**APPLICATION FOR RENEWAL OF HACKNEY CARRIAGE OR PRIVATE HIRE VEHICLE**

**Please note this form will NOT be processed unless ALL sections below are completed**

**Your licence numbers**

|  |  |
| --- | --- |
| Vehicle Registration Number: (eg. AB20 XYZ) |  |
| Licence type: Hackney Carriage/Private Hire |  |
| Plate Number e.g. HCV/PHV |  |
| DBS Update Service Number (starting with 00) or a basic DBS if you are not a licensed Gloucester driver  Date of Birth |  |

**Your vehicle details**

|  |  |
| --- | --- |
| Make and Model: |  |
| Colour: |  |
| Number of Passenger Seats: |  |
| Date of First Registration: |  |
| Private Hire Operator: (leave blank if Hackney Carriage) |  |

**Your details**

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Email Address |  |
| Mobile Telephone Number: |  |

You should also send in the following documents with your application:

1. **Vehicle Registration Certificate (please note that whilst the V5 shows the registered keeper of the vehicle it is not proof of ownership)**
2. **Current Certificate of Insurance (if fleet policy please include schedule of vehicles)**
3. **Valid Mot and advisory note If applicable**
4. **Vehicle Inspection Certificate "This needs to be less than 2 months old\*\***
5. **Meter Inspection Test**
6. **Licence Fee of £193.00** **payable online at** [Pay for it - Gloucester City Council](https://www.gloucester.gov.uk/contact-us/pay-for-it/)

Please send your completed application form with the above supporting documents and payment to [licensing@gloucester.gov.uk](mailto:licensing@gloucester.gov.uk)

**How we use your information**

**Your information may be shared internally and with external partners who provide services on our behalf.**

**We may share your information with other organisations where we need to verify the information provided by you or where allowed by law and for the purposes of prevention and detection of crime and/or fraud.**

**We may contact you using the details you have provided. For further information about how we use your information and how long we keep it for, please see our data protection webpage under the 'About the council section' on our website.**

<https://www.gloucester.gov.uk/about-the-council/data-protection-and-freedom-of-information/data-protection/>’

**Declaration**

I declare that the information given by me in this application is correct, and that I have not withheld any relevant information.

I consent to the Council retaining my application and details on its database(s). I understand that the Council is obliged to pass on information to other statutory bodies if so requested.

I have read the Council's General Conditions for Hackney and Private Hire Licensing and understand them and undertake to comply with them if a licence is granted.

I am the owner of the vehicle.

The vehicle is insured from the date of the new licence.

|  |  |
| --- | --- |
| Signature: |  |
| Print name: |  |
| Date: |  |