



**Local Government (Miscellaneous Provisions) Act 1976**

**APPLICATION FOR PRIVATE HIRE VEHICLE/  
HACKNEY CARRIAGE LICENCE**

Before completing this form, applicants are advised to carefully read the Guidance Notes and Conditions/Specification for licensed vehicles.

Please complete form in ink and in BLOCK CAPITALS

**1. DETAILS OF APPLICANT(S):**

<b>Title</b>	Mr	Mrs	Miss	Ms	Surname:
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Full Forenames:

Home Address:

Post Code:

Telephone Number:

Mobile Telephone Number:

E-Mail Address:

Date of Birth:

If there is more than one owner of the vehicle, please give details of additional owners:

<b>Title</b>	Mr	Mrs	Ms	Forename/Surname:
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Home Address:

Postcode:

Are you the registered keeper of the vehicle (as per V5 Registration Document)?

Yes  No

Is the vehicle currently licensed with another District/Borough Council?

Yes  No

If yes, which Council?

**2. VEHICLE DETAILS:**

**ABOUT THE VEHICLE:** Hackney Carriage  Private Hire

Registration number:

Date of first registration:

Make:

Seating capacity (excluding driver):

Model:

Fuel type:

Engine capacity:

Type of body (ie hatch/saloon):

Colour:

If Hackney Carriage:

Meter make:  Model:  Serial No:

Is the vehicle wheelchair accessible?

Yes  No

If Yes, complete the box below:

Does the vehicle have a lift or ramp?

Lift/Ramp/Neither

Where a lift ramp is used please attach copy of current lifting certificate.

Where a lift or ramp is used, is it rear or side loading?

Rear/Side/Not applicable

Are all seats forward facing? If NO please specify seating arrangement (you may provide a diagram if you wish)

Please enter the maximum number of passengers vehicle recommended to carry:

Including wheelchairs(s)                      passengers

Excluding wheelchairs(s)                      passengers

**3. CHANGE OF VEHICLE**

If this application is for a change of vehicle to replace an existing one, please give details of existing vehicle:

Registration Number: PHV/HC Plate No:  
Make: Model: Colour:  
Seating Capacity:

**4. TRANSFER OF VEHICLE**

If this application is for the transfer of a vehicle which is to continue to be used as a Hackney Carriage or Private Hire Vehicle, please give details:

Plate/Licence Number: Registration Number:  
Date of expiry of Licence:

**Previous Licence Holder Details**

Name:  
Address:  
Postcode:

**Consent to Transfer**

Signature of previous licence holder who is selling the vehicle, complete with plate, to the applicant:

Signature: Date:  
Print Name:

**5. Existing Licensees (please answer both questions)**

Since your last application have you been convicted or cautioned for any criminal, civil or motoring offence by any Court? This includes receiving a Fixed Penalty Summons in the post following being caught on a fixed camera or camera van, and receiving a Fixed Penalty Summons on the spot after being caught by a police officer with a camera.

**YES/NO** ..... **Date/Description of offence** .....

**Note:** it is a requirement to report a speeding offence even if a driving awareness course is offered to prevent points being awarded on a DVLA licence. Notifying the Council for our records within the required time will not result in penalty points being accrued on your local authority drivers licence; not notifying the Council will attract 5 penalty points.

Since your last application have you suffered from an epileptic attack, developed diabetes which has to be insulin treated or any disease, injury or disability or deformity which my affect your driving ?

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

## 6. DECLARATION

### To be completed by ALL applicants (i.e. all owners)

I declare that to the best of my knowledge and belief, the statements herein are true and correct. I understand that if, for the purposes of obtaining the Licence I make a false statement or omit any particular, I shall be liable to prosecution.

In the event of Licence(s) being granted to me I undertake to fulfil all reasonable obligations to the public and to comply with all the byelaws, rules, orders and regulations at the time being in force.

Signed ..... Date .....

PRINT NAME .....

Signed ..... Date .....

PRINT NAME .....

### THE FOLLOWING DOCUMENTS AND FEE WILL BE REQUIRED WITH THIS APPLICATION:

<u>Initial Application</u>	<u>Replacement</u>	<u>Transfer</u>
Registration document(s) Certificate of Insurance Mechanical Inspection Certificate MOT DVLA Driving Licence (online check code required)	Registration document(s) Certificate of Insurance Mechanical Inspection Certificate MOT DVLA Driving Licence (online check code required)	Registration document(s) Insurance Certificate MOT DVLA Driving Licence (online check code required)
<b>Fee:</b> HC £282.00 HC Elec/Hybrid £211.00 PHV £242.00 PHV Elec/Hybrid £181.00 Plates £16.00 Bracket £12.00	<b>Fee:</b> HC £282.00 HC Elec/Hybrid £211.00 PHV £242.00 PHV Elec/Hybrid £181.00 (less any vehicle refund due) Plates £16.00	<b>Fee:</b> £32.00

### PRIVACY NOTICE

The information you have supplied is being collected in accordance with the Local Government (Miscellaneous provisions) Act 1976, the Town Police Clauses Act 1847 and the Air Quality (Taxis and Private Hire Vehicles Database)(England and Wales) Regulations 2019, and will be used for processing your application for a licence under these Acts.

Your information will not be used for any other purpose and will not be shared with any other third parties, unless permitted by law. Your information will be retained until a period of 6 years after the expiry of the licence; this is in line with the Limitations Act 1980 (section 2).

Data will be processed and held securely and in accordance with the UK General Data Protection Regulation and the Data Protection Act 2018 (and any updates).

Further information about data protection can be found on the East Suffolk Website: [www.eastsuffolk.gov.uk/assets/Your-Council/Access-to-Information/Privacy-Notices/Licensing-Privacy-Notice.pdf](http://www.eastsuffolk.gov.uk/assets/Your-Council/Access-to-Information/Privacy-Notices/Licensing-Privacy-Notice.pdf)