

For Office / Scanning Use Only

Licence Number:

Expiry Date:

APPLICATION FOR A VEHICLE LICENCE

Type of Application: Hackney Carriage Private Hire

Initial Renewal Temporary Plate (3 months max) Plate Exemption

Current licence number:.....

Full NAMES of the Owner(s)	
HOME ADDRESS including Postcode	
Home telephone number	
Mobile telephone number	
Email address	
Vehicle Registration Number	
Date of First Registration (see registration document)	
Make and Model	
Colour	
Engine Size	
Number of Passenger Seats	
Does the vehicle have a taxi meter	YES / NO
Is the vehicle wheelchair accessible?	YES / NO
Are you the sole proprietor of the vehicle and solely concerned in keeping, employing or letting the same for hire. If not, you must state the full name and address of every proprietor or part proprietor of such vehicle or person concerned either solely or in partnership	YES / NO

in keeping, employing or letting such vehicle to hire (use separate sheet if necessary).	
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FAILURE TO GIVE PROPER PARTICULARS UNDER THIS CLAUSE MAY RENDER YOU LIABLE TO PROSECUTION AND FINE UNDER THE TOWN POLICE CLAUSES ACT 1847.

The Council will not licence a vehicle for hire and reward which is licensed by another local authority or allow or permit a vehicle identification plate issued by another authority to be displayed on the vehicle.

To ensure public safety, remove potential confusion to the travelling public and be satisfied that the intended use of any vehicle is compliant with the purpose of the policy the Council will not permit the dual plating of vehicles.

Please provide the following original documents with your application (please note, incomplete applications will not be accepted by Reception Staff)

Before an application for the grant or renewal of a Hackney Carriage or Private Hire Vehicle Licence can be considered the following must be submitted:

- Duly completed application form
- A valid MOT
- A valid certificate of applicable insurance for the vehicle
- Vehicle Test
- The V5 registration certificate for the vehicle or lease contract.
- A valid certificate confirming the vehicle is fitted with a taximeter in accordance with the Council's requirements.
- Evidence of compliance with the relevant European Emission Standards either at the point of vehicle construction or by a subsequent adaption or conversion approved by the Council - the compliance must be relevant to the engine installed in the vehicle and this must be reflected in the V5 registration certificate
- Evidence of compliance with the relevant European New Car Assessment Programme (NCAP) rating.
- Where the vehicle is fitted with a mechanically operated ramp, a valid certificate/report confirming the ramp complies with the requirements of the Lifting Operations and Lifting Regulations 1998 (NB the proprietor is responsible for ensuring that a competent person carries out the necessary checks in accordance with these Regulations.)
- Where non-mechanical ramps are used, confirmation from the proprietor of the vehicle that the ramps comply with the relevant provisions of the Provision and Use of Work Equipment Regulations 1998.
- Where fittings are used to secure wheelchairs to the floor of a vehicle, a valid certificate/report confirming that all the fittings meet the Department of Transport required specifications.
- Where the applicant resides outside of the Council's administrative boundaries, the Authority will require such evidence as it reasonably considers appropriate to make an assessment of the intention to work or proof of operating since the grant of the licence, entirely or predominantly within the District.*
- At each application for renewal the proprietor must produce to the Council the booking records to demonstrate that the work undertaken has been for executive use.
- The appropriate fee

*When considering such evidence the Authority will have regard to the following

- The residential address of the applicant
- Any offer or contract of employment from or with a company or operator based within the Borough.
- The monetary value of work that starts and finishes within the Borough and that which does not.
- Any activities carried out by the applicant that may influence where they might work.
- Whether they will carry out the role full time or not.
- Any other information that the Council considers relevant

Vehicles are inspected either annually or 6 monthly, dependent on the age, and the onus is on the proprietor to have the vehicle inspected in good time prior to the expiry of the licence. **The inspection fee needs to be paid to the garage at the time of the inspection.**

Purbeck Ford Corfe Road, Wareham, Dorset, BH20 5AA	01929 552151
St Michael's Garage Valley Road, Swanage, Dorset, BH19 3DX	01929 480221
Wool and Bovington Motors Dorchester Road, Wool, Dorchester, BH20 6EH	01929 462248

It is an offence for any person knowingly or recklessly to make a false statement or omit any material particular in giving information – Section 57 Local Government (Miscellaneous Provisions) Act 1976. Upon conviction a fine of up to Level 3 on the Standard Scale may be imposed.

Signature:.....Date:.....

Signature:.....Date:.....

Dorset Council will use your personal information to provide you with the service which you or someone acting on your behalf has asked us to provide. We will also use your personal details for purposes of crime prevention and crime detection and will, if asked, share it with other public bodies for that purpose. The full statement about how we will use your personal details can be seen at www.dorsetforyou.com/416433 or a copy can be provided by contacting the Licensing Team.

Please note this authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing public funds for these purposes.

OFFICE USE: £ paid. Date/Receipt Trans. No. (Initials)
(Code No 832)