

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



Postal Address: Licensing Department, West Devon Borough Council, Kilworthy Park, Tavistock, Devon, PL19 0BZ Telephone: 01822 813600 Email: licensing@swdevon.gov.uk Website: www.westdevon.gov.uk

DATA PROTECTION

West Devon Borough Council (WDBC) will use the information that you have provided on this form and subsequent information provided by you or others for the purposes of assessing your application to hold a Hackney Carriage/Private Hire Driver 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. WDBC 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 WDBC.

1. APPLICATION TYPE

Type of licence being applied for: <i>(tick/circle as appropriate)</i>	Hackney Carriage Vehicle	Private Hire Vehicle
Type of application being applied for:	Grant	Renewal
Full vehicle licence number: <i>(renewal only)</i>	WD	
Application is being made by:	Individual	Business

2. INDIVIDUAL APPLICANTS DETAILS – *business applicants complete section 3*

Title	Mr , Mrs , Miss , Ms , Other <i>(please state)</i>		
Surname			
Forenames			
Previous Names			
Date of birth		National Insurance No	
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? <i>If YES, please give details</i>	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		
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 the vehicle?	YES	NO	If YES, data protection signs displayed?	YES	NO
Euro NCAP Safety Rating https://www.euroncap.com/en/ratings-rewards/	Stars		Euro NCAP Classification eg large family car, small MPV etc		
Is this vehicle currently licensed with any other Licensing Authority? <i>If YES, please give details</i>				YES	NO

Licensing Authority:			
Has the vehicle ever been declared a category N insurance 'write off'? <i>(Vehicles that have been declared an insurance write off in category A, B, or S will not be licensed)</i>	YES	NO	
If answering yes to above, has an appropriate engineers report been attached certifying the standard of repairs?	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	
2 nd MOT Details (if renewal)			
Issuing Garage			
Issue Date		Expiry Date	
MOT Test Number		Mileage	

8. FTA STANDARD VEHICLE TEST CERTIFICATE DETAILS	
Issuing Garage	
Issue Date	

9. EMPLOYMENT DETAILS	
Please state the name and address of the Hackney Carriage proprietor or Private Hire Operator who will employ you if this licence is granted.	
Name	
Address	
	Postcode
Telephone No	
Email Address	

Full time		Part time		Hours per week	
If you are working part time as a Hackney Carriage / Private Hire Driver please confirm what your other occupation is:					

10. DECLARATION OF CONVICTIONS

When submitting an application for a Hackney Carriage / Private Hire Driver 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:			
Sentence:			
Date:		Court:	
Offence:			
Sentence:			
Date:		Court:	
Offence:			
Sentence:			

Are you currently on bail or subject of any outstanding charge or summons? <i>If YES, please give full details on a separate sheet</i>	YES	NO
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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 (<i>£181 Hackney Carriage, £20 Hackney Carriage wheelchair accessible, £160 Private Hire, and £20 Private Hire wheelchair accessible</i>)	
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	

<i>(if renewal)</i> I enclose the interim MOT Certificate		
I enclose the 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 West Devon Borough 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 West Devon Borough 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 WDBC, 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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Hackney Carriage and Private Hire Inspection Form

IMPORTANT: Read Notes Overleaf



Chassis no.	Certificate of Compliance serial no.		Class of inspection (tick) <input type="checkbox"/> Hackney Carriage <input type="checkbox"/> Private Hire
Vehicle reg mark	Make and Model	Year of manufacture	
Plate no.	Recorded mileage	Colour	

	Item tested	Pass (v)	Fail (X)	Reasons for failure
A	Lighting equipment			
	Front and rear lamps			
	Headlamps			
	Headlamp aim			
	Stop lamps			
	Rear reflectors			
	Direction indicators			
	Steering and suspension			
	Steering control			
	Steering mechanism/system			
	Power steering			
	Transmission			
	Wheel bearings			
	Front suspension			
	Rear suspension			
	Shock absorbers			
	Brakes			
	Controls/ABS warning system			
	Condition of service brake system			
	Condition of parking brake system			
	Service brake performance			
	Parking brake performance			
	Tyres and wheels			
	Tyre type			
	Tyre condition (including spare)			
	Road wheels			
	Seat belts			
	Mountings			
	Condition			
	General			
	Driver's view of the road			
	Horn			
	Exhaust system			
	Fuel system			
	Exhaust emissions			
	Vehicle structure			
	Body interior and luggage space			
	Meter – test and seal			
	CCTV			
	Licence plates/discs			
	Roof sign and For Hire sign			
	Body exterior including any advertising			
	Doors and seats			
	Electrical wiring and equipment			
	Speedo			
Oil and water tests				
Ancillary equipment				
Trailer and tow bars Yes/No				

B	I hereby certify that the above vehicle has been inspected and has/has not* been found to be roadworthy and suitable to be used as a hackney carriage/private hire* vehicle at the same time of inspection.	Name and address of VOSA testing station
	Signed _____ (Tester/inspector) Name in capitals _____ Date _____	

C	WARNING: IN MY OPINION, THE VEHICLE IS DANGEROUS TO DRIVE BECAUSE OF THE FOLLOWING DEFECT:
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This inspection form should be completed in conjunction with the FTA Best Practice Guide to Inspection of Hackney Carriage and Private Hire Vehicles for South Hams and West Devon. The best practice guide is available to download from South Hams District Council and West Devon Borough Council websites.

The standards are additional to that required to pass an MOT test and includes requirements not covered by the MOT manual.

If there are any questions about any aspect of this inspection document, please contact the Licensing Department on 01803 861336 or by email licensing@swdevon.gov.uk.

If your vehicle has failed the test please read the following notes:

1 Your vehicle does not meet the legal requirements. You should have it repaired without delay and you are not to use the vehicle for hire and reward until such repairs are carried out.

2 It is an offence to use on a public road a vehicle of testable age that does not have a current certificate of compliance, except when:

- bringing it away from a testing station after it has failed the test
- taking it to or bringing it away from a place where by PREVIOUS ARRANGEMENT repairs are to be or have been made to remedy the defects for which the vehicle was failed
- taking it to the testing station for a test booked in advance

Even in the above circumstances you may still be prosecuted for driving an unroadworthy vehicle if it does not comply with the various regulations affecting its construction and use.

Additionally the insurance may not be operative.