



# PRIVATE HIRE AND HACKNEY CARRIAGE VEHICLE

## New and renewal licence application

Fully complete the application form. Any incomplete applications will be returned. Applications must be accompanied by original documents. Photocopies are not acceptable.

You must bring all the following documents to your appointment or your application will not be accepted.

1. The fee [www.newcastle-staffs.gov.uk/all-services/business/licensing/private-hire-and-hackney-carriage-licence-fees](http://www.newcastle-staffs.gov.uk/all-services/business/licensing/private-hire-and-hackney-carriage-licence-fees). Only cheque and card payments can be taken at your appointment.
2. V5 log book or proof of ownership.
3. A current Vehicle and Operator Services Agency (VOSA) MOT certificate.
4. Private hire insurance or public hire insurance.

A Private Hire Vehicle must meet the council's criteria. The vehicle will:-

- be less than 5 years of age when tested.
- be any colour other than black.
- have at least 4 doors excluding a tailgate.
- shall be fitted with rear passenger windows which allow a minimum of 35% transmission of light.
- not be a convertible (saloon cars only) – a sunroof may be fitted.
- not be modified from the original manufacturer's specification.

A Hackney Carriage Vehicle must meet the council's criteria. The vehicle will:-

- be purpose built for taxi use and must be of a type that can be accessed by wheelchair users.
- all vehicles must be less than five years of age when first tested by the Council.
- be black with a 10.2 centimetre white stripe which runs the length of both sides of the vehicle.
- be fitted with a taxi meter.
- be fitted with an illuminated roof sign.
- shall be fitted with rear passenger windows which allow a minimum of 35% transmission of light.
- not be modified from the original manufacturer's specification.

Renewal of Hackney Carriage vehicle licences allows a saloon vehicle to be replaced by a saloon vehicle or a purpose built vehicle. However, once a licence has been issued to a purpose built vehicle it, cannot be replaced by a saloon vehicle.

The information provided in this form is subject to the provisions of the Data Protection Act 1998.

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.

**The following sections are to be completed by the applicant**

Individual  Joint ownership  as a company

Name

Address

Post code  E-mail

Telephone number  Mobile number

Date of birth

Vehicle plate number (if you already have one)

Badge number (if you already have one)  Expiry date

**Your vehicle details**

Hackney Carriage vehicle  Private Hire vehicle

Vehicle registration

Manufacturer  Model

Date of first registration

Type of body – saloon, hatchback, estate, minibus, multi-purpose vehicle or hackney carriage.

Colour  Number of seats excluding the driver

**Will you be allowing or employing any other person to drive the vehicle?**

Yes  No  If Yes then give the details of the other driver here:-

Name

Address

Badge number

**Have you ever held a licence with another Local Authority?**

Yes  No  If Yes then complete the following details:-

Local Authority name

Badge number from the other Local Authority

**Are you the registered keeper of the vehicle?**

Yes  No  If No then give the registered owner's details here:-

Name

Address

**Change of "saloon type" hackney carriage vehicle. Does the new vehicle replace a hackney carriage that is currently licensed?**

Yes  No  If Yes then return your plates with this application

Yes  No  Plates have been returned.

**Applications must be accompanied by original documents.** Photocopies are not acceptable. You must bring all the following documents to your appointment or your application will not be accepted. Check that you have these now.

- V5 log book or proof of ownership if you purchased the vehicle in the last two weeks.
- A current Vehicle and Operator Services Agency (VOSA) MOT certificate.
- A current and valid insurance document proving the vehicle is covered for hire and reward.
- A completed declaration from your operator if applying for a Private Hire licence.
- All vehicle plates must be returned upon expiry.

**Declaration to be completed by all applicants**

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.

Signed

Date

Your full name

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.

Please print, sign and return this form to Licensing Services, Newcastle-under-Lyme Borough Council, Castle House, Barracks Road, Newcastle-under-Lyme, ST5 1BL or email to [licensing@newcastle-staffs.gov.uk](mailto:licensing@newcastle-staffs.gov.uk)

**For office use only – not to be completed by the applicant**

Depot test date

Time of test

Today's date

Receipt number

Renewal

New/change of vehicle

Card or cheque

Date the vehicle is 8 years old

Amount paid

Text sent to applicant

Plate holder issued (new drivers only)



# PRIVATE HIRE VEHICLE

All parts of this form must be completed by the Private Hire operator for your application to be processed

I certify that: Name of the driver

Driver's address

Vehicle registration number

Badge number

Company name

Telephone number

Company address

Post Code

Your name

E-mail address

Signature

Date

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.

Please print, sign and return this form to Licensing Services, Newcastle-under-Lyme Borough Council, Castle House, Barracks Road, Newcastle, ST5 1BL or email to [licensing@newcastle-staffs.gov.uk](mailto:licensing@newcastle-staffs.gov.uk)