

# Applications for Taxi and Private Hire Testing Service Agreement with South Oxfordshire and Vale of White Horse District Councils

## **General Guidance**

1. To apply an applicant must be authorised by DVSA to conduct MOTs at a testing station within the combined areas of South Oxfordshire and Vale of White Horse District Councils.
2. The blank contract document for completion can be downloaded from either Councils' website. Please see [www.southoxon.gov.uk/taxis-and-private-hire/vehicle-licences/about-vehicle-licences/](http://www.southoxon.gov.uk/taxis-and-private-hire/vehicle-licences/about-vehicle-licences/) OR [www.whitehorsedc.gov.uk/taxis-and-private-hire/vehicle-licences/about-vehicle-licences/](http://www.whitehorsedc.gov.uk/taxis-and-private-hire/vehicle-licences/about-vehicle-licences/)
3. Applicants should read the contract and consider it with the aid of their/its legal adviser. To preserve an even playing field and save time, the Councils will not grant changes to their standard agreement.
4. The applicant should complete the master contract form following the guidance set out in the section below. (The applicant is referred to as the Contractor in the contract document.) The Council will enter the dates.
5. Each applicant should forward two completed and signed **entire** contract documents (excluding the Testing Manual) to:  
  
Licensing Team, South Oxfordshire and Vale of White Horse District Councils,  
Abbey House, Abbey Close, Abingdon, OX14 3JE.
6. The two Councils will check the contracts and, providing all is in order, will issue a fully signed and dated contract to the applicant.
7. If there is a problem, the two Councils will jointly contact the applicant.
8. The two Councils will jointly inform the applicant (normally by e-mail) when it/he/she/they may begin testing taxi and private hire vehicles for the two Councils.
9. The applicant will be issued with a username and password in order to access the on-line forms to submit for each vehicle test/meter check.
10. If you have a question concerning the process, please contact the Councils by email to [licensing@southoxon.gov.uk](mailto:licensing@southoxon.gov.uk).

## How to complete the Master Contract Form: Testing Services for Taxis and Private Hire Vehicles

Description	Details
Name of Contractor	<p>Enter the full legal name of the applicant.</p> <p>For example: Fred Smith Limited, or Fred Smith LLP, or Fred Smith trading as Fred's Testing Station</p>
Contractor's registered office address or in the case of unincorporated partnerships or sole traders their principal place of business	<p>Limited companies, PLCs and LLPs should enter their address as shown on the Companies House register.</p> <p>Other organisations should enter their principal place of business.</p> <p>If the applicant would like the two Councils to send the completed contract to another address, please confirm in a covering letter or e-mail</p>
Contractor's registered company number (where applicable)	<p>Limited companies, PLCs and LLPs enter their company number as shown on the Companies House register.</p> <p>Sole traders and partnerships that are not registered as LLPs with Companies House should leave this section blank.</p>
Address of testing station (if different to registered office address)	Enter the address where vehicles will be tested
MOT station number	Enter the DVSA MOT station/site number
Telephone number for queries	Enter phone number to be published for use for queries by Council officers and any vehicle proprietors
Email address for queries	Enter email address to be published for use for queries by Council officers and any vehicle proprietors

Description	Details
<b>The Council will enter these dates</b>	
Date of this Agreement	Please leave this section blank
Commencement Date	Please leave this section blank
Expiry Date	Please leave this section blank. The two Councils will insert a date to provide a three year contract.

## **Signing Section**

**The Contractor should read this Agreement carefully to gain a full understanding of it and consult its advisers before entering into it.**

The Contractor and the Council enter into this agreement on the date set out above.

Executed by **South Oxfordshire District Council** and **Vale of White Horse District Council** by:

Please leave the box for the Councils' signatory blank. The Councils will complete this later.

\_\_\_\_\_  
Authorised Signatory

Executed by **the Contractor** by:

Director/ Partner/Sole Trader signs here.

\_\_\_\_\_  
Full name of signatory

\_\_\_\_\_

Witness's signature \_\_\_\_\_ Witness signs here

Witness's name \_\_\_\_\_ enter witness's name

Witness's Occupation \_\_\_\_\_ enter witness's occupation

Witness's address \_\_\_\_\_ enter witness's address