

Enq to: Licensing Department  
Direct Line: 01962 848 188  
Email: [licensing@winchester.gov.uk](mailto:licensing@winchester.gov.uk)

23 March 2022

Dear all Drivers, Vehicle Proprietors and Operators,

### **Update to Taxi and Private Hire Trade – March 2022**

I hope that you are keeping safe and well.

The Licensing Team would like to provide an update on a number of issues relating to the local taxi and private hire trade that may directly affect you.

#### **Taximeter Software Update**

Due to the additional bank holiday in June 2022, all taximeters require a software update before 2 June 2022.

The Licensing Department has arranged some drop-in sessions for drivers to have their taximeters updated by authorised agents. The cost of the update is £20, payable by the driver to the taximeter agent. You can drop in to any of the sessions below without an appointment. The update takes approximately 10-15 minutes and you will receive a certificate confirming that the work has been completed.

#### **Tuesday 3 May 2022**

10:00 to 14:00

Coach Park, Worthy Lane, Winchester  
Digitax with Wayne Shorney

#### **Wednesday 4 May 2022**

10:00 to 14:00

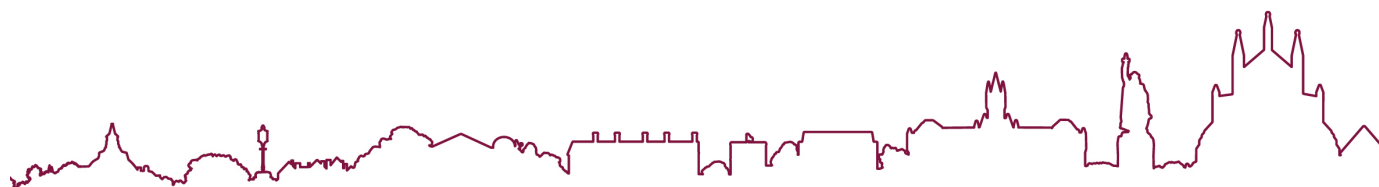
Coach Park, Worthy Lane, Winchester  
Digitax with Wayne Shorney

#### **Thursday 5 May 2022**

10:00 to 14:00

Coach Park, Worthy Lane, Winchester  
Digitax with Wayne Shorney, Viking with Les Slater

You must supply a copy of your completed taximeter certificate to the Licensing Department by 2 June 2022; failure to do so will result in your vehicle licence being suspended.



If you are unable to attend one of the drop-in sessions above, or have a different type of taximeter, you may arrange an appointment at an alternative time by contacting a taximeter agent directly.

**Wayne Shorney / WS Installations**

Tel: 07802 586186

Email: [wsinstallations@hotmail.com](mailto:wsinstallations@hotmail.com)

Meter type(s): Digitax

**Gino Piccinino**

Tel: 07484 777977

Email: [gino@piccinino.com](mailto:gino@piccinino.com)

Meter type(s): Digitax

**JVS Auto Electrical**

Tel: 07789 638 777

Email: [matt@jvsautoelectrical.co.uk](mailto:matt@jvsautoelectrical.co.uk)

Meter type(s): Aquila

**Les Slater / LS Commercials**

Tel: 07760 363294

Email: [pam@lscommercials.co.uk](mailto:pam@lscommercials.co.uk)

Meter type(s): Viking

## Vehicle Inspections

The Licensing Department will be undertaking a comprehensive inspection programme of all licensed taxis and private hire vehicles across a period of 2-3 months. Drivers will be required to bring their vehicle in for a 5-10 minute inspection with a Licensing Officer at the Coach Park, Worthy Lane, Winchester, SO23 7AB. Officers will be checking for door signs, licence plates, contactless card machines and overall vehicle condition.

Please book your compliance check online here: [calendly.com/wcc-licensing](https://calendly.com/wcc-licensing)

When booking slots are full, more will be made available online. If you are unable to book online, please contact the Licensing Department to book via telephone.

