



**Basingstoke
and Deane**

LICENSING

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

APPLICATION FOR A PRIVATE HIRE VEHICLE LICENCE

Notes for Applicants

This application form is for a licence for a Private Hire **vehicle**.

For an application for a new or replacement vehicle you are advised to discuss vehicle make, model and specification with the licensing team prior to purchasing the vehicle.

You are required to have your vehicle tested at the Council's approved test centre. This is J Davy, West Ham, Basingstoke, RG22 6PL, L&M Autos, Unit 5 Bell Road, Daneshill Estate, Basingstoke RG24 8FB or Bryant and Freeman, Beresford Centre, Wade Road, Basingstoke RG24 8PL.

Please have your vehicle tested before submitting this application as you will need to include your vehicle Certificate of Compliance with this form.

If you wish to discuss any matter relating to your application, please contact the Licensing Team on (01256) 845374.

If you wish to see a member of the Team, please make an appointment. If you arrive without an appointment, there may not be an officer available to see you.

In accordance with the provisions of Part Two of the Local Government (Miscellaneous Provisions) Act 1976, I hereby request the Basingstoke and Deane Borough Council to licence within the said Borough the under mentioned Private Hire Vehicle of whom the following are the proprietor(s) or persons concerned either solely or in partnership with any other persons in the keeping, employing or letting or hire of such Vehicle:-

Please complete in BLOCK LETTERS and in BLACK INK

NAME OF APPLICANT (Owner of Vehicle)	Forenames:
	Surname:
	Status: MR/MRS/MISS (Delete as necessary)
ADDRESS	Home Address:
	Post Code: Telephone:
DETAILS OF VEHICLE <i>Please note that all private hire vehicles subject to first application must be no more than 3 years of age.</i>	Make:
	Model:
	Colour:
	Registration Number:
	Date of first registration:
	Passenger Seating Capacity:
	Engine Capacity:
	Vehicle Recorded Mileage:
CURRENT PLATE NUMBER	

IS THE VEHICLE INSURED FOR FULL PUBLIC LIABILITY IN ITS USE AS A PRIVATE HIRE VEHICLE?	YES/NO Policy Number: Date of expiry:
NAME OF INSURERS/BROKERS	Address: Telephone Number:
IS THE VEHICLE INSURED IN ACCORDANCE WITH PART VI OF THE ROAD TRAFFIC ACT? <i>There must be a policy in place that the vehicle is insured for hire and reward in addition to at least 3rd party cover.</i>	YES/NO Policy number Date of expiry Name of Insurance company Address
HAVE YOU EVER HAD ANY ACCIDENTS IN THIS OR ANY PRIVATE HIRE VEHICLE IN THE PAST YEAR?	YES/NO If yes, please give details below: (continue on a separate A4 sheet if necessary)
DATE	DETAILS

Confirmation of your arrangements to work with an operator will be required prior to the issue of your vehicle licence.

NAME OF OPERATOR	
Address	
Postcode	Telephone number

<p>WILL THIS VEHICLE BE USED FOR THE FOLLOWING? <i>Vehicles outside the maximum age restrictions which are licensed for the purposes of school contract work are not licensed to carry out any other private hire work.</i></p>	<table border="0"> <tr> <td>School contracts</td> <td>YES/NO</td> </tr> <tr> <td>Executive/Chauffeur Hire only</td> <td>YES/NO</td> </tr> <tr> <td>General day to day private hire journeys</td> <td>YES/NO</td> </tr> </table>	School contracts	YES/NO	Executive/Chauffeur Hire only	YES/NO	General day to day private hire journeys	YES/NO	
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<p>DO YOU REQUIRE AN EXEMPTION FROM THE REQUIREMENT TO DISPLAY A HARD PLATE? <i>(Owners of certain prestige vehicles may apply for an exemption from the requirement to display a hard plate subject to prior agreement with the Council depending on booking types)</i> <i>Note, Prestige vehicles found to be used for work outside the terms of the exemption will forego the right from displaying the hard plate and from the Councils age and identity policy.</i></p>	<p>YES/NO</p> <p>If yes please provide details of the type of work this vehicle will be used for.</p>							
<p>ARE YOU THE SOLE PROPRIETOR OF THE VEHICLE? If no, state full names and addresses of the other persons who are also proprietors of the vehicle or are concerned in the hire keeping, employing or letting on hire of the vehicle. <i>(Please continue on a separate A4 sheet if necessary)</i> <i>You are no longer required to complete a proprietorship requisition form.</i></p>	<p>YES/NO</p>							
<p>BUSINESS NAME ADDRESS <i>if applicable</i></p> <p>TELEPHONE NO:</p>	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>							
<p>IS YOUR PRIVATE HIRE BUSINESS YOUR SOLE MEANS OF LIVELIHOOD</p>	<p>YES/NO If no, please state Name and Address of current employer:</p> <table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr> <td>Post Code:</td> <td>Telephone No:</td> </tr> <tr> <td colspan="2">Occupation:</td> </tr> </table>				Post Code:	Telephone No:	Occupation:	
Post Code:	Telephone No:							
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<p>HOW MANY HOURS WILL THIS VEHICLE BE USED EACH DAY AS A PRIVATE HIRE VEHICLE?</p>	<table border="1"> <tr><td> </td></tr> </table>							

I enclose herewith:

Please Tick

- (a) **Vehicle Registration Document or other proof of ownership**
- (b) **Current Certificate/s of Insurance/Cover Note/s**
- (c) **Evidence of current Public Liability Insurance**
- (d) **Current Vehicle Licence (If application involves change of Vehicle)**
- (e) **Completed application form**
- (f) **Vehicle compliance Certificate from the Council’s authorised garage**
- (g) **Licence Fee**

Declaration

I declare that the information and particulars given by me in this application are true and correct to the best of my knowledge and belief and I make it knowing that if it is tendered inaccurately, any licence determined and issued in connection with it may be suspended, modified and/or revoked.

I also understand and consent that the information given on this form may be issued to and verified with, other enforcement agencies and consulting bodies; namely the DVLA, Hampshire Police, the local Magistrates Court, any of the trade organisation(s) mentioned hereon and any other corporate body in accordance with data protection and the Council’s disclosure policy.

DATE:

SIGNATURE OF APPLICANT:

NAME (in capitals):

NOTE: Section 57(3) of the 1976 Act provides that: “If any person knowingly or recklessly makes a false statement or omits any material particular in giving information (under this section), he shall be guilty of an offence”

When you have all the necessary documents and the licence application fee, please submit your application to the **Licensing Department, Deanes Building, Civic Offices, London Road, Basingstoke, Hampshire RG21 4AH**. If your application is not complete, it will be returned to you. If you wish to see an officer to discuss your application you will need to contact the Duty Officer on (01256) 845374 to arrange a convenient appointment.

Basingstoke and Deane Borough Council 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 fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see the Level 2 notice on Basingstoke and Deane Borough Council website which can be found at: <http://www.basingstoke.gov.uk/council/keydocs/antfraud.htm> or contact David Robb, Head of Corporate Governance on 01256 845315 (direct line) or email: david.robb@basingstoke.gov.uk