

FOR OFFICE USE ONLY

Amount Paid \_\_\_\_\_

Date Paid \_\_\_\_\_

Receipt No. \_\_\_\_\_

Licensing Unit  
Cannock Chase District Council  
Civic Centre, PO Box 28  
Beecroft Road  
Cannock  
STAFFORDSHIRE  
WS11 1BG



**BEFORE COMPLETING THIS APPLICATION FORM, PLEASE ENSURE YOU HAVE READ AND UNDERSTAND THE GUIDANCE & PRIVACY NOTES ON PAGE 3.**

**APPLICATION FOR LICENCE IN RESPECT OF A  
HACKNEY CARRIAGE VEHICLE**

In accordance with the appropriate provisions of the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976, I hereby apply for a Licence (\*renewal of the Licence) in

respect of **Vehicle Registration No.** \_\_\_\_\_ to stand or ply for hire within the Cannock Chase District and given the following details in respect of the application:-

**IF ANY PERSON KNOWINGLY OR RECKLESSLY MAKES A FALSE STATEMENT OR OMITTS ANY MATERIAL PARTICULARS IN GIVING INFORMATION THEY SHALL BE GUILTY OF AN OFFENCE.**

PLEASE ENSURE THAT YOU ANSWER ALL OF THE QUESTIONS.  
*FAILURE TO DO SO MAY RESULT IN YOUR APPLICATION BEING RETURNED AND DELAYED.*

1. Full name and home address of the applicant:	_____ _____ _____ Post Code: _____
2. National Insurance No.:	_____
3. Telephone No.(s)	Home _____ Work/Office _____ Mobile _____ Email _____
4. Business name & address	_____ _____ _____

<p>4a. Address from which the business will be operated. (If different from 1. above)</p>	<hr/> <hr/>
<p>5. If you wish to be joint proprietor of this vehicle please give names and addresses of every other person.</p> <p>Telephone No.(s):</p> <p>Mobile:</p> <p>Email:</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>6. Date of 1<sup>st</sup> registration</p> <p>Make and model:</p> <p>MOT Test Certificate number and date:</p> <p>Colour of vehicle:</p> <p>Has the vehicle registration number been changed, if so give date?</p> <p>If yes, what was the previous registration number:</p> <p>Fuel Type: (Circle answer)</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <u>Petrol Diesel LPG Hybrid Electric Other</u>
<p>7. In which Council area will the vehicle be mainly used?</p>	<hr/> <hr/>
<p>8. Is it proposed that a trailer will be used with this vehicle?</p>	<p><u>YES/NO</u></p>
<p>9. Has any hackney carriage/private hire vehicle/operators licence you have previously held <u>ever</u> been suspended or revoked?</p>	<p>YES/NO – if yes, please state when &amp; reason on a separate sheet</p>
<p>10. Is the vehicle capable of carrying a passenger <u>sitting in</u> a wheelchair?</p>	<p>YES/NO</p>
<p>11. Does the vehicle have darkened windows?</p>	<p>YES/NO</p>
<p>12. Is the vehicle currently licensed with any other Council as a hackney carriage or private hire vehicle?</p>	<p>YES/NO If YES, please give details on a separate sheet</p>
<p>13 Has the vehicle ever been written off by insurers?</p>	<p>YES/NO If yes, please provide details on a separate sheet</p>

THIS APPLICATION **MUST** BE ACCOMPANIED BY THE FOLLOWING:-

- (1) THE V5 REGISTRATION DOCUMENT FOR THE VEHICLE.
- (2) M.O.T. TEST CERTIFICATE.
- (3) FEE – **£320.00 - (0313 0221 R009)**  
**Payment is normally required by debit/credit card or bank transfer.**  
**The Licensing Unit can be contacted on 01543 464497**
- (4) A **VALID INSURANCE CERTIFICATE** WILL BE REQUIRED BEFORE A LICENCE IS GRANTED. THIS MUST INCLUDE A PROVISION FOR THE CARRIAGE OF PASSENGERS FOR HIRE AND REWARD UNDER THE TERMS OF THE HACKNEY CARRIAGE LICENCE.
- (5) VALID TEST/INSPECTION PASS SHEET

Are all third party passenger risks covered?

YES/NO

Signature(s) of all applicants (all must sign):-

\_\_\_\_\_ (BLOCK CAPITALS): \_\_\_\_\_

\_\_\_\_\_ (BLOCK CAPITALS): \_\_\_\_\_

Dated:

**Please note that Cannock Chase District Council hold and use data in accordance with Data Protection Legislation. You should be aware that by signing this form you are agreeing that the information you have provided will be held on a Public Register as required by section 51 of the Local Government (Miscellaneous Provisions) Act 1976 which is published on the Council's Web Site. Information may also be used and shared with other departments and agencies in order to assist in the prevention and detection of crime, and to protect public funds.**

### **How we use your personal information**

The information that you have provided will be used by Cannock Chase Council, who are the data controller, to allow us to carry out our statutory obligations in relation to the administration, compliance and enforcement of the licensing function within the District. We will only share your information with agencies involved in licence processing or licensing enforcement where the law requires or permits us to do so. For further information, please see:  
<https://www.cannockchasedc.gov.uk/council/about-council/data-protection/data-protection-privacy-notice>

### **NOTES:-**

- 1) before a licence is issued to an applicant -  
The Licensing Authority must be satisfied as to the suitability, design, appearance, safety, comfort and mechanical condition of the vehicle. a taxi test will be booked on payment of the fee with the applicant for the vehicle to be inspected and tested. The FTA best practice guide to inspection of Hackney Carriage and Private Hire Vehicles can be found at:

[HTTP://www.fta.co.uk/export/sites/fta/galleries/downloads/vehicle\\_testing/Hackney\\_Carriage\\_document\\_0812.pdf](HTTP://www.fta.co.uk/export/sites/fta/galleries/downloads/vehicle_testing/Hackney_Carriage_document_0812.pdf)