



Charnwood Borough Council

**APPLICATION FOR GRANT/RENEWAL PRIVATE HIRE
VEHICLE LICENCE**

This authority is under duty to protect public funds it administers, and to this end may use the information you have provided on this form within this authority for the prevention and detection of crime and fraud. It may also share this information with other bodies administering or in receipt of public funds solely for these purposes.

PLEASE MAKE AN APPOINTMENT BEFORE ATTENDING – 01509 634562. UPON ARRIVAL AT THE COUNCIL OFFICES PLEASE ASK TO BE PUT IN THE LICENSING QUEUE

THE COMPLETED FORM MUST BE SUBMITTED BY HAND TO -
THE LICENSING SECTION, CHARNWOOD BOROUGH COUNCIL, SOUTHFIELD
ROAD, LOUGHBOROUGH, LE11 2TX

**IN ORDER FOR THE APPLICATION TO BE PROCESSED, YOU WILL BE
REQUIRED TO PRODUCE ALL OF THE FOLLOWING:-**

1. The current certificate of insurance (or cover note). No faxes will be accepted. (The insurance cover will not be accepted if there is less than 7 days to its expiry).
2. Documentary proof of ownership (V5 Logbook).
3. The Certificate of Compliance (valid for 28 days from the compliance pass date)
4. The appropriate Licence fee (grant or renewal).
5. If the private hire vehicle has a meter installed, on being licensed for the first time, a meter calibration certificate.
6. In the case of a private hire vehicle, where the owner does not hold his own private hire operator's licence, an operator authorisation form, signed by the private hire operator (required on both grant and renewal).
7. If your vehicle currently has an exemption certificate, then a new exemption application form and contract letter must be produced each time the plate is renewed.

Original documents only – photocopies will not be accepted

(Cheques must be made payable to "Charnwood Borough Council")

*** NOTE - CASH PAYMENTS ARE NOT ACCEPTED***

Please note the application form must be signed and dated the day of submission.

** see Hackney Carriage and Private Hire Licensing Policy, Schedule 2 and Schedule 5.

PLEASE ANSWER ALL QUESTIONS FULLY AND IN BLOCK CAPITALS

APPLICANT

Title: Mr/Mrs/Miss/Ms Surname:.....

Forename(s):.....

Address:.....

.....

Phone No:.....

Email:.....

VEHICLE DETAILS

Vehicle Registration Number:.....No. of Passenger Seats.....

Make/Model:.....Colour.....

Date of First Registration:..... Engine Capacity:.....

Is vehicle fitted with meter.....

Current Private Hire Vehicle Licence number (if renewal).....

Type of Fuel (Diesel, Petrol, LPG etc):.....

Can the vehicle carry a passenger(s) seated in their wheelchair?

Yes ☐ or No ☐

Please tick the correct answer.

If Yes, the vehicle will be listed as a designated vehicle as it is a Wheelchair Accessible Vehicle (WAV).

DETAILS OF OPERATOR

Name, address, and phone number of Operator of vehicle: (firm or self?)

.....

.....

Company Name.....

Please give the address or addresses at which the vehicle will be kept when not in use:

.....

.....

ADDITIONAL INFORMATION (THE OWNER OF THE VEHICLE/ LEASING COMPANY)

Full name(s) and address(es) of every owner or part owner of the vehicle:

.....

.....

Full name(s) and address(es) of any person to whom the vehicle is let or rented:

.....

.....

Has any owner/part-owner, or proposed operator, of the vehicle been convicted of ANY offence, or been reported for, or charged with, ANY offence which has not yet been dealt with? If so, please give details:.....

.....

DECLARATION

Please read this section carefully - only sign it if you understand and if it is true

YOUR ATTENTION IS DRAWN TO SECTION 57(3) OF THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 WHICH PROVIDES THAT IT IS AN OFFENCE TO KNOWINGLY OR RECKLESSLY MAKE A FALSE STATEMENT OR OMIT ANY MATERIAL PARTICULARLY IN GIVING INFORMATION WHEN APPLYING FOR A LICENCE.

