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**Application for a Private Hire Vehicle Licence**

**Grant**  **Renewal**  **Transfer of Ownership**  **Private Registration Change**  **Replacement (Insurance vehicle)** 

**\* Please tick appropriate box**

‘We must protect the public funds we handle and so may use the information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes, with other organisations which handle public funds.’

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| Completing this Form | For Help |
| Write in **black ink** inside the boxes. If you need to give more information use additional sheets and sign and date these. | Email [licensing@charnwood.gov.uk](mailto:licensing@charnwood.gov.uk)  or telephone the Contact Centre on  01509 634666  or go to our website <https://www.charnwood.gov.uk/pages/taxi>  where the Councils Hackney Carriage/Private Hire Licensing Policy can be viewed |

**To ensure your renewal is processed within good time, Licensing recommend you submit at least 10 working days, prior to the expiry of your current Licence.**

**Grant/Renewal vehicle applications and supporting documents MUST be submitted by email only**.

**How to Apply**

Please email [licensing@charnwood.gov.uk](mailto:licensing@charnwood.gov.uk) with the following:

1. Completed vehicle application form – you can complete this, sign it and take a photo of each page and email it to us, provided the image is clear and no parts of the form are missing. Signature and date must be able to be seen.
2. A photo of your V5 Logbook showing all pages.
3. A photo of your insurance certificate or cover note (at least 7 days cover), or alternatively ask your Insurance Company to send this to us on your behalf.
4. A photo of your compliance certificate issued by the garage (valid for 28 days from the compliance pass date)
5. If the private hire vehicle has a meter installed, on being licensed for the first time, a meter calibration certificate.
6. In the case of a private hire vehicle, where the owner does not hold his own private hire operator’s licence, an operator authorisation form, signed by the private hire operator (required on both grant and renewal).
7. If your vehicle currently has an **exemption certificate**, then a new exemption application form and contract letter must be produced each time the plate is renewed.

On submitting information to the [licensing@charnwood.gov.uk](mailto:licensing@charnwood.gov.uk) email address, you will receive the following automatic acknowledgment; ‘We have received your email and a member of the licensing team will be in touch with you within 5 working days.’

Your application will be checked to determine if correct and complete.

If correct and complete you will received an acknowledgement email.

Any application that **does not** contain all required documents will be **rejected** and an email explanation will be sent to you.

**Licence Fee**

Once your application has been received and accepted as correct and complete and you have received your acknowledgment email, a member of the Licensing Section will contact you to take payment over the telephone by Debit or Credit card. **Please make sure that the Licensing Section has your correct contact details, i.e. email, telephone number.** Please do not ring us.

Once your new or renewed licence document has been printed and your new or renewed vehicle livery (plates) have been made, we will contact you to arrange collection.

**1. Applicant Details**

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| Title | Mr / Mrs / Miss / Ms/other (please state) |
| Surname |  |
| Forename(s) |  |
| Date of Birth |  |
| Address(including post code) |  |
| Mobile Tel Number |  |
| E-mail Address |  |

**2. Vehicle Details**

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| Vehicle Registration Number:.............................No. of Passenger Seats....................  Make/Model:....................................................................Colour................................  Date of First Registration:........................... Engine Capacity:....................................  Is the Vehicle fitted with a meter………………………………………………………  Current Private Hire Vehicle Licence number (if renewal).................................  Type of Fuel (Diesel, Petrol, LPG etc):........................................................................  **Can the vehicle carry a passenger(s) seated in their wheelchair?**  **Yes or No**  **Please tick the correct answer.**  If Yes, the vehicle will be listed as a designated vehicle as it is a Wheelchair Accessible Vehicle (WAV). |

**3. Details of Operator**

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| Name, address, and phone number of Operator of vehicle: (firm or self?)  .....................................................................................................................................  .....................................................................................................................................  **Company Name**…………………………………………………………………………….  Please give the address or addresses at which the vehicle will be kept when not in use:  .....................................................................................................................................  ..................................................................................................................................... |

**4. Additional Information**

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| **(THE OWNER OF THE VEHICLE/ LEASING COMPANY)**  Full name(s) and address(s) of every owner or part owner of the vehicle:  ...................................................................................................................................  ...................................................................................................................................  Full name(s) and address(s) of any person to whom the vehicle is let or rented:  ...................................................................................................................................  ...................................................................................................................................  Has any owner/part-owner, or proposed operator, of the vehicle been convicted of ANY offence, or been reported for, or charged with, ANY offence which has not yet been dealt with? If so, please give details:................................................................  ................................................................................................................................... |

