

Receipt No:

Amount

**HACKNEY CARRIAGE/PRIVATE HIRE VEHICLE LICENCE
RENEWAL APPLICATION**

Proprietor
Address

Licence No
Registration No
Make/Model
Colour

The licence for the above-mentioned Hackney Carriage/Private Hire vehicle expires on

If you are not renewing the licence you must return the licence plate to the below-mentioned office following expiry of the licence. Failure to do so may result in prosecution.

If you wish to continue to use the vehicle for Hackney Carriage/Private Hire purposes after the expiry date you must apply for a new licence (**Applications must be made at least 14 days prior to the expiry of the current licence**).

Please note that the Council has policies to ensure that vehicles are safe and suitable to be used as Hackney Carriages or Private Hire Vehicles. These include a policy which states that:

- a) **No vehicle aged over five years old, from the date of first registration, will be accepted for licensing unless we consider it to be exceptionally well maintained. *This policy applies even where the vehicle has been licensed previously but the previous licence, for whatever reason, is not in force when an application to license the vehicle again is made.* If you intend to re- license a vehicle after it is five years old, it is in your interest to ensure that you do not allow the licence to lapse beforehand.**
- b) **No vehicle, aged over seven years old from the date of first registration, will be accepted for the renewal of its licence unless we consider it to be exceptionally well maintained.**
- c) **No vehicle licensed to carry five or more passengers, aged over ten years old from the date of first registration, will be accepted for the renewal of its licence unless we consider it to be exceptionally well maintained.**

You should note that 'exceptionally well maintained' means, among other requirements, that your vehicle must have passed on first examination all of the Council's vehicle inspections since the last grant of a licence as a hackney carriage or private hire vehicle and must not have been the subject of any suspension notice issued by the Council in relation to a defective tyre or any mechanical defect since the last grant of a licence.

If you wish to replace this vehicle with another that is over five years old, you will need to produce the service records for the whole of the vehicle's history, including any time before it came into your possession. It is therefore in your interests to ensure that you obtain a record of full service history when you acquire a vehicle.

If you cannot produce the necessary documents your application will be referred to the Regulatory Committee, who could decide to refuse your application.

YOU SHOULD APPLY IN PERSON AND SUBMIT

PLEASE TICK

- | | |
|--------------------------------------|-----|
| This completed renewal form | [] |
| Appropriate certificate of insurance | [] |
| Licence fee | [] |

PLEASE STATE ANY CHANGE IN PROPRIETOR OR VEHICLE DETAILS IF APPLICABLE. (INCLUDE ANY CHANGE OF OPERATOR)

.....
Failure to produce any of the above may result in a delay in obtaining the new licence.

I declare that I have read and understand the Council's age policy in respect of vehicles and their service history and that I have checked the information given on the form and to the best of my knowledge it is correct.

The maximum penalty for making a false declaration is £1000.

Signature Date

NOTE

- 1. Should you wish to cancel a test appointment, 24 hours notice is required. Failure to do so will result in a re-test fee being levied.**
- 2. A licence comes into force the day it is dated except when it is taken in advance. In that case it takes effect from the day after the expiry of the previous licence. It is an offence to use an unlicensed Hackney Carriage/Private Hire vehicle .**