST NAMES	
SURNAME		MOT TESTERS ID NO	

TITLE		FIRST NAMES	
SURNAME		MOT TESTERS ID NO	

The information contained in this form is correct to the best of my knowledge and belief.

I declare that neither the proprietor/company nor the testers (listed) have any commercial or other direct link with any taxi operator or driver attending these premises for vehicle testing.

It is an offence knowingly or recklessly to make a false statement in or in connection with an application. A person is to be treated as making a false statement if he produces, furnishes signs or otherwise makes use of a document that contains a false statement. To do so may result in prosecution.

SIGNATURE		DATE	
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Please be aware of the attached conditions before applying for testing station status, application fees may not be refunded.

Testing stations have the right to refuse to test a CCBC licensed vehicle only if they deem the vehicle to be unhygienic, unsafe or unfit for testing.

The fee for an application to be an authorised testing station in the County of Conwy is £145.00.

2. GENERAL POLICY/CONDITIONS

- 2.1 Each case will be decided on its own merits.
- 2.2 There is a maximum limit of 8 approved testing stations per Hackney Zone
- 2.3 The approved testing station must be within the geographical boundaries of Conwy County Borough Council
- 2.4 The approved testing station must have minimum of 1 VOSA authorised test lane and 2 VOSA approved testers.
- 2.5 Testing will be carried out strictly in accordance with VOSA standards and CCBC supplementary test.
- 2.6 All appointments will be made direct to the testing premises.
- 2.7 In accordance with VOSA standards, the testing station must have a dedicated clean and comfortable waiting area for drivers.
- 2.8 The testing station must have the capacity to carry out a minimum of 5 full tests per week day and 2 full tests on Saturday and be open for appointments *(as minimum) between the hours of.

08.30 - 17.00 pm Monday to Friday.
08.30 - 13.00 pm Saturday.
- 2.9 Following a roadside inspection carried out by an authorised officer, the testing station must be able to carry out a vehicle inspection, within 1 hour of the notification by the authorised officer.
- 2.10 The testing station must be able to supply and issue compliance certificates or failure certificates, the cost of which is to be included in the test fee (the Council will supply the necessary documents).
- 2.11 A rigorous appeals procedure must be in place for VOSA items. Appeals against CCBC supplementary items must be referred back to the Council's Licensing Officers.
- 2.12 The vehicle tester must be able to fax or email any test failure results to the licensing office on a daily basis.
- 2.13 The testing station must be able to provide pass / failure data to the licensing office on a monthly basis.
- 2.14 The testing station must be available for inspection by authorised officers of CCBC at any time during the testing schedule (2.8)
- 2.15 The testing station must make available customer feedback forms provided by CCBC.
- 2.16 A minimum of 1 tester per testing station must attend an annual Progress meeting with Licensing Officers to assess performance and procedures.
- 2.17 All written records relating to taxi testing issues will be retained by the tester for 3 years, and produced to CCBC on request.
- 2.18 All testing stations must sign a declaration that neither the premises nor the testers have any commercial or other direct link with any taxi operator or driver attending the garage for vehicle testing.

3 TERMINATION OF APPROVAL STATUS

- 3.1 The Council reserves the right to terminate the approval of an Appointed Testing Station for any reason that may endanger the public safety and cause the public to lose confidence in the licensed "taxi" trade.