

## APPLICATION FORM TAXI / PRIVATE HIRE VEHICLE LICENCE

1. Applicants must read the Taxi and Private Hire Licensing 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 returned complete.

### 1. Applicants – Personal Details

Enter below personal details of every person who is a proprietor or part proprietor of the vehicle, or person(s) concerned as company secretary and director(s) of a company which is the proprietor of the vehicle.

**Full Name:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**NHDC Drivers Licence Badge Number if held:** \_\_\_\_\_

**Full Name:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**NHDC Drivers Licence Badge Number if held:** \_\_\_\_\_

**2. Applicant – Individual, Partnership or Company Details**

*Please complete all sections. If not applicable, please enter N/A*

**State whether the vehicle is owned by:**

Individual Proprietor  Partnership  Registered Company

**If you are a registered company, please enter the number below:**

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**Name of the Company you are trading/operating under:**

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**Individual or Company registered Address: (if self employed this may be your home address)**

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**Individual or Company Trading Telephone Number:**

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**Individual or Company Email address(s):**

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**3. Application Type - Type of Licence Required**

*Please tick appropriate boxes*

<b>TAXI</b> <input type="checkbox"/>	<b>PRIVATE HIRE</b> <input type="checkbox"/>
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<b>GRANT</b> <input type="checkbox"/>	<b>RENEWAL</b> <input type="checkbox"/>	<b>CHANGE OF VEHICLE</b> <input type="checkbox"/>
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***Taxi Vehicle only: -***  
Which Town within North Hertfordshire do you intend to predominately operate in?

<b>BALDOCK</b> <input type="checkbox"/>	<b>HITCHIN</b> <input type="checkbox"/>	<b>KNEBWORTH</b> <input type="checkbox"/>	<b>LETCHWORTH</b> <input type="checkbox"/>	<b>ROYSTON</b> <input type="checkbox"/>
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**PRIVATE HIRE VEHICLE ONLY**

**This section is to be completed by the Private Hire Operator owner.**

**Operators Name:** \_\_\_\_\_

**Operators Address:** \_\_\_\_\_

**Operators Licence number:** \_\_\_\_\_

**I here by state that the details on this form are correct and (insert full name of driver)\_\_\_\_\_ will be operating as a Private Hire**

**Driver for the above company using the vehicle shown. Should they cease to be working for us we will communicate this in writing to North Hertfordshire District Council Licensing department immediately.**

**Print Operators Name:** \_\_\_\_\_

**Signature of Operator:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**4. Vehicle Details** – Please use capitals

**Existing licence Details (if Renewal or Change of Vehicle)**

Licence Plate Number:

Current Expiry Date:

Vehicle Registration Number:

*If Change of Vehicle*

*Previous Registration number:*

Name of Registered keeper of the vehicle:

Make:

Model:

Colour:

No of Passengers:

Engine Size:

Wheelchair Accessible:

Meter Fitted:

2-Way Radio Fitted:

**5. Insurance Details** – Please use capitals

Insurance Company:

Valid from Date:

Valid to Date:

## 6. Declaration

I, the undersigned, hereby apply for a licence to act as a proprietor of a 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: \_\_\_\_\_

### **IMPORTANT INFORMATION – PLEASE READ**

This application, duly completed and signed, together with the appropriate fee and the following documentation:

- **Vehicle Registration Document (V5c Log-Book)**
- **Valid Certificate of Insurance (Minimum 1 full month form date of plate issue)**
- **MOT Certificate (Not older than 2 full month form date of plate issue)**
- **Appropriate Fee – Payment Method options – On-line Payment system, Cheque or Postal Order.**

#### **To make your application either:**

- 1 - Scan & Email application form and documents to [licensing@north-herts.gov.uk](mailto:licensing@north-herts.gov.uk)
- 2 - Or post to Taxi Licensing, North Hertfordshire Council, PO Box 10613, Nottingham, NG6 6DW

For further information please visit our website:

<http://www.north-herts.gov.uk/home/licensing/taxi-licensing>

If you have any questions regarding your application please email address:

[licensing@north-herts.gov.uk](mailto:licensing@north-herts.gov.uk)

To make Payment, please use pay online on our website:

<https://www.north-herts.gov.uk/>