

# APPLICATION FOR A HACKNEY CARRIAGE VEHICLE LICENCE

 <p>Ribble Valley Borough Council</p> <p>www.ribblevalley.gov.uk</p>	<b>OFFICE USE ONLY</b>	
	Date of issue	
	Date of expiry	
	Licence No.	
	Fee	
	Receipt No.	

## **PLEASE ENSURE THAT YOU READ THESE NOTES**

It is an offence, punishable on summary conviction by a fine not exceeding level 3 on the standard scale knowingly or recklessly to make a false statement or omit any material particular in the completion of this form. The making of such false statements or omission may also result in the immediate suspension or revocation of the licence.

Any change of address or employer, must be notified to the Licensing Section, Legal Services Department, Ribble Valley Borough Council, Church Walk, Clitheroe, Lancashire. BB7 2RA.

No licence can be issued to any person under the age of 21 years. The applicant must have held a **FULL British Driving Licence for 12 months.**

All applicants are reminded that Hackney Carriage Vehicle Licences are issued only for the period specified thereon and are not automatically renewed.

### **NEW APPLICATIONS**

For new applications the following must be completed and returned to us:

Correct Licence Fee

Current vehicle insurance certificate for Public Hire

Vehicle Registration Documents **in the applicants name**

Current MOT certificate

(1 August 1998 legislation from Vehicle Inspectorate stipulates that any vehicle over one year old used for hire and reward must have a current MOT.)

### **RENEWAL APPLICATIONS**

For renewal applications the following must be completed and returned to us:

Correct licence fee

Current vehicle insurance certificate for Public Hire

Current MOT certificate

(1 August 1998 legislation from Vehicle Inspectorate stipulates that any vehicle over one year old used for hire and reward must have a current MOT)

**Please bring your vehicle with you to the Council Offices.** A member of our own staff must check all vehicles at the time of licensing (or renewal).

**Fill in ALL parts of your application form and return old plates and badges.**

**Please ring: 01200 414554/414411 to make an appointment before re-licensing, to check the availability of staff.**

**RIBBLE VALLEY BOROUGH COUNCIL**  
**APPLICATION FORM FOR A HACKNEY CARRIAGE**  
**VEHICLE LICENCE**

Please ensure that you fill in ALL parts of the application form that apply to you!

If you find that there is insufficient space for a reply to any of the following questions, please continue on a separate sheet of paper and attach it to this form).

Please fill in the following details for the PLATE HOLDER

Full Name \_\_\_\_\_

Full Address \_\_\_\_\_

\_\_\_\_\_

Home Telephone Number \_\_\_\_\_

Mobile Number \_\_\_\_\_

Please fill in the following details for the DRIVER (if different from that of the Plate Holder)

Full Name \_\_\_\_\_

Full Address \_\_\_\_\_

\_\_\_\_\_

Home Telephone Number \_\_\_\_\_

Mobile Number \_\_\_\_\_

Please give details of who will be employing the driver

Operator \_\_\_\_\_

Operators Address \_\_\_\_\_

\_\_\_\_\_

Operators Telephone number \_\_\_\_\_

**If joint owner please give the name(s) and address(es) of other person(s) concerned in the said vehicle.**

**Are you hiring or leasing this vehicle from a company?**

**Yes                  No**

**If yes, please give the full name, address and contact number of the company**

**Is this vehicle currently licensed with any other authority for Private Hire or Hackney Carriage purposes? If so please give details**

**Which Authority?  
Plate Number?**

**I hereby apply for a Hackney Carriage Vehicle Licence in respect of the vehicle described overleaf to operate within the Borough of Ribble Valley. I declare that the details given on this form are true and I undertake to comply with all of the Bye-Laws, Licence Conditions and the Code of Conduct and other legal requirements should the licence be granted.**

**Signed \_\_\_\_\_ Dated \_\_\_\_\_**

This authority 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:

<https://www.ribblevalley.gov.uk/data-protection-freedom-information/national-fraud-initiative> or contact the Internal Audit Manager on 01200 414540.

**PLEASE ENSURE THAT YOU FILL IN THIS PART OF THE APPLICATION FORM FOR EACH NEW LICENCE OR RENEWAL**

<b>SCHEDULE PARTICULARS TO BE COMPLETED BY THE APPLICANT</b>	
<b>REG NO.</b>	
<b>MAKE</b>	
<b>TYPE</b>	
<b>YEAR</b>	
<b>ENG cc</b>	
<b>COLOUR</b>	
<b>NO. OF DOORS</b>	
<b>NO. OF PASSENGERS</b>	
<b>RADIO FITTED</b>	
<b>REMARKS:</b>	

**CERTIFICATE OF INSURANCE**

<b>NAME OF INSURANCE COMPANY</b>
<b>POLICY NUMBER</b>
<b>TYPE OF COVER</b>

**FOR OFFICIAL USE ONLY**

**FOR COMPLETION BY  
BEE MILL GARAGE AT RIBCHESTER**

<u>Date of Annual Test</u>	<b>OFFICIAL AUTHORISATION STAMP</b>					
<u>Result of Mechanical Test</u>						
<u>Results of Other Inspection</u> <table style="width: 100%; border: none;"> <tr> <td style="border: none;"><u>FIRE EXT.</u></td> <td style="border: none;"><u>FIRST AID BOX</u></td> </tr> <tr> <td style="border: none;">YES/NO</td> <td style="border: none;">YES/NO</td> </tr> </table>			<u>FIRE EXT.</u>	<u>FIRST AID BOX</u>	YES/NO	YES/NO
<u>FIRE EXT.</u>			<u>FIRST AID BOX</u>			
YES/NO			YES/NO			
METER FITTED?			ROOF SIGN FITTED?			
<u>HACKNEY CARRIAGE VEHICLE - NUMBER ALLOTTED</u>						
<u>PLATES FITTED</u>						
<u>TESTED BY</u>						
<u>REMARKS</u>						

