



Application for Private Hire / Hackney Carriage vehicle licence

Applications will only be accepted if they include and are accompanied by the following:

1. This application form completed in its entirety and signed by the applicant and operator where applicable i.e. Private Hire Vehicles.
2. The appropriate fee.
3. A valid Test Report for the vehicle issued by the approved Vehicle Testing Station. If you need to arrange a Vehicle Test please contact the licensing office using the contact details below.
4. Original vehicle registration document showing the applicant to be the registered keeper or other acceptable proof of ownership (the V5 New Keeper Supplement completed by the applicant or an official receipt from a registered company in the case of newly manufactured vehicles).
5. Certificate of insurance for the vehicle which covers the activity required (i.e. public or private hire) and which is valid on the date that the licence is due to come into force.

Completed applications should be submitted to the Licensing Office at:

Address: The Civic Office, Waterdale, Doncaster, DN1 3BU

Telephone: 01302 737590

Email: licensing@doncaster.gov.uk

Opening Hours: Monday – Friday 9:00am - 5:00pm

IMPORTANT NOTICE

PRIVATE HIRE & TAXI TEST CERTIFICATES

In the interests of public safety it is imperative that vehicles are licensed as soon as possible after the vehicle has passed its annual test. Failure to do so may result in the test certificate being considered invalid and require you to undertake a further test. In order to prevent you incurring additional expense we have put together this fact sheet.

Our Policy

Vehicles which are being licensed for the first time, or which are tested after the expiry of the licence, must be licensed within 10 working days of the date of the test, otherwise the vehicle will be required to undergo a further test at the expense of the applicant. Where an application for renewal is made more than 10 working days after the expiry of the licence, the application will be considered as a new application.

Worked Examples

1. Vehicles that are to be licensed for the first time, or which are tested after the expiry of the current licence, must be licensed within **10 working days** of the test date otherwise the test is no longer valid.
2. Vehicles that are already licensed may be tested up to 1 month prior to expiry of the current licence. The test certificate will remain valid for **10 working days** after the date of expiry of the current licence.

Note

Notwithstanding any of the above, under no circumstances can a vehicle be used as a Taxi or Private Hire vehicle before a licence has been issued or before an expired licence has been renewed.

1. Proprietor Details

Name _____ Badge Number _____

Address _____

_____ Postcode _____

Tel no. _____ Mobile _____

2. Vehicle Details

Type of Vehicle: Hackney Carriage Private Hire

Type of application: New Vehicle Renewal Existing Plate Number: _____

Make of vehicle: _____ Model: _____ Colour: _____

Registration no: _____ Date of first registration: _____

Address where this vehicle is ordinarily kept if different from above:

3. Vehicle Category

Has the vehicle ever been classified as a category write-off? Yes No

If yes, please tick to indicate the category:

Category A

Category B

Cat A or B: see note 1

Category C

Category D

Category S

Category N

Cat C, D, S or N: see note 2

Note 1 – Category A or B

Vehicles which have been classified as Category A or B will not be considered suitable to be a licensed.

Note 2 – Category C, D, S or N

Vehicles which have been classified as Category C or D (prior to 01/10/2017) or Category S or N (after 01/10/2017) will only be considered when a detailed report by a suitably qualified mechanic has been provided.

4. Other Proprietors (where applicable)

If you are not the sole proprietor, please state below the name(s) and address(es) of every person who is also a proprietor or part-proprietor of the vehicle.

Surname	Forename	Address	Badge No.

5. Declaration (All proprietors must sign)

I DECLARE that the answers given in this application, to the best of my knowledge and belief, are correct and that I am not ineligible for any reason from holding or obtaining the licence for which I am now applying.

I have read the Doncaster Council Hackney Carriage & Private Hire Licensing Policy and I undertake, in the event of a licence being granted, to observe and perform the requirements contained therein at all times.

In the case of a hackney carriage vehicle licence application, I hereby declare that the licensed vehicle will be plying for hire to a material extent within the controlled district of Doncaster.

Date: **Signature:** (All proprietors must sign)

It is an offence for any person knowingly or recklessly to make a false statement or to omit any material particular in giving information required in this form. **Data held by the authority will be used for cross system and cross authority comparison purposes for the prevention and detection of fraud.**

If you are applying for a private hire vehicle licence sections 6, 7 & 8 below must be completed

6. Private Hire Operator Information

Trading Name: _____

Address: _____

Post Code: _____ Telephone Number: _____

Email Address: _____

Private Hire Operators Licence Number: _____

7. Private Hire Operators Checklist Declaration (tick and complete all that apply)

- My operator's licence was issued or renewed prior to April 2017
- This is an additional vehicle to my operator's licence and I enclose the relevant fee
- This vehicle replaces PH _____ Registration Number: _____ and I have surrendered the licence.
- This is not an additional vehicle to my operator's licence

8. Private Hire Operator Declaration

I declare the information contained on this form is true and accurate to the best of my knowledge and that I am the operator of the above Private Hire Company or am duly authorised to sign on behalf of the operator.

Print Name: _____

Sign: _____

Date: _____

- I am the operator I am authorised to sign on behalf of the operator

9. Confirmation of receipt (to be completed on receipt of vehicle licence)

I have received and checked the Private Hire / Hackney Carriage vehicle licence and plates.
I accept responsibility that the information contained on the plates is correct.
Where the licence issued is a hackney carriage vehicle licence I hereby declare that the licensed vehicle will be plying for hire to a material extent within the controlled district of Doncaster.

Print Name: _____

Sign: _____

Date: _____