Hackney carriage vehicle compliance checks have been scheduled for the same day as the taximeter drop-in sessions, to reduce travelling

These compliance checks are being undertaken in accordance with section 5.14 of the council's Statement of Licensing Policy (December 2020). We ask that drivers cooperate with us by booking a compliance check, as those who fail to do so will be given notice of a specified date to attend for a vehicle appointment and may face enforcement action if they do not attend.

*Drivers or private hire operators with 3+ vehicles may make alternative arrangements with the Licensing Department to have their vehicles inspected, such as an officer visiting your business address at an agreed time. Please contact the Licensing Department to arrange this.*

Please do not hesitate to contact the Licensing Department should you have any queries relating to the content of this letter.

Yours sincerely,



Briony Appletree  
Interim Licensing Manager





## HMRC Tax Checks from April 2022

The government is putting in place new tax requirements for applications to certain licences. This is supported by a new digital service developed by HMRC. It helps people in the taxi and private hire industries complete a new tax check.

Most people are registered to pay tax and this is about ensuring everyone pays the tax they should, creating a level playing field for the compliant majority. HMRC are working with industry bodies to make this as straightforward as possible. The check should take a few minutes every few years and is simply to confirm that someone is appropriately registered for tax.

You will need to complete a tax check when you renew your licence as a:

- hackney carriage driver
- private hire driver
- private hire operator

### About the tax check

You will be able to complete this tax check on GOV.UK, through your Government Gateway account. You will only need to answer a few questions to tell HMRC how you pay any tax that may be due on income you earn from your licensed trade. If you do not already have a Government Gateway account, you can sign up on GOV.UK.

The tax check should only take a few minutes. There is guidance on GOV.UK and anyone who needs extra support will be able to complete the tax check by phone through HMRC's customer helpline:

**0300 200 3300**

When you have completed the tax check, you'll get a code. You must provide this code on your renewal application form. The licensing authority cannot proceed with your licence application or renewal until the tax check is completed and they have received the code.

The licensing authority will only receive confirmation from HMRC that you have completed the tax check, they will not have access to information about your tax affairs.

**Note: We are also able to provide information on tax checks in the following languages: Arabic, Bengali, Gujarati, Punjabi and Urdu. Please contact the Licensing Department if you would like information in any of these languages.**

## How to complete your tax check

Complete your tax check online:

<https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence>



To carry out a tax check, you need a Government Gateway user ID and password. If you do not have a user ID, you can create one when you start the check.

You'll also need to know:

- when you first got your licence
- the length of your most recent licence
- how you pay tax on the income you earn from your licensed trade

You will not be able to complete the tax check if the information you give about your tax affairs does not match HMRC's records.

Your tax check code is valid for 120 days. If your licence is due to renewal in April 2022, you may wish to obtain your tax check code now.

## Registering for tax

You may have to pay tax through Pay as You Earn (PAYE), Self Assessment and/or Corporation Tax, depending on your circumstances. If you should have been registered to pay tax and have not been, HMRC will work with you to get you back on the right track. It is your responsibility to get your tax right, but HMRC are there to help.

### If you're an employee: Pay As You Earn (PAYE)

Most employed people pay Income Tax through PAYE. This is the system employers use to take Income Tax and National Insurance contributions before they pay wages.

See more information on PAYE online: <https://www.gov.uk/income-tax/how-you-pay-income-tax>

### If you're self-employed: Self Assessment tax returns

If you're self-employed you'll pay Income Tax and National Insurance through Self Assessment. You'll need to fill in a tax return every year.

You must send a tax return if, in the last tax year (6 April to 5 April), you were:

- self-employed as a 'sole trader' and your annual gross trading income was more than £1,000
- a partner in a business partnership

See more information on registering for Self Assessment online: <https://www.gov.uk/register-for-self-assessment>

### If you operate through a company: Corporation Tax

Companies need to register for Corporation Tax when they start doing business or restart a dormant business.

See more information on Corporation Tax online: <https://www.gov.uk/corporation-tax>