**5. Declaration**

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| **Please read the declarations below carefully before signing.**  **YOUR ATTENTION IS DRAWN TO SECTION 57(3) OF THE  LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 WHICH PROVIDES THAT IT IS AN OFFENCE TO KNOWINGLY OR RECKLESSLY MAKE A FALSE STATEMENT OR OMIT ANY MATERIAL PARTICULARLY IN GIVING INFORMATION WHEN APPLYING FOR A LICENCE.**  I apply for a Private Hire Vehicle Licence.  I declare that:  I have read and agree to comply with the Council’s Policy and Conditions in respect to drivers of Hackney Carriages and Private Hire vehicles.  I declare that the answers given in this application are correct to the best of my knowledge and belief, and all matters relevant to the application have been declared.  I understand that any licence will be subject to:-  (i) the provisions of the Town Police Clause Act 1847  (ii) byelaws made by the Charnwood Borough Council under section 68 of that Act  (iii) the provisions of the Local Government (Miscellaneous Provisions) Act 1976,  (iv) the conditions of licence.  Signed..................................................... Date............................................................  Print Name……………………………………………………………………………………  Badge/Licence Number……………………………………………………………………. |

**EQUAL OPPORTUNITY MONITORING**

In order to ensure that all applicants receive fair, equal and relevant treatment, the Council would like you to indicate your ethnic origin by ticking one of the list below:

African Caribbean............................. White............................................................

Indian.............................................. Bangladeshi..................................................

Other Ethnic Group (Specify)..................................................................................

Please note: this information is confidential, and is used for monitoring purposes only.

**Application Check List**

Your application for a grant/renewal of a Hackney Carriage Vehicle Licence **MUST** be submitted to [licensing@charnwood.gov.uk](mailto:licensing@charnwood.gov.uk) with all accompanying documents **at the same time**.

**Please tick each box below, prior to sending your application by email, to check that you have attached all the items that are required before submission of your application;**

Completed vehicle application form (must be able to be seen 

and readable

A photo of your V5 Logbook showing all pages 

A photo of your insurance certificate or cover note 

(at least 7 days cover), or alternatively ask your

Insurance Company to send this to us on your behalf

A photo of your compliance certificate issued by the 

garage (valid for 28 days from the compliance pass date)

If the private hire vehicle has a meter installed, on being

licensed for the first time, a meter calibration certificate 

In the case of a private hire vehicle, where the owner does 

not hold his own private hire operator’s licence,

an operator authorisation form, signed by the private hire operator

(required on both grant and renewal).

If your vehicle currently has an **exemption certificate**, 

then a new exemption application form and

contract letter must be produced each time the plate is

renewed**VEHICLE GUIDANCE**

When applying for a new vehicle licence or renewal of the vehicle licence the application must be accompanied by the following documentation (complete copies or photos which must be readable) **;**

**PROOF OF OWNERSHIP**

• A Registration document (V5) in the applicant’s name or an equivalent V5C on the DVLA demand scheme for fleet vehicles; or

• A finance agreement in the applicant’s name, identifying the subject vehicle;\* (This will only be accepted for a new vehicle put on the road in the first year, after that a registration document in your name must be produced, otherwise the vehicle application will not be accepted); or

• A properly completed business/traders receipt of bill of sale, clearly identifyingthe vendor, the purchaser (who should be the applicant) and the subject vehicle:\* (Again, this will only be accepted for a new vehicle put on the road in the first year, after that a registration document in your name must be produced, otherwise the vehicle application will not be accepted);

(\*For occasions where the vendor sends the registration document to the DVLA, upon the purchase of the vehicle).

Handwritten receipts purporting to be from the vendor of the vehicle following a private sale **will not** suffice. It will be the applicants’ responsibility to ensure that the proof of ownership or lawful possession meets the requirements above at the time of making the application; otherwise the application will not be accepted.

