



FOR OFFICE USE ONLY
Licence No:
Uniform Ref:
Issued Date:
Expiry Date:
Receipt No:
Fee Paid:
Date Received:
Payee Name:

APPLICATION FOR A PRIVATE HIRE VEHICLE LICENCE

**Town Police Clauses Act 1847
Local Government (Miscellaneous Provisions) Act 1976 - Part II
Public Health Act 1875, as amended**

Please complete all relevant sections of the application form in BLOCK CAPITALS. Incomplete applications will be rejected. The form must be returned with all relevant documents listed in the checklist at the end of this form as well as the fee.

Applications must be received at least 4 weeks before the current licence expires. A licence will be granted within 28 days of a valid and complete application (all required documents must be received for the application to be validated)

**YOU CANNOT USE A VEHICLE AS A PRIVATE HIRE VEHICLE
UNTIL THE LICENCE AND LICENCE PLATE(S) ARE ISSUED.**

APPLICATION TYPE AND FEES (please tick the relevant box)		✓
New licence	£133	
Licence renewal	£133	
Transfer of ownership of vehicle (new paper licence only)	£36.50	
Change of vehicle (please note plate expiry will stay the same and an MOT will be required again to renew the licence)	£60	

SECTION 1: CHECKLIST OF DOCUMENTS REQUIRED

Your application will **NOT** be processed without **ALL** the appropriate documentation. Please provide **ALL** applicable documents:

DOCUMENTS (please tick which have been submitted with this application form)	✓
DVLA V5C registration certificate a) The vehicle registration document (log book) in your name; OR b) The bill of sale/receipt/finance agreement from the previous owner of the vehicle together with proof that the vehicle registration document has been sent to DVLA for change of keeper / the green New Keeper supplement (V5C/2).	
Any HP Agreement in place at the time of application if applicable	
Current Insurance Certificate covering use for public hire / hire and reward	
Valid MOT Test Certificate from one of our authorised garages	
The Compliance Test pass certificate issued by one of our authorised garages which is less than 1 month old	
Certificate of calibration and sealing from meter agent if meter fitted	
<u>Transfer of ownership only:</u> Letter from previous owner acknowledging sale of vehicle	
Payment of the fee, by debit or credit card.	

SECTION 2: APPLICANT DETAILS

Please complete either A or B depending on who owns the vehicle

A. If company owned (private hire operator business)
Company Name:
Company Address:
Postcode:
Telephone:
Mobile:
Email Address:

B. If individually owned	
Title:	Surname:
Forenames:	
Date of Birth:	National Insurance Number:
Telephone :	
Mobile :	
Email address:	
Full Home Address:	
Postcode:	
Are you currently licenced as a Private Hire Driver?	YES / NO
If "yes" please give licence number:	

Is the company/person detailed in A or B the only owner of the vehicle?	YES / NO
If the answer is 'No' you will need to fill in Section 5.	
Will the person detailed in B be driving the vehicle?	YES / NO
If the answer is 'No' or if the vehicle is company owned (A) you will need to fill in Section 6.	
Will the person detailed in B be the only licenced driver using the vehicle?	YES / NO
If the answer is 'No' or if the vehicle is company owned (A) you will need to fill in Section 6.	

SECTION 3: DETAILS OF THE VEHICLE

Please ensure that you are displaying **No Smoking** signs inside your vehicle as it is an offence to smoke in any licenced vehicle under the Health Act 2006.

A. Licence RENEWAL/TRANSFER applicants only	
Current Private Hire licence plate number:	
Private Hire licence expiry date:	
MOT expiry date:	

