



Directorate for Communities and the Environment Licensing Section
 Morecambe Town Hall, Marine Road East Morecambe LA4 5AF
 Tel: 01524 582033
 Email:licensing@lancaster.gov.uk

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
- RENEWAL

Existing Licence Number:

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Expiry Date:

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Please select which licence you are applying for:

- Private Hire
- Hackney Carriage

Please confirm your Vehicle Test Booking:

Date:

Time:

Vehicle Details

Vehicle Registration Number	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>								
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?									
Has this vehicle been involved in an accident since its last renewal?									

Taxis and Private Hire Vehicles (Disabled Persons) Act 2022

From 28 June 2022, It is a legal requirement that all licensing authorities maintain and publish a list of licenced taxis and private hire vehicles **they** designate as being wheelchair accessible. This will assist in identifying the vehicles whose drivers are subject to the duties at section 165 (Equality Act 2010) on providing assistance to wheelchair users and refraining from charging extra for the assistance

Is your vehicle wheelchair accessible/capable of carrying a passenger in a wheelchair?	
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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-	
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-	
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-)	
Current Home Address (including postcode)	
	Postcode:
Contact Telephone No:	
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-)	
Current Home Address (including postcode)	
	Postcode:
Contact Telephone No:	
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](http://www.lancaster.gov.uk/information/data-protection) 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 information in this declaration may render this application invalid and may also result in prosecution. 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.

RIGHT TO WORK

Your right to work in the UK will be checked as part of your licence application. You must either provide a document or documents that demonstrate your status from the lists of acceptable documents stated in our policy. Alternatively, you may share your status by using the Home Office online checking service.

If there are restrictions on the length of time you may work in the UK, your licence will not be issued for any longer than this period. In such circumstances the check will be repeated each time you apply to renew or extend your licence, if, during this period, you are disqualified from holding a licence because you have not complied with the UK's immigration laws, your licence will lapse, and you must return it to the licensing authority. Failure to do so is a criminal offence.

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.

1. SIGNED _____ DATE _____

2. SIGNED _____ DATE _____

3. SIGNED _____ DATE _____

4. SIGNED _____ DATE _____

DOCUMENTS REQUIRED

NEW – Private Hire and Hackney Carriage

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

- Application Form
- Current Certificate of Insurance / Cover Note
- V5 Logbook / Green slip (if recently bought, details completed)
- Bill of Sale – if owned for less than 12 months
- Meter Calibration Certificate
- Basic Disclosure (DBS) for all applicants that are not licensed drivers [Request a basic DBS check - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- Right to work documents if applicable to policy
- Relevant Fee

Renewal Applications

- Application Form
- Current Certificate of Insurance / Cover Note
- V5 Logbook / Green slip (if recently bought, details completed)
- Meter Calibration Certificate
- Basic Disclosure (DBS) for all applicants that are not licensed drivers if not previously submitted [Request a basic DBS check - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- Relevant Fee

OFFICE USE ONLY

Date Received		Officer initials	
Licence fee & Test paid	YES/NO	Total Fees Paid	£
Basic DBS Status for unlicensed applicants		ALL Documents submitted?	YES/NO
Licence issued date:		Officer issued by:	