



**Town Police Clauses Act 1847 &
Local Government (Miscellaneous Provisions) Act 1976**

Application for Hackney Carriage / Private Hire Vehicle Licence

Type of licence sought: <i>(tick one)</i>	<input type="checkbox"/> Hackney Carriage	<input type="checkbox"/> Private Hire Vehicle
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I am applying for a: <i>(tick one)</i>	<input type="checkbox"/> New licence	MOT and compliance test must be passed before applying for a licence – see notes at end of form
	<input type="checkbox"/> Renewal of licence	
	<input type="checkbox"/> Substitution of vehicle	<i>MOT and compliance test not required for applications of these types</i>
	<input type="checkbox"/> Change of owner(s) <i>(transfer)</i>	
	<input type="checkbox"/> Update of vehicle details <i>(e.g. personal reg. no, etc)</i>	

Please write legibly in **block capitals**, and ensure that your answers are inside the boxes and written in **black ink**. All questions must be answered. Incomplete applications will not be processed.

You may wish to keep a copy of the completed form for your records.

Section 1: Current licence details		<i>This section should be left blank on new licence applications</i>	
Plate number:		Expiry date of current licence:	/ /

Section 2: Vehicle details	
Registration number:	
Chassis number (VIN):	
Manufacturer:	
Model:	
Colour(s):	
Body style:	<input type="checkbox"/> Saloon <input type="checkbox"/> Estate <input type="checkbox"/> MPV <input type="checkbox"/> Minibus Other: _____
Date of first registration:	/ /
Engine capacity:	cc
Engine type:	<input type="checkbox"/> Petrol <input type="checkbox"/> Diesel <input type="checkbox"/> LPG <input type="checkbox"/> Electric Other: _____ <i>(For hybrids, please tick all that apply)</i>
Number of passengers that the vehicle is constructed to safely carry: <i>Do not include the driver in this number</i>	
Is the vehicle constructed to safely carry passengers in wheelchairs?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 3: Proprietor(s) detailsThe application is made by:
(tick one)

- A single individual
 Multiple individuals
 A limited company

*Please give details in part A**Please give details in Parts A & B**Please give details in Part C***Part A: First individual proprietor** Mr Mrs Ms Other _____

Full name:

Home address:

Date of birth:

/ /

Driver's badge
no:
(if held)Daytime phone
number:Mobile phone
number:

Email address:

Part B: Second individual proprietor (if any) Mr Mrs Ms Other _____

Full name:

Home address:

Date of birth:

/ /

Driver's badge
no:
(if held)Daytime phone
number:Mobile phone
number:

Email address:

If there are more than two individual proprietors, please give the details of further individuals on a separate sheet.**Part C: Limited company proprietor**

Registered name:

Registered office
address:

Company no.:

 UK: Companies House
 Other: _____Daytime phone
number:

Email address:

Section 4: Usage details

PH only	Name of private hire operator:		
HC only	If licensed, will the vehicle be used wholly or mainly as a hackney carriage within the Borough of Dacorum?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Address where vehicle is kept when not in use:			
Please give details of every person (other than those named in section 3) who will drive the vehicle:			
Name:		Driver's badge number:	
Name:		Driver's badge number:	

Section 5: Further questions

Has the vehicle been modified in any way from the manufacturer's original specification, and the relevant European Whole Vehicle Type Approval?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the vehicle been damaged in any accident during the past 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have any of the proprietors ever had a Hackney Carriage or Private Hire Vehicle licence revoked, by this or any other licensing authority?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have any of the proprietors ever been refused a Hackney Carriage or Private Hire Vehicle licence, by this or any other licensing authority?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the vehicle currently licensed as a hackney carriage or private hire vehicle by any licensing authority other than Dacorum?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If any of the above have been answered 'Yes', please give further details below:	

Section 6: Declaration and signatures*Every proprietor must sign the form*

<ul style="list-style-type: none"> I/We declare that to the best of my/our knowledge and belief, the above particulars are true in every respect. I/We understand that it is an offence for any person knowingly or recklessly to make a false statement or to omit any material particular in giving information required in this form. I/We have read the relevant Licence Conditions and undertake in the event of a licence being granted to observe and adhere to such Conditions. 					
Signed:		Print name:		Date:	
Signed:		Print name:		Date:	

If there are more than two proprietors, a copy of this page should be taken to allow all proprietors to sign. Where the application is made by a limited company, the form should be signed by an officer of the company.

Guidance notes

MOT and Compliance tests

If you are applying to licence a new vehicle, renew a current vehicle licence or substitute a new vehicle on to a current licence, please note that the vehicle must now pass both an MOT and a Compliance test at our nominated testing station, **before** you submit your licence application.

You must book a test appointment direct with the test station, and pay the applicable test fee there. When booking, please tell the test station whether you need a hackney carriage or a private hire vehicle test. Missed appointments (including late arrivals) will be subject to a full test fee.

When renewing a current licence, vehicles can be tested up to a month before the current licence expires, with no loss of licence or MOT validity. If your vehicle has not passed both parts of the test by the time the current licence expires, you will need to submit a new application and pay the relevant fee. **You cannot use the vehicle for taxi or private hire work after the current licence has expired**, until a new licence has been issued by the Council.

The standards your vehicle will be tested against are available at www.dacorum.gov.uk/taxilicensing

Supporting documents

Vehicle licence applications must be accompanied by **copies** of the following documents:

- the vehicle’s V5C registration certificate, with the proprietor listed as registered keeper (or proof of ownership for recently-purchased vehicles where the V5C certificate is not yet available)
- a motor insurance certificate which covers hackney carriage or private hire usage (as applicable)
- the MOT and Compliance test certificates issued by our nominated test station within the last month
- a taximeter calibration/setting certificate (*new or substitute hackney carriages only*)
- payment of the licence fee (cheque, or card payment by telephone or online through the provided link)

Making an application

Completed forms should be submitted, along with the above documents, to:

Licensing, Dacorum Borough Council, The Forum, Marlowes, Hemel Hempstead, HP1 1DN

Applications can either be posted to this address or emailed to taxi@dacorum.gov.uk On receipt of a valid application with all supporting documents, we will process the application and, if all is satisfactory, we will issue a licence and plates within 7 working days.

How we will use your personal data

We will use the information you provide in this form and in any supporting documents to process and determine your application for a licence. The information will be held on internal databases and electronic document management systems, and included in such public registers as the Council may be required to maintain.

The information supplied may be passed to other bodies, including law enforcement agencies and government departments, as allowed by law. We may check information you have provided, or information about that that another person has provided, with other information we hold. We may also obtain information about you from, or provide information to, organisations such as government departments, law enforcement agencies, other local authorities, and private sector organisations such as banks, insurance companies or legal firms, to:

- Verify the accuracy of information,
- Prevent or detect crime, or
- Protect public funds.

We will not give information about you to anyone else, or use information about you for other purposes, unless the law requires us to.

Dacorum Borough Council is the data controller for the purposes of the Data Protection Act 1998. If you would like to know more about what information we hold about you, or the way we use it, please contact us.

Office use only

Date received:		CAN number:		T171 /
Fee received:	£			<input type="checkbox"/> Chq <input type="checkbox"/> Card
Supporting docs received:	<input type="checkbox"/> V5C cert. <input type="checkbox"/> Purchase slip	<input type="checkbox"/> Insurance cert	<input type="checkbox"/> MOT cert	<input type="checkbox"/> Compliance cert NEW HC ONLY <input type="checkbox"/> Meter calib.