


CENTRAL BEDFORDSHIRE COUNCIL DRAFT

Hackney / Private Hire Vehicle		
New/Renewal/Transfer		
Lic. No.		
Expiry date (if applicable)		
Receipt No.		
Date		
Amount		

DRAFT APPENDIX B

Application for Hackney Carriage / Private Hire Vehicle

Please read guidance notes before completing
 Complete in Block Capitals/Delete where appropriate

PART A – APPLICANT’S DETAILS

Forename(s)	Last Name	Mr/Mrs/Ms/Miss	
Home Address			
Postcode:			
Home Telephone No.		Mobile Telephone No.	
Badge Number (If applicable)			

PART B – VEHICLE DETAILS

Vehicle Registration No.	
Date of Manufacture (as per Vehicle Registration Document)	
Make and model of Vehicle	
Colour of Vehicle Paintwork	
No of seats (except driver)	
Is the vehicle either: (a) Purpose built taxi (b) Saloon (c) Hatchback (d) Estate (e) People Carrier (d) Any other (please give details)	YES/NO YES/NO YES/NO YES/NO YES/NO
Fuel Type:	Diesel/Petrol/LPG/Hybrid

Is the applicant the registered owner of the vehicle.	YES/NO
If NO. Name and address of the registered owner.	
Address where the vehicle is normally kept when not in use.	
Is the car to be used as part of a fleet for a company/Operator?	YES/NO
If YES. Name and address of company/Operator.	
Signature of Operator	
Is the vehicle currently licensed by any other Authority?	YES/NO
If YES: Name of Authority	
Vehicle Licence Plate Number	
Date current licence expires	

PART C

ADDITIONAL INFORMATION REQUIRED FOR LICENCE RENEWALS ONLY

Have <u>any</u> alterations been made to the design/appearance of the vehicle during the last twelve months including engine modifications.?	YES/NO
If YES, give details of these changes.	
Name of Vehicle's Insurance Company	
Insurer's Address (including postcode)	
Insurer's Telephone Number	
Policy Number/Cover Note Number	

APPLICATION GUIDANCE NOTES FOR THE ISSUE OF A VEHICLE LICENCE

Applicants must ensure that they have read and are fully conversant with the Conditions that accompany this document. The information below forms part of the Conditions and contain a summary of the licensing process.

1. The grant of a vehicle licence does not allow the use of any premises as a business base in the absence of planning permission. You may wish, therefore, to contact the Planning Officer before submitting an application for a vehicle licence to check if planning permission is necessary.
2. The completed application form, all relevant documents and the licence fee must be submitted to one of Central Bedfordshire Council's offices. Delays may occur if you fail to submit all the information requested and any incomplete application may be returned to the applicant.
3. The vehicle may be presented to the Authorised Officer for inspection to ensure compliance with the Conditions.
4. A Mechanical Test is required on **ALL** vehicles. The inspection will take place no more than four weeks prior to the issue of the Vehicle Licence.

The Licensing Section will notify you in writing of the details for the vehicle test following receipt of the completed Application Form and the appropriate fee.

No vehicle will be tested without the necessary authorisation letter.

The vehicle must be presented to the Council nominated test centre. The inspection is to determine that the vehicle is in a roadworthy condition. The inspection must take place no more than four weeks before the start of the vehicle licence being granted.

A Certificate of Compliance is issued for vehicles that pass the mechanical test, this certificate must be produced at the Council Offices prior to the issue of the vehicle licence.

The applicant is responsible for any fees that may be due for the mechanical test, including any retests.

If a vehicle fails the test and, in the opinion of the examiner would fail to meet the standards required by the Motor Vehicles (Construction and Use) Regulations 1978, then the plate may be removed by the Testing Centre, or any Authorised Officer. Until such time as the vehicle passes the test, and until such time as the plate is returned, the vehicle may not be used as a hackney carriage or a private hire vehicle.

Any vehicle called for inspection which fails to attend may have its licence suspended immediately and subsequently the licence may be revoked.

5. Any renewal application made more than 14 days after the expiry of the last licence will be considered as a new application and not a renewal unless prior arrangements have been made for an extension of time with the Council.

6. Any late application may result in the vehicle not being licensed for the start of the new licensing period.
7. Final Inspection prior to issue of licence.

The following will need to be checked by Licensing Section:-

- i) Certificate of Compliance
- ii) Current vehicle insurance certificate or cover note for the carrying of fare paying passengers (to include towing and the carriage of wheelchairs for which the vehicle is adapted, where necessary)
- iii) Vehicle Regulation Document (V6).
- iv) Current Road Fund Licence (tax disc)
- v) Vehicle has a working fire extinguisher and first aid kit
- vi) All windows are clear of stickers with approved exceptions.

Original documents are required for Items 7(i) – 7(vi) inclusive.

8. Providing all the items in 7 above are evidenced and all the conditions are met then the Licence will be issued together with other appropriate material.
9. THERE WILL BE A **MINIMUM PERIOD OF TWO DAYS** FROM RECEIPT OF THE CERTIFICATE OF COMPLIANCE AND INSURANCE DOCUMENTS TO THE ISSUE OF THE VEHICLE PLATE.
10. **Data Protection**

Details relating to your Licence application with Central Bedfordshire Council may be entered into, held and processed on a computer. As required by the Data Protection Act 1998, this information will be treated securely and confidentially.

Information Data matching across databases held by the Council and other organisations may also be undertaken.

You are entitled to know what personal information is being held within a database. Reasonable requests of access/printouts will be met at no charge. If errors are pointed out every endeavour will be made to correct these without delay.