

APPLICATION FOR A PRIVATE HIRE VEHICLE LICENCE

| | | |
|---|------------------------|--|
|  <p>Ribble Valley Borough Council</p> <p>www.ribblevalley.gov.uk</p> | OFFICE USE ONLY | |
| | 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 Diving Licence for 12 months.

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 the age of 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 the age of 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 PRIVATE HIRE
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 **VEHICLE OWNER**

Full Name _____

Full Address _____

Home Telephone Number _____

Mobile Number _____

Please fill in the following details for the **DRIVER** (if different from that of the vehicle owner)

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 _____

**Is anyone else insured to drive this vehicle?
If so, please give the names of any such drivers:**

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 Private Hire 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.ribbonvalley.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

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

CERTIFICATE OF INSURANCE

| |
|----------------------------------|
| NAME OF INSURANCE COMPANY |
| POLICY NUMBER |
| TYPE OF COVER |

FOR OFFICIAL USE ONLY

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

| | | | |
|--|---|--|------------------------------|
| <u>Date of Annual Test</u> | OFFICIAL AUTHORISATION STAMP | | |
| <u>Result of Mechanical Test</u> | | | |
| <u>Results of Other Inspection</u> FIRE EXT. FIRST AID BOX YES/NO YES/NO | | | |
| METER FITTED? | | | ROOF SIGN FITTED? |
| <u>PRIVATE HIRE 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)