



Renewal vehicle	
New vehicle	wef
Replacement vehicle	wef

OFFICIAL USE ONLY
LICENCE NUMBER:
EXPIRY DATE:
6 YEAR'S ON:
FEE:

HACKNEY CARRIAGE VEHICLE LICENCE APPLICATION

Before completing this form please read the notes overleaf.

Proprietor

Part Proprietor

FULL NAME:		
ADDRESS:		
TELEPHONE NUMBER:		
DATE OF BIRTH:		
EMAIL ADDRESS:*		

* If you would like us to correspond with you by email please provide your email address

Vehicle Make:			
Model:		Petrol/Diesel (delete as appropriate)	
Registration Number:		Number of Passengers:	
Date of First Registration:	*If over 1 year old see note 10 overleaf	Wheelchair Accessible? YES/NO	
Vehicle Operators Name:			
Address:			

If replacement vehicle, please give the registration number of vehicle to be replaced. (see note 12 overleaf)

I certify that the above details are, to the best of my knowledge, a true and correct record.

I confirm that the vehicle to which the application relates, when carrying out prebooked work shall be used predominantly for journeys that will either begin or end in Hartlepool. (see note 11 overleaf)

I give consent for a copy of my vehicle licence to be provided to my insurance company upon request.

I have read the Council Policy relating to Hackney Carriage/Private Hire Licensing and certify that I will comply with all terms and conditions therein.

Signed:..... Date:.....

Before completing this form please read the following notes:-

1. The information on this application form will be treated as confidential.
2. This form on completion should be returned to the Licensing Section, Civic Centre, Victoria Road, Hartlepool, TS24 8AY.
3. The Applicant must be a proprietor of the vehicle and must provide details of himself and any other part proprietor of the vehicle.
4. A fee is payable on submission of this application form and for which an official receipt must be given.
5. The submission of this application does not imply that a licence will be granted. The application will not be considered unless the vehicle is capable of complying with the byelaws and licence conditions prescribed by the Council.
6. Where the application is favourably considered it will be necessary for :
 - (a) the vehicle to be submitted for mechanical examination
 - (b) the vehicle to have a taximeter installed, tested and sealed
 - (c) the appropriate insurance certificate or cover note to be produced
 - (d) the vehicle to be equipped to meet the byelaws and conditions attached to the licence
7. An application for renewal must be made well in advance of the date of expiry. A Hackney Carriage Vehicle Licence is granted subject to the vehicle being submitted for a second examination within six months of the grant of the licence.
8. If any person in making application for a licence knowingly or recklessly makes a false statement or omits any material particular he shall be guilty of an offence. (Local Government (Miscellaneous Provisions) Act 1976 Section 57).
9. 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 or administering public funds for these purposes. For further information, see www.hartlepool.gov.uk/licensing or contact Mr Noel Adamson, Head of Audit and Governance on 01429 266522 ext 3173.
10. By law, Hackney Carriages must obtain an MOT certificate on the FIRST anniversary of first registration and annually thereafter.
11. The word 'predominantly' as referred to overleaf shall mean 90% of all pre-booked work within any continuous 7 day period.
12. Please note that you must cancel any mechanical inspection due for the current vehicle. Failure to do so may result in you being charged a "no show" fee.

Please note that once an applicant is granted a Hackney Carriage licence, his/her name, address and plate number shall be entered in a Register, which is available for public inspection.

FOR OFFICIAL USE ONLY	
Receipt No's	_____
Mechanical required YES/NO	Date carried out: _____
Insurance required YES/NO	
Company:	_____ Certificate No _____
Insurance Start Date:	_____ Expiry Date: _____
Document website check:	MOT YES/NO/NA Initials _____ V5 YES/NO/NA Initials _____
Plates Issued By:	_____ Issue Date: _____
Licence Start Date:	_____ Expiry Date: _____