

HACKNEY CARRIAGE / PRIVATE HIRE Vehicle Licence Application

(Please complete ALL SECTIONS and in black ink and BLOCK Capitals)

Please select which Licence you are applying for:

NEW – PH ONLY *(vehicle to be checked by Licensing prior to submission of this form)*

Renewal

Existing Licence Number:

1	2	3	4
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Expiry Date:

D	D	M	M	Y	Y
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Please select which licence you are applying for:

- Private Hire
- Hackney Carriage

Vehicle Details

Vehicle Registration Number							
Make							
Model							
Colour							
Date of registration							
Number of Passengers (excluding Driver)							
Which Private Operator will this vehicle be working at?							
Make / Model of Meter							
Have there been any alterations / modifications to the vehicle since its last renewal?							
Is this vehicle wheel chair accessible? If yes, can the vehicle be added to the Lancaster City Council approved list of wheelchair accessible vehicles?							
Has this vehicle been involved in an accident since its last renewal?							

Is there more than ONE applicant and / or person with an interest in this vehicle? If so please complete page 2 of this application

1.

Title of Applicant:	Mr / Mrs / Ms / Miss / Other (please state)
First / Middle Name of Applicant:	
Surname of Applicant	
Date of Birth (i.e. 01-01-1980)	
Current Home Address (including postcode)	
Contact Telephone No:	Postcode:
Email Address:	

2.

Title of Applicant:	Mr / Mrs / Ms / Miss / Other (please state)
First / Middle Name of Applicant:	
Surname of Applicant	
Date of Birth (i.e. 01-01-1980)	
Current Home Address (including postcode)	
Contact Telephone No:	Postcode:
Email Address:	

3.

Title of Applicant:	Mr / Mrs / Ms / Miss / Other (please state)
First / Middle Name of Applicant:	
Surname of Applicant	
Date of Birth (i.e. 01-01-1980)	
Current Home Address (including postcode)	
Contact Telephone No:	Postcode:
Email Address:	

4.

Title of Applicant:	Mr / Mrs / Ms / Miss / Other (please state)
First / Middle Name of Applicant:	
Surname of Applicant	
Date of Birth (i.e. 01-01-1980)	
Current Home Address (including postcode)	
Contact Telephone No:	Postcode:
Email Address:	

5.

Title of Applicant:	Mr / Mrs / Ms / Miss / Other (please state)
First / Middle Name of Applicant:	
Surname of Applicant	
Date of Birth (i.e. 01-01-1980)	
Current Home Address (including postcode)	
Contact Telephone No:	Postcode:
Email Address:	

PLEASE READ THE FOLLOWING PRIOR TO SIGNING

We will use your personal information in a manner compatible with the General Data Protection Regulations (GDPR).

Any disclosures or sharing of information will only take place where required or permitted by law. For further information please see the council's [Privacy Statement](#) at:

www.lancaster.gov.uk/information/data-protection on the council's Website.

This vehicle cannot be licensed by any other Authority whilst licensed by Lancaster City Council.

Applicant Declaration

I / We apply for the grant / renewal of my / our vehicle licence and I / we declare that the answers to all questions are true to the best of my / our knowledge and belief.

I / we agree to abide by the conditions attached to the licence issued by Lancaster City Council Licensing Section for this Hackney Carriage / Private Hire Vehicle.

It is an offence for the person completing this form to make a false statement or omit relevant details.

False and/ or misleading information in this declaration may render this application invalid and may also result in prosecution.

I DECLARE AND CONFIRM THAT:-

- a) I have, for at least 12 months prior to the date of this application, been the holder of a full DVLA driver' licence (not being a provisional licence) under the Road Traffic Act 1972 authorising me to drive a motorcar.
- b) I am in good health and medically fit to drive a Hackney Carriage and / or Private Hire Vehicles.
- c) I understand that if I knowingly or recklessly make a false statement or omit any material particular in giving the information required for this application, I may be liable to prosecution under Section 57 of the Local Government (Miscellaneous Provisions) Act 1976.
- d) I have read, understood and complied with the notes accompanying this application form.
- e) **I have provided documents to demonstrate I am legally entitled to work in the UK**

1. SIGNED _____ DATE _____
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2. SIGNED _____ DATE _____
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3. SIGNED _____ DATE _____
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4. SIGNED _____ DATE _____
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DOCUMENTS REQUIRED

NEW – Private Hire and Hackney Carriage

Once the above details have been completed, the following need to be submitted to Licensing:

- Completed Application Form
- Current Certificate of Insurance / Cover Note
- V5 Logbook / Green slip (if recently bought, details completed)
- Bill of Sale (if owned less than 12 months)
- Meter Calibration Certificate
- Right to work documents
- Relevant Fee

Renewal Applications

- Completed Application Form
- Current Certificate of Insurance / Cover Note
- V5 Logbook
- Meter Calibration Certificate
- Right to work documents.
- Relevant Fee

OFFICE USE ONLY

Date Received		Officer initials	
Licence fee		Test Sheet returned?	Yes / No
Plate Fee		TOTAL PAID £	
ALL Documents submitted?	Yes / No	If NO which documents outstanding:	
Licence issued date:		Officer issued by:	