

FOR OFFICE USE ONLY			
Worksheet Reference	WK/		
Application Received Date			
Licence Fee Paid (amount)			
Receipt Number			
Vehicle Inspection Report on File			
Registration Document Copied	YES	NO	
Insurance Certificate Copied	YES	NO	
MOT Certificate Copied	YES	NO	
Licence Plate Number			
Date Licence Issued			

*North
Wiltshire
District
Council*

IF ANY PERSON KNOWINGLY OR RECKLESSLY MAKES A FALSE STATEMENT OR OMITTS ANY MATERIAL PARTICULAR IN GIVING THE FOLLOWING INFORMATION HE SHALL, UNDER SECTION 57 OD THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 PART III, BE GUILTY OF AN OFFENCE:

Applicants are advised that under normal circumstances the Council will process and issue a licence **within 10 working days** following receipt of a **complete** application. (this includes not only the application form, but any other item(s) that form part of the application.

For help in completing this form, please refer to the notes on pages 3 & 4.

APPLICATION TO RENEW/FOR A PRIVATE HIRE VEHICLE LICENCE

PLATE NUMBER	
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1.

Name	
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2.

Address for Correspondence	
Telephone Number	
Mobile Number	
Fax Number	
Email Address	

3.

Are you applying on behalf of a limited company?	If YES Go to Question 4 If NO Go to Question 7
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4.

Name of Limited Company	
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5.

Registered Office of Limited Company	

6.

Your Position in Limited Company	
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7.

Are you applying on behalf of a partnership?	If YES Go to Question 8 If NO Go to Question 9
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8.

Names of Other Partners	

9.

Address where vehicle normally operated from	

10.

Trading name (if applicable)	
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ABOUT THE VEHICLE

Make and Model of vehicle	
Engine Capacity	
Colour	
Registration Number of Vehicle	
Date of First Registration	
Constructed to carry how many persons (excluding driver)	
Number of Doors	
Are you the sole owner of the vehicle?	YES NO
If NO, please state the name(s) and address(es) of every owner or part owner of the vehicle	

INSURANCE Please provide a copy of the insurance/cover note	Name of Insurance Company			
	Policy Number			
	Date of Insurance Cert./Cover Note			
	Expiry Date Insurance Cert./Cover Note			
	Is the Insurance Group Policy or specific to the vehicle?		GROUP	VEHICLE

MOT Please provide a copy of the test certificate (only applicable to vehicles of more than 1 year old)	Serial Number of Certificate			
	Expiry Date of Certificate			
	Issuing Station Number			

DOCUMENTS REQUIRED FOR APPLICATION

Current fee of £236.00.
Registration document (log book)
Current certificate of insurance (or cover note)
MOT test certificate (note: MOT test certificates are only required from the time the vehicle is one year old. This is calculated from the date of first registration of the vehicle.)

DECLARATION

I declare that the following information given by me is correct in every respect. If granted a Licence, I further declare that I will comply with the conditions and guidance notes listing the statutory provisions.

I hereby acknowledge that I have read and understood the condition submitting this application for consideration I agree to any foregoing information being made public should the circumstance so require.

Date: _____

Signed: _____

Please return this form to:

Community & Environment
North Wiltshire District Council
Monkton Park
Chippenham
Wiltshire
SN15 1ER

For the attention of Jo Tarry

Please ensure that you consult all relevant Departments of the council which may be concerned with the operation of your business; i.e. it may be necessary to obtain planning permission; Tenants should consult their Landlord.

Incomplete applications will be returned

PTO for NOTES

Private Hire Vehicle Licence
Local Government (Miscellaneous Provisions) Act 1976

NOTES TO BE READ BEFORE COMPLETING AN APPLICATION FORM

1. A separate form must be completed for each vehicle to be licensed and submitted with the required fee.
2. A business, club or hotel address can be accepted provided the applicant lives there permanently.
3. The current insurance must be a Policy issued in accordance with, and comply with, Part VI of the Road Traffic Act 1988.
4. Registration document, Insurance certificate and MOT certificate (where necessary) must be provided with the application.
5. Please contact the Taxi Licensing Officer on **01249 706438** at least 14 days before the licence is due to be issued or renewed so that arrangements can be made to inspect the vehicle.