PRIVATE HIRE VEHICLE LICENCE INFORMATION

## Please read this information sheet along with the ‘to do’ list on the next page before completing the application for your Private Hire vehicle Licence. This information should help to ensure that your application is dealt with and processed as soon as possible. Standard processing times once all evidence and correct payment has been received is 14 days.

Completing the form

Please read the form carefully and answer all questions. The application may not be processed if questions are not answered. Additionally, the form contains a declaration at the end and it is important that you read this carefully before signing.

Vehicle tests

With the exception of brand new vehicles (factory mileage), vehicles will be tested before the licence is initially granted, then at every renewal for vehicles up to 3 years old, then every 6 months for vehicles older than 3 years.

Proof of ownership

In all cases the applicant(s) must demonstrate that they have ownership of the vehicle, a financial interest in the vehicle or permission to use the vehicle on an extended basis (in the case of a lease or hire). A V5 registration document is not proof of ownership and other documentation will be required. This can include, but is not limited to:

* + - 1. Receipt for the purchase of the vehicle
			2. Lease/hire contract
			3. Partnership agreement between 2 or more individuals

Emissions standards

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| --- | --- | --- | --- |
|  | Standard from January 2025 | Standard from September 2027 | Standard from September 2030 |
| Vehicles on new application  | ULEZ compliant  | ULEZ compliant  | Zero emissions  |
| Vehicles on renewal application  | Acquired rights apply until September 2027 | ULEZ compliant  | ULEZ compliant  |

ULEZ compliance can be checked on the Transport for London website [Ultra Low Emission Zone - Transport for London (tfl.gov.uk)](https://tfl.gov.uk/modes/driving/ultra-low-emission-zone)

**Duration and renewal of the licence**

The licence expires 12 months from the date of issue. Any application for renewal must be made at least 14 days before the licence expires. If you do not apply to renew the vehicle licence in time there may be a period when you will be unable to use the vehicle for licensed activities.

Licensing Authority

Mid Devon District Council

Phoenix House, Phoenix Lane

Tiverton, Devon EX16 6PP

Tel: 01884 255255

Application for grant of NEW/RENEWAL/TEMPORARY private hire Licence

**NEW** **RENEWAL** **TEMPORARY**

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| **CHECKLIST:**  |
|  **I have** **enclosed**  Please tick  |
| A completed vehicle test certificate from one of the garages authorised by this Council to provide the test  |  |
| Current MOT (if applicable) |  |
| Valid insurance documents showing cover for use as a Private Hire Vehicle |  |
| Vehicle Registration Document (V5) or other proof of purchase (New licence applications only) |  |
| Proof of vehicle ownership (New licence applications only) |  |
| Made payment of the appropriate fee for the application |  |
| Expired Plate (if applicable)  |  |
| LOLER certificate (if applicable - WAV vehicle only) |  |

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| FOR OFFICE USE ONLY HACK-ES5507218 |
| Licence payment - £ | Receipt No. |  |
| Vehicle inspection (if required)  | Date completed:  |
| Current DBS check  | Licence checked:  |

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| 1. **Personal details of applicant (sole trader)**
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| Title (please circle) | Mr Mrs Miss Ms Other (please state) |
| Surname |  |
| Forenames |  |
| Address |  |
| Email |  |
| Postcode |  |
| Telephone No. |  | Mobile No. |  |
| Will the owner drive the vehicle or employ drivers? (Please tick) | Owner |  |
| Employ |  |
| Both |  |
| Do you hold a Mid Devon District Council dual Hackney Carriage and Private Hire drivers or Private Hire Operator licence? | **Yes / No** | Licence No.  |
| If not, you will be required to provide a basic DBS check with this application.  |

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| **2. If a partnership give details of the second applicant** |
| Title (circle): | Mr Mrs Miss Ms Other (please state) |
| Surname |  |
| Forenames |  |
| Previous Names |  |
| Date of Birth |  | Place of Birth |  |
| Address |  |
| Postcode |  |
| Email |  |
| Telephone No. |  | Mobile No. |  |

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| **3. If the application is by a limited liability partnership (LLP) or limited company please complete the following** |
| Name of company |  |
| Address |  |
| Email |  |
| Telephone No. |  | Mobile No. |  |
| **Please provide details for all company directors and company secretary below:**  |
| Title (circle): | Mr Mrs Miss Ms Other (please state) |
| Surname |  |
| Forenames |  |
| Position within the company / LLP |  |
| Date of Birth |  |
| Address |  |
| Postcode |  |

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| **4. Vehicle Details** |
| Plate No (for renewals only) |  | Reg number |  |  |  |  |  |  |  |
| Make  |  | Model |  |
| Engine capacity AND type of fuel |  | Year of Manufacture |  |
| Number of seats meeting the required width, exclusive of driver (410mm) |  | Means of Conveyance for Light Luggage |  |
| Colour of Vehicle  |  | Type of Body |  |
| Is your vehicle ULEZ compliant  | Yes | No |
| Has the vehicle been written off by an insurance company? |  Yes | No  |
| Has the vehicle at least one window on each side of the passenger compartment which is capable of being opened and closed |  Yes | No |
| Have any modifications been made to the vehicle since manufacture? |  Yes | No |
| If yes, please provide details:  |  |
| **FOR MPV/MINIBUS ONLY** | Does the vehicle have either 2 side loading doors that can be opened from the inside or one side loading door plus a rear door or tailgate that can be opened from the inside |  Yes |  No |

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| **5. Declaration** |
| I am aware that it is an offence to knowingly or recklessly make a false statement or omit any required information in this form. I understand that a false statement may render me liable to prosecution and / or affect the consideration of this application.I have checked the answers given in this application and to the best of my knowledge and belief they are correct.I have read and understood the licence conditions that will be attached to the licence. In the event of a licence being granted I undertake to observe and abide by the conditions applicable to the licence at all times.Information disclosed on this form may be revealed to other agencies and bodies for the purpose of preventing or detecting crimes. |
| Signature |  |  Date |  |

*Please note: 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 crime. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.*