

### **Random Section Procedure for the Allocation of Hackney Carriage Proprietor Licences**

- Hackney Carriage Proprietor Licence(s) become available
- The Council notifies the following in writing within one month of the licence becoming available:  
  
Hackney Carriage Proprietor Licence Holders  
Private Hire Vehicle Licence Holders  
Hackney Carriage Driver Licence Holders  
Private Hire Drivers Licence Holders  
Private Hire Operators
- A Notice is placed on the Council Website and an advert is placed in a local newspaper within one month of the licence becoming available.
- The notice invites applications for Hackney Carriage Proprietor Licence(s) to be received within a closing date of 28 days from when the notice appears in the local newspaper.
- Applications received that meet the criteria for licensing a Hackney Carriage Vehicle will be allocated a sequential number as they are received in the Licensing Office. The application numbers will be input into the random selection process to generate the order in which licences can be offered to applicants.
- Available licences will be allocated from this list in order, starting with the first application on the list
- The successful applicant(s) is informed and given 28 days to present a vehicle for licensing that meets the criteria for licensing a Hackney Carriage Vehicle at the time the application is made.
- **Outcome:**
  - 1) Vehicle licensed
  - 2) If no vehicle is presented within the prescribed time or the applicant does not want to progress the application a further selection will take place from the remaining applicants. This process will continue until the licence is issued.

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