

**EAST STAFFORDSHIRE BOROUGH COUNCIL**  
Town Hall, King Edward Place, Burton upon Trent, DE14 2EB

**APPLICATION FOR A PRIVATE HIRE VEHICLE LICENCE**

NEW

RENEWAL

In accordance with the appropriate provisions of the Local Government (Miscellaneous Provisions) Act 1976, I **HEREBY APPLY** for a Private Hire Vehicle Licence.

**SURNAME** ..... **FORENAME(S)** .....

**HOME ADDRESS** .....

.....

**DATE OF BIRTH** ..... **AGE** ..... **TELEPHONE NUMBER** .....

**VEHICLE REGISTRATION NUMBER** .....

**MAKE AND MODEL OF VEHICLE** .....

**CHASSIS NUMBER** .....

**YEAR OF MANUFACTURE** ..... **COLOUR OF VEHICLE** ..... **C.C.** .....

**HAS THE VEHICLE BEEN SUBJECT TO ANY MODIFICATIONS I.E: TINTED WINDOWS? YES/NO**  
**IF YES PLEASE STATE**

.....

**HOW LONG HAVE YOU OWNED THE VEHICLE** .....

**NAME OF INSURANCE COMPANY** .....

**NAME OF INSURANCE BROKERS** .....

**NAME OF ALL PERSONS AUTHORISED TO DRIVE THE ABOVE VEHICLE**

.....

**NAME OF PRIVATE HIRE FIRM FOR WHICH VEHICLE IS TO BE USED** .....

**SIGNATURE OF OPERATOR OF ABOVE FIRM** .....

**VEHICLE IS LEASED, PLEASE GIVE DETAILS:**

**NAME OF HIRE COMPANY**.....

**ADDRESS OF HIRE COMPANY** .....

RENTAL AGREEMENT NUMBER ..... PERIOD OF LEASE .....  
 NAME(S) AND ADDRESS(ES) OF EVERY PROPRIETOR OR PART PROPRIETOR OF VEHICLE OR  
 EVERY PERSON CONCERNED SOLELY OR IN PARTNERSHIP WITH ANY OTHER PERSON IN THE  
 KEEPING, EMPLOYING OR LETTING TO HIRE OF SUCH VEHICLE:

.....  
 ANY OFFICES OF DIRECTOR OR SECRETARY OF A COMPANY CURRENTLY OR PREVIOUSLY  
 HELD BY THE APPLICANT?

YES/NO ..... (If the applicant is a company, please give details of Director/Secretary)

DIRECTOR ..... SECRETARY .....

ANY TRADE OR BUSINESS CARRIED ON BEFORE MAKING THIS APPLICATION?

YES/NO ..... (If YES give details) .....

DO YOU INTEND TO FOLLOW ANY OCCUPATION, TRADE OR BUSINESS IN ADDITION TO  
 OPERATING THE ABOVE VEHICLE?

YES/NO ..... (If YES give details) .....

HAVE YOU PREVIOUSLY HELD A PRIVATE HIRE VEHICLE LICENCE?

YES/NO ..... (If YES give details) PLATE NUMBER(S) .....

VEHICLE(S) LICENSED WITH WHICH LOCAL AUTHORITY .....

GIVE DETAILS OF ALL YOUR CONVICTIONS NO MATTER HOW OLD, OFFENCES WAITING TO BE  
 HEARD IN COURT AND RECENT FIXED PENALTIES

(If you have **NO** previous convictions, offences waiting to be heard in Court or recent fixed penalties,  
 please write "**NONE**" in each of the corresponding sections below)

	DATE	OFFENCES CONVICTIONS	SENTENCE	FINE	Officer
OFFENCES ON DRIVING LICENCE					
COURT CONVICTIONS					
OFFENCES AWAITING COURT HEARING					

The applicant has confirmed ALL convictions have been declared signed .....

**HAVE YOU BEEN GIVEN A FIXED PENALTY TICKET FOR ANY TRAFFIC OFFENCE WHICH IS NOT SHOWN ON YOUR DRIVING LICENCE?**

**YES/NO** .....

(If **YES**, give details) .....

**IMPORTANT:** If any person knowingly or recklessly makes a false statement or omits any material particular in giving information under this section, or from any document submitted with this application he or she shall be guilty of an offence punishable upon conviction by a fine of up to £400.

**DECLARATION OF APPLICANT**

I **HEREBY DECLARE** that the information given in this form is true, complete and correct and that I have no objection to and hereby authorise the Council to make such enquiries as may be necessary to check the truth of that information.

I **UNDERTAKE** to observe and perform all conditions and provisions of the Local Government (Miscellaneous Provisions) Act 1976 relating to this application. I also understand that if I infringe or do not comply with any of the conditions or provisions in the Act subject to which the Licence is to be held, or if any of the disclosures above are found to be inaccurate or untrue, I may be liable to legal proceedings being taken against me and the Licence may be revoked or not renewed by the Council.

**SIGNATURE OF APPLICANT** ..... **DATE** .....

\*\*\*\*\* **ALL VEHICLES REQUIRE AN INSPECTION UPON APPLICATION**\*\*\*\*\*

**General Data Protection Regulation/ Data Protection Act 2018**

**How is your information used?**

We collect information to assess your suitability and fitness to be issued with a hackney carriage Licence and to assist us in managing your Licence. We may also use your contact details in the event that we need to contact you in relation to your Licence(s).

