



# Application for Grant/Renewal of a Hackney Carriage Vehicle Licence

For Office Use: Flare Number

**SECTION 40 TOWN POLICE CLAUSES ACT, 1847**  
**SECTION 48 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT, 1976**

- Incomplete applications are not accepted.
- If you are completing this form by hand please write legibly in block capitals
- In all cases ensure that your answers are inside the boxes and written or typed in black ink.
- You may wish to keep a copy of the completed form for your records.

## SECTION A - THE APPLICANT

Registration							
Make and Model							
Colour					Engine No		
Fuel Type	<input type="checkbox"/> Petrol (P)	<input type="checkbox"/> Diesel (D)	<input type="checkbox"/> LPG (L)	<input type="checkbox"/> Dual Fuel (2)			
Chassis No							
Number of Passengers*				Registration Year			
Plate Number							

\*not including the driver

## SECTION B - ACCESSIBILITY

What facilities does your vehicle offer for disabled access?		
<input type="checkbox"/> Swivel Seat (A)	<input type="checkbox"/> Wheelchair Access (B)	<input type="checkbox"/> Hydraulic Lift I
<input type="checkbox"/> M1 Vehicle Certified	<input type="checkbox"/> Other (Please specify) _____	

## SECTION C - INSURANCE

1. Only original certificates and cover notes are accepted as proof of insurance.
2. The vehicle must be covered for use for public hire purposes.

Policy Holder							
Company				Broker			
Policy No				Cover Note No			
Start Date	day	month	year				
Expiry Date							

It is an offence to make a false statement in connection with this application

## SECTION D – PROPRIETOR DETAILS

1. If the vehicle is the subject of a hiring agreement or hire-purchase agreement, the proprietor is the person in possession of the vehicle under that agreement.
2. You must provide details of every person involved in keeping, employing or letting on hire the vehicle.

### Proprietor 1

Full Name or Company Name	Mr/Mrs/Miss/Ms
---------------------------	----------------

Date of Birth	day	month	year
Home Address			
Tel	Postcode	Fax	
Mobile No			
Email			

Are you the sole proprietor?

YES

NO

### Proprietor 2

Full Name	Mr/Mrs/Miss/Ms
-----------	----------------

Date of Birth	day	month	year
Home Address			
Tel	Postcode	Fax	
Mobile No			
Email			

If there are more than 2 proprietors, please continue on a separate sheet.

## SECTION E – VEHICLE DRIVERS

1. You must still complete this section even if you are the applicant(s) for this licence.
2. Each person must hold a current licence to drive hackney carriage vehicles.
3. Each driver must be named on the insurance policy.

### Driver 1

Badge Number								
Full Name	Mr/Mrs/Miss/Ms							
Date of Birth								
Home Address							Postcode	

### Driver 2

Badge Number								
Full Name	Mr/Mrs/Miss/Ms							
Date of Birth								
Home Address							Postcode	

### Driver 3

Badge Number								
Full Name	Mr/Mrs/Miss/Ms							
Date of Birth								
Home Address							Postcode	

If there are more than 3 drivers, please continue on a separate sheet.

## SECTION F – APPLICANT DECLARATION AND CAUTION

In making this application for a hackney carriage vehicle proprietors' licence, I confirm the following:

- (a) The information given in this application is true to the best of my knowledge.
- (b) I/We understand that it is a criminal offence to make a false statement or omit any material particular from this application or any submitted document.
- (c) If this application is successful, I will abide by the licence conditions and relevant legislation.
- (d) I understand that my licence can be suspended, revoked or may not be renewed, if I breach any of the licence conditions or relevant legislation.
- (e) I/We have the **RIGHT TO WORK** in the United Kingdom

### Use of your information

The information Stoke-on-Trent City Council holds about you is used for the purpose of assessing your eligibility for a licence and for the administration of any licence issued to you in accordance with Local Government (Miscellaneous Provisions) Act 1976, Town Police Clauses Act 1847 and any other relevant legislation.

We may collect information about you from other sources in order to process your application. Your personal data may be passed to other authorities or agencies, including other council departments, benefits agencies and the police, where we have a statutory duty to do so or where we consider the disclosure is justified and it is allowed under the Data Protection Act 1998.

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.stoke.gov.uk/fraud](http://www.stoke.gov.uk/fraud).

As a service to you, we can inform your base when this licence will expire so that they can remind you to renew it. If you do not want us to do this, please tick here.

I/we, hereby apply to Stoke-on-Trent City Council for a licence under the Town Police Clauses Act 1847 and 1889 for a certain vehicle, particulars of which are given in Section A, to ply for hire within the City, subject to all conditions as may be contained in such licence and also to provisions of the said Acts and the Bye Laws in force, relating to Hackney Carriages, all of which conditions Acts and Bye Laws I/we hereby undertake to observe and perform. I/we accept that if I/we, or my employees, infringe or neglect to comply with any of the conditions, Acts or Bye Laws subject to which the licence is held, the same shall be liable to be revoked or not renewed by the Council.

Proprietor 1 (Signed)							
Date	day	month	year				
Proprietor 2 (Signed)							
Date	day	month	year				

## SECTION G – FOR OFFICE USE ONLY

Date Submitted	day	month	year					
Fee Paid		Receipt No						
V5 Inspected	<input type="checkbox"/>	Test Certificate						
Officer Code								