

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

APPLICATION TO LICENCE A HIRE VEHICLE

HACKNEY CARRIAGE

NEW RENEWAL

In accordance with the appropriate provisions of the Public Health Act 1875, the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976, I **HEREBY APPLY** for a Hackney Carriage Vehicle Licence.

COMPANY NAME.....

ADDRESS

.....

TELEPHONE NUMBER.....

VEHICLE DETAILS

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

.....

DETAIL OF VEHICLE BEING REPLACED

VEHICLE REGISTRATION NUMBER

MAKE AND MODEL OF VEHICLE

HACKNEY CARRIAGE NO......

DRIVER DETAILS: NAME **BADGE NO**

HAS THE ACCIDENT BEEN REPORTED TO THE LICENSING OFFICE AND CONFIRMATION PRODUCED FROM TESTING STATION DECLARING THE ABOVE VEHICLE IS UNFIT FOR ROAD USE:

YES

NO

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.

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**

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 where you can see a full copy of our privacy notice. Alternatively you can request a hard copy from 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 and arrangements will be made with the applicant for the vehicle to be inspected and tested.

- a) all vehicles licensed as Hackney Carriages from Plate 23 onwards must be purpose built vehicles which are accessible to and are safely usable by wheelchairs;
- b) no purpose built vehicle over 10 years of age will be licensed for Hackney Carriage purposes and no saloon vehicles over the age of 7 years will be licensed for Hackney Carriage purposes;
- c) all saloon vehicles in excess of 3 years of age and purpose built vehicles in excess of 5 years of age must be tested on behalf of the Council every six months ;
- d) all vehicles must have a minimum engine capacity of 1200 cc;
- e) all vehicles must have a minimum length of rear seat of 122cm in order to accommodate three adult passengers comfortably. Vehicles which do not comply with this requirement will only be licensed to carry 3 passengers instead of 4.
- f) a replacement vehicle will only be issued on a like for like basis.

The Council also requires all Hackney Carriages to display a white plate on the rear of the vehicle giving the name of the council, licence number, vehicle details and maximum number of passengers

You should also note that all Hackney Carriage 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 firm if required. 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 licence will only be issued for a period of 8 weeks.

The vehicle can only be renewed if on hire at the time of renewal

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:

ALL DOCUMENTS ARE TO BE IN THE NAME OF THE HIRE COMPANY

1. Registration Document for the vehicle with correct name and address;
2. Current Certificate of Compliance, not more than 14 days old;
3. Valid Certificate of Insurance or Cover Note;
4. Confirmation from the garage as to how long the vehicle will be off the road, if required;
5. Fee of £164.00 for the Licence and Plate;

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 Check	<input type="checkbox"/>
Insurance Document	<input type="checkbox"/>
Fee	<input type="checkbox"/>

DOCUMENTS ACCEPTED BY

DATE TIME.

Receipt No.

Amount £ .

Debit Card/Credit Card/Cheque

ORIGINAL DOCUMENTS RETURNED

Document:

Registration Document	<input type="checkbox"/>
Certificate of Compliance	<input type="checkbox"/>
Insurance	<input type="checkbox"/>

I CERTIFY THAT I HAVE HAD MY

ORIGINAL DOCS RETURNED

Signature

Date