**Who has access to your information?**

Information is shared with other regulatory and enforcement authorities including, but not limited to, other Council services; Councillors; the Police; HM Revenues and Custom; Home Office Immigration; Cabinet Office; National Anti-Fraud Network; NHS services, and other local authorities when allowed to by law for the purposes of the administration and enforcement of authorisations, and for the purposes of the prevention and detection of crime, public safety, public health, protection of the environment and prevention of fraud.

Certain information about Licences (including in particular your name and the address of any premises to which a Licence applies) may be published on a public register on our website when we are required to by law. Licences that have to be determined by our Councillors will be published in exempt minutes on our website.

For further information about how your personal information will be used, please visit [www.eaststaffsbc.gov.uk](http://www.eaststaffsbc.gov.uk) where you can see a full copy of our privacy notice. Alternatively you can request a hard copy from [licensing@eaststaffsbc.gov.uk](mailto:licensing@eaststaffsbc.gov.uk)

## **GUIDANCE NOTES TO APPLICANTS**

**For renewal vehicles new plates will not be issued until the expired ones are returned.**

Before a Licence is issued to the applicant, the Licensing Authority must be satisfied as to the suitability, design, appearance, safety, comfort and mechanical condition of the vehicle.

- a) no vehicle over 7 years of age will be licensed for Private Hire purposes;
- b) all vehicles in excess of 3 years old must be tested on behalf of the Council every six months;
- c) all vehicles must have a minimum engine capacity of 1200 cc;
- d) all vehicles must have a minimum length of rear seat of 122cm in order to accommodate 3 adult passengers comfortably. Vehicles that do not comply with this requirement will only be licensed to carry 3 passengers instead of 4.

You should also note that all Private Hire vehicles **WILL** display an identification door panel on both front doors centrally where practicable giving the name of the Council including the crest and the name and telephone number of the Operator's firm and the words "advance bookings only". The acceptable size for the door panels is 35cm by 25cm. A template will be provided to all proprietors on submission of an application for a vehicle Licence.

The Council also requires all Private Hire vehicles to display a green front and a rear plate giving the name of the Council, vehicle details, Licence Number and the maximum number of passengers.

### **Licence Plate / Panel Exemption**

Should you require exemption from displaying the licence plates / door panels on this vehicle then you will also need to submit a request in writing with the fee of £5.00 for the internal plates.

We will require the following details:

Letter from person/firm detailing reasons for the exemption (type of work to be carried out) and duration of the exemption

For Novelty Vehicle applications, i.e. de-commissioned emergency service vehicles or limousines then there will be no cost for the internal plate.

### **Testing Stations**

The Council has 2 approved testing stations and 1 for limousines and novelty vehicles only.

Alan's Test Centre, Unit 1/2 HCM Industrial Estate, Wetmore Road, Burton upon Trent  
Tel: 01283 510272

M & P Testing, Unit 12 Anderstaff Industrial Estate, Hawkins Lane, Burton upon Trent  
Tel: 01283 540558

Limousine and Novelty vehicles only  
Jeffrey's Haulage, Swadlincote Road, Swadlincote.  
Tel: 01283 817316

**This application must be returned to the Licensing Team, Town Hall, King Edward Place, Burton upon Trent, DE14 2EB together with the following:**

1. Registration Document for the vehicle with correct name and address;  
**Novelty vehicles/limousines only** must produce full log book on application.
2. Current Certificate of Compliance;
3. Valid Certificate of Insurance or Cover Note;
4. The applicant's current Driving Licence with correct home address;
5. Fee of £164.00 for the Licence and Plate;
6. Letters / confirmation of contracts for Plate/Panel Exemption (if required).  
Fee of £5.00 will be required for the internal plates. (Not payable for novelty vehicle applications)

**IF YOU ARE HAVING PROBLEMS COMPLETING THIS APPLICATION FORM, PLEASE CONTACT THE LICENSING OFFICE ON TELEPHONE: (01283) 508585/508310/508692/508505 AND A MEMBER OF THE LICENSING STAFF WILL BE PLEASED TO HELP YOU.**

**FOR OFFICE USE ONLY**

Document:

Registration Document	<input type="checkbox"/>
Certificate of Compliance	<input type="checkbox"/>
Licensing officer inspection	<input type="checkbox"/>
Insurance Document	<input type="checkbox"/>
Driving Licence	<input type="checkbox"/>
Fee	<input type="checkbox"/>
Plate Exemption Letter/Fee (If applicable)	<input type="checkbox"/>

**DOCUMENTS ACCEPTED BY .....**  
**DATE ..... TIME .....**

Receipt No.  
Amount    £        .        p  
Debit Card/Credit Card/Cheque

**I CERTIFY THAT I HAVE HAD MY  
ORIGINAL DOCUMENTS RETURNED**

Signature .....

Date .....

**Renewal Vehicle Inspection:**

<input type="checkbox"/>	Bodywork/ Paintwork
<input type="checkbox"/>	Windows (Tinted)
<input type="checkbox"/>	Cleanliness/Condition of upholstery
<input type="checkbox"/>	Fire Extinguisher/First Aid Kit

Comments:.....

.....

Signed: ..... (Officer)

Signed: ..... (Applicant)