

APPLICATION FOR A HACKNEY CARRIAGE OR PRIVATE HIRE VEHICLE LICENCE



**LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976
TOWN POLICE CLAUSES ACT 1847**

Please read the Council's Licensing Policy and attached guidance notes before completing this form.

Information Station Officer Use Only:

Payment of:£	Receipt Number:	Date:	
For Office Use Only:			
Uniform Ref No.:		Date passed test?	
PH/HC Driver?	YES / NO	Issued	
Date Previous Licence Expires		Expired	

FEES:

Hackney Carriage /Private Hire under 3 years	£166 (12 months licence)
Hackney Carriage /Private Hire 3-5 years	£83 (6 months licence)
Hackney Carriage /Private Hire 5-10 years	£114 (6 months licence)
Hackney Carriage /Private Hire Over 10 years	£166 (6 Months licence)

New Vehicles

Plate and Bracket deposit £15
Door Stickers £6

Please note you will be required to make payment to Newport Transport of £54 for the vehicle test. Vehicles that require Council Logo/stickers to be attached will be charged £3 per Logo / sticker.

Please read the attached guidance and conditions and the Council's licensing policy before completing this form.

Section 1: Application Type (please tick box)	
Application for a Hackney Carriage Vehicle <input type="checkbox"/>	Application for a Private Hire Vehicle <input type="checkbox"/>
Is the Application a renewal or new licence? Renewal <input type="checkbox"/> New <input type="checkbox"/> Mileage	Plate Number
If New, MUST produce Registration Document & Mileage.	Registration No

*If you are Sole Proprietor of the vehicle complete **Section 2A**, if the vehicle is owned by more than one person, please also complete **Section 2B**. (e.g. spouse or by a business partnership)*

Section 2 A: Applicants Details		
Full Name:		
	<i>First Name</i>	<i>Middle Name</i>
Permanent Address:		Post Code:
Home or Business Telephone Number:		
Mobile Telephone Number:		
Email Address:		

Section 2 B: Details of Part Proprietors

Full Name:			
	<i>First Name</i>	<i>Middle Name</i>	<i>Surname</i>
Permanent Address:			
	Post Code:		
Home or Business Telephone Number:			
Mobile Telephone Number:			
Email Address:			

Section 3: Vehicle Details

Make:	Model:	Colour:
Registration number of Vehicle:	Date First Registered:	
Engine Capacity:	Seating Capacity (Excluding Driver):	
CCTV installed (essential if front seat to be licensed in Hackney Carriage)	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Is the vehicle Wheelchair Accessible?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
If Yes Please state if the vehicle is Wheelchair Accessible from the	<input type="checkbox"/> SIDE <input type="checkbox"/> REAR	
Is the vehicle M1EC Whole Vehicle or UK Low Volume Type Approval standard?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
(Hackney Carriage are required to prove documentation that the vehicle meets the above standards on first licensing the vehicle)		
Vehicle Structure: Purpose built "Taxi" <input type="checkbox"/> Saloon <input type="checkbox"/> Estate <input type="checkbox"/> Hatchback <input type="checkbox"/> MPV <input type="checkbox"/>		
If Other, please give details:	
Has the vehicle been modified in any way from the manufacturer's specification?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
If YES, please give details:		
Is the vehicle fitted with a taximeter?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Are you the registered keeper of the vehicle?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
If NO, please give details of the registered keeper:		
Is the vehicle Leased, Hired or a replacement vehicle?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
If YES, please give details:		

Are you the sole driver of the vehicle

YES NO

If answer is NO...Please detail below names and addresses of other licensed drivers.

Section 4: Operator / Company Details

Please give details of the company / operator who will operate the vehicle:

Operator Licence Number *(if any)*:

Company Name:

Company Address:

Telephone Numbers:

Email Address:

Website:

Please note that you must fill this section if you are applying for a Private Hire Vehicle licence. If you are applying for a Hackney Carriage Vehicle licence, you are required to fill this section if the vehicle will be operated by a private hire or hackney carriage operator either full time or part time.

Section 5: Previous Licences

Have you ever had an application for a Hackney Carriage or Private Hire vehicle or driver licence refused, revoked or suspended by any Licensing Authority?

YES NO

If YES, Please give details below: *(please Include dates, name of authority and reason why licence was revoked, please continue on a separate sheet if you require more space)*

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Section 6 Details of Insurance:

Name and address of Insurance company :

Insurance Policy Number:

Date of Issue:

Date of Expiry:

Section 7: Additional Information

Are there any other factors / information that you wish the council to take into consideration when determining your application? *(please continue on a separate sheet if you require more space)*

Declaration

I declare that the information given by me in this application is correct in every respect. I will inform Newport City Council of any changes to my circumstances that may effect my application. I further declare that I will comply with such Acts, Byelaws and conditions as are in force in the District.

I confirm and understand I am applying for the grant of a Hackney Carriage/Private Hire vehicle licence and that I am not entitled to drive the vehicle for hire purposes, including account work until I have been issued with my licence and plate within the controlled district of Newport City Council. **I also understand that the council vehicle taxi test will not check every licence condition and it is my responsibility to maintain my vehicle according to the council's vehicle licence conditions at all times the vehicle is licensed.**

I declare that I have read and completed this application myself and I have read and understand the council's hackney carriage and private hire licensing policy and council's driver and vehicle licence conditions.

In submitting this application for consideration I agree to any of the foregoing information being made public should the circumstances so require.

Please tick the box if you have read and understand the above statement and that all of the above information contained in this application is correct.

SIGNATURE: _____

PRINT NAME:

DATE:

WARNING: If you knowingly or recklessly make any false statement or omit any material information on this form, you may be prosecuted for an offence and the licence may be refused.

GUIDANCE FOR HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES



Applying for a Hackney Carriage or Private Hire vehicle Licence

For a vehicle to be licensed as a Hackney Carriage or Private Hire vehicle, it must be suitable to transport members of the public. The vehicle must comply with the vehicle specifications set by the council.

To apply for your vehicle to be licensed, you must complete the application form alongside paying the appropriate fee.

Renewing Your Hackney Carriage or Private Hire Vehicle Licence

You must renew your licence every year if your vehicle is less than 3 years old or every 6 months if the vehicle is over 3 years old, although we will make every effort to send you a reminder before your licence expires - It is your responsibility to ensure you make application to renew your licence before its expiry.

Inspection of Vehicles

You are required to submit a vehicle application to the Licensing Authority before you are permitted to book your vehicle in for a Council vehicle test. The vehicle test is undertaken by Newport Transport: 160 Corporation Road, Newport, NP19 0WF, you must make an appointment directly with Newport Transport. Payment for the vehicle test fee should be made directly to Newport Transport at the time of the vehicle test.

The council is committed to provide high standard vehicles for the traveling public. Vehicles that pass the council vehicle test but have advisory notes may be required for inspection by a Licensing Officer. It should also be noted that the vehicle test undertaken by Newport Transport only covers the mechanical safety of the vehicle. It is up to the Proprietor to ensure the vehicle meets all licensing conditions, failure in meeting conditions could result in the vehicle being suspended by the authority.

(Brand new registered vehicles with less than 1,500 miles on the odometer will not be required to have a vehicle test)

Fees

Please refer to Fee document on the website for current fees or application form.

Insurance

A valid certificate of insurance, covering the carriage of passengers for appropriate hire or reward (e.g. public/private hire) and at least third party risks shall be produced at the time of the vehicle inspection or at the request of an authorised officer of the council and in any case.

Licences and Conditions

The council is empowered to attach to the grant of a licence such conditions as they may consider reasonably necessary and various powers are given to the council to refuse, suspend or revoke the licences.

Required Documents

- Completed application form.
- Old internal plate, if renewing
- A copy of Vehicle Registration Document (Only for new vehicles, Hackney Carriages must provide evidence the vehicle meets M1 or Low volume M1 standard)

In accordance with current legislation the Licensing Team reserves the right to request any additional information or documentation that they deem necessary.

Please note that we cannot accept incomplete application forms. Such forms will be returned to the applicant unprocessed accompanied by all submitted documents. Licences will not be issued until all enquiries are complete.

By Post: Licensing Department, PO BOX 883, Civic Centre, Newport, NP20 9LR
Telephone Enquiries: 01633 656656
Email: environment.licensing@newport.gov.uk
Website: www.newport.gov.uk/licensing