



Private Hire Vehicle Proprietor Licence Application

For Office Use: Flare Number

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**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
- You may wish to keep a copy of the completed form for your records.
- We **DO NOT** accept faxed insurance.

SECTION A – THE VEHICLE

Registration									
Make and Model									
Colour									
Fuel Type	<input type="checkbox"/> Petrol (P)	<input type="checkbox"/> Diesel (D)	<input type="checkbox"/> LPG (L)	<input type="checkbox"/> Dual Fuel (2)					
Number of Passengers*		Date of First Registration		d	d	m	m	y	y

*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 (C)
<input type="checkbox"/> M1 Vehicle Certified	<input type="checkbox"/> Other (Please specify) _____	

SECTION C – DETAILS OF PRIVATE HIRE OPERATOR WHO WILL SUPPLY BOOKINGS

Private Hire Operator										
This vehicle will operate as Call Sign										
Signature*				Date	d	d	m	m	y	y

*A recognised signatory for the operator must sign this section. Where the signature is in doubt we reserve the right to reject the application.

SECTION D – INSURANCE

1. Only original certificates and cover notes are accepted as proof of insurance.
2. The vehicle must be covered for use for private hire purposes.
3. If you submit a fleet policy you may be asked to submit a schedule detailing the vehicles covered.

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

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

Continued....

Is this vehicle covered by a fleet policy?

YES

NO

SECTION E – PROPRIETOR DETAILS

1. If the vehicle is the subject of a 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 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							
				Postcode			
Tel				Fax			
Mobile No							
Email							

Are you the sole proprietor?

YES

NO

If the application is made in the name of a company please give details below of the individual/s responsible for that company.

Proprietor 2

Full Name	Mr/Mrs/Miss/Ms						
Date of Birth	day		month		year		
Home Address							
				Postcode			
Tel				Fax			
Mobile No							
Email							

Proprietor 3

Full Name	Mr/Mrs/Miss/Ms						
Date of Birth	day		month		year		
Home Address							
				Postcode			
Tel				Fax			
Mobile No							
Email							

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

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SECTION F – 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 under Section 51 of Local Government (Miscellaneous Provisions) Act 1976 to drive private hire vehicles.
3. Each driver must be named on the insurance policy except where a fleet policy is in force.

Driver 1

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

Driver 2

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

Driver 3

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

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

SECTION G – APPLICANT DECLARATION AND CAUTION

In making this application for a private hire 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.

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.

Proprietor 1 (Signed)	
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	day	month	year				
Date							

Proprietor 2 (Signed)	
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	day	month	year				
Date							

Proprietor 3 (Signed)	
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	day	month	year				
Date							

SECTION H – FOR OFFICE USE ONLY

	day	month	year				
Date Submitted							

Fee Paid		Receipt No									
V5 Inspected	<input type="checkbox"/>	Test Certificate									

Officer Code			
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