

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
PRIVATE HIRE VEHICLE**

In accordance with the appropriate provisions of the Local Government (Miscellaneous Provisions) Act 1976 I hereby apply for a Licence (*renewal of the Licence) in respect of;

Vehicle Registration No. _____ for the purpose of private 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 READ AND 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)	<u>Home</u> _____ <u>Work/Office</u> _____ <u>Mobile</u> _____ <u>Email</u> _____
4. Business name & address	_____ _____

<p>4a. Address from which the business will be operated. (If different from 1. above)</p>	<hr/> <hr/> <hr/>
<p>5. The name and address of the private hire operator of this vehicle (if different from 1 or 4 above.)</p> <p>Private Hire Operator number</p> <p>Telephone No.(s):</p> <p>Mobile:</p> <p>Email:</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>Date of 1st 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. Is it proposed that a trailer will be used with this vehicle?</p>	<p><u>YES/NO</u></p> <hr/>
<p>8. Has any private hire/hackney carriage Operators/vehicle licence you have previously held <u>ever</u> been suspended or revoked?</p>	<p>YES/NO – if yes, please state when & reason</p> <hr/> <hr/>
<p>9. Is the vehicle capable of carrying a passenger <u>sitting in</u> a wheelchair?</p>	<p>YES/NO</p>
<p>10. Does the vehicle have darkened windows?</p>	<p>YES/NO</p>
<p>11. Is the vehicle currently licensed with any other Council as a private hire or hackney carriage vehicle?</p>	<p>YES/NO</p> <p>If YES, please give details on a separate sheet</p>
<p>12. Has the vehicle ever been written off by insurers?</p>	<p>YES/NO</p> <p>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 9221 R009)**
(payment by debit/credit card or cheque and book taxi test at Council reception or by phone to Licensing Unit on 01543 464497 *Please hand your application and documents to reception
- (4) A **VALID INSURANCE CERTIFICATE** WILL BE REQUIRED BEFORE ANY LICENCE IS GRANTED. THIS MUST INCLUDE PROVISION FOR THE CARRIAGE OF PASSENGERS FOR HIRE & REWARD UNDER THE TERMS OF THE PRIVATE HIRE 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 the Data Protection Act 1998. 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)