

INFORMATION TO ASSIST YOU WITH YOUR APPLICATION

APPLICATION FOR HACKNEY CARRIAGE OR PRIVATE HIRE VEHICLE LICENCE.

This application is for a combined vehicle licence and MOT test.

The Council will only accept MOT's issued at THE DEPOT ABBEY ROAD WEST BRIDGFORD NOTTINGHAM.

This is a stringent test to satisfy the Council and members of the public that they are traveling in a roadworthy vehicle. You should read the Council's conditions relating to Hackney Carriages and Private Hire vehicles, which can be found in USEFUL DOCS.

When the application has been checked and the fee paid, an appointment will be made for you to attend with your vehicle at the Council's Depot at Abbey Road, West Bridgford. Failure to attend on time will result in the examination being rearranged, possibly at a much later date.

When the vehicle has passed the inspection, your plates will be fixed to the vehicle, as per the licensing conditions. You may purchase brackets in advance of your test, to be used to fix the plates to your vehicle.

If your vehicle fails the inspection a fail certificate will be issued and a re test will be arranged by the Depot staff.

The printed licence should be handed to the licensed Operator (in the case of Private Hire vehicles) for whom you work, who will retain it until you change Operators or cancel the licence.

If you leave the trade or cease to use the vehicle as a Hackney Carriage the licence plates **MUST** be returned to the Council.

Please consider all of the above information before proceeding as **NO REFUNDS** of any fees paid will be given.



**APPLICATION FOR A PRIVATE HIRE
VEHICLE LICENCE**

PUBLIC HEALTH ACT 1875
TOWN POLICE CLAUSES ACT 1847 AND 1889
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

PLEASE COMPLETE IN BLOCK CAPITALS AND USE BLACK INK

PARTICULARS

Is this the first application
for this vehicle?

YES / NO

Type of Vehicle:

HACKNEY CARRIAGE / PRIVATE HIRE VEHICLE

Home address of applicant
or in the case of a company
or firm, the registered or
principal office

Title.....

First Name(s).....

Surname.....

Address.....

.....

Town.....

County.....

Post Code.....

Telephone.....

Date of Birth...../...../.....

E Mail address.....

Vehicle Details

Registration Number.....

Colour.....

Make.....

Model.....

Engine Size.....cc.

Date registered...../...../.....

Number of seats.....

Are you the sole owner of
the vehicle in question?

YES / NO

Part owner details:
(If more than one please
indicate here and use
separate piece of paper for
their details)

Title.....
First Name(s).....
Surname.....
Address.....
.....
Town.....
County.....
Post Code.....

Full name and address of
every person to whom the
vehicle is let or rented:

(If more than one please
indicate here and use
separate piece of paper for
their details)

Title.....
First Name(s).....
Surname.....
Address.....
.....
Town.....
County.....
Post Code.....

Is the vehicle always kept at
your house when not in
use?

YES / NO
(If NO then please indicate where vehicle normally kept)

Address.....
.....
Town.....
County.....
Post Code.....

The application form **MUST** be accompanied by a **CURRENT** Certificate of Insurance for the vehicle.

Failure to provide such a Certificate will result in the application being refused.

Please give your current
drivers badge number

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The applicant must be a holder of a current Rushcliffe Borough Council licence, to drive Hackney/Private Hire vehicles.

Private Hire Operator

Declaration

I confirm that should the applicant be granted a licence, I intend to use him/her as a Hackney Carriage / Private Hire vehicle driver and I will ensure that his / her licence remains current, and is deposited with the company until he / she is no longer working with us.

Private Hire Company Name

Signature

Position:

Office Stamp:

If this form is submitted electronically a letter confirming the offer to work by a Private Hire Operator must be sent to the Council. The application will not be processed without such a declaration by an Operator

DECLARATION BY APPLICANT

I confirm that I have read and understand all the requirements of the form.
I understand that I may be liable to prosecution if I have knowingly or recklessly made a false statement or omitted any material particular from this application

Signed

Date / / 20.....

PLEASE MAKE SURE YOU HAVE ENCLOSED THE FOLLOWING DOCUMENTS TO SUPPORT YOUR APPLICATION

| Document check list | For Office Use ONLY | |
|---|---------------------|----------|
| Current Rushcliffe Drivers Badge | YES / NO | YES / NO |
| Current MOT for vehicles over 3 years old | YES / NO | YES / NO |
| Vehicle Registration Document or bill of sale | YES / NO | YES / NO |
| Insurance Certificate | YES / NO | YES / NO |
| Licence Fee | YES / NO | YES / NO |
| Preferred date for test of vehicle |/...../..... | |
| Plate number | | |