



Lichfield
District Council

Taxi and Private Hire

Autumn 2025



Welcome to our third taxi and private hire newsletter.

Please take time to read through this newsletter which includes information about renewal deadlines, the latest enforcement spot checks and some information from Staffordshire Police as part of their campaign to end violence against women and girls.

Applications and renewals

We want to make sure that you submit your renewed licence in plenty of time so there is no period of time when you can not drive. To make sure this happens we send out a reminder email to you **4 weeks** before your renewal date.

Please make sure you apply as soon as possible after you receive the renewal email. We have had some renewals coming in only a few days before the expiry date of the current licence and whilst we will always do our very best to process applications in time, we cannot guarantee we can do them in less than **10 days**.

Please note that the stickers, badges and plates are now produced by our supplier, so you need to allow at least **3 working days** for your items to be produced and delivered.

As part of your renewal you will need to complete the Blue Lamp Trust classroom safeguarding course. We are aware these are very popular and book up quickly so you will now get a reminder email **8 weeks** before this is due. We strongly recommend you book onto a course as soon as you get the email. We can not issue you with a licence if you have not completed the safeguarding course.

Enforcement operation



Between 20 June and 25 September our enforcement team have carried out **13** spot checks on vehicles in the District.

Of the 13 vehicles checked **9 were fully compliant**. The remaining 4 vehicles had issues with signage and insurance related to a hire car.

Please make sure you are displaying the correct signs and always wearing your badges.

This is an excellent reflection on our drivers and the standards they uphold for residents and visitors to our District.

We will continue to carry out these operations throughout the year.

Please make sure you are aware of the conditions of your licence/s and the penalties, which are all included in the [taxi policy](#). **It's particularly important the signage and badges are correctly displayed on your vehicles. Please check the policy or [our website](#) if you are unsure about the conditions.**

Safety of women and girls



What can the taxi industry do to help women feel safer taking a cab?

Staffordshire Police have put together some information they have asked us to share with you as part of their campaign to end violence against women and girls and in recognition of the vital role taxi and private hire vehicle drivers and operators can play in supporting their campaign.

Helping to end violence against women and girls is a priority for Staffordshire Police and by working with partners we aim to improve safety for females within our communities.

By taking the following simple steps, you can assist women and girls in getting home safely and help them to feel less anxious when getting into a taxi.

- On entering your taxi, a female may wish to take a photograph of you and/or your vehicle. This will be for safety reasons and may help them to feel more comfortable during the journey. Please be considerate and cooperative toward this.
- Explaining the route that you plan to take and waiting for a lone female to enter their home once you drop them off can help to ease some concerns late at night.
- Women do not have to be alone to be at risk and you may witness unwanted conversations or even abuse. Make conversation to try to establish if they are ok or if they in any danger. If there are warning signs discreetly contact your control, call 999 or 101 to report any concerns you may have.
- If a lone female discloses on the journey that they do not have enough money to pay the full fare please consider where you drop them off, and whether or not it will leave them vulnerable. Consideration should be given to taking them home and collecting the money from a family member/at a later date or dropping them at an alternative safe location.
- There may be occasions when a female passenger is extremely intoxicated leaving themselves particularly vulnerable. Consider calling an ambulance to provide medical assistance if required.

Disability awareness training



An important reminder!

There are still a number of licence holders who have yet to complete the disability awareness training course. We are aware that there are no longer any September courses available so you must now:

- Book onto an October course
- Email confirmation of your course booking to taxilicensing@lichfielddc.gov.uk by **30 September 2025**.
- Complete the course and send your certificate to us as soon as you receive it.

Anyone who has not provided us with confirmation of a course booking by 1 October will be suspended until you have booked the course.

The course is provided by Blue Lamp Trust and helps you understand the law around disability and how you can support passengers with disabilities and additional needs.

You can book your training session [here](#)

New vehicles

It's really important that you check with us before you purchase a new vehicle. We can make sure the vehicle will meet all of our conditions.

This is especially important if you are looking to purchase a vehicle which will carry 4 or more passengers.



Important reminders

Window tints

A reminder that the conditions of your vehicle licence state that no window glass should be tinted in excess of the manufacturer's specifications and no tint film should be fitted to any windows.

DBS – update service

Please make sure you stay up to date with your subscription to the update service for your DBS certificate. We regularly check your subscription and if it is expired, we may suspend your licence.

Change of details

Don't forget you need to let us know if you change any of your contact details within 5 working days. This includes your home or business address, your phone number and email address. You can let us know by emailing taxilicensing@lichfielddc.gov.uk

Holidays and other absences

You must also let us know in advance if you are going away for more than 28 days.

Accident reporting

You must let us know if you are involved in a road traffic accident within 72 hours of the accident happening.

You can report an accident using our form available here [Vehicle licences \(Hackney Carriage and Private Hire\) – Reporting an accident](#)

Contact details:

Licensing team, Lichfield District Council. Frog Lane, Lichfield, WS13 6YU

Email: taxilicensing@lichfielddc.gov.uk | Telephone: 01543 308000

You can also find answers to many of your queries on our website

[Taxi and private hire licences](#)