I apply for a Private Hire Vehicle Licence.

I declare that the answers given in this application are correct to the best of my knowledge and belief, and all matters relevant to the application have been declared.

I understand that any licence will be subject to:-

- (i) the provisions of the Town Police Clause Act 1847
- (ii) byelaws made by the Charnwood Borough Council under section 68 of that Act
- (iii) the provisions of the Local Government (Miscellaneous Provisions) Act 1976,
- (iv) the conditions of licence.

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

Print Name.....

Badge/Licence Number.....

EQUAL OPPORTUNITY MONITORING

In order to ensure that all applicants receive fair, equal and relevant treatment, the Council would like you to indicate your ethnic origin by ticking one of the list below:

African Caribbean..... White.....

Indian..... Bangladeshi.....

Other Ethnic Group (Specify).....

Please note: this information is confidential, and is used for monitoring purposes only.

LICENSING CHECKBOX

Application and Documents Checked.....

Swift updated

Licence and Vehicle Livery issued.....

NOTES TAKEN FROM POLICY

When applying for a new vehicle licence or renewal of the vehicle licence the application must be accompanied by the following original documentation;

PROOF OF OWNERSHIP

- A Registration document (V5) in the applicant's name or an equivalent V5C on the DVLA demand scheme for fleet vehicles; or
- A finance agreement in the applicant's name, identifying the subject vehicle;* (This will only be accepted for a new vehicle put on the road in the first year, after that a registration document in your name must be produced, otherwise the vehicle application will not be accepted); or
- A properly completed business/traders receipt of bill of sale, clearly identifying the vendor, the purchaser (who should be the applicant) and the subject vehicle:*. (Again, this will only be accepted for a new vehicle put on the road in the first year, after that a registration document in your name must be produced, otherwise the vehicle application will not be accepted);

(*For occasions where the vendor sends the registration document to the DVLA, upon the purchase of the vehicle).

Handwritten receipts purporting to be from the vendor of the vehicle following a private sale will not suffice. It will be the applicants' responsibility to ensure that the proof of ownership or lawful possession meets the requirements above at the time of making the application; otherwise the application will not be accepted.

INSURANCE

It is required that an original insurance document(s) must be shown **each** time a vehicle licence is issued (grant and renewal). Certificates of insurance (and listing of vehicles) will be accepted by email, sent directly from the insurance company. The insurance certificate/cover note will not be accepted if there is less than 7 days to its expiry.

This requires:

- A valid certificate of insurance or cover note confirming that insurance is in place for each driver of the vehicle and specifying use as either a Hackney Carriage or Private Hire Vehicle.
- A Hackney Carriage vehicle requires insurance to cover public hire and hire and reward.
- A Private Hire vehicle requires insurance to cover hire and reward.
- The Council **will not** accept an insurance policy for a private hire vehicle that states or implies the vehicle is insured for public hire.
- A cover note will be accepted and the licence will be issued on the understanding that a certificate of insurance will be produced at the earliest opportunity and before the cover note expires.
- If a larger company with 'an all vehicle certificate of insurance', the Council will require an up to date accompanying schedule directly from the Insurance company, listing all vehicles by vehicle registration, make and model and the type of licensed vehicle, i.e. Hackney or private hire.

REPLACEMENT (LEASE) VEHICLES

Replacement vehicles must not be older than the vehicle it replaces and should have the same capabilities regarding wheelchair accessibility, i.e. a wheelchair accessible vehicle can only be replaced by another wheelchair accessible vehicle.

The temporary hackney carriage/private hire vehicle is required to be tested by an authorised garage(s) and an application for a temporary vehicle licence must be submitted to the Licensing Authority.

Magnetic signs may be allowed on a temporary lease car licensed by Charnwood Borough Council provided that the Council has given prior written approval.

The original plates must be returned to the Licensing Authority.

On the occasion of a lease vehicle being supplied and licensed by an insurance company or their agents, the application will be made by the applicant (driver) with the owner of the vehicle shown as the leasing company. The driver must be the named driver on the insurance document.

