

Application for GRANT or RENEWAL of Hackney Carriage/Private Hire Vehicle Licence

Town Police Clauses Act 1847 / Local Government (Miscellaneous Provisions) Act 1976



Postal Address: Licensing Department, South Hams District Council, Follaton House, Plymouth Road, Totnes, Devon, TQ9 5NE

Telephone: 01803 861234 Email: licensing@swdevon.gov.uk Website: www.southhams.gov.uk

Data Protection

South Hams District Council (SHDC) will use the information that you have provided on this form and subsequent information provided by you or others for the purposes of section 57 Local Government Miscellaneous Provisions Act 1976 to assess your application to hold a Hackney Carriage/Private Hire Vehicle Licence and for the administration of the licensing regime. If your application is successful, your name, licence number, licence status, issue date and expiry date will be made available on a public register. SHDC is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other agencies such as the Police, DVLA, and Home Office if criminal activity is suspected or where we are otherwise required to do so by law. By signing this form you are consenting to the processing of your data by SHDC.

1. Application Type

Type of licence being applied for:	Hackney Carriage Vehicle	Private Hire Vehicle
Type of application being applied for:	Grant	Renewal
Full vehicle licence number: (renewal only)	SH	
Application is being made by:	Individual	Business

2. Individual Applicants' Details – business applicants complete section 3

Title	Mr	Mrs	Miss	Ms	Other (please specify)
Surname					
Forenames					
Previous Names					
Date of birth			National Insurance No		

2. Individual Applicants' Details – business applicants complete section 3

Address			
		Postcode	
Telephone No		Mobile No	
Email Address			

3. Business Applicants' Details – Individual applicants complete section 2

Company Name			
Trading Name (if different to above)			
Directors Name			
Registered Address			
		Postcode	
Telephone No		Company No (if registered)	
Email Address			

4. Previous Licences

Have you previously held a Hackney Carriage / Private Hire Driver or Vehicle Licence? If YES, please give details	YES	NO
Licensing Authority:		
Have you ever had a Hackney Carriage / Private Hire Driver or Vehicle Licence refused, suspended or revoked?	YES	NO

5. Vehicle Details

Please refer to the vehicle V5 Registration Document or New Keeper's Details Slip when completing the information requested below.

Registration Number		Vehicle Colour	
Vehicle Make		Vehicle Model	

5. Vehicle Details					
Body Type			Date of First Registration		
Type of Fuel			Number of Seats (as stated on V5 document)		
Cylinder Capacity (cc)			Co2 Emissions	g / km	
Vin/Chassis/Frame No.					
Wheelchair Accessible?	YES	NO	If YES, Rear Loading?	YES	NO
CCTV in vehicle?	YES	NO	If YES, data protection signs displayed?	YES	NO
Euro NCAP Safety Rating	Stars		Euro NCAP Classification e.g. large family car, small MPV etc.		
Is this vehicle currently licensed with any other Licensing Authority? If YES, please give details				YES	NO
Licensing Authority:					
Has the vehicle ever been 'written-off' by an insurance company?				YES	NO
If yes, which category of 'write-off' was given to the vehicle? (It is our policy that vehicles 'written-off' in categories A, B, C or S will not be licensed).					
If the vehicle has been 'written-off' as a category D or N, please confirm that a high level examination of the vehicle has been undertaken and appropriate engineers report is attached to this application certifying the standard of repairs? (Without this information we will be unable to consider the vehicle to be licensed. Please contact us for further details on the information required).				YES	NO

6. Insurance Details			
Insurance Company			
Policy Number			
Start Date		Expiry Date	

7. MOT Certificate Details			
Issuing Garage			
Issue Date		Expiry Date	
MOT Test Number		Mileage	

Second MOT Certificate Details (if renewal)	
Issuing Garage	

Second MOT Certificate Details (if renewal)			
Issue Date		Expiry Date	
MOT Test Number		Mileage	

8. FTA Standard Vehicle Test Certificate Details	
Issuing Garage	
Issue Date	

Second 8. FTA Standard Vehicle Test Certificate Details (if renewal and available)			
Issuing Garage			
Issue Date		Expiry Date	

9. Employment Details					
Please state the name and address of the Hackney Carriage proprietor or Private Hire Operator this vehicle will be used by.					
Name					
Address				Postcode	
Telephone No					
Email Address					
Full time		Part time		Hours per week	

10. Declaration of Convictions					
When submitting an application for a Hackney Carriage / Private Hire Vehicle Licence, you are required to declare convictions and cautions you may have by virtue of the Rehabilitation of Offenders Act 1974. Have you ever had any:					
Convictions	YES	NO	Fixed Penalties	YES	NO
Cautions	YES	NO	Motoring Offences	YES	NO
Civil Penalties	YES	NO	Immigration Offences	YES	NO
Details of offences, sentences, and fines – continue on separate sheet if necessary					
Date:			Court:		
Offence:					

10. Declaration of Convictions			
Sentence:			
Date:		Court:	
Offence:			
Sentence:			
Date:		Court:	
Offence:			
Sentence:			
Are you currently on bail or subject of any outstanding charge or summons? If YES, please give full details on a separate sheet			YES
			NO

11. Application Checklist		
Please ensure that the application form is completed in full and the relevant supporting documents enclosed. Incomplete applications will not be accepted, which will delay the issuing of your licence.		
I enclose the appropriate application fee (£181 Hackney Carriage, £20 Hackney Carriage wheelchair accessible, £160 Private Hire, and £20 Private Hire wheelchair accessible)		
I enclose the relevant V5 Registration Document		
I enclose a valid Insurance Certificate		
I enclose a valid Public Liability Insurance Certificate		
I enclose a valid MOT Certificate		
(if renewal) I enclose the interim MOT Certificate		
I enclose the FTA Standard Vehicle Test Certificate		
(if renewal and available) I enclose the interim FTA Standard Vehicle Test Certificate		
Please indicate if you would like to collect your vehicle plate from the Totnes Office or have it posted to you	COLLECTION	POST

12. Declaration of applicant

I hereby certify that to the best of my knowledge and belief the information I have given is correct and I have given it knowing that I shall be liable to prosecution if I have knowingly or recklessly made a false statement or omitted any material particular and accept that South Hams District Council reserves the right to clarify any of my answers or require further information in accordance with the provisions of The Town Police Clauses Act 1847, The Local Government Miscellaneous Provisions Act 1976 and any modification or re-enactment thereof.

I acknowledge that the Hackney Carriage / Private Hire Vehicle Licence issued to me as shown above, remains the property of South Hams District Council, is held on loan by me, and must be returned to the council on demand. I undertake to return the plate within 7 days after revocation, expiry or suspension of my licence under Section 60 of The Local Government (Miscellaneous Provisions) Act 1976 and The Town Police Clauses Act 1847 whether or not any demand is made by the council.

I confirm that I have read any guidance supplied by SHDC, enclosed any required documentation and fees, and agree to abide by the conditions placed on the licence should it be granted.

Signature		Dated	
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