

## HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE LICENCE APPLICATION

### APPLICATION FOR CHANGE OF VEHICLE REGISTRATION

Hackney Carriage  Private Hire

1. **APPLICANT**

Surname: ..... Forename(s): .....

Address: .....

Postcode: ..... Tel No. .... Email .....

2. **VEHICLE DETAILS**

a) Make: .....

b) Model: .....

c) Previous Registration No: .....

d) New Registration No.: .....

e) Plate number (if previously issued): .....

**DECLARATION:**

- I / We declare that the information given by me in this application is correct to the best of my knowledge and belief and enclose:-
  - i) The fee (payable online at <https://www.gloucester.gov.uk/contact-us/pay-for-it/>)
  - ii) Confirmation of change of registration from the DVLA
  - iii) Proof of Hackney Carriage or Private Hire insurance cover prior to the issue of the vehicle licence. Fleet policies must be accompanied by a schedule of vehicles.
  - iv) produce a current MOT certificate showing the new registration
- 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 requested.
- I have received a copy of the Council's conditions, rules and policies relating to Private Hire and Hackney Carriage Licensing and have read the guidance notes overleaf. I have read and understand the conditions and undertake to comply with them if a Vehicle Licence is granted.

**Applicants are advised that to make knowingly or recklessly a false statement or omit any information from this application is a criminal offence.**

**Applicants Signature:** ..... **Date:** .....

Receipt No.: ..... Receipt Date: ..... Insurance Expiry Date: .....

## GUIDANCE NOTES

### Application for a Hackney Carriage / Private Hire Vehicle Licence

1. The vehicle must be suitable in type, size and design for use as a hackney carriage or private hire vehicle and in a suitable mechanical condition. See the Council's conditions, rules and policies relating to Private Hire and Hackney Carriages vehicles for details.
2. Vehicles will not be accepted for licensing on first occasion after 5 years from the date of registration regardless of whether it was previously licensed anywhere else in the UK.
3. Vehicle ownership details must state whether the owner is a company or partnership and if so either give details of the company or each partner as applicable.
4. The current insurance must be a policy issued in accordance with, and comply with Part VI of the Road Traffic Act 1972. If not yet arranged, a valid insurance policy must be produced before the vehicle licence will be issued.
5. Licences will be valid for ONE year (except change of vehicle/registration number these are licensed for the duration of the licence replaced).
6. Applications will not be completed unless accompanied by:
  - i) The fee (payable online at <https://www.gloucester.gov.uk/contact-us/pay-for-it/>)
  - ii) Confirmation of change of registration from the DVLA
  - iii) Proof of Hackney Carriage or Private Hire insurance cover prior to the issue of the vehicle licence. Fleet policies must be accompanied by a schedule of vehicles.
  - iv) produce a current MOT certificate showing the new registration
7. If you part with, transfer or otherwise dispose of a licensed vehicle you must notify the Council in writing, within 14 days of the change of ownership and of the name and address of the new owner.

Gloucester City Council provides Licensing Services to you. We will use your personal information to provide those services to you and may need to share your information with Statutory Bodies to enable us to do this. For further information about how the council uses information it holds about you please go to <http://www.gloucester.gov.uk/council/data-protection-and-foia/Pages/data-protection-GDPR.aspx>