Exempt Vehicles (Executive)

The Council recognises that there is a market for hiring vehicles to customers who would not want that vehicle to be readily identified as a Private Hire Vehicle.

To exempt the vehicle from the usual plating conditions it must comply with the council's guidance and apply for an exemption.

The only vehicles allowed to be covered under this exemption policy will be 'executive type vehicles'.

The vehicle will be in pristine condition with no visible defects, dents or blemishes to the external bodywork or internal trim and seating.

The type of work undertaken must be 'executive' in nature. This means that the vehicle is used specifically to provide transport under a written contract to a company or person, or by the type of clients who for security or personal safety reasons would not want the vehicle to be identifiable.

On applying for a Private Hire (Vehicle) Exemption the proprietor/operator of the vehicle must submit an application.

A copy of the contract supplied by the customer, requesting that the vehicle be unidentifiable as a licensed private hire vehicle, for the work to be carried out under the exemption, including the reasons for the request, must also be submitted.

Records of hire must be produced when the vehicle license is applied for or at renewal.

In addition to the plate and Certificate of Exemption being carried at all times in the vehicle, the plate bracket, and the door signs must also be carried.

The exempted vehicle will carry no identifying feature of any kind (company name, telephone number, etc.) which may identify the vehicle as a licensed Private Hire vehicle.

The exempt vehicle will only be exempt for the period it is being used to carry out the 'contracted work'. Any other/additional private hire work performed using that vehicle will result in the plate being displayed on the bracket, and the door signs being displayed on the vehicle (the use of magnetic signs to display the door signs will be allowed).

Failure to adhere to any of the Conditions will result in the vehicle exemption being withdrawn. Charnwood Borough Council Licensing Section must be notified of any changes (including cancellation) to the contract.

This authority is under a duty to protect the **public funds** it administers, and to this end may use the information you have provided for the prevention and detection of fraud. It may also, and on occasions will be required to, share this information with other bodies responsible for auditing or administering public funds for these purposes.

The Council is obligated to provide **public register(s)** in relation to (drivers/ Hackney/PH vehicles) and a designated vehicles list. To provide better customer service, the council's registers includes all the data fields which are available across the different registers – for example operator information is shown on the designated vehicles list, and will also be shown on the driver register. This allows the public to only visit one register for the information required, rather than several registers.

The Air Quality (Taxi and Private Hire Vehicles Database) Regulation 2019 requires all licensing authorities in England and Wales to submit certain information about their licensed taxis/PHVs to the database. Since the introduction of **The Air Quality (Taxis and Private Hire Vehicles Database) (England and Wales) Regulations 2019**, the Council is required to provide vehicle data to Defra following all issues, renewals, suspensions or refusals of licences. The data shared will include vehicle registration mark, start and end date of license, whether Taxi or PHV, licence plate number, and whether the vehicle is wheelchair accessible.

The licensing authority provides information to the **National Register of Taxi Licence Refusals and Revocations (NR3)**. A mechanism for licensing authorities to share details of individuals who have had a Hackney Carriage or Private Hire Driver's licence revoked, or an application for one refused. This is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the licensing authority – that is, assessing whether an individual is a fit and proper person to hold a Hackney Carriage or Private Hire Driver's licence.

Therefore:

- Where a Hackney Carriage / Private Hire Driver's licence is revoked, or an application for one refused, the authority will automatically record this decision on NR3.
- All applications for a new licence or licence renewal will automatically be checked on NR3. If a search of NR3 indicates a match with an applicant, the authority will seek further information about the entry on the register from the authority which recorded it. Any information received as a result of an NR3 search will only be used in respect of the specific licence application and will not be retained beyond the determination of that application

Charnwood Borough Council collects personal information when you contact us for any services we provide and we will use this information to provide these services. We may need to share your information with service providers and other departments within Charnwood Borough Council to ensure that you receive the best possible service, and this will be made clear in our privacy notice. We will not share your information with third parties for marketing purposes or any other reason unless required to do so by law.

For information about how & why we may process your personal data, your data protection rights or how to contact our data protection officer, please view our Privacy Notice www.chnwood.gov.uk/pages/privacynotice