**INSURANCE**

It is required that an insurance document(s) (complete copies or photos which must be readable) must be shown **each** time a vehicle licence is issued (grant and renewal). Certificates of insurance (and listing of vehicles) will be accepted by email, sent directly from the insurance company. The insurance certificate/cover note **will not be accepted if there is less than 7 days to its expiry.**

This requires:

* A valid certificate of insurance or cover note confirming that insurance is in

place for each driver of the vehicle and specifying use as either a Hackney

Carriage or Private Hire Vehicle.

* A Hackney Carriage vehicle requires insurance to cover public hire and hire

and reward.

* A Private Hire vehicle requires insurance to cover hire and reward.
* The Council **will not** accept an insurance policy for a private hire vehicle that states or implies the vehicle is insured for public hire.
* A cover note will be accepted and the licence will be issued on the

understanding that a certificate of insurance will be produced at the earliest

opportunity and before the cover note expires.

* If a larger company with ‘an all vehicle certificate of insurance’, the Council will require an up to date accompanying schedule directly from the Insurance company, listing all vehicles by vehicle registration, make and model and the type of licensed vehicle, i.e. Hackney or private hire.

**REPLACEMENT (LEASE) VEHICLES**

Replacement vehicles must not be older than the vehicle it replaces and should have the same capabilities regarding wheelchair accessibility, i.e. a wheelchair accessible vehicle can only be replaced by another wheelchair accessible vehicle.

The temporary hackney carriage/private hire vehicle is required to be tested by an authorised garage(s) and an application for a temporary vehicle licence must be submitted to the Licensing Authority.

Magnetic signs may be allowed on a temporary lease car licensed by Charnwood Borough Council provided that the Council has given prior written approval.

The original plates must be returned to the Licensing Authority. On the occasion of a lease vehicle being supplied and licensed by an insurance company or their agents, the application will be made by the applicant (driver) with the owner of the vehicle shown as the leasing company. The driver must be the named driver on the insurance document.

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| This authority is under a duty to protect the **public funds** it administers, and to this end may use the information you have provided for the prevention and detection of fraud. It may also, and on occasions will be required to, share this information with other bodies responsible for auditing or administering public funds for these purposes. |
| The Council is obligated to provide **public register(s)** in relation to (drivers/ Hackney/PH vehicles) and a designated vehicles list.   To provide better customer service, the council’s registers includes all the data fields which are available across the different registers – for example operator information is shown on the designated vehicles list, and will also be shown on the driver register. This allows the public to only visit one register for the information required, rather than several registers.  **The Air Quality (Taxi and Private Hire Vehicles Database) Regulation 2019** requires all licensing authorities in England and Wales to submit certain information about their licensed taxis/PHVs to the database.  Since the introduction of **The Air Quality (Taxis and Private Hire Vehicles Database) (England and Wales) Regulations 2019**, the Council is required to provide vehicle data to Defra following all issues, renewals, suspensions or refusals of licences.  The data shared will include vehicle registration mark, start and end date of license, whether Taxi or PHV, licence plate number, and whether the vehicle is wheelchair accessible.  The licensing authority provides information to the **National Register of Taxi Licence Refusals and Revocations (NR3).** A mechanism for licensing authorities to share details of individuals who have had a Hackney Carriage or Private Hire Driver’s licence revoked, or an application for one refused. This is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the licensing authority – that is, assessing whether an individual is a fit and proper person to hold a Hackney Carriage or Private Hire Driver’s licence.  Therefore:   * Where a Hackney Carriage / Private Hire Driver’s licence is revoked, or an application for one refused, the authority will automatically record this decision on NR3. * All applications for a new licence or licence renewal will automatically be checked on NR3. If a search of NR3 indicates a match with an applicant, the authority will seek further information about the entry on the register from the authority which recorded it. Any information received as a result of an NR3 search will only be used in respect of the specific licence application and will not be retained beyond the determination of that application |
| Charnwood Borough Council collects personal information when you contact us for any services we provide and we will use this information to provide these services. We may need to share your information with service providers and other departments within Charnwood Borough Council to ensure that you receive the best possible service, and this will be made clear in our privacy notice. We will not share your information with third parties for marketing purposes or any other reason unless required to do so by law.  **For information about how & why we may process your personal data, your data protection rights or how to contact our data protection officer, please view our Privacy Notice** [**www.charnwood.gov.uk/pages/privacynotice**](http://www.charnwood.gov.uk/pages/privacynotice) |