

HACKNEY CARRIAGE/PRIVATE HIRE VEHICLE LICENCE APPLICATION

Licence Number:

Expiry date:

This form is to be used for

- Hackney Carriage Vehicle first and renewal applications
- Private Hire Vehicle first and renewal applications
- Change of vehicle applications
- Transfer applications*

***PLEASE NOTE: A TRANSFER APPLICATION WILL NOT BE DEEMED AS COMPLETED UNTIL ALL DOCUMENTATION HAS BEEN PRODUCED. THE CURRENT LICENCE HOLDER WILL NEED TO COMPLETE PAGE 5 OF THIS FORM IN THE PRESENCE OF THE LICENSING SECTION AND THE APPLICANT.**

IF MORE THAN ONE PERSON IS TO BE NAMED AS A LICENCE HOLDER PLEASE INFORM THE LICENSING SECTION AND PROVIDE DETAILS. THE JOINT LICENCE HOLDER WILL BE REQUIRED TO SIGN A SEPARATE DECLARATION DOCUMENT WHICH WILL BE PROVIDED BY THE LICENSING SECTION UPON REQUEST.

To avoid any delay in your application being processed please ensure that all sections of the form are fully completed

Type of application – please tick

1. This application is in connection with:

Hackney Carriage Vehicle

☐

Private Hire Vehicle

☐

2. This application is for:

1st application

☐

Renewal application – same vehicle

☐

Transfer applications

☐

Change of vehicle - to replace existing licensed vehicle
(please see note overleaf)

☐

IMPORTANT:

Before you acquire or change a vehicle you should check the vehicle conditions to ensure that the vehicle fully complies with the criteria. The Vehicle Conditions provide full details of qualifying vehicles so it is important that you refer to the conditions.

THE MINIMUM AGE LIMIT FOR LICENSED VEHICLES IS AS FOLLOWS:

Standard vehicles (Non fully wheelchair accessible vehicles)	NO MORE THAN 5 years old WHEN FIRST LICENSED
Fully wheelchair accessible vehicles	NO MORE THAN 13 years old WHEN FIRST LICENSED

THE MAXIMUM AGE LIMIT FOR LICENSED VEHICLES IS AS FOLLOWS:

Standard vehicles (Non fully wheelchair accessible vehicles)	10 years old
Fully wheelchair accessible vehicles	16 years old

Fully wheelchair accessible means the vehicle has been modified to allow a customer to be loaded and carried in their own wheelchair whilst properly secured.

TRANSFER/CHANGE OF VEHICLE APPLICATIONS

Please note:

Once the vehicle has passed the test and the application is **fully completed** ie when all documentation has been received by the Licensing Section, the Licence and plates will be issued – 24 hours from COMPLETION of the application process.

APPLICANT DETAILS

(IMPORTANT: IF THE LICENCE IS TO BE HELD IN JOINT NAMES PLEASE ADVISE THE LICENSING SECTION)

1. Name in full
(Mr/Mrs/Miss/Ms (please indicate)
2. Current Address
.....
.....
3. Telephone numbers Home
 Mobile
4. Date of birth
5. Email address
6. Single Status Drivers licence
 number
7. Which taxi system do you
 operate from?

VEHICLE DETAILS

8. Plate number
9. Vehicle registration number
10. Make of vehicle
11. Model of vehicle
12. Colour of vehicle
13. Date vehicle first registered
14. Number of seats (excluding driver)
15. Is the applicant the sole proprietor? Yes ☐ No ☐

If no please provide details

16. Do the vehicle specifications comply with the HC/PH vehicle conditions?

Yes ☐ No ☐

Fully wheelchair accessible means the vehicle has been modified to allow a customer to be loaded and carried in their own wheelchair whilst properly secured.

17. Does the vehicle comply with the current Policy in defining a Fully Wheelchair Accessible vehicle?

Yes ☐ No ☐

THE FOLLOWING 2 QUESTIONS RELATE TO APPLICATIONS FOR
TRANSFERS AND CHANGE OF VEHICLE ONLY

19. If the answer to question 17 is YES you must attach the Certificate of Conformity to this application otherwise a licence will not be issued.

Therefore, is the required Certificate attached to this application?

Yes ☐ No ☐

20. Has this vehicle been “written off” by an Insurance Company?

Yes ☐ No ☐

If the answer to question 19 is YES please speak to the Licensing Section before proceeding any further with the application.

IMPORTANT: IF THE LICENCE IS TO BE HELD IN JOINT NAMES A SEPARATE DECLARATION WILL HAVE TO BE SIGNED BY THE JOINT OWNER (S).

DECLARATION – IMPORTANT PLEASE READ BEFORE SIGNING

I hereby declare:

- 1. I have read and understand the Council's criteria on Hackney Carriage and Private Hire licensing.**
- 2. I have read and understand the Council's Hackney Carriage and Private Hire vehicle conditions and the vehicle specifications comply with the conditions.**
- 3. I understand the differences in the law relating to Hackney Carriages and the law relating to Private Hire.**
- 4. I understand that Hackney Carriage vehicles and Private Hire vehicles may only be driven by persons holding a Single Status Drivers licence.**
- 5. I acknowledge that any details disclosed by me to the Council can be used by the Council and any Government Agency in the investigation of matters involving or related to my status as a licence holder.**
- 6. The information provided in this application is true and accurate.**

For your information the link to the privacy notices under the General Data Protection Regulations are below:

PRIVACY NOTICE

The Council's corporate privacy notice, which includes details of the authority's Data Protection Officer and your Information Rights is available at:

<https://www4.halton.gov.uk/Documents/council%20and%20democracy/dataprotection/privacynotices/PrivacyNotice.pdf>

Details of how your data is used when applying for a licence to drive hackney carriage and private hire vehicles is available at:

<https://www4.halton.gov.uk/Documents/council%20and%20democracy/dataprotection/privacynotices/legalservicespn.pdf>

Signed

Dated

TRANSFER APPLICATIONS ONLY

DETAILS OF CURRENT OWNER OF VEHICLE

DECLARATION – IMPORTANT PLEASE READ BEFORE SIGNING

I hereby declare:

1. I acknowledge that any details disclosed by me to the Council can be used by the Council and any Government Agency in the investigation of matters involving or related to this application.
2. The information provided in this application is true and accurate.

For your information the link to the privacy notices under the General Data Protection are below:

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Name

SSD licence no

Signed

Dated

FOR OFFICE USE ONLY

VEHICLE REGISTRATION DOCUMENT

Document reference number

Vehicle registration number

Name of registered keeper

Type & colour of vehicle

Date of first registration

INSURANCE DOCUMENT

CERTIFICATE

☐

COVER NOTE

☐

Company

Policy/Certificate number

Vehicle registration number

Name of policy holder

Start date

Expiry date

Persons insured to drive

Policy holder only

☐

Policy holder & following
named drivers

☐

Use

CERTIFICATE OF COMPLIANCE

CERTIFICATE OF CONFORMITY

Serial number

Received

☐

Date of issue

Not applicable

☐

Expiry date

Mileage

FEE PAID

Date

Receipt number

Amount

Method of payment

SYSTEM OPERATOR

SYSTEM OPERATOR FORM

TO BE COMPLETED & SIGNED BY THE SYSTEM OPERATOR

I hereby certify that the below named is or will be a driver operating from this system.

Drivers name

SSD licence number

Hackney Carriage/Private Hire plate number

Vehicle registration number

Trading name of business

Private Hire Operator's licence number

Operator email address

I understand that if any of the details above are found to be false or incorrect then my Operator's licence may be revoked or suspended.

Signed

Print name

Dated