

**NEWARK AND SHERWOOD DISTRICT COUNCIL
CASTLE HOUSE, GREAT NORTH ROAD, NEWARK. NG24 1BY**

APPLICATION FOR A HACKNEY CARRIAGE OR PRIVATE HIRE VEHICLE LICENCE

**Public Health Act 1875, Town Police Clauses Act 1847 and 1889
Local Government (Miscellaneous Provisions) Act 1976**

If you require assistance in completing this form, please contact the Licensing Section on Tel. Newark 655894

PART A - YOUR/THE VEHICLE'S DETAILS

1. I of +

do hereby apply for a Private Hire Vehicle* Hackney Carriage*

licence in respect of
Vehicle Registration No. to carry passengers

The vehicle you wish to licence should be capable of carrying not less than 5 people including the driver

2. The vehicle is (state make and model):

and was first registered on
was last inspected on

Actual Engine Size (cc):

Is this vehicle wheelchair accessible? Yes No

PART B - OTHER DETAILS

3. Please state the full name and address of every owner or part owner of the vehicle:
A.
B.
Telephone no:
Email address:
Can we contact you by email: Yes No

4. Please state the full name and address of the registered owner and/or keeper (state both if different):
A.
B.

5. Please state the full name and address of every person to whom the vehicle is let or rented:
A.
B.

NOTES: * Tick as appropriate
+ The applicant must be owner, part owner or in possession of the vehicle under a hire or hire purchase agreement. The applicant will be the person whose name will be shown on the vehicle licence. If a company has an interest the names and addresses of all directors and the Secretary must be stated under Paragraph 3 and the name of the company and registered office under Paragraph 1.

6. Please state the address of every place where the vehicle is kept when not in use:

A.	B.	C.
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7. To the best of your knowledge, has this vehicle been previously licensed with this or any other authority? Yes No

If yes, state:-

a.	the name of the Local Authority	
b,	the year when licensed	
c,	licence number	
d,	the name of the Proprietor	

8. Under what business name do you intend to operate this vehicle?

9. Will the vehicle be operated as a sub-contract to another taxi/private hire business? Yes No (please tick)

If yes, state the name of the company/business

10. Will this vehicle be operated in any form of partnership with another taxi proprietor/private hire operator? Yes No (please tick)

If yes, state the name of the company/business

11. Excluding the vehicle mentioned in this application, how many licensed vehicles do you currently operate?

<input type="checkbox"/>	Hackney Carriage	<input type="checkbox"/>	Private Hire
<input type="checkbox"/>	Heavy Goods Vehicles (HGV)	<input type="checkbox"/>	Public Service Vehicle (PSV)
<input type="checkbox"/>	None		

PART C - PLANNING PERMISSION

12. Having studied the content of Note 7 (see Notes for Guidance attached) do you require planning permission for the operation of this vehicle/your business?

Yes No (please tick)

If no, please state the reason why you are exempt from this requirement

If yes, please tick the box opposite if you would like an application form for planning permission to be sent to you.

PART D - MAINTENANCE

You must show that you will maintain your vehicles properly

13. Give the maximum time or distance intervals at which this vehicle will normally be given safety inspections

Time interval	Distance interval
	miles
	miles
	miles
	miles

14. Will you/your staff usually carry out your own:

- safety inspections Yes No
- minor repairs Yes No
- major repairs Yes No

If you have answered **Yes**, to any of these questions, please complete the table below

Address of your workshop	Facilities available there (e.g. Pits/Hoists etc)

Number of skilled repair staff available

If **No**, please complete the table below

Address of garage doing maintenance	Facilities available there (e.g. Pits/Hoists etc)

Continue on a separate sheet if necessary

PART E - FINANCE

During the last two years:

15. Have you or your partners every been made bankrupt? Yes No
16. Have you, or your partners or directors been involved with a company which has gone into insolvent liquidation? Yes No
17. Have you or any of your directors been disqualified as a director or from taking part in the management of a company? Yes No

Applications for Hackney Carriage Vehicles Only

- If **Yes**, to any of the above questions please give details on a separate sheet of paper
- If this is your first application for a Hackney Carriage vehicle licence in the last two years, to show that you have enough money to start up and maintain your business, please enclose a bank reference

PART F - CONVICTIONS

18. Have you, your partner, the Company Directors, nominated transport manager, employees or agents, any convictions which, under the terms of the Rehabilitation of Offenders Act 1974, are not spent? Yes No

- If **Yes**, please fill in the box below

Name	Date of Conviction	Offence	Name of Court	Penalty Imposed

(Cash/cheque payments are no longer accepted)

The fee should be made before submitting the application. Payment can be made online at our website;

<http://www.newark-sherwooddc.gov.uk/pay/>

Click Pay Online Now and Licenses. Select the licence type from the drop down box, then click Select.

Alternatively you can pay over the phone by calling our call centre on 01636 650000. You will need to add the receipt details below.

DECLARATION

I have made the payment and included the receipt details;

1. Annual Licence fee of £225.00 for Hackney Carriage or £175.00 for Private Hire

My receipt number is:

Receipt No:	Payment date:
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I enclose:-

- 1. Current Certificate of Insurance.
- 2. Vehicle Registration Certificate.
- 3. Ministry of Transport Certificate.

