

# APPLICATION FOR A HACKNEY CARRIAGE OR A PRIVATE HIRE VEHICLE LICENCE

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976  
TOWN POLICE CLAUSES ACT 1847



Please read the council's licensing policy and guidance notes before completing this form.

## NOTICE TO APPLICANTS

1. If you knowingly or recklessly make any false statement or omit any material information on this form, you may be prosecuted for an offence and your application may be refused or your licence may be revoked.
2. Tewkesbury Borough Council is under a duty to protect the public funds it administers, and it 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 bodies responsible for auditing or administering public funds for these purposes.
3. Tewkesbury Borough Council may share relevant information to other bodies and authorities for prevention or detection of crime, apprehension or prosecution of offenders and assessment or collection of tax, duty or imposition of similar nature.
4. If you wish to licence a vehicle as a hackney carriage, you need to inform us whether you intend to use the vehicle in Tewkesbury Borough Council's area or if you intend to use it entirely or predominantly remotely from Tewkesbury Borough Council's area.
5. We will process your personal data in accordance with our Data Protection obligations. For further information about how we process your data and your Privacy Rights, please view our [Privacy Notices](#).  
Please be advised that we are legally required to make some data publicly available, for example, your name and the type of licence or consent you hold. We publish this data online in our [Public Access Register](#) for Licensing, and it may also be released upon request.

## APPLICATION CHECKLIST

Vehicle registration certificate (V5)	<input type="checkbox"/>
Current certificate of insurance	<input type="checkbox"/>
Current MOT certificate (issued within last month)	<input type="checkbox"/>
Application fee (paid online)	<input type="checkbox"/>
Meter Certificate (Hackneys only or if there is a meter in the Private Hire Vehicle)	<input type="checkbox"/>
LOLER and weight test certificate (for wheelchair accessible vehicles only)	<input type="checkbox"/>

## Section 1: Application Type – THIS BOX MUST BE COMPLETED

Firstly, please tick one of the below boxes:

Application for a Hackney Carriage Vehicle

Application for a Private Hire Vehicle

Secondly, please tick one of the below boxes:

Application for a new licence

Application for a change of vehicle

Application for renewal of an existing licence

Existing Plate Number:

Existing Plate Number:

**Please ensure you tick boxes in both of the above sections before moving on.**

## Section 2 : Proprietor

Full Name:

*Title*

*First Name*

*Middle Name*

*Surname*

Permanent Address:

Post Code:

Please give any trading name you may use:

Home or Business Telephone Number:

Mobile Telephone Number:

Email Address:

## Section 3: Vehicle Details

Make:

Model:

Colour:

Registration of Vehicle:

Date First Registered:

Engine Capacity:

Seating Capacity (Excluding Driver):

Is the vehicle Wheelchair Accessible?  YES  NO

Is the vehicle M1 or European Whole Vehicle Type Approval Standard?  YES  NO

Please check your V5 or MOT certificate for this information.

(you are required to prove documentation that the vehicle meets the above standards on first licensing the vehicle)

Vehicle Body Structure: Saloon  Estate  Hatchback  MPV  Other

If Other, please give details:

Has the vehicle been modified in any way from the manufacturer's specification?  YES  NO

If YES, please give details:

Is the vehicle fitted with a taximeter?  YES  NO

If YES, please write serial number of the meter and provide a meter calibration certificate issued after 18 July 2022:

Are you the owner of the vehicle?  YES  NO

If NO, please give details of the owner including their address:

Are you the registered keeper of the vehicle?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If NO, please give details of the registered keeper:	
Is the vehicle Leased, Hired or a replacement vehicle?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If YES, please give details: (if the vehicle is a replacement after an accident, you are required to submit Vehicle Accident Report):	
Are you the sole proprietor of the vehicle?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If NO, please give details of other proprietors <i>(including their full names and address)</i>	

<b>Section 4: Operator / Company Details</b>	
Please give details of the company / operator who will operate the vehicle:	
Operator Licence Number <i>(if any)</i> :	
Company Name:	
<i>Please note that you must fill this section if you are applying for a Private Hire Vehicle licence. If you are applying for a Hackney Carriage Vehicle licence, you are required to fill this section if the vehicle will be operated by a private hire or hackney carriage operator either full time or part time.</i>	

<b>Section 5: Previous Licences</b>	
Have you ever had an application for a Hackney Carriage or Private Hire vehicle or driver licence refused, revoked or suspended by any Licensing Authority?	
<input type="checkbox"/> YES <input type="checkbox"/> NO	
If YES, Please give details below: <i>(please Include dates, name of authority and reason why licence was revoked, please continue on a separate sheet if you require more space)</i>	

<b>Section 6: Details of Insurance:</b>	
Name of Insurance company :	
Insurance Policy or Cover Note Number:	
Date of Issue:	Date of Expiry:

## Section 7: Declaration

I declare that the information given by me in this application is correct in every respect. I will inform Tewkesbury Borough Council of any changes to my circumstances that may effect my application. If granted a licence, I further declare that I will comply with such Acts, Byelaws, policies and conditions as are in force in the borough.

I declare that I have read and completed this application myself and I have read and understand the council's hackney carriage and private hire licensing policy and council's driver and vehicle licence conditions.

In submitting this application for consideration I agree to any of the foregoing information being made public should the circumstances so require.

Please tick the box if you have read and understand the above statements and that all of the above information contained in this application is correct.

SIGNATURE

PRINT NAME:

DATE:

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*We cannot accept incomplete applications.*

### **Our Contact Information**

Licensing Section  
Tewkesbury Borough Council  
Gloucester Road  
Tewkesbury  
GL20 5TT

Telephone: 01684 295010  
Email: [licensing@tewkesbury.gov.uk](mailto:licensing@tewkesbury.gov.uk)

[www.tewkesbury.gov.uk/licensing](http://www.tewkesbury.gov.uk/licensing)