

## HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE LICENCE APPLICATION

TYPE OF LICENCE APPLIED FOR: Hackney Carriage  Private Hire   
New Application  Transfer of Ownership  Change of Vehicle/Registration number

### 1. APPLICANT

Surname: ..... Forename(s): .....  
Address: .....  
Postcode: ..... Tel No. ....

### 2. VEHICLE DETAILS

a) Make: .....  
b) Model: ..... c) Colour: .....  
d) Registration No.: ..... e) Date of first registration: .....  
f) Plate number (if previously issued): ..... g) No. of passengers: .....  
h) Date of purchase: ..... i) Is it wheelchair accessible: .....  
j) Is any other person/company concerned in the proprietorship, keeping, employing or letting for hire of the vehicle? **Yes / No**

If yes give their name and address and exact nature of involvement: .....  
.....  
.....

### DECLARATION:

- I / We declare that the information given by me in this application is correct to the best of my knowledge and belief and enclose:-
  - i) The Fee (payable online @gloucester.gov.uk or   
by phone on 01452 396396)
  - ii) Proof of ownership, for example bill of sale i.e. receipt   
for the money paid for the vehicle, invoice for the  
vehicle stating that the amount due has been paid  
in full, hire purchase agreement in applicants name.
  - iii) V5 Registration document (or new keepers supplement)
  - iv) M.O.T. & Vehicle Inspection Certificate
  - v) I will produce proof of Hackney Carriage / Private Hire  
Insurance Cover prior to the issue of the vehicle licence   
(Fleet policies must be accompanied by a schedule of vehicles)
  - vi) New Applications – Meter Inspection Certificate
- I consent to the Council retaining my application and details on its database(s). I understand that the Council is obliged to pass on information to other statutory bodies if requested.
- I have received a copy of the Council's conditions, rules and policies relating to Private Hire and Hackney Carriage Licensing and have read the guidance notes overleaf. I have read and understand the conditions and undertake to comply with them if a Vehicle Licence is granted.

**Applicants are advised that to make knowingly or recklessly a false statement or omit any information from this application is a criminal offence.**

Gloucester City Council provides Licensing Services to you. We will use your personal information to provide those services to you and may need to share your information with Statutory Bodies to enable us to do this. For further information about how the council uses information it holds about you please go to <http://www.gloucester.gov.uk/council/data-protection-and-foia/Pages/data-protection-GDPR.aspx>

Applicants Signature: ..... Date: .....

Receipt No.: ..... Receipt Date: ..... Insurance Expiry Date: .....

## GUIDANCE NOTES

### Application for a Hackney Carriage / Private Hire Vehicle Licence

1. The vehicle must be suitable in type, size and design for use as a hackney carriage or private hire vehicle and in a suitable mechanical condition. See the Council's conditions, rules and policies relating to Private Hire and Hackney Carriages vehicles for details.
2. Vehicles will not be accepted for licensing on first occasion after 5 years from the date of registration regardless of whether it was previously licensed anywhere else in the UK.
3. Vehicle ownership details must state whether the owner is a company or partnership and if so either give details of the company or each partner as applicable.
4. The current insurance must be a policy issued in accordance with, and comply with Part VI of the Road Traffic Act 1972. If not yet arranged, a valid insurance policy must be produced before the vehicle licence will be issued.
5. Licences will be valid for ONE year (except change of vehicle/registration number these are licensed for the duration of the licence replaced).
6. Applications will not be completed unless accompanied by:
  - (a) Certificate of Insurance
  - (b) Current M.O.T. & Vehicle Inspection Certificate
  - (c) The Appropriate Fee
  - (d) Vehicle Registration Document.
  - (e) Proof of purchase.
7. If you part with, transfer or otherwise dispose of a licensed vehicle you must notify the Council in writing, within 14 days of the change of ownership and of the name and address of the new owner.

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