



PRIVATE HIRE AND HACKNEY CARRIAGE VEHICLE

New and renewal licence application

Please read and complete all of the fields in this application form. For further information on this process please go to <https://www.newcastle-staffs.gov.uk/taxi-licence>.

Only completed application forms that are accompanied by the following documentation will be accepted.

1. The fee £202 for hackney carriages and £188 for private hires. Please contact 01782 717717 to make the payment.
2. A Basic Disclosure certificate issued within the last 12 months or a DBS certificate registered on the Update Service.
3. A current vehicle fitness/garage test pass certificate
4. A valid Private hire insurance or public hire insurance certificate.
5. V5 log book or V5 slip with proof of purchase (NEW Vehicles only).
6. A valid certificate/report to confirm the vehicle is fitted with a taximeter (Hackney Carriage **only**)
7. Converted vehicles must provide an appropriate certificate to prove conversion has been carried out to the required standards.

Vehicle Specifications

A **Private Hire Vehicle** must meet the Council's criteria. Please see Appendix H of the Taxi Licensing Policy

A **Hackney Carriage** Vehicle must meet the Council's criteria. Please see Appendix E of the Taxi Licensing Policy

Data Protection Act 2018

Newcastle under Lyme Borough Council is registered as a Data Controller under the General Data Protection Regulation 2018. Further details can be found at <https://www.newcastle-staffs.gov.uk/all-services/advice/data-protection>

Where necessary for the Council's Regulatory, Public Health and Community Safety functions, e.g. Building Control, Environmental Health, Licensing, Planning, Anti-Social Behaviour, Crime Prevention and Reduction, Safeguarding; information obtained about you and persons connected with you may be held and processed by the Council. This may also be shared with others under information sharing protocols or where required or allowed by law. Such information will only be held by the Council for as long as necessary and in line with our published Retention Policy.

National Fraud Initiative

The Council is required under Section 6 of the Audit Commission Act 1988 to participate in the National Fraud Initiative data matching exercise. Information provided to determine Licensing Applications will be supplied to the Audit Commission and used for cross system, cross authority and other comparison purposes for the prevention and detection of fraud.

Renewal Applications

To allow the vehicle's licence to be renewed, a renewal application form must be received by the Council at least 10 working days prior to the expiry date of the original licence to allow the Council sufficient time to process the renewal application. It is the Council's intention to process all valid renewal applications within 10 working days; hence, where applicants fail to submit their renewal application within this timescale, the risk that their licence will expire increases. Once a licence expires, is revoked (subject to a statutory appeal process) or is surrendered, it ceases to exist and applicants will not be permitted to use the vehicle and must return the plates.

1. Vehicle owner details – must be owner of vehicle			
Application is for	<i>Individual</i>	<i>Joint Ownership</i>	<i>Company</i>
Applicant name in full with title			
Address			
Postcode		Telephone Number	
<i>If you are applying as a Company</i>			
Company Name		Company Number	
Director Names			
Email			
Date of birth			
Badge Number		Expiry Date	
<i>If there is more than one owner, please provide details with accompanying email</i>			
<i>If you are applying as a Company</i>			
Company Name		Company Number	
Director Names			

2. Vehicle Details			
Will the vehicle be?	<i>Hackney Carriage</i>	<i>Private Hire</i>	
Vehicle Registration		Plate Number <i>(if already licensed)</i>	
Manufacturer		Model	
Body style		Colour	
Date first registered		Date became registered keeper	
Current MOT number		MOT Expiry	
Is the vehicle wheelchair accessible?		<i>Yes</i>	<i>No</i>
How many seats does the vehicle have excluding driver			

3. Other Drivers			
Will anyone else be driving the vehicle?	Yes		No
<i>If yes complete the following. If there is more than one other driver, please give details on the accompanying email</i>			
Driver Name			
Badge Number		Expiry Date	

4. Vehicle History			
Is the vehicle currently licensed by another council?	Yes		No
Council name			
Has the vehicle ever been licensed by another council?	Yes		No
Council name(s) and licence numbers			
Has the vehicle ever been written off?	Yes		No
<i>If the application is for a new hackney carriage, please provide the details of the vehicle that is being replaced</i>			
Vehicle Registration		Plate Number	
Body Style		Expiry Date	
Licence Holder Name			

5. Declaration			
<p>I certify that the particulars of the application are correct and that I consent to the information in this application being exchanged with other agencies in the interests of enforcement and the protection of public funds.</p> <p>I declare that to the best of my knowledge and belief that the answers given with regards to this application are true. If a licence is granted I undertake to comply with the general law and the Council's vehicle conditions attached to the licence and I understand that it is a criminal offence to provide a false statement.</p>			
Signed		Date	
Name			