Uttlesford District Council Vehicle Application Form

**TOWN POLICE CLAUSES ACT 1847**

**LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976**

**Please Note:**

For a new application all joint proprietors must sign all sections where requested. Failure to do so could result in a delay in processing your application.

|  |  |  |  |
| --- | --- | --- | --- |
| **1a. Please indicate type of application** | | | |
| **New Hackney Carriage Vehicle** | ☐ | **New Private Hire Vehicle** | ☐ |
| **Renewal Hackney Carriage Vehicle** | ☐ | **Renewal Private Hire Vehicle** | ☐ |
| **Transfer Hackney Carriage Vehicle** | ☐ | **Transfer Private Hire Vehicle** | ☐ |

|  |  |
| --- | --- |
| **1b. Exemption to display external plate and other signage (private hire only)** | |
| **Plate exemption required (please complete additional exemption form and pay the fee)** | ☐ |

|  |  |  |  |
| --- | --- | --- | --- |
| **2a. Vehicle Type/Emission Standard** (indicate as appropriate) | | | |
| **Petrol Euro 5** | ☐ | **Diesel Euro 5** | ☐ |
| **Petrol Euro 6** | ☐ | **Diesel Euro 6** | ☐ |
| **Hybrid/Electric** | ☐ | **Other (please indicate)** | |

|  |  |
| --- | --- |
| **2b. Vehicle Details** | |
| **PLATE NUMBER:**  **(leave blank for new vehicle)** | **EXPIRY DATE:**  **(leave blank for new vehicle):** |
| **VEHICLE REGISTRATION NUMBER:** | **DATE OF FIRST REGISTRATION:** |
| **MAKE:** | **MODEL:** |
| **COLOUR:** | **NUMBER OF DOORS:** |
| **IS THE VEHICLE WHEELCHAIR ACCESSIBLE? YES/ NO (delete as applicable)** | |
| **SEATING CAPACITY\* (excluding driver):**  **\*this information must correspond with the V5 Registration Document** | |

|  |  |
| --- | --- |
| **3a. Sole (or where applicable) Joint Proprietor (1)**  Person(s) in possession and control of the vehicle who will be considered the Proprietor of the Vehicle Licence, unless otherwise stated. The applicant must be the owner, or one of the owners, of the vehicle as shown on the V5 registration document, bill of sale and on any HP or lease agreement. | |
| **Individual TITLE: SURNAME:**  **FIRST NAMES:** | **HOME ADDRESS:** |
| **Limited Company FULL NAME:**  **COMPANY REGISTRATION NUMBER: NAME OF RESPONSIBLE CONTACT:** | **ADDRESS OF REGISTERED OFFICE:** |

|  |
| --- |
| **3b. Contact Information** |
| **Telephone Number:** |
| **Email Address:** |

|  |
| --- |
| **3c. Have you ever had a licence for a hackney carriage or private hire vehicle refused, revoked or suspended?** |
| **YES ☐ NO ☐** (Mark as appropriate) **If answering ‘yes’ please give details below:** |
| **Name of Council:**  **Date:**  **Refusal ☐ Revocation ☐ Suspension ☐ (Mark as applicable) Reasons:** |

|  |  |
| --- | --- |
| **4a. Joint Proprietor (2)**  Other persons with an interest in the vehicle  Please provide details of all other proprietors or person’s with an interest in the vehicle, including other  person concerned in the keeping, employing or letting to hire of the vehicle | |
| **TITLE: SURNAME: FIRST NAMES:** | **HOME ADDRESS:** |

|  |
| --- |
| **4b. Contact Information** |
| **Telephone Number:** |
| **Email Address:** |

|  |
| --- |
| **4c. Have you ever had a licence for a hackney carriage or private hire vehicle refused, revoked or suspended?** |
| **YES ☐ NO ☐** (Mark as appropriate) **If answering ‘yes’ please give details below:** |
| **Name of Council:**  **Date:**  **Refusal ☐ Revocation ☐ Suspension ☐ (Mark as applicable) Reasons:** |

|  |
| --- |
| **5a. Private Hire Operator (PRIVATE HIRE VEHICLES ONLY)** |
| **Name and address of Private Hire Operator of which the vehicle will work under:**  **Private Hire Operator licence number:** |

|  |
| --- |
| **Declarations** |

|  |
| --- |
| 1. I understand that any licence issued will be subject to the provisions of:    1. the Town Police Clauses Act 1847    2. the Local Government (Miscellaneous Provisions) Act 1976    3. the Council's licence conditions 2. I accept that any licence issued will belong to the Council, and if lost or damaged, I will be liable for the cost of replacement. 3. I understand that it is an offence under the terms of the Local Government (Miscellaneous Provisions) Act 1976, Section 57(3) to knowingly or recklessly make a false statement or to omit any information required in this form. 4. I understand that any changes to any particulars must be notified in writing to the Uttlesford District Council within 7 days. 5. I HEREBY DECLARE that all particulars entered on this form are true and correct to the best of my knowledge and belief. I authorise the Council to make such enquiries as they, at their sole discretion, may deem to be reasonably necessary in respect of my application. 6. I understand that all joint proprietors are jointly and severally liable for the actions of one another in relation to the vehicle licence and that it is for joint proprietors to make suitable partnership arrangements to manage the vehicle. 7. I understand the implications of the application and my obligations in respect of it. 8. I understand that the Hackney Carriage & Private Hire Licensing Policy is intended to ensure that the trade and public have a document(s) which fully explains the licensing procedures to all parties in a clear and transparent manner. I understand that it is my responsibility to access these documents and to read and understand them. 9. I understand that I have read, understood and have correctly completed all relevant parts of this application form from pages 1 to 3 inclusive.   The personal information that you give us will also be used in a confidential manner to help us monitor our processes. We may also use the information if there is a complaint or legal challenge relevant to this process. We may check the information collected. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.  A full privacy notice is available online on our website at: [https://www.uttlesford.gov.uk/article/5418/Environmental-Health-Enforcement-and-Licensing-Enforcement-](https://www.uttlesford.gov.uk/article/5418/Environmental-Health-Enforcement-and-Licensing-Enforcement-Privacy-Notice) [Privacy-Notice](https://www.uttlesford.gov.uk/article/5418/Environmental-Health-Enforcement-and-Licensing-Enforcement-Privacy-Notice)  By signing this declaration you authorise us to collect, process and retain your personal data as described in the privacy notice.  **Please note:** That with the exception of licensing a new vehicle, if only one proprietor signs this form (and there is more than one proprietor), the person signing agrees that they are signing with the knowledge and consent of any other named proprietors for this licence.  By signing this declaration you authorise us to collect, process and retain your personal data as described in the privacy notice.  **Sole Proprietor/Joint Proprietor (1) (or if Limited Company on behalf of) Name:**  **Signed: Date:**  **Joint Proprietor (2) Name:**  **Signed: Date:** |