B. ALL APPLICANTS	
Is the vehicle to be used as a temporary replacement for another licenced vehicle?	Yes / No
If YES please provide details of the vehicle which is to be replaced	Plate number:
	Reg. number:
DETAILS OF VEHICLE TO BE LICENCED:	
Vehicle registration number:	
Make of vehicle:	
Model of vehicle:	
Colour of vehicle:	
Engine size:	
Number of passenger seats (excluding driver):	
Date of first DVLA registration:	
Is the vehicle wheelchair accessible?:	Yes / No
Please detail where the vehicle is to be kept when not in use:	
Is a taximeter or other fare illuminating device fitted?	Yes / No
If YES give Serial number of meter/device:	
Is the vehicle currently road taxed?	Yes / No
Is the vehicle currently licenced with another authority?	Yes * / No
<p>* If the vehicle is currently licensed with another authority please see condition 5 of the Requirements relating to Hackney Carriage and Private Hire Vehicles which states :</p> <p>No licence shall be granted where the proposed vehicle is already licensed by another Council. Such vehicles may be licensed following the surrender of the existing licence. Providing they meet the criteria of this policy and a full application is made.</p> <p>Once issued the licence plates MUST be securely attached to the vehicle at all times during the duration of the licence (This means 24 hours a day, 7 days a week, and 365 days a year). It is an offence to remove the plates.</p> <p>If you wish to licence your vehicle with Three Rivers District Council then you must surrender the licence from the other authority.</p>	

SECTION 4: PRIVATE HIRE OPERATOR DETAILS

This is the private hire operator who will be providing the work for this vehicle

Name of Operator:	
Address:	

SECTION 5: VEHICLE OWNERSHIP

If the vehicle is a temporary replacement vehicle and you are therefore not the OWNER of the vehicle please give the details of owner below i.e. insurance company, lease company:

Full name:
Full Home address:
Postcode:
Telephone:
Nature of interest:
Do they intend to drive the vehicle? YES / NO
If the answer is YES you need to record their details in Section 6: Additional Driver Details below

SECTION 6: ADDITIONAL DRIVER DETAILS

If you are not the only DRIVER of the vehicle please give the details of the other drivers below

- All drivers must be named on the insurance documents unless fleet insurance
- All drivers must have the appropriate drivers licence issued by Three Rivers District Council

Title:		Full name:	
Full home address:			
Postcode:			
Licence badge number:		Badge expiry date:	

Please continue on separate sheet if necessary

SECTION 7: VEHICLE INSURANCE DETAILS

IMPORTANT: Please remember that only Three Rivers District Council licenced drivers may drive the vehicle at any time.

Please make sure you have the correct type of insurance for your licence, that it covers use for private hire.

The insurance certificate **MUST** be handed in with the application.

Name and address of insurance company/broker:
Telephone:
Insurance policy reference number:
Insurance policy expiry date:

SECTION 8: DECLARATION

- I have read the application form. I understand that you will not accept an incomplete application. If I give an incomplete application I understand that this will delay the application.
 - I have not knowingly or recklessly, made a false statement and understand I may be prosecuted for an offence under **S.57** if I have and/or my application may be refused.
 - I have read and ticked the boxes in the **CHECKLIST** to show that I understand which documents are required to be submitted with an application.
 - All the documents I am submitting are the originals and not copies.
 - I understand that only drivers with the correct Three Rivers District Council driver's licence can drive a licensed vehicle. Unlicensed family members/friends/colleagues are **NOT PERMITTED** to drive a licenced vehicle at any time.
 - I understand the vehicle licence plates must be correctly displayed on the vehicle **at all times and may not be removed for any reason other than returning them to TRDC**
 - I understand that a vehicle cannot be used for any Private Hire work if it is not licensed.
 - I understand that if a vehicle is used for something it is not licensed for or is driven by an unlicensed driver:
 - I can be prosecuted in a Magistrates' Court, and
 - this can stop me or my vehicle being issued with a licence.
 - I have the read and will comply with the Council's the Hackney Carriage and Private Hire Policy.
 - I confirm that the vehicle to be licenced will not be licenced with any other council for the duration of this licence.
 - I understand that under the Health Act 2006 there is to be no smoking in the vehicle and adequate No Smoking signs are displayed.

Signature:

Name:

Date:

We are striving to become entirely paperless and are therefore phasing out paper correspondence in favour of electronic communication and documents. Please provide an email address that we can use to correspond with you and to which we can send your documents:

Email address*: _____

*required

DATA PROTECTION

Please see our Privacy Notice at <https://www.threerivers.gov.uk/privacy-notice>