**RIBBLE VALLEY BOROUGH COUNCIL**

**CHECK LIST FOR  
VEHICLE INSPECTION**

**SECTION 1 - ELECTRICAL**

FRONT SIDE LIGHTS  
REAR LIGHTS  
HEAD LIGHTS - DIP AND FULL BEAM  
HEAD LIGHT AIM  
REAR BRAKE LIGHTS  
REAR FOG LAMP/S  
REAR NUMBER PLATE LIGHT  
DIRECTION INDICATORS - FRONT AND REAR AND SIDE  
WIPERS  
WASHERS  
BATTERY AND CRADLE  
HORN  
SALON HEATER  
WINDSCREEN AND REAR SCREEN DE-MISTER  
INTERIOR LIGHTS FRONT AND REAR  
ROOF SIGN

**SECTION 2 - STEERING AND SUSPENSION**

STEERING CONTROLS  
STEERING MECHANISM  
STUB AXLE ASSEMBLIES  
WHEEL BEARINGS  
SUSPENSION  
SHOCK ABSORBERS  
WHEELS - BALANCE  
TYRE TYPE AND SIZE  
TYRE CONDITION

**SECTION 3 - POWER SUPPLY AND DRIVE**

EFFICIENT ENGINE  
OIL LEAKS  
GEAR BOX  
TRANSMISSION  
DRIVE SHAFTS  
ROAD TEST FOR SPEEDOMETER/MILOMETER/METER  
EXHAUST SYSTEM  
SMOKE EMISSION TEST  
SILENCER

**TESTING GARAGE**

Bee Mill Garage  
Preston Road  
Ribchester  
PRESTON  
PR3 3XL

Tel: 01254 878765

#### **SECTION 4 - BRAKING SYSTEM**

SERVICE BRAKE - CONDITION AND EFFICIENCY  
PARKING BRAKE - CONDITION AND EFFICIENCY  
BRAKING BALANCE

#### **SECTION 5 - EXTERIOR BODY WORK**

NO RUST SCRATCHES OR DENTS  
WINDOWS OF MARKED SAFETY GLASS  
SPARE WHEEL AND CARRIER  
BRACKET FOR PLATE

#### **SECTION 6 - SALOON INTERIOR**

FIRE EXTINGUISHER - SECURED AND VISIBLE  
A FULL FIRST AID BOX - READILY AVAILABLE  
SEATS AND UPHOLSTERY - IN GOOD CONDITION AND CLEAN  
DOOR HANDLES IN WORKING ORDER  
DOOR CHECK STRAPS TO BE IN GOOD CONDITIONS  
BOOT OR LUGGAGE SPACE - CLEAN AND AVAILABLE FOR USE  
JACK AND TOOLS TO CHANGE A WHEEL  
SPARE WHEEL SECURE IN VEHICLE MANUFACTURERS DESIGNATED PLACE

#### **SECTION 7 - SEAT BELTS**

FITTED TO ALL SEATS INCLUDING MINIBUSES  
SECURITY OF MOUNTINGS  
CONDITION OF BELTS  
OPERATION OF BELTS

Ribble Valley Borough Council will use the information you provide in this form, and information from any supporting evidence you send, to process your application for a Hackney Carriage Drivers Licence and if your application is successful to administer your licence.

The law requires us to verify that applicants for driver licences and private hire operator's licence have the right to work in the UK. Where necessary, we may need to verify your information with the Home Office and/or the Department for Works and Pensions (DWP).

We may also share your personal information with a number of other organisations as part of the licensing process. Such organisations may include the Police, DVLA, Home Office, DWP and other Local Authorities. Any information sharing will be managed in accordance with relevant privacy and data protection legislation.

We may pass the information to other agencies or organisations which handle public funds, such as the Department for Works and Pensions or HM Revenues and Customs, as allowed by law.

We may check the information you have provided, or information that someone else has given us about you, against other information we already have.

The Council is under a duty to protect public funds and to prevent or detect crime, to that end we may share your information with, obtain information about from:

- Government departments (HM Revenue and Customs, Department for Works and Pensions)
- Other local authorities

We will also share your information where we have a legal obligation to do so.

Some limited licensee information (licensee name, licence numbers, licence status and expiry dates) will be made available to the public where relevant legislation requires or permits it and publication is in the public interest.

We will not provide your personal information to anyone else or use that information for any other purpose unless the law allows or requires us to do so.

We will only keep your information for as long as it is required. The retention period is either dictated by law or by our information retention policies. Once your information is no longer required it will be destroyed securely and confidentially.

For further information on how your personal information is used, how we maintain the security of your information and your rights to access the information we hold about you, please visit <http://www.ribblevalley.gov.uk/privacynotice> or contact our Data Protection Officer (email: <mailto:data.protection@ribblevalley.gov.uk>, tel no: 01200 425111)