I understand that I may be prosecuted if I knowingly or recklessly make a false statement or omit any material particular from this application.

I consider that I have sufficient funds and means to maintain this vehicle in a fit and proper state in accordance with the conditions of licence set by the Council.

I have made arrangements with the Transport Section, Brunel Drive Depot, Newark (on Tel: Newark 655566) to have the vehicle examined.

I understand that, in pursuance of the prevention or detection of crime, personal details may be released to Government agencies such as the Benefits Agency and the Inland Revenue.

I hereby declare that I am a proprietor of the vehicle mentioned in this application for a hackney carriage/private hire vehicle licence. This information is correct to the best of my knowledge and belief.

Signed

Date

This application should be returned to the Licensing Section, Newark and Sherwood District Council, Castle House, Great North Road, Newark. NG24 1BY

NOTES FOR GUIDANCE:

1. If a licence is granted to you it will be subject to the Conditions of Licence for Hackney Carriage and Private Hire Vehicles and any additional conditions the Council may deem necessary.
2. A separate licence is required for each vehicle.
3. Any change in the ownership of the vehicle as set out above must be notified in writing to the Council within 14 days of transfer.
4. Your vehicle must comply with the standard vehicle specification for Hackney Carriages and Private Hire Vehicles and will be inspected before a licence can be issued.
5. There must be in force in relation to the use of the vehicle a policy of insurance issued to comply with the provisions of Part VI of the Road Traffic Act 1972 with an insurance company approved by the Council which will cover use for Hackney Carriage and Private Hire Purposes.
6. The issue of licences is restricted to persons residing or currently operating a business within the Newark and Sherwood District with the exception of those vehicle licences which may be transferred in accordance with the provisions of the Local Government (Miscellaneous Provisions) Act 1976.
7. With effect from 1st January 1994, planning permission will not normally be required for the operation of a taxi and/or private hire business from a private residential property provided that:-
 - (a) Vehicles:
 - (i) only one vehicle is parked out at and/or controlled from the property;
 - (ii) the one permitted vehicle is a passenger carrying saloon car, estate car or mini-bus with up to 9 seats capacity;
 - (iii) no self-drive private hire cars or vans are based at or controlled from the property;
 - (iv) such operations do not constitute a part of a light haulage/courier operation;
 - (v) no vehicular movements to and from the property take place between the hours of 11.00 pm and 6.00 am seven days a week; and
 - (vi) no maintenance other than minor servicing takes place on or at the property;

(b) Aerials

If the one car business is deemed not to require planning permission in accordance with (a) above, then any aerial erected in connection with that business will not require planning permission provided that:-

- (i) if attached to the property, it does not extend more than 1 metre above the ridgeline of the property; and
- (ii) if free-standing, the structure is no more than 3 metres high to the tip of the aerial from the ground level.

Where planning permission is deemed to be required, i.e. for the operation of two or more taxis or private hire vehicles and the associated communications equipment, then the acceptability of the proposal will generally be tested by reference to the impact of the proposed use on residential amenity, on-street car parking conditions and the character and appearance of the locality.

Note: Provided no valid planning complaints are received regarding the operation of the business, the Local Planning Authority will continue to honour the informal guidance offered to proprietors who were operating a maximum of two taxis/private hire vehicles from a property prior to 1st January, 1994.

However, proprietors who were operating only one vehicle prior to and since 1st January, 1994, will now need to apply for planning permission if they wish to increase their number of vehicles to two or more. Any pre-1994 two vehicle operators will also be required to apply for planning permission if they wish to increase their number of vehicles to three or more.

General Data Protection Regulation (GDPR) 2016 Privacy Notice

The personal information you provide will only be used by Newark and Sherwood District Council, the Data Controller, in accordance with General Data Protection Regulation 2016 to:

process your application

or

undertake a statutory function

The basis for processing this information is to enable the council to undertake a public task or to provide the service that you are requesting.

Your personal information will be shared with statutory bodies in connection with the above purpose. Some of your personal information will be included in a public register in accordance with our statutory responsibility. Such public information may also be disclosed if requested under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004

Your personal data will be kept in accordance with the Council's retention policy and schedule. Details of which can be found on in the council's asset register on our website:

<http://www.newark-sherwooddc.gov.uk/yourcouncil/makingarequestforinformation/re-useofpublicsectorinformationregulations/>

In accordance with GDPR you have a right to:

have a copy of the personal information that we hold about you. Details of how to obtain this are <http://www.newark-sherwooddc.gov.uk/dataprotection/>

Complain to the Information Commissioner if you feel that your information is not being handled appropriately <https://ico.org.uk/>

You may also have a right

- to prevent automated processing and profiling
- to erasure (also known as the right to be forgotten)
- to stop processing
- to data portability

For further details about how you information may be used or about your rights under this legislation and any subsequent data protection legislation, please contact the Council's Information Governance Officer on 01636 655216 or via email on freedom@nsdc.info

For Official Use

Date Application		Amount Paid/Receipt/Date			
MOT Exp		Test Centre		Chassis No	
Date of 1 st Reg		D or P		Eng Size	
Colour		Name of Insurance Co		Policy No	
Insurance Exp					
Lic Issued On		Lic No		Valid Until	
Date of next Inspection		Date of last inspection			