

TEMPORARY VEHICLE APPLICATION FORM TAXI/PRIVATE HIRE

1. Applicants must read the Taxi and Private Hire Licencing Policy before completing this form.
2. Applicants must complete ALL sections. Incomplete application forms will be returned to the applicant and not processed until such time as the application form is completed.
3. This application can only be processed if the named driver has reported in full all details to North Hertfordshire District Council Licensing Department.

1. Drivers Details – Please complete in full

Drivers Name: _____

Drivers Address: _____

Contact Telephone No: _____

Email address: _____

Drivers Badge No: _____

Licensed Plate No: _____

If Private Hire, Private Hire Operators License Number: _____

2. Hire Company Details – The company providing vehicle - Complete in full

Name: _____

Address: _____

Contact Telephone number: _____

Email address: _____

Contact Name: _____

3. Details of Accident damage to licenced vehicle

Vehicle Registration: _____

Plate Number: _____

Date of Accident: _____

Time of Accident: _____

Location of Accident: _____

Police Accident Report No: _____

Description of Accident:

4. Details of Vehicle to be licensed – Please refer to the Taxi and Private Hire Licensing Policy to ensure your requested vehicle complies.

<https://www.north-herts.gov.uk/home/licensing/taxi-licensing/taxi-licencing-policy>

Vehicle Registration: _____

Vehicle Make: _____

Vehicle Model: _____

Vehicle Colour: _____

No of Passengers: _____

Insurance Company: _____

Insured Start Date: _____

Insurance Expiry Date: _____

MOT Start Date: _____

MOT Expiry Date: _____

Wheelchair Accessible: Yes / No

Meter Fitted: Yes / No

2-Way Radio Fitted: Yes / No

5. Declaration

- I, the undersigned, hereby apply for a licence to act as a proprietor of a Temporary Taxi/Private Hire vehicle under the authority of North Hertfordshire District Council.
- I declare that to the best of my knowledge and belief, the foregoing information is true and correct.
- I understand that the making a false statement in connection with this application is an offence and may lead to the refusal, suspension or revocation of my licence, in addition to possible prosecution for a criminal offence.
- I understand that it is my responsibility to ensure that I have appropriate
- Taxi/Private Hire insurance at all times throughout this licence.
- I hereby authorise North Hertfordshire District Council to undertake periodic checks during the application process and licence duration of:
 - my driving licence against the DVLA database
 - my insurance details against the Motor Insurance Database
 - my DBS against the DBS Online Update Service (if subscribed to)
 - all above information with other Council departments and other Councils (including sharing the information where appropriate)
- I have read, understood and agreed to abide by all relevant legislation and the Council's Taxi and Private Hire Licensing Policy.

Print Full Name: _____

Signature of Applicant: _____

Dated: _____

6. Submitting the Application

Please submit this application form with the following items to enable North Hertfordshire District Council to determine if the vehicle is suitable:

- Completed Application form
- MOT – this can not be older than 2 months old from the date the licence will be issued.
- Logbook
- Insurance Certificate – This must have a minimum of 1 complete month from the start of the issued plate.

When the application has been determined we will contact you to arrange for the payment and a date / time for the Compliance test. Providing the Licensing Officer finds the vehicle to comply with our policy the plate will be issued for a maximum of 1 calendar month. We require the current licence plate from the damaged vehicle to be given to the officer at this time. If you wish to extend the temporary plate, please contact us prior to the issued plate expiry date.

Please email all documents to licensing@north